



**HOT SPRINGS SCHOOL DISTRICT NO. 6
STUDENT AND DISCIPLINE POLICIES HANDBOOK • 2016-2017**

VISION STATEMENT

The vision of the Hot Springs School District is for students to graduate college and career ready in order to meet the challenges of an ever changing world.

MISSION STATEMENT

The mission of the Hot Springs School District is to assure that all students have the essential skills to compete in a global society, value and respect diversity and possess the ethical standards of integrity.

CORE BELIEFS

Hot Springs School District will:

Provide a safe, supportive, and nurturing environment.

Raise the Bar and set high expectations for ALL.

Teach all students to become critical thinkers, problem solvers and lifelong learners. Prepare students with 21st century skills.

Promote Trojan Pride within the district and throughout the community.

SUPERINTENDENT

Mike Hernandez, Ed.D.

HOT SPRINGS SCHOOL DISTRICT BOARD OF DIRECTORS

Mr. Bob Freeman

Mrs. Ann Hill

Mr. Lonell Lenox

Mrs. Debbie Ugbade

Mr. Steve White

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SUPERINTENDENT'S LETTER

Dear Trojan Family,

It is my absolute pleasure to serve as the Superintendent of the Hot Springs School District. I truly want to thank you for making HSSD your choice for a top quality education in Garland County. I hope your experience with our staff is positive and beneficial to your educational needs. The district will strive to address the individual needs of all students in our district and communicate effectively with parents. Safety is a priority of HSSD. It is important that our students understand all rules and consequences of their actions. Please understand that all rules will be clearly published and enforced in order to maintain a safe environment for students, staff, and visitors. Please take some time to review the policies with your student(s). If students, parents, and teachers understand and uphold the policies, we will have a pleasant and safe learning environment to provide a top quality education for the students.

Please do not hesitate to contact me, or a member of our excellent leadership staff for any assistance.

Respectfully,

A handwritten signature in black ink, appearing to read "Mike Hernandez", with a large, stylized flourish at the end.

Dr. Mike Hernandez, Ed.D. - Superintendent

DISTRICT (K-12)

4.1 - RESIDENCE REQUIREMENTS

Definitions:

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

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

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

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

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

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

to a residence outside the District, may continue to remain enrolled in his/her current school unless the presiding court rules otherwise.

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

Cross References: Policy 4.40—HOMELESS STUDENTS
Policy 4.52—STUDENTS WHO ARE FOSTER CHILDREN

Legal References: A.C.A. § 6-4-302
A.C.A. § 6-18-202
A.C.A. § 6-18-203
A.C.A. § 9-28-113

Date Adopted: August 4, 2016
Last Revised:

4.2 - ENTRANCE REQUIREMENTS

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

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

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

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

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

Students who move into the District from an accredited school shall be assigned to the same grade as they were attending in their previous school (mid-year transfers) or as they would have been assigned in their previous school. Home-schooled and private school students shall be evaluated by the District to determine their appropriate grade placement.

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

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

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

4. In accordance with Policy 4.57—IMMUNIZATIONS, the child shall be age appropriately immunized or have an exemption issued by the Arkansas Department of Health.

Uniformed Services Member's Children

For the purposes of this policy:

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

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

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

"Eligible child" means the children of:

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

An eligible child as defined in this policy shall:

1. be allowed to continue his/her enrollment at the grade level commensurate with his/her grade level he/she was in at the time of transition from his/her previous school, regardless of age;
2. be eligible for enrollment in the next highest grade level, regardless of age if the student has satisfactorily completed the prerequisite grade level in his/her previous school;
3. enter the District's school on the validated level from his/her previous accredited school when transferring into the District after the start of the school year;
4. be enrolled in courses and programs the same as or similar to the ones the student was enrolled in his/her previous school to the extent that space is available. This does not prohibit the District from performing subsequent evaluations to ensure appropriate placement and continued enrollment of the student in the courses/and/or programs;
5. be provided services comparable to those the student with disabilities received in his/her previous school based on his/her previous Individualized Education Program (IEP). This does not preclude the District school from performing subsequent evaluations to ensure appropriate placement of the student;
6. make reasonable accommodations and modifications to address the needs of an incoming student with disabilities, subject to an existing 504 or Title II Plan, necessary to provide the student with equal access to education. This

does not preclude the District school from performing subsequent evaluations to ensure appropriate placement of the student;

7. be enrolled by an individual who has been given the special power of attorney for the student's guardianship. The individual shall have the power to take all other actions requiring parental participation and/or consent;
8. be eligible to continue attending District schools if he/she has been placed under the legal guardianship of a noncustodial parent living outside the district by a custodial parent on active military duty.

Cross References: 4.1—RESIDENCE REQUIREMENTS
 4.4—STUDENT TRANSFERS
 4.5—SCHOOL CHOICE
 4.34—COMMUNICABLE DISEASES AND PARASITES
 4.40—HOMELESS STUDENTS

Legal References: A.C.A. § 6-4-302
 A.C.A. § 6-18-201 (c)
 A.C.A. § 6-18-207
 A.C.A. § 6-18-208
 A.C.A. § 6-18-510
 A.C.A. § 6-18-702
 A.C.A. § 6-15-504 (f)
 A.C.A. § 9-28-113
 Plyler v Doe 457 US 202,221 (1982)

Date Adopted: August 4, 2016
Last Revised:

4.3 - COMPULSORY ATTENDANCE REQUIREMENTS

Every parent, guardian, or other person having custody or charge 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 homeschooled and the conditions of policy (4.6—HOME SCHOOLING) have been met.
3. The child will not be age six (6) on or before August 1 of that particular school year and the parent, guardian, or other person having custody or charge of the child elects not to have him/her attend kindergarten. A kindergarten waiver form prescribed by regulation of the Department of 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).

Legal Reference: A.C.A. § 6-18-201
 A.C.A. § 6-18-207

Date Adopted: August 4, 2016
Last Revised:

4.4 - STUDENT TRANSFERS

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

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

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

Any student transferring from home school or a school that is not accredited by the Department of Education to a District school shall be evaluated by District staff to determine the student's appropriate grade placement.

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

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

Legal References: A.C.A. § 6-18-316
 A.C.A. § 6-18-510
 A.C.A. § 6-15-504 (f)
 A.C.A. § 9-28-113(b)(4)
 A.C.A. § 9-28-205

State Board of Education Standards of Accreditation 12.05

Date Adopted: August 4, 2016

Last Revised:

4.5 - SCHOOL CHOICE

The Hot Springs School District is under an enforceable desegregation court order/court-approved desegregation settlement agreement regarding the effects of past racial segregation in student assignment and has submitted the appropriate documentation to the Arkansas Department of Education (ADE). The Federal Court orders and court approved desegregation settlement agreement apply only to school districts located in Garland County, Arkansas. As a result of the desegregation order/desegregation plan, the District is exempt from the provisions of the Public School Choice Act of 2015 (Standard School Choice) and the Arkansas Opportunity Public School Choice Act of 2004 (Opportunity School Choice). Pursuant to Court orders, Hot Springs School District, plus the six (6) other public school districts located in Garland County, are currently under the provisions of Act 609 of 1989. The law, incorporated in part into the Court approved desegregation settlement agreement entered into by all Garland County public school districts, provides limitations and restrictions as follows:

1. No student shall transfer to a nonresident district where the percentage of enrollment for the student's race exceeds that percentage in his/her resident district.
2. In any instance where the transfer would result in a conflict with a desegregation court order or approved desegregation agreement, the terms of the order or agreement shall govern.

To be considered, an application for a school choice transfer must be received or postmarked no later than July 1 of the year in which the applicant would begin the fall semester at the non-resident district.

When considering applications, priority shall be given to applications from siblings residing in the same residence or household of students already attending Hot Springs School District through school choice.

The District shall notify the superintendents of each of its geographically contiguous school districts of its exemption. For additional information or if there are questions about school choice transfers in Garland County school districts, and specifically Hot Springs School District, contact the Hot Springs School District Superintendent's Office, Administrative Offices, 400 Linwood Avenue, Hot Springs, Arkansas 71913 (telephone 501-624-3372).

Legal References: A.C.A. § 6-1-106
 A.C.A. § 6-13-113
 A.C.A. § 6-15-430(b)
 A.C.A. § 6-18-227
 A.C.A. § 6-18-510
 A.C.A. § 6-18-1901 et seq.
 A.C.A. § 6-21-812
 ADE Rules Governing the Guidelines, Procedures and
 Enforcement of the Arkansas Opportunity Public School
 Choice Act

Date Adopted: August 4, 2016

Last Revised:

4.6 - HOMESCHOOLING

4.6—HOMESCHOOLING

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

The parents or legal guardians shall deliver written notice in person to the Superintendent the first time such notice is given and the notice must include:

1. The name, date of birth, grade level, and the name and address of the school last attended, if any;
2. The location of the home school;
3. The basic core curriculum to be offered;
4. The proposed schedule of instruction; and
5. The qualifications of the parent-teacher.

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

Legal References: A.C.A. § 6-15-503
A.C.A. § 6-41-206

Date Adopted: August 4, 2016

Last Revised:

4.7 - ABSENCES

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

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

Absences for students enrolled in digital courses shall be determined by the online attendance and time the student is working on the course rather than the student's physical presence at school. Students who are scheduled to have a dedicated period for a digital class shall not be considered absent if the student logs the correct amount of time and completes any required assignments; however, a student who fails to be physically present for an assigned period may be disciplined in accordance with the District's truancy policy.

Excused Absences

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

- 1. The student's illness or when attendance could jeopardize the health of other students. A maximum of six (6) such days are allowed per semester unless the condition(s) causing such absences is of a chronic or recurring nature, is medically documented, and approved by the principal.**
- 2. Death or serious illness in their immediate family;**
- 3. Observance of recognized holidays observed by the student's faith;**
- 4. Attendance at an appointment with a government agency;**
- 5. Attendance at a medical appointment;**
- 6. Exceptional circumstances with prior approval of the principal;**
- 7. Participation in an FFA, FHA, or 4-H sanctioned activity;**
- 8. Participation in the election poll workers program for high school students.**
- 9. Absences granted to allow a student to visit his/her parent or legal guardian who is a member of the military and been called to active duty, is on leave from active duty, or has returned from deployment to a combat zone or combat support posting. The number of additional excused absences shall be at the discretion of the superintendent or designee.**
- 10. Absences granted, at the Superintendent's discretion, to seventeen (17) year-old students who join the Arkansas National Guard while in eleventh grade to complete basic combat training between grades eleven (11) and twelve (12).**
- 11. Absences for students excluded from school by the Arkansas Department of Health during a disease outbreak because the student has an immunization waiver or whose immunizations are not up to date.**

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

Unexcused Absences

Absences not defined above or not having an accompanying note from the parent or legal guardian, presented in the timeline required by this policy, shall be considered as unexcused absences. Students with eight (8) unexcused absences in a course in a semester may not receive credit for that course. At the discretion of the principal after consultation with persons having knowledge of the circumstances of the unexcused absences, the student may be denied promotion

or graduation. Excessive absences shall not be a reason for expulsion or dismissal of a student.

When a student has four (4) unexcused absences, his/her parents, guardians, or persons in loco parentis shall be notified. Notification shall be by telephone by the end of the school day in which such absence occurred or by regular mail with a return address sent no later than the following school day.

Whenever a student exceeds eight (8) unexcused absences in a semester, the District shall notify the prosecuting authority and the parent, guardian, or persons 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, guardian, or person in loco parentis may petition the school or district's administration for special arrangements to address the student's unexcused absences. If formal arrangements are granted, they shall be formalized into a written agreement which will include the conditions of the agreement and the consequences for failing to fulfill the agreement's requirements. The agreement shall be signed by the student, the student's parent, guardian, or person in loco parentis, and the school or district administrator or designee.

Students who attend in-school or out-of-school suspension shall not be counted absent for those days, as it relates to excused or unexcused absences.

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

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

Date Adopted: August 4, 2016

Date revised:

4.8 - MAKEUP WORK

Students who miss school due to an excused absence shall be allowed to make up the work they missed during their absence under the following rules.

1. Students are responsible for asking the teachers of the classes they missed what assignments they need to make up.
2. Teachers are responsible for providing the missed assignments when asked by a returning student.
3. Students are required to ask for their assignments on their first day back at school or their first class day after their return.
4. Makeup tests are to be rescheduled at the discretion of the teacher, but must be aligned with the schedule of the missed work to be made up.
5. Students shall have one class day to make up their work for each class day they are absent.
6. Makeup work which is not turned in within the makeup schedule for that assignment shall receive a zero.
7. Students are responsible for turning in their makeup work without the teacher having to ask for it.
8. Students who are absent on the day their makeup work is due must turn in their work the day they return to school whether or not the class for which the work is due meets the day of their return.
9. As required/permitted by the student's Individual Education Program or 504 Plan.

Parents requesting homework assignments for the day(s) missed must contact the guidance counselor's office at the school on the day(s) 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 4.57—IMMUNIZATIONS.

Cross References: 4.7—ABSENCES
 4.57—IMMUNIZATIONS

Date Adopted: August 4, 2016
Last Revised:

4.9 - TARDIES

Promptness is an important character trait that District staff are encouraged to model and help develop in our schools' students. At the same time, promptness is the responsibility of each student. Students who are late to class show a disregard for both the teacher and their classmates which compromises potential student achievement.

Date Adopted: August 4, 2016

Last Revised:

4.10 - CLOSED CAMPUS

All schools in the District shall operate closed campuses. Students are required to stay on campus from their arrival until dismissal at the end of the regular school day unless given permission to leave the campus by a school official. Students must sign out in the office upon their departure.

Date Adopted: August 4, 2016

Last Revised:

4.11 - EQUAL EDUCATIONAL OPPORTUNITY

No student in the Hot Springs 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 Equity Coordinator, who may be reached at Administrative Offices, 400 Linwood Avenue, Hot Springs, Arkansas 71913, 501-624-3372.

For further information on notice of non-discrimination or to file a complaint, visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm>; for the address and phone number of the office that serves your area, or call 1-800-421-3481.

Legal References: A.C.A. § 6-18-514
 28 C.F.R. § 35.106
 34 C.F.R. § 100.6

34 C.F.R. § 104.8
34 C.F.R. § 106.9
34 C.F.R. § 108.9
34 C.F.R. § 110.25

Date Adopted: August 4, 2016

4.12 - STUDENT ORGANIZATIONS/EQUAL ACCESS

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

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

All meetings held on school premises must be scheduled and approved by the principal. The school, its agents, and employees retain the authority to maintain order and discipline, to protect the wellbeing 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.

Legal References: A.C.A. § 6-5-201 et seq.
 A.C.A. § 6-21-201 et seq.
 20 U.S.C. 4071 Equal Access Act
 Board of Education of the Westside Community Schools v.

Date Adopted: August 4, 2016

4.13 - PRIVACY OF STUDENT'S 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 parent 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 (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 Hot Springs School District does not distinguish between a custodial and noncustodial parent, or a non-parent such as a person acting in loco parentis or a foster parent with respect to gaining access to a student's records. Unless a court order restricting such access has been presented to the district to the contrary, the fact of a person's status as parent or guardian, alone, enables that parent or guardian to review and copy his child's records.

If there exists a court order which directs that a parent not have access to a student or his/her 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/her 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 role (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 Family Educational Rights and Privacy Act (FERPA) does not prevent the District from disclosing or requiring a student to disclose the student's name, identifier, or institutional email address in a class in which the student is enrolled.

Parents and students over the age of 18 who believe the district has failed to comply with the requirements for the lawful release of student records may file a complaint with the U.S. Department of Education (DOE) at

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

Cross References: Policy 4.34—Communicable Diseases and Parasites
Policy 5.20—District Web Site
Policy 5.20.1—Web Site Privacy Policy
Policy 5.20F1—Permission to Display Photo of Student on Website

Legal References: A.C.A. § 9-28-113(b)(6)
20 U.S.C. § 1232g
20 U.S.C. § 7908
34 CFR 99.3, 99.7, 99.21, 99.22, 99.30, 99.31, 99.32, 99.33, 99.34, 99.35,
99.36, 99.37, 99.63, 99.64

Date Adopted: August 4, 2016
Last Revised:

4.13F - OBJECTION TO PUBLICATION OF DIRECTORY INFORMATION

(Not to be filed if the parent/student has no objection)

I, the undersigned, being a parent of a student, or a student eighteen (18) years of age or older, hereby note my objection to the disclosure or publication by the Hot Springs School District of directory information, as defined in Policy No. 4.13 (Privacy of Students' Records), concerning the student named below. The district is required to continue to honor any signed opt-out form for any student no longer in attendance at the district.

I understand that the participation by the below-named student in any

interscholastic activity, including athletics and school clubs, may make the publication of some directory information unavoidable, and the publication of such information in other forms, such as telephone directories, church directories, etc., is not within the control of the District.

I understand that this form must be filed with the office of the appropriate building principal within ten (10) school days from the beginning of the current school year or the date the student is enrolled for school in order for the District to be bound by this objection. Failure to file this form within that time is a specific grant of permission to publish such information.

I object and wish to deny the disclosure or publication of directory information as follows:

Deny disclosure to military recruiters _____

Deny disclosure to Institutions of postsecondary education _____

Deny disclosure to Potential employers _____

Deny disclosure to all public and school sources _____

Selecting this option will prohibit the release of directory information to the three categories listed above along with all other public sources (such as newspapers), AND result in the student's directory information not being included in the school's yearbook and other school publications.

Deny disclosure to all public sources _____

Selecting this option will prohibit the release of directory information to the first three categories listed above along with all other public sources (such as newspapers), but permit the student's directory information to be included in the school's yearbook and other school publications.

Name of student (Printed)

Signature of parent (or student, if 18 or older)

Date form was filed (To be filled in by office personnel)

Note: your district does not have to include the separate options listed on this form, but students do have the right to opt out of either category separately.

Date Adopted: August 4, 2016

4.14 - STUDENT PUBLICATIONS AND THE DISTRIBUTION OF LITERATURE

Student Publications

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

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

Student Publications on School Web Pages

Student publications that are displayed on school web pages shall follow the same guidelines as listed above; plus they shall:

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

Student Distribution of Non School Literature, Publications, and Materials

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

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

The regulations shall:

1. Be narrowly drawn to promote orderly administration of school activities by preventing disruption and may not be designed to stifle expression;
2. Be uniformly applied to all forms of non school materials;
3. Allow no interference with classes or school activities;
4. Specify times, places, and manner where distribution may and may not occur; and
5. Not inhibit a person's right to accept or reject any literature distributed in accordance with the regulations.
6. Students shall be responsible for the removal of excess literature that is left at the distribution point for more than ten days.

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

Legal References: A.C.A. § 6-18-1202, 1203, & 1204
 Tinker v. Des Moines ISD, 393 U.S. 503 (1969)
 Bethel School District No. 403 v. Fraser, 478 U.S. 675 (1986)
 Hazelwood School District v. Kuhlmeier, 484 U.S. 260 (1988)

Date Adopted: August 4, 2016
Last Revised:

4.15 - CONTACT WITH STUDENTS WHILE AT SCHOOL

CONTACT BY PARENTS

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

CONTACT BY NONCUSTODIAL 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 noncustodial 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. Noncustodial parents who file with the principal a date-stamped copy of current court orders granting visitation may eat lunch, volunteer in their child's classroom, or otherwise have contact with their child during school hours and the prior approval of the school's principal. Such contact is subject to the limitations outlined in Policy 4.16, Policy 6.5, and any other policies that may apply.

Arkansas law provides that, In order to avoid continuing child custody controversies from involving school personnel and to avoid disruptions to the educational atmosphere in the District's schools, the transfer of a child between his/her custodial parent and noncustodial 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 noncustodial 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 noncustodial parents that was witnessed by the student's building principal. Unless a valid

no-contact order has been filed with the student's principal or the principal's designee, district employees shall not become involved in disputes concerning whether or not that parent was supposed to pick up the student on any given day.

CONTACT BY LAW ENFORCEMENT, SOCIAL SERVICES, OR BY COURT ORDER

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

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

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

Contact by Professional Licensure Standards Board Investigators

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

Legal References: A.C.A. § 6-18-513
 A.C.A. § 9-13-104
 A.C.A. § 12-18-609, 610, 613
 A.C.A. § 12-18-1001, 1005

Date Adopted: August 4, 2016
Last Revised:

4.16 - STUDENT VISITORS

The board strongly believes that the purpose of school is for learning. Social visitors, generally, disrupt the classroom and interfere with learning that should be taking place. Therefore, visiting with students at school is strongly discouraged, unless approved by the principal and scheduled in advance. This includes visits made by former students, friends, and/or relatives of teachers or students. Any visitation to the classroom shall be allowed only with the permission of the school principal and all visitors must first register at the office.

Cross References: For adult visits see Policy 4.15—CONTACT WITH STUDENTS WHILE AT SCHOOL and Policy 6.5—VISITORS TO THE SCHOOLS

Date Adopted: August 4, 2016
Last Revised:

4.16.HSSD.21 - VISITORS

SCHOOL SAFETY & VISITOR REQUIREMENTS

All schools provide a Safe School Environment that includes:

1. Monitoring school guests (guests report to main office, sign in, wear badges, report unfamiliar people to school office).
2. Provide developed crisis plans and conduct preparedness training (building level teams; regular review of plans and simulation drills; training teachers and other staff in how to respond to crisis).
3. Create a safe, supportive school climate that provides school-wide behavioral expectations, positive interventions and supports, psychological and counseling services, and violence prevention programs (bully-proofing, social skill development, peer conflict mediation).

4. Promote compliance with school rules, and reporting potential problems to school officials.
5. Practice school preparedness drills (intruder alerts, weather and fire).

Rules for Visitors to School

A. General Requirements for Visitors to Schools:

1. A visitor is defined as any person seeking to enter the school building who is not an employee of the school or a student currently enrolled in that building.
2. All visitors shall report to the school office when arriving or leaving the school premises. Notices shall be displayed in each building indicating that all visitors are required to register with the school office and obtain authorization from the administrator to remain on the school premises. All visitors shall be requested to wear an appropriate form of identification when on school premises. Persons without a recognized school visitor pass will be viewed as trespassers and should anticipate being questioned and asked to return to the office. **UNAUTHORIZED VISITORS WILL BE ASKED TO LEAVE AND NON-COMPLIANCE WITH THIS REQUEST WILL RESULT IN ARREST.**
3. Whenever possible, visitors should obtain authorization from the administration in advance. At the discretion of the administration, such prior authorization may be required.
4. All school visitors must comply at all times with Board policies, administrative rules and school regulations.
5. Visitors will use the push button at the front door to be allowed to enter the building during school hours.

B. Exceptions to Visitor Requirements:

1. Parents or citizens who have been invited to visit school as part of a scheduled open house, special event, scheduled performance by a class, during drop off and/or pick up procedures, or other adult participants in organized and school approved activities are exempt from requirements in A. 1-4 above. (Access to school events held during school hours (Homecoming, pep rally, concerts during school hours, etc.) requires that all visitors secure a pass/badge or verbal permission from the principal or his designee in order to be admitted.

C. Visitors to Classrooms or Other Instructional Areas:

1. Access to classrooms or other instructional areas of the school may be restricted upon the recommendation of the teacher in charge or as otherwise deemed necessary by the administration.
2. Because classrooms and other instructional areas are the most vulnerable to disruption, specific conditions may be imposed upon visitors, including but not limited to:
 - a. requiring that the visitor be chaperoned

- b. limiting the duration of the visit to particular times or length of time
 - c. limiting the activities of the visitor to a particular purpose(s)
 - d. designating particular routes of travel in the building or upon the school grounds.
 - e. student visitors or small children are not permitted to attend class with a student.
3. Visitors wishing to conference with teachers or administration during the course of the school day are encouraged to make arrangements in advance whenever possible and only during teacher's conference times.
 4. **Supervision and Monitoring of Visitors to school:** All visitors and parents/guardians (visitors), shall be supervised and monitored by the staff, teachers, or the administration during the extent of the visit to the school. Supervision is defined as having general oversight over, direction of, and regulation of the visitor's activities and interaction with the children at school. Monitoring is defined as watching and observing the visitor's activities and interaction with the children at school. Each classroom instructor or assistant shall be responsible for supervising or monitoring visitors in their classroom. All staff is responsible for supervising and monitoring visitors in their general vicinity, including the visitor activities en route to the classroom.
 5. **Special Situations:** Both parents and guardians of a student have rights to visit the child's school and have unlimited access to their child unless a court order exists restricting such contact.

The School Administration has the authority to exclude from the school premises any person who disrupts or who appears likely to become a disruption to the educational program. Any such individual shall be directed to leave the school premises immediately and law enforcement authorities shall be called if necessary.

Date Adopted: August 4, 2016

4.17 - STUDENT DISCIPLINE

The Hot Springs School District 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; 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 licensed personnel policy committee shall review the student discipline policies annually and may recommend changes in the policies to the Hot Springs 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 or legal guardian shall sign and return to the school an acknowledgement form documenting that they have received the policies.

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.

Legal References: A.C.A. § 6-18-502
 A.C.A. § 6-17-113

Date Adopted: August 4, 2016
Last Revised:

4.18 - PROHIBITED CONDUCT

Students and staff require a safe and orderly learning environment that is conducive to high student achievement. Certain student behaviors are

unacceptable in such an environment and are hereby prohibited by the Board. There may be actions or behavior for which discipline is administered and no specific consequences are listed. In that case the minimum consequence shall be a conference and the maximum an expulsion. Prohibited behaviors include, but shall not be limited to the following:

1. Disrespect for school employees and failing to comply with their reasonable directions or otherwise demonstrating insubordination; CONFERENCE - SUSPENSION
2. Disruptive behavior that interferes with orderly school operations; CONFERENCE - SUSPENSION
3. Willfully and intentionally assaulting or threatening to assault or physically abusing any student or school employee; CONFERENCE - EXPULSION
4. Possession of any weapon that can reasonably be considered capable of causing bodily harm to another individual; SUSPENSION - EXPULSION
5. Possession or use of tobacco in any form on any property owned or leased by any public school; CONFERENCE - EXPULSION
6. Willfully or intentionally damaging, destroying, or stealing school property; SUSPENSION – EXPULSION - RESTITUTION
7. Possession of any paging device, beeper, or similar electronic communication devices on the school campus during normal school hours unless specifically exempted by the administration for health or other compelling reasons; CONFERENCE – SUSPENSION
8. Possession, selling, distributing, or being under the influence of an alcoholic beverage, any illegal drug, unauthorized inhalants, or the inappropriate use or sharing of prescription or over the counter drugs, or other intoxicants, or anything represented to be a drug; SUSPENSION - EXPULSION
9. Sharing, diverting, transferring, applying to others (such as needles or lancets), or in any way misusing medication or any medical supplies in their possession; SUSPENSION - EXPULSION
10. Inappropriate public displays of affection; CONFERENCE - SUSPENSION
11. Cheating, copying, or claiming another person's work to be his/her own; SEE ACADEMIC INTEGRITY POLICY
12. Gambling; CONFERENCE - SUSPENSION
13. Inappropriate student dress; CONFERENCE - SUSPENSION
14. Use of vulgar, profane, or obscene language or gestures; CONFERENCE = SUSPENSION
15. Truancy; CONFERENCE – DETENTION – IN-HOUSE ASSIGNMENT
16. Excessive tardiness; CONFERENCE - SUSPENSION
17. Engaging in behavior designed to taunt, degrade, or ridicule another person on the basis of race, ethnicity, national origin, sex, or disability; SUSPENSION - EXPULSION
18. Possess, view, distribute or electronically transmit sexually explicit or vulgar images or representations, whether electronically, on a data storage

- device, or in hard copy form; **SUSPENSION - EXPULSION**
19. Hazing, or aiding in the hazing of another student; **CLASS B MISDEMEANOR - EXPULSION**
 20. Gangs or gang-related activities, including belonging to secret societies of any kind, are forbidden on school property. Gang insignias, clothing, “throwing signs” or other gestures associated with gangs are prohibited; **CONFERENCE - EXPULSION**
 21. Sexual harassment; **SUSPENSION - EXPULSION**
 22. Bullying; **SUSPENSION - EXPULSION**
 23. Operating a vehicle on school grounds while using a wireless communication device. **CONFERENCE – EXPULSION**
 24. Possession or use of fireworks **CONFERENCE - SUSPENSION**
 25. Any act or behavior that would be a misdemeanor or felony if committed by an adult. **CONFERENCE - EXPULSION - (Unless otherwise specifically provided for in these policies)**

After considering all circumstances of an incident, the principal or designee, at any time, may make a referral of a student to the Alternative Learning Environment (ALE) as a consequence for any violation of District policy. It must be determined that the referral is in the best interest of the student and meets requirements for admission to ALE set forth in the ALE policies.

The Superintendent, Principal, or designee shall have the discretion to modify stated consequences as long as the consequence administered does not exceed the maximum as stated in policy. The administration of consequences and penalties shall be made after consideration of all circumstances of the incident or action that was in violation of district policy. Each case will be determined on its own merits.

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

- Cross References:**
- Prohibited Conduct #1—Policy # 3.17
 - Prohibited Conduct #2— Policy # 4.20
 - Prohibited Conduct #3— Policy # 4.21, 4.26
 - Prohibited Conduct #4— Policy # 4.22
 - Prohibited Conduct #5— Policy # 4.23
 - Prohibited Conduct #7—Policy 4.47
 - Prohibited Conduct #8— Policy # 4.24
 - Prohibited Conduct # 13— Policy # 4.25
 - Prohibited Conduct # 14— Policy # 4.21
 - Prohibited Conduct # 15— Policy # 4.7

Prohibited Conduct # 16 — Policy # 4.9
Prohibited Conduct # 17— Policy # 4.43
Prohibited Conduct # 19— Policy # 4.12
Prohibited Conduct # 20— Policy # 4.26
Prohibited Conduct # 21—Policy # 4.27
Prohibited Conduct # 22— Policy # 4.43
Prohibited Conduct # 23— Policy # 4.47

Legal References: A.C.A. § 6-5-201
A.C.A. § 6-15-1005
A.C.A. § 6-18-222
A.C.A. § 6-18-502
A.C.A. § 6-18-506
A.C.A. § 6-18-514
A.C.A. § 6-18-707
A.C.A. § 6-21-609
A.C.A. § 27-51-1602
A.C.A. § 27-51-1603
A.C.A. § 27-51-1609

Date Adopted: August 4, 2016
Last Revised:

4.19 - CONDUCT TO AND FROM SCHOOL AND TRANSPORTATION ELIGIBILITY

Students are subject to the same rules of conduct while traveling to and from school as they are while on school grounds. Appropriate disciplinary actions may be taken against commuting students who violate student code of conduct rules.

The preceding paragraph also applies to student conduct while on school buses. Students shall be instructed in safe riding practices. The driver of a school bus shall not operate the school bus until every passenger is seated. Disciplinary measures for problems related to bus behavior shall include suspension or expulsion from school, or suspending or terminating the student's bus transportation privileges. Transporting students to and from school who have lost their bus transportation privileges shall become the responsibility of the student's parent or legal guardian.

Legal References: A.C.A. § 6-19-119 (b)
Ark. Division of Academic Facilities and Transportation
Rules Governing Maintenance and Operations of Ark.
Public School Buses and Physical Examinations of
School Bus Drivers 4.0

Date Adopted: August 4, 2016
Last Revised:

4.20 - DISRUPTION OF SCHOOL

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

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

Legal Reference: A.C.A. § 6-18-511

Date Adopted: August 4, 2016
Last Revised:

4.21 - STUDENT ASSAULT OR BATTERY

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

Furthermore, it is unlawful, during regular school hours, and in a place where a public school employee is required to be in the course of his or her duties, for any person to address a public school employee using language which, in its common understanding, is calculated to: a) cause a breach of the peace; b) materially and substantially interfere with the operation of the school; c) arouse the person to whom it is addressed to anger, to the extent likely to cause

imminent retaliation. Students guilty of such an offense may be subject to legal proceedings in addition to student disciplinary measures. The minimum consequence for a violation of this policy is a suspension and the maximum is an expulsion.

Legal Reference: A.C.A. § 6-17-106 (a)

Date Adopted: August 4, 2016

4.22 - WEAPONS AND DANGEROUS INSTRUMENTS

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

A weapon is defined as any firearm; knife; razor; ice pick; dirk; box cutter; numchucks; 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. For the purposes of this policy, "firearm" means any device designed, made, or adapted to expel a projectile by the action of an explosive or any device readily convertible to that use.

Possession means having a weapon, as defined in this policy, on the student's body or in an area under his/her control. 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, including a minimum of suspension and a maximum of an expulsion.

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 not less than one year. The superintendent shall have the discretion to modify such expulsion recommendation for a student on a case-by-case basis. Parents or legal guardians of students expelled under this policy shall be given a copy of

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

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

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

Cross Reference: Policy 4.31—EXPULSION

Legal References: A.C.A. § 6-18-502 (c) (2)(A)(B)
A.C.A. § 6-18-507 (e) (1)(2)
A.C.A. § 6-21-608
A.C.A. § 5-4-201
A.C.A. § 5-4-401
A.C.A. § 5-27-210
A.C.A. § 5-73-119(b)(e)(8)(9)(10)
20 USC § 7151

Date Adopted: August 4, 2016

Last Revised:

4.23 - TOBACCO USE AND POSSESSION POLICY

Rationale

The purpose of this policy is to reflect and emphasize the hazards of tobacco use, be in compliance with state and federal laws, protect the health and safety of all students, employees and the general public, and set an example of non-tobacco

use by adults. To attain the purposes and objectives the Hot Springs School District No. 6 establishes a tobacco free policy as set forth herein.

Definitions

- **Tobacco:** For the purposes of this policy “tobacco” is to include any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means or any component, part, or accessory of a tobacco products to include but not limited to: any lighted or unlighted cigarette, cigar, pipe, and any other smoking/vaping product, and spit tobacco, also known as smokeless, dip, chew, snus, and snuff, in any form including, “e-cigarette”, Other Tobacco Products (OTPs), and electronic nicotine devices (ENDs). *Exemption - Nicotine use: Only FDA approved cessation products are allowed. This includes: nicotine gum, nicotine lozenge, nicotine patch, pharmaceutical nicotine inhaler (this does not include any form of e-products) and nicotine nasal spray.*
- **Tobacco use:** Smoking which means carrying or having in one’s possession a lighted cigarette, cigar, pipe or other object giving off or containing any substance giving off smoke, and chewing spit tobacco.
- **Use:** The chewing, lighting and smoking of any tobacco product.

Prohibitions of Use

- a. The Hot Springs School District No. 6 and all of its school properties shall be, as set out herein, tobacco free 24 hours a day, 365 days per year. Included are all functions taking place on school grounds, either sponsored by a school or the District, as well as all functions or activities not associated with, or sponsored by, a school or the District.
- b. Possession or use of tobacco products of any kind by students on District property, whether owned, rented, or used for district purposes, in district vehicles, including busses, and at school sponsored functions, whether on or off of District property, is prohibited at all times.
- c. The use of tobacco products of any kind by employees of the District, or volunteers, on District property, whether owned, rented or used for District purposes, in district vehicles, including busses, and while involved in school sponsored functions, whether on or off of district property, is prohibited at all times.
- d. The use of tobacco products by all visitors to the school district property, including non-school hours and at all functions sponsored by the school or others, athletic or otherwise and on or off school property, is prohibited.

Advertising

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

clothing that advertises tobacco products.

Prevention Education

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

Communication of Policy

g. The policy will be included in employee and parent/student handbooks, and notice thereof posted at entrances of school buildings, playgrounds and athletic fields, as well as in visible places inside and outside the schools of the district. Local media will be asked to communicate this tobacco-free policy community-wide.

Enforcement and Cessation

h. Enforcement and Consequences of violation of this Tobacco Free Policy:

1. Students: Consequences for the first offense may range from a conference and confiscation of the product to suspension, as provided for in student discipline policies, at the discretion of the Principal or designee. Depending on the circumstances, parents may be notified, police may be notified, meeting and assessment with substance abuse educator or designated staff, participation in tobacco education program, and the offering of student resources for available cessation programs may be included in the consequences. Second and subsequent offenses will result in more severe consequences than the first offense, and the severity will depend upon the circumstances and determined by the Principal or designee. If available, Tobacco Education Programs may be mandated as a part of the consequences.

2. Employees and Volunteers: The use of tobacco products of any kind on district property, at any time, is prohibited. The use of tobacco products of any kind while involved in school sponsored activities or functions, regardless of the location, is prohibited. Consequences for violation of this policy shall be a written warning by the employee's supervisor or appropriate administrator and referral to a cessation program for the first offense; a formal reprimand by the employee's supervisor or appropriate supervisor, to be placed in personnel file and referral to a cessation program for the second offense; and possible suspension without pay or non-renewal or dismissal and referral to a cessation program for the third or subsequent offenses, depending upon the circumstances.

3. Visitors: Use of tobacco products of any kind by visitors, on school district property, whether owned or rented, at any time, is prohibited. Visitors violating this policy, as well as applicable federal and state law, will

be informed of the policy and the law prohibiting tobacco use on school property. Continued violation will result in appropriate authorities, including law enforcement personnel, being notified. Information regarding resources for available cessation programs will be available for visitors in violation of this policy.

- i. The Superintendent shall establish any procedures or guidelines necessary to implement this policy. Such procedures and guidelines shall be applied as uniformly as practicable, considering the circumstances of each individual case.

Legal Reference: A.C.A. § 6-21-609

Date Adopted: August 4, 2016

Last Revised:

4.24 - DRUGS AND ALCOHOL

An orderly and safe school environment that is conducive to promoting student achievement requires a student population free from the deleterious effects of alcohol and drugs. Their use is illegal, disruptive to the educational environment, and diminishes the capacity of students to learn and function properly in our schools.

Therefore, no student in the Hot Springs School District shall possess, attempt to possess, consume, use, distribute, sell, buy, attempt to sell, attempt to buy, give to any person, or be under the influence of any substance as defined in this policy, or what the student represents or believes to be any substance as defined in this policy. This policy applies to any student who: is on or about school property; is in attendance at school or any school sponsored activity; has left the school campus for any reason and returns to the campus; or is en route to or from school or any school sponsored activity.

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

Selling, distributing, or attempting to sell or distribute, or using over-the-counter or prescription drugs not in accordance with the recommended dosage is prohibited. The minimum consequence for a violation of this policy is a suspension and the maximum is an expulsion.

Date Adopted: August 4, 2016

Last Revised:

4.25 - STUDENT DRESS AND GROOMING

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

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. This prohibition does not apply, however to a costume or uniform worn by a student while participating in a school-sponsored activity or event.

The Superintendent or designee(s) shall establish student dress codes for the District's schools, to be included in the student handbook, and are consistent with the above criteria.

Legal References: A.C.A. § 6-18-502(c)(1)
 A.C.A. § 6-18-503(c)

Date Adopted: August 4, 2016

Last Revised:

4.26 - GANGS AND GANG ACTIVITY

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

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

1. Wearing or possessing any clothing, bandanas, jewelry, symbol, or other sign associated with membership in, or representative of, any gang;
2. Engaging in any verbal or nonverbal act such as throwing signs, gestures,

- or handshakes representative of membership in any gang;
3. Recruiting, soliciting, or encouraging any person through duress or intimidation to become or remain a member of any gang; and/or
 4. Extorting payment from any individual in return for protection from harm from any gang.

Students found to be in violation of this policy shall be subject to disciplinary action up to and including expulsion.

Students arrested for gang related activities occurring off school grounds shall be subject to the same disciplinary actions as if they had occurred on school grounds. The minimum consequence of this policy is a suspension and the maximum is an expulsion.

Legal References: A.C.A. § 6-15-1005(b)(2)
 A.C.A. § 5-74-201

Date Adopted: August 4, 2016
Last Revised:

4.27 - STUDENT SEXUAL HARASSMENT

The Hot Springs School District is committed to having an academic environment in which all students are treated 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.

Believing that prevention is the best policy, the District will periodically inform students and employees about the nature of sexual harassment, the procedures for registering a complaint, and the possible redress that is available. The information will stress that the district does not tolerate sexual harassment and that students can report inappropriate behavior of a sexual nature without fear of adverse consequences. The information will take into account and be appropriate to the age of the students.

It shall be a violation of this policy for any student to be subjected to, or to subject another person to, sexual harassment as defined in this policy. Any student found, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action up to, and including, expulsion.

Sexual harassment refers to unwelcome sexual advances, requests for sexual

favors, or other personally offensive verbal, visual, or physical conduct of a sexual nature made by someone under any of the following conditions:

- 1. Submission to the conduct is made, either explicitly or implicitly, a term or condition of an individual's education;**
- 2. Submission to, or rejection of, such conduct by an individual is used as the basis for academic decisions affecting that individual; and/or**
- 3. 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 which 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.

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. Depending upon such circumstances, examples of sexual harassment include, but are not limited to: unwelcome touching; crude jokes or pictures; discussions of sexual experiences; pressure for sexual activity; intimidation by words, actions, insults, or name calling; teasing 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; and spreading rumors related to a person's alleged sexual activities.

Students who believe they have been subjected to sexual harassment, or parents of a student who believes their child has been subjected to sexual harassment, are encouraged to file a complaint by contacting a counselor, teacher, Title IX coordinator, or administrator who will assist them in 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.

To the extent possible, complaints will be treated in a confidential manner. Limited disclosure may be necessary in order to complete a thorough investigation. Students who file a complaint of sexual harassment will not be subject to retaliation or reprisal in any form.

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.

Legal References: Title IX of the Education Amendments of 1972, 20 USC 1681, et seq.
A.C.A. § 6-15-1005 (b) (1)

Date Adopted: August 4, 2016
Last Revised:

4.28 - LASER POINTERS

Students shall not possess any hand held laser pointer while in school; on or about school property, before or after school; in attendance at school or any school-sponsored activity; en route to or from school or any school-sponsored activity; off the school grounds at any school bus stop or at any school-sponsored activity or event. School personnel shall seize any laser pointer from the student possessing it and the student may reclaim it at the close of the school year, or when the student is no longer enrolled in the District. Consequences may be a minimum of a suspension and a maximum of an expulsion. The Laser pointer shall be confiscated and turned over to authorities.

Legal References: A.C.A. § 6-18-512
A.C.A. § 5-60-122

Date Adopted: August 4, 2016
Last Revised:

4.29 - INTERNET SAFETY AND ELECTRONIC DEVICE USE POLICY CONSEQUENCES

Definition

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

The District makes electronic device(s) and/or electronic device Internet access available to students, to permit students to perform research and to allow students to learn how to use electronic device technology. Use of district electronic devices is for educational and/or instructional purposes only. Student use of electronic device(s) 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 use, including email, and that monitoring of

student electronic device use is continuous.

No student 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.

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 purposes of this policy, “harmful to minors” means any picture, image, graphic image file, or other visual depiction that:

- (A) taken as a whole and with respect to minors, appeals to a 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.**

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.**

Misuse of Internet

The opportunity to use the District’s technology to access the Internet is a privilege and not a right. 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 disseminating passwords, whether the passwords are the student's own or those of another student/faculty/community member, to other students;
- Divulging personally identifying information about himself/herself or anyone else either on the Internet or in an email unless it is a necessary and integral part of the student's academic endeavor. Personally identifying information includes full names, addresses, and phone numbers.
- Using electronic devices for any illegal activity, including electronic device hacking and copyright or intellectual property law violations;
- Using electronic devices to access or create sexually explicit or pornographic text or graphics;
- Using electronic devices to violate any other policy or is contrary to the Internet safety and electronic device use agreement.

Legal References: Children's Internet Protection Act; PL 106-554
 FCC Final Rules 11-125 August 11,2011
 20 USC 6777
 47 USC 254(h)(l)
 47 CFR 54.520
 47 CFR 520(c)(4)
 A.C.A. § 6-21-107
 A.C.A. § 6-21-111

Date Adopted: August 4, 2016
 Last Revised:

4.29F - STUDENT ELECTRONIC DEVICE AND INTERNET USE AGREEMENT

Student's Name (Please Print) _____ Grade Level _____
 School _____ Date _____

The Hot Springs School District is pleased to offer the student identified above access to the school's computer network resources and the Internet under the following terms and conditions which apply whether the access is through a District or student owned electronic device (as used in this Agreement, "electronic device" means anything that can be used to transmit or capture images, sound, or data):

1. Conditional Privilege: The Student's use of the district's access to the Internet is a privilege conditioned on the Student's abiding to this agreement. No student may use the district's access to the Internet whether through a District or student

owned electronic device unless the Student and his/her parent or guardian have read and signed this agreement.

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

3. Penalties for Improper Use: If the Student violates this agreement and misuses the Internet, the Student shall be subject to disciplinary action. Minimum – first offense: suspension from use of technology. Minimum – second and succeeding offenses: suspension from use of technology for increasingly longer periods, up to the remainder of the semester or school year. Permanent suspension may result in appropriate circumstances.. Maximum – expulsion. Violation of other policies, laws or regulations by the use of technology subject the student to penalties and consequences for violation of such policy, law, or regulation as well as the technology violation. The principal has discretion to consider the age and grade level of the student in administering the policy and enforcing this agreement.

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

- a. using the Internet for other than educational purposes;
- b. gaining intentional access or maintaining access to materials which are "harmful to minors" as defined by Arkansas law;
- c. using the Internet for any illegal activity, including computer hacking and copyright or intellectual property law violations;
- d. making unauthorized copies of computer software;
- e. accessing "chat lines" unless authorized by the instructor for a class activity directly supervised by a staff member;
- f. using abusive or profane language in private messages on the system; or using the system to harass, insult, or verbally attack others;
- g. introduction of network devices into any area where the District's wired or wireless network is in operation including but not limited to; routers, switches, wireless access points, mobile hotspots, wireless printers etc ... unless previously authorized by the District's IT Coordinator or his/her designee.
- h. using encryption software;
- i. wasteful use of limited resources provided by the school including paper;
- j. causing congestion of the network through lengthy downloads of files;
- k. vandalizing data of another user;
- l. obtaining or sending information which could be used to make destructive devices such as guns, weapons, bombs, explosives, or fireworks;
- m. gaining or attempting to gain unauthorized access to resources or files;
- n. identifying oneself with another person's name or password or using an account or password of another user without proper authorization;

- o. invading the privacy of individuals;
- p. 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, address, and phone number.

- q. using the network for financial or commercial gain without district permission;
- r. theft or vandalism of data, equipment, or intellectual property;
- s. attempting to gain access or gaining access to student records, grades, or files;
- t. introducing a virus to, or otherwise improperly tampering with the system;
- u. degrading or disrupting equipment or system performance;
- v. creating a web page or associating a web page with the school or school district without proper authorization;
- w. providing access to the District's Internet Access to unauthorized individuals;
- x. failing to obey school or classroom Internet use rules; or
- y. taking part in any activity related to Internet use which creates a clear and present danger of the substantial disruption of the orderly operation of the district or any of its schools.
- z. Installing or downloading software on district computers without prior approval of the District's IT Coordinator or his/her designee.

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

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

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

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

Student's Signature: _____ Date _____

Parent/Legal Guardian Signature: _____ Date _____

4.30 - SUSPENSION FROM SCHOOL

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

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

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

1. the student shall be given written notice or advised orally of the charges against him/her;
2. 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
3. if the principal finds the student guilty of the misconduct, he/she may be suspended.

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

the school district.

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

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

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

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

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

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

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

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

Cross Reference: 4.7—ABSENCES

Legal References: A.C.A. § 6-18-507
Goss v Lopez, 419 U.S. 565 (1975)

Date Adopted: August 4, 2016

Last Revised:

4.31 - EXPULSION

The Board of Education may expel a student for a period longer than ten (10) school days for violation of the District's written discipline policies. The Superintendent may make a recommendation of expulsion to the Board of Education for student conduct deemed to be of such gravity that suspension would be inappropriate, or 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.

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

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

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

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

Except as permitted by policy 4.22, the Superintendent shall recommend the expulsion of any student for a period of not less than one (1) year for possession of any firearm prohibited on school campus by law. The Superintendent shall,

however, have the discretion to modify the expulsion recommendation for a student on a case-by-case basis. Parents or legal guardians of a student enrolling from another school after the expiration of an expulsion period for a weapons policy violation shall be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a weapon on school property. The parents or legal guardians shall sign a statement acknowledging that they have read and understand said laws prior to the student being enrolled in school.

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

Cross Reference: Policy 4.22—WEAPONS AND DANGEROUS INSTRUMENTS

Legal Reference: A.C.A. § 6-18-507

Date Adopted: August 4, 2016

Last Revised:

4.32 - SEARCH, SEIZURE, AND INTERROGATIONS

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

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

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

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

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

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

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

Legal References: A.C.A. § 6-18-513
 A.C.A. § 9-13-104
 A.C.A. § 12-18-609, 610, 613
 A.C.A. § 12-18-1001, 1005

Date Adopted: August 4, 2016
Last Revised:

4.33 - STUDENTS' VEHICLES

A student who has presented a valid driver's license and proof of insurance to the appropriate office personnel, may drive his/her vehicle to school. Vehicles driven to school shall be parked in the area designated for student parking. Parking on school property is a privilege which may be denied to a student for any disciplinary violation, at the discretion of the student's building principal.

Students are not permitted to loiter in parking areas and are not to return to their vehicles during the school day for any reason unless given permission to do so by school personnel.

It is understood that there is no expectation of privacy in vehicles in parking areas. Drivers of vehicles parked on a school campus will be held accountable for illegal substances or any other item prohibited by District policy found in their vehicle. The act of a student parking a vehicle on campus is a grant of permission for school or law enforcement authorities to search that vehicle.

Date Adopted: August 4, 2016
Last Revised:

4.34 - 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 A, 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 bloodborne, foodborne, and airborne pathogens exposures. Standard precautions shall be followed relating to the handling, disposal, and cleanup of blood and other potentially infectious materials such as all body fluids, secretions and excretions (except sweat).

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

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

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

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

Cross References: 4.2—ENTRANCE REQUIREMENTS
 4.7—ABSENCES
 4.13—PRIVACY OF STUDENTS' RECORDS/ DIRECTORY
 INFORMATION
 4.57—IMMUNIZATIONS

Legal References: A.C.A. § 6-18-702
 Arkansas State Board of Health Rules And Regulations

**Pertaining To Immunization Requirements
Arkansas Department of Education Rules Governing
Kindergarten Through 12th Grade Immunization
Requirements**

Date Adopted: August 4, 2016

Last Revised:

4.35 - STUDENT MEDICATIONS

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

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

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

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

Option Two

Students taking Schedule II medications 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)¹ shall be allowed to attend school.

Students taking Schedule II medications not included in the previous sentence shall be allowed to bring them to school under the provisions of this policy and shall be permitted to attend and participate in classes only to the extent the student's doctor has specifically authorized such attendance and participation. A doctor's prescription for a student's Schedule II medication is not an authorization. Attendance authorization shall specifically state the degree and potential danger of physical exertion the student is permitted to undertake in the student's classes and extracurricular activities. Without a doctor's written authorization, a student taking Schedule II medications, other than those specifically authorized in this policy, shall not be eligible to attend classes, but shall be eligible for homebound instruction if provided for in their IEP or 504 plans.

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

Students who have written permission from their parent or guardian and a licensed healthcare 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 be administered Glucagon, insulin, or both in emergency situations by the school nurse or, in the absence of the school nurse, a trained volunteer school employee designated as a care provider, provided the student has:

1. an IHP that provides for the administration of Glucagon, insulin, or both in emergency situations; and
2. a current, valid consent form on file from their parent or guardian.

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

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

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

Emergency Administration of Epinephrine

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

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

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

Legal References: Ark. State Board of Nursing: School Nurse Roles and Responsibilities
Arkansas Department of Education and Arkansas State Board of Nursing Rules Governing the Administration of Insulin and Glucagon to Arkansas Public School Students With Diabetes
A.C.A. § 6-18-707
A.C.A. § 6-18-711
A.C.A. § 6-18-1005(a)(6)
A.C.A. § 17-87-103 (11)
A.C.A. § 20-13-405

Date Adopted: August 4, 2016

Last Revised:

4.35F - MEDICATION ADMINISTRATION CONSENT FORM

Student's Name (Please Print) _____

This form is good for school year _____. This consent form must be updated anytime the student's medication order changes and renewed each year and/or anytime a student changes schools.

Medications, including those for self-administration, must be in the original container and be properly labeled with the student's name, the ordering provider's name, the name of the medication, the dosage, frequency, and instructions for the administration of the medication (including times). Additional information accompanying the medication shall state the purpose for the medication, its possible side effects, and any other pertinent instructions (such

as special storage requirements) or warnings.

I hereby authorize the school nurse or his/her designee to administer the following medications to my child.

Name(s) of medication(s) _____

Name of physician or dentist (if applicable) _____

Dosage _____

Instructions for administering the medication _____

Other instructions _____

I acknowledge that the District, its Board of Directors, and its employees shall be immune from civil liability for damages resulting from the administration of medications in accordance with this consent form.

Parent or legal guardian signature _____

Date _____

Date Adopted: August 4, 2016

Last Revised:

4.35F2 - MEDICATION SELF-ADMINISTRATION CONSENT FORM

Student's Name (Please Print) _____

This form is good for school year _____. This consent form must be updated anytime the student's medication order changes and renewed each year and/or anytime a student changes schools.

The following must be provided for the student to be eligible to self-administer rescue inhalers and/or auto-injectable epinephrine. Eligibility is only valid for this school for the current academic year.

- a written statement from a licensed health-care provider who has prescriptive privileges that he//she has prescribed the rescue inhaler and/or auto-injectable epinephrine for the student and that the student needs to carry the medication on his/her person due to a medical condition;
- the specific medications prescribed for the student;
- an individualized health care plan developed by the prescribing health-care

provider containing the treatment plan for managing asthma and/or anaphylaxis episodes of the student and for medication use by the student during school hours; and

- a statement from the prescribing health-care provider that the student possesses the skill and responsibility necessary to use and administer the asthma inhaler and/or auto-injectable epinephrine.

If the school nurse is available, the student shall demonstrate his/her skill level in using the rescue inhalers and/or auto-injectable epinephrine to the nurse.

Rescue inhalers and/or auto-injectable epinephrine for a student's self-administration shall be supplied by the student's parent or guardian and be in the original container properly labeled with the student's name, the ordering provider's name, the name of the medication, the dosage, frequency, and instructions for the administration of the medication (including times). Additional information accompanying the medication shall state the purpose for the medication, its possible side effects, and any other pertinent instructions (such as special storage requirements) or warnings.

Students who self-carry a rescue inhaler or an epinephrine auto-injector shall also provide the school nurse with a rescue inhaler or an epinephrine auto-injector to be used in emergency situations.

My signature below is an acknowledgment that I understand that the District, its Board of Directors, and its employees shall be immune from civil liability for injury resulting from the self-administration of medications by the student named above.

Parent or legal guardian signature _____

Date _____

Date Adopted: August 4, 2016

Last Revised:

4.35F3 - GLUCAGON AND/OR INSULIN ADMINISTRATION CONSENT FORM

Student's Name (Please Print) _____

This form is good for school year _____. This consent form must be updated anytime the student's medication order changes and renewed each year and/or anytime a student changes schools.

The school has developed an individual health plan (IHP) acknowledging that my child has been diagnosed as suffering from diabetes. The IHP authorizes the

school nurse to administer Glucagon or insulin to my child in an emergency situation.

In the absence of the nurse, trained volunteer district personnel may administer to my child in an emergency situation:

Glucagon _____

Insulin _____

I hereby authorize the school nurse to administer Glucagon and insulin to my child, or, in the absence of the nurse, trained volunteer district personnel designated as care providers, to administer the medication(s) I selected above to my child in an emergency situation. I will supply the medication(s) I selected above to the school nurse in the original container properly labeled with the student's name, the ordering provider's name, the name of the medication, the dosage, frequency, and instructions for the administration of the medication (including times). Additional information accompanying the medication shall state the purpose for the medication, possible side effects, and any other pertinent instructions (such as special storage requirements) or warnings.

I acknowledge that the District, its Board of Directors, its employees, or an agent of the District, including a healthcare professional who trained volunteer school personnel designated as care providers shall not be liable for any damages resulting from his/her actions or inactions in the administration of Glucagon or insulin in accordance with this consent form and the IHP.

Parent or legal guardian signature _____

Date _____

Date Adopted: August 4, 2016

Last Revised:

4.35F4 - EPINEPHRINE EMERGENCY ADMINISTRATION CONSENT FORM

Student's Name (Please Print) _____

This form is good for school year _____. This consent form must be updated anytime the student's medication order changes and renewed each year and/or anytime a student changes schools.

My child has an IHP developed under Section 504 of the Rehabilitation Act of 1973 which provides for the administration of epinephrine in emergency situations. I hereby authorize the school nurse or other school employee certified

to administer auto-injectable epinephrine in emergency situations when he/she believes my child is having a life-threatening anaphylactic reaction.

The medication must be in the original container and be properly labeled with the student's name, the ordering provider's name, the name of the medication, the dosage, frequency, and instructions for the administration of the medication (including times). Additional information accompanying the medication shall state the purpose for the medication, its possible side effects, and any other pertinent instructions (such as special storage requirements) or warnings.

Date of physician's order _____

Circumstances under which Epinephrine may be administered _____

Other Instructions _____

I acknowledge that the District, its Board of Directors, and its employees shall be immune from civil liability for damages resulting from the administration of auto-injector epinephrine in accordance with this consent form, District policy, and Arkansas law.

Parent or legal guardian signature _____

Date _____

Date Adopted: August 4, 2016

Last Revised:

4.36 - STUDENT ILLNESS/ACCIDENT

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

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

Date Adopted: August 4, 2016

4.37 - EMERGENCY DRILLS

All schools in the District shall conduct fire drills at least monthly. Tornado drills shall also be conducted no fewer than three (3) times per year with at least one each in the months of September, January, and February. Students who ride school buses, shall also participate in emergency evacuation drills at least twice each school year.

The District shall annually conduct an active shooter drill and school safety assessment for all District schools in collaboration with local law enforcement and emergency management personnel. The training will include a lockdown exercise with panic button alert system training. Students will be included in the drills to the extent that is developmentally appropriate for the age of both the students and grade configuration of the school.

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

Other types of emergency drills may also be conducted to test the implementation of the District's emergency plans in the event of violence, terrorist attack, natural disaster, other emergency, or the District's Panic Button Alert System. Students shall be included in the drills to the extent practicable.

Legal References: A.C.A. § 12-13-109
 A.C.A. § 6-10-110
 A.C.A. § 6-10-121
 A.C.A. § 6-15-1302
 A.C.A. § 6-15-1303
 Ark. Division of Academic Facilities and Transportation
 Rules Governing Maintenance and Operations of Ark.
 Public School Buses and Physical Examinations of
 School Bus Drivers 4.03.1

Date Adopted: August 4, 2016

Last Revised:

4.38 - PERMANENT RECORDS

Permanent school records, as required by the Arkansas Department of Education (ADE), 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.

Legal References: A.C.A. § 6-18-901
 ADE Rule Student Permanent Records

Date Adopted: August 4, 2016
Last Revised:

4.39 - CORPORAL PUNISHMENT

The Hot Springs School Board authorizes the use of corporal punishment to be administered in accordance with this policy by the Superintendent or his/her designated staff members who are required to have a state-issued license as a condition of their employment.

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

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

Legal Reference: A.C.A. § 6-18-503 (b)
 A.C.A. § 6-18-505 (c) (1)

Date Adopted: August 4, 2016
Last Revised:

4.40 - HOMELESS STUDENTS

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

- Receive appropriate time and training in order to carry out the duties required by law and this policy;
- coordinate and collaborate with the State Coordinator, community, and

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

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

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

For the purposes of this policy "school of origin" means:

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

The District shall do one of the following according to what is in the best interests of a homeless child: Continue the child's or youth's education in the school of origin for the duration of homelessness:

- In any case in which a family becomes homeless between academic years or during an academic year; and

- For the remainder of the academic year, if the child or youth becomes permanently housed during an academic year; or
- 1. Enroll the child or youth in any public school that non homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

In determining the best interest of the child or youth, the District shall:

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

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

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

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

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

- A. Are:
- Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason;
 - Living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations;
 - Living in emergency or transitional shelters;

- Abandoned in hospitals; or
- Awaiting foster care placement;
- B. Have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
- C. Are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- D. Are migratory children who are living in circumstances described in clauses (a) through (c).

In accordance with Federal law, information on a homeless child or youth's living situation is part of the student's education record and shall not be considered, or added, to the list of directory information in Policy 4.13.3

Legal References: 42 U.S.C. § 11431 et seq.**
 42 U.S.C. § 11431 (2)
 42 U.S.C. § 11432(g)(1)(H)(I)
 42 U.S.C. § 11432 (g)(1)(J)(i), (ii), (iii), (iii)(I), (iii)(II)
 42 U.S.C. § 11432 (g)(3)(A), (A)(i), (A)(i)(I), (A)(i)(II), (A)(ii)
 42 U.S.C. § 11432 (g)(3)(B)(i), (ii), (iii)
 42 U.S.C. § 11432 (g)(3)(C)(i), (ii), (iii)
 42 U.S.C. § 11432 (g)(3)(E)(i), (ii), (iii)
 42 U.S.C. § 11432 (g)(3)(G)
 42 U.S.C. § 11432 (g)(4) (A), (B), (C), (D), (E)
 42 U.S.C. § 11434a

Date Adopted: August 4, 2016
 Last Revised:

4.41 - PHYSICAL EXAMINATIONS OR SCREENINGS

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

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

Except in instances where a student is suspected of having a contagious or infectious disease, parents shall have the right to opt their student out of the exams or screenings by using form 4.41F or by providing certification from a physician that he/she has recently examined the student.

Legal References: A.C.A. § 6-18-701 (b), (c), (f)

Date Adopted: August 4, 2016

Last Revised:

4.41F - OBJECTION TO PHYSICAL EXAMINATIONS OR SCREENINGS

I, the undersigned, being a parent or guardian of a student, or a student eighteen (18) years of age or older, hereby note my objection to the physical examination or screening of the student named below.

Physical examination or screening being objected to:

___ Vision test

___ Hearing test

___ Scoliosis test

___ Other, please specify _____

Comments:

Name of student (Printed)

Signature of parent (or student, if 18 or older)

Date form was filed (To be filled in by office personnel)

4.42 - STUDENT HANDBOOK

It shall be the policy of the Hot Springs School District that the most recently adopted version of the Student Handbook be incorporated by reference into the policies of this district. In the event that there is a conflict between the student handbook and a general board policy or policies, the more recently adopted

language will be considered binding and controlling on the matter provided the parent(s) of the student, or the student if 18 years of age or older have acknowledged receipt of the controlling language.

Principals shall review all changes to student policies and ensure that such changes are provided to students and parents, either in the Handbook or, if changes are made after the handbook is printed, as an addendum to the handbook.

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

Date Adopted: August 4, 2016

Last Revised:

4.43 - BULLYING

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

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

Definitions:

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

“Bullying” means the intentional harassment, intimidation, humiliation, ridicule, defamation, or threat or incitement of violence by a student against another student or public school employee by a written, verbal, electronic, or physical act that may address an attribute of the other student, public school employee, or

person with whom the other student or public school employee is associated and that causes or creates actual or reasonably foreseeable:

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

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

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

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

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

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

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

- a. Building a fake profile or website of the employee;
- b. Posting or encouraging others to post on the Internet private, personal, or sexual information pertaining to a school employee;
- c. Posting an original or edited image of the school employee on the Internet;
- d. Accessing, altering, or erasing any computer network, computer data program, or computer software, including breaking into a password-protected account or stealing or otherwise accessing passwords of a school employee; making repeated, continuing, or sustained electronic communications, including electronic mail or transmission, to a school employee;
- e. 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;
- f. Signing up a school employee for a pornographic Internet site; or
- g. Without authorization of the school employee, signing up a school employee for electronic mailing lists or to receive junk electronic messages and instant messages.

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

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

homosexual (Examples: “You are so gay.” “Fag” “Queer”).

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

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

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

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

The consequence for violation of this policy shall be a minimum of a conference and a maximum of an expulsion.

Copies of this policy shall be available upon request.

Legal Reference: A.C.A. § 6-18-514
 A.C.A. § 5-71-217

Date Adopted: August 4, 2016
Last Revised:

4.44 - ATTENDANCE REQUIREMENTS FOR STUDENTS IN GRADES 9-12

Students in grades nine through twelve (9-12) are required to schedule and attend at least 350 minutes of regularly scheduled class time daily. Part of this requirement may be met by students taking post-secondary courses. Eligible

students' enrollment and attendance at a postsecondary institution shall count toward the required weekly time of school attendance. Each credit hour shall count as three (3) hours of attendance time. This means a three (3) hour course shall count as nine (9) hours of the weekly required time of attendance.

Study Halls

Students may be assigned to no more than one (1) class period each day for a study hall that the student shall be required to attend and participate in for the full period. Such study halls are to be used for the purposes of self-study or for organized tutoring which is to take place in the school building.

Extracurricular Classes

Students may be assigned to no more than one (1) class period each day for organized and scheduled student extracurricular classes that the student shall be required to attend and participate in for the full class period. Extracurricular classes related to a seasonal activity shall meet for an entire semester whether or not the season ends prior to the end of the semester. Students must attend and participate in the class for the entire semester in order to receive credit for the course. For the purpose of this policy, "extracurricular classes" is defined as school sponsored activities which are not an Arkansas Department of Education approved course counting toward graduation requirements or classes that have not been approved by the Arkansas Department of Education for academic credit. Such classes may include special interest, fine arts, technical, scholastic, intramural, and interscholastic opportunities.

Course Enrollment Outside of District

Enrollment and attendance in vocational-educational training courses, college courses, school work programs, and other department-sanctioned educational programs may be used to satisfy the student attendance requirement even if the programs are not located at the public schools. Attendance in such alternative programs must be pre-approved by the school's administration. The district shall strive to assign students who have been dropped from a course of study or removed from a school work program job during the semester into another placement or course of study. In the instances where a subsequent placement is unable to be made, the district may grant a waiver for the student for the duration of the semester in which the placement is unable to be made.

In rare instances, students may be granted waivers from the mandatory attendance requirement if they would experience a proven financial hardship if required to attend a full day of school. For the purpose of this policy, "proven financial hardship" is defined as harm or suffering caused by a student's inability to obtain or provide basic life necessities of food, clothing, and shelter for the student or the student's family. The superintendent shall have the authority to grant such a waiver, on a case-by-case basis, only when convinced the student meets the definition of proven financial hardship.

In any instance where a provision of a student's Individual Education Plan (IEP) conflicts with a portion(s) of this policy, the IEP shall prevail.

Legal References: A.C.A. § 6-18-210, 211
Arkansas Department of Education Rules Governing the
Mandatory Attendance Requirements for Students in
Grades Nine through Twelve

Date Adopted: August 4, 2016

Last Revised:

4.45 - SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS FOR THE CLASS OF 2017

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

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

This policy, the Smart Core curriculum, and the courses necessary for graduation shall be reviewed by staff, students, and parents at least every other year 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—ENROLLMENT.

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 22 units is required for graduation for a student participating in either the Smart Core or Core curriculum. In addition to the 22 units required for graduation by the Arkansas Department of Education, the district requires an additional 1 unit to graduate for a total of 23 units. Students with 24 units, two (2) of which must be foreign language, will receive the College Prep seal. 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.

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.)

- 1) Algebra I or Algebra A & B* which may be taken in grades 7-8 or 8-9;
- 2) Geometry or Investigating Geometry or Geometry A & B* which may be taken in grades 8-9 or 9-10;

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

- 3) Algebra II; and
- 4) The fourth unit may be either:
 - A math unit beyond Algebra II: this can include Pre-Calculus, Calculus, AP Statistics, Algebra III, Advanced Topic and Modeling in Mathematics, Mathematical Applications and Algorithms, Linear Systems and Statistics, or any of several IB or Advanced Placement math courses (Comparable concurrent credit college courses may be substituted where applicable); or
 - 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: a total of three (3) units with lab experience chosen from One unit of Biology; and either:

Two units chosen from the following three categories (there are acceptable options listed by the ADE for each):

- Physical Science;
- Chemistry;
- Physics or Principles of Technology I & II or PIC Physics; or

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.

Social Studies: three (3) units

- Civics one-half ($\frac{1}{2}$) unit
- World History - one unit
- American History - one unit

Physical Education: one-half ($\frac{1}{2}$) unit

Note: While one-half ($\frac{1}{2}$) 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 ($\frac{1}{2}$) 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.

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)**
- **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 may be substituted for a math credit beyond Algebra I and Geometry**

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

Science: three (3) units

- **at least one (1) unit of biology or its equivalent; and**

Two units chosen from the following three categories:

- **Physical Science;**
- **Chemistry;**
- **Physics; or**

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.

Social Studies: three (3) units

- Civics one-half (1/2) unit
- World history, one (1) unit
- American History, one (1) 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.

Cross Reference: 4.55—STUDENT PROMOTION AND RETENTION

**Legal References: Standards for Accreditation 9.03 – 9.03.1.9, 14.02
ADE Guidelines for the Development of Smart Core Curriculum Policy
Smart Core Informed Consent Form
Smart Core Waiver Form
A.C.A. § 6-4-302**

Date Adopted: August 4, 2016

Last Revised:

4.45.1—SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS FOR THE CLASS OF 2018 AND THEREAFTER

All students are required to participate in the Smart Core curriculum unless their parents or guardians, or the students if they are 18 years of age or older, sign a Smart Core Waiver Form to not participate. While Smart Core is the default

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

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

This policy, the Smart Core curriculum, and the courses necessary for graduation shall be reviewed by staff, students, and parents at least every other year 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—ENROLLMENT.

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 22 units is required for graduation for a student participating in either the Smart Core or Core curriculum. In addition to the 22 units required for graduation by the Arkansas Department of Education, the district requires an additional 1 unit to graduate for a total of 23 units. Students who complete 24 units, which must include two (2) in foreign language will receive the College Prep seal. 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.

Digital Learning Courses

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

SMART CORE: Sixteen (16) units

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

Oral Communications: one-half (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.)

- 1) Algebra I or Algebra A & B* which may be taken in grades 7-8 or 8-9;**
- 2) Geometry or Investigating Geometry or Geometry A & B* which may be taken in grades 8-9 or 9-10;**

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

- 3) Algebra II; and**

- 4) The fourth unit may be either:
- A math unit beyond Algebra II: this can include Pre-Calculus, Calculus, AP Statistics, Algebra III, Advanced Topic and Modeling in Mathematics, Mathematical Applications and Algorithms, Linear Systems and Statistics, or any of several IB or Advanced Placement math courses (Comparable concurrent credit college courses may be substituted where applicable); or
 - 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: a total of three (3) units with lab experience chosen from One unit of Biology; and either:

Two units chosen from the following three categories (there are acceptable options listed by the ADE for each):

- Physical Science;
- Chemistry;
- Physics or Principles of Technology I & II or PIC Physics; or
- 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.

Social Studies: three (3) units

- Civics one-half ($\frac{1}{2}$) unit
- World History - one unit
- American History - one unit

Physical Education: one-half ($\frac{1}{2}$) unit

Note: While one-half ($\frac{1}{2}$) 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 ($\frac{1}{2}$) unit

Economics – one half ($\frac{1}{2}$) 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 ($\frac{1}{2}$) 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.

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)**
- **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 may be substituted for a math credit beyond Algebra I and Geometry**

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

Science: three (3) units

- **at least one (1) unit of biology or its equivalent; and**

Two units chosen from the following three categories:

- **Physical Science;**
- **Chemistry;**
- **Physics; or**

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.

Social Studies: three (3) units

- **Civics one-half (1/2) unit**
- **World history, one (1) unit**
- **American History, one (1) 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.

Cross References: 4.55—STUDENT PROMOTION AND RETENTION
 5.11—DIGITAL LEARNING COURSES

Legal References: Standards For Accreditation 9.03 – 9.03.1.9, 14.02
 ADE Guidelines for the Development of Smart Core Curriculum Policy
 ADE Rules Governing the Digital Learning Act of 2013
 Smart Core Informed Consent Form 2016
 Smart Core Waiver Form 2016
 A.C.A. § 6-4-302
 A.C.A. § 6-16-1406

Date Adopted: August 4, 2016

Last Revised:

4.46 - PLEDGE OF ALLEGIANCE

The Pledge of Allegiance shall be recited during the first class period of each school day. Those students choosing to participate shall do so by facing the flag with their right hands over their hearts, or in an appropriate salute if in uniform, while reciting the Pledge. Students choosing not to participate shall be quiet while either standing or sitting at their desks.

Students shall not be compelled to recite the Pledge, but students who choose not to recite the Pledge shall not disrupt those students choosing to recite the Pledge.

Students choosing not to recite the Pledge shall not be subject to any comments,

retaliation, or disciplinary action.

Legal Reference: A.C.A. § 6-16-108

Date Adopted: August 4, 2016

Last Revised:

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

Students are responsible for conducting themselves in a manner that respects the rights of others. Possession and use of any electronic device, whether district or student owned, that interferes with a positive, orderly classroom environment does not respect the rights of others and is expressly forbidden.

To protect the security of state originated tests that are administered as part of the Arkansas Comprehensive, Testing, Assessment and Accountability Program (ACTAAP), no electronic device, as defined in this policy, shall be accessible by a student at any time during test administration unless specifically permitted by a student's IEP or individual health plan. This means that when a student is taking an ACTAAP 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 individualized education program (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 devices may be picked up at the school's administration office by the student's parents or guardians. Students have no right of privacy as to the content contained on any electronic devices that have been confiscated. A search of a confiscated device shall meet the reasonable individualized suspicion requirements of Policy 4.32—SEARCH, SEIZURE, AND INTERROGATIONS.

Students who use school issued cell phones and/or computers for non-school purposes, except as permitted by the district's Internet/computer use policy, shall be subject to discipline, up to and including suspension or expulsion. Students are forbidden from using school issued cell phones while driving any vehicle at any time. Violation may result in disciplinary action up to and including expulsion.

No student shall use any wireless communication device for the purposes of browsing the internet; composing or reading emails and text messages; or making or answering phone calls while driving a motor vehicle which is in motion and on school property. Violation may result in disciplinary action up to and including suspension.

Legal References: A.C.A. § 6-18-515
 A.C.A. § 27-51-1602
 A.C.A. § 27-51-1603
 A.C.A. § 27-51-1609
 ADE Test Administration Manual

Date Adopted: August 4, 2016

Last Revised:

4.48 - VIDEO SURVEILLANCE AND OTHER STUDENT MONITORING

The Board of Directors has a responsibility to maintain discipline, protect the safety, security, and welfare of its students, staff, and visitors while at the same time safeguarding district facilities, vehicles, and equipment. As part of fulfilling this responsibility, the board authorizes the use of video/audio surveillance cameras, automatic identification technology, data compilation devices, and technology capable of tracking the physical location of district equipment, students, and/or personnel.

The placement of video/audio surveillance cameras shall be based on the presumption and belief that students, staff and visitors have no reasonable expectation of privacy anywhere on or near school property, facilities, vehicles, or equipment, with the exception of places such as rest rooms or dressing areas where an expectation of bodily privacy is reasonable and customary.

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

The district shall retain copies of video recordings until they are erased which may be accomplished by either deletion or copying over with a new recording. Other than video recordings being retained under the provisions of this policy's following paragraph, the district's video recordings may be erased any time greater than four weeks (one month) after they were created.

Videos, automatic identification, or data compilations containing evidence of a violation of student conduct rules and/or state or federal law shall be retained until the issue of the misconduct is no longer subject to review or appeal as determined by board policy or student handbook; any release or viewing of such records shall be in accordance with current law.

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

Legal References: 20 USC 1232g
 20 U.S.C. 7115
 34 CFR 99.3, 4, 5, 7, 8, 10, 12, 31

Date Adopted: August 4, 2016
Last Revised:

4.49 - SPECIAL EDUCATION

The district shall provide a free appropriate public education and necessary related services to all children with disabilities residing within the district, 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 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 (May be contacted at 501-624-3372) for overseeing district fulfillment of its responsibilities regarding handicapped students.¹ Among the coordinator's responsibilities shall be ensuring district enforcement of the due process rights of handicapped students and their parents.

**Legal References: 34 C.F.R. 300 et seq.
 42 U.S.C. §12101 et seq. American with Disabilities Act
 29 U.S.C. § 794 Rehabilitation Act of 1973, Section 504,
 20 U.S.C. §1400 et seq. Individuals with Disabilities
 Education Act,
 P.L. 108-446 The 2004 Reauthorization of the Individuals
 with Disabilities Act
 A.C.A. § 6-41-201 et seq.**

Date Adopted: August 4, 2016

Last Revised:

4.49.HSSD.3 - STUDENT DUE PROCESS

Purpose

To notify students and/or parents or guardians of violations of laws, school rules or district policy and the response, punishment or consequences that will be administered. Notification will be proportionate to the right of the student that will be affected.

Procedure

The principal shall be responsible for handling discipline.

For any action not involving suspension or recommended expulsion, the student shall:

- a. be advised of the violation
- b. be given the opportunity to respond
- c. be advised of the punishment or consequences

For any suspension the student or parent shall:

- a. be advised of the violation and basis for the accusation
- b. be allowed to respond
- c. be given written notice of the suspension
- d. a reasonable effort to notify the parent or guardian shall be made
- e. a parent, guardian or person in loco parentis has the right to appeal any suspension to the Superintendent
- f. a conference with the parent, guardian or person in loco parentis may be required
- g. the method of notice shall be proportionate to the violation and circumstances

For any recommended expulsion, the student and/or parent shall:

- a. be notified in writing of the violation and the basis for the accusation
- b. be allowed to respond
- c. the parent, guardian, or person in loco parentis shall be notified in writing by the Superintendent.

Such notice shall include:

1. details of the violation
2. recommended action to be taken
3. date, time and place of a hearing before the School Board
4. advise that the student may be represented
5. advise that witnesses and evidence may be presented
6. advise that witnesses may be cross examined

Legal Reference: A.C.A. 6-18-507

Date Adopted: August 4, 2016

4.50 - SCHOOL LUNCH SUBSTITUTIONS

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

- Physicians, including those licensed by:

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

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

Legal References: Commissioner's Memo FIN-09-044
 Commissioner's Memo FIN-15-122
 7 CFR 210.10(g)

Date Adopted: August 4, 2016
 Last Revised:

4.50.HSSD.22 - FOOD ALLERGIES

Official Physician's Letter Required for Food Allergies

Students who have milk allergies may have a substitution of water, if a current physician's note is on file. No food substitutes will be made without the proper paperwork on file. If the student has a peanut allergy, it is important the school has a physician's letter on file with this information.

Date Adopted: August 4, 2016

4.50.HSSD.23 - SCHOOL BREAKFAST AND LUNCH PROGRAM

We are happy to serve nutritious meals and encourage your child to participate in this program. Providing food that your child enjoys, in a pleasant environment, is our goal.

Meal Prices

Breakfast- Student K-12	Lunch- Students K-12	Breakfast- Adult	Lunch- Adult
\$1.80 (FREE)	\$2.55	\$2.25	\$3.50
Reduced			
\$.30	\$.40		

Milk/Juice			
\$.50			

Collection of Money for Student Meals

All students (paid, free and reduced) have a meal account and will use their school student I.D. number as their cafeteria account for breakfast and lunch meals. It will be helpful if you can work with your child on learning their assigned numbers. Every student will enter their I.D. number on the keypad at the computer or give his or her number to the computer operator when they receive a meal. This will be their I.D. number as long as they attend any school in our district.

Should you have questions concerning an account please contact the cafeteria manager. With questions concerning your child's category status call the Office of Child Nutrition at 623-6562 between 7:30 a.m. and 2:00 p.m.

Meal Deposit

All money is deposited daily into student accounts for school meals only. Students may bring money or deposit money on line with MySchoolBucks.com daily, weekly, monthly or yearly. Each time your child is served a breakfast, lunch or extra milk the cost will be deducted accordingly.

Deposit envelopes are readily available from the teachers or cafeteria manager's office. Completed envelopes should be sealed and given to the teacher. The teacher will collect the envelopes and send them unopened to the cafeteria where they will be opened and the amount will be entered into the child's meal account. All information is needed on the envelope (name, I.D. number, amount and teacher) to assure deposits get to the correct account.

Money for Meals Should Be Sent Separately

Money that is sent for school meals should be put in the provided envelopes and must be sent separately to the teacher's attention. Do not include picture, fund raising or snack money with meal money. Once money is put in the student's meal account we do not give money back to the student. If you move from Hot Springs School District, a parent may request in writing to close out a child's meal account. A check will then be mailed from the Child Nutrition Office.

Alternate Meals

Please see that money is in your child's account. If a student's account reaches a deficit (or negative) amount, a notice will be sent home requesting additional funds. If a student's account has reached the \$10.00 limit (K-12) he/she will be served an alternate lunch of a sandwich and milk.

Keeping your child's account current will prevent them from receiving an alternate lunch.

Free/Reduced Price Meals

New students to our district must pay for meals until his/her meal application has been processed and a parent notification sent. Students who were eligible last year will continue to receive this benefit until the processing period ends. A new application must be on file each year to ensure that your child, if eligible, receives a free or reduced-price breakfast and lunch. You may apply any time during the year. Applications will be available at any school office.

Parents/Guardians are liable for all meals consumed by students up to the date meal applications are processed and approved by the Child Nutrition Office. Allow approximately 2 weeks for the application process to be completed. Benefits begin on the application approval date and are not retroactive.

Middle School and High School students are not allowed to charge meals.

Date Adopted: August 4, 2016

4.51 - FOOD SERVICE PREPAYMENT

The district does not offer credit for food items purchased in the school cafeteria; payment for such items is due at the time the food items are received. Parents or students choosing to do so may pay weekly or monthly in advance for students' meals.

Date Adopted: August 4, 2016

Last Revised:

4.52 - STUDENTS WHO ARE FOSTER CHILDREN

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

The Superintendent or his/her designee shall appoint an appropriate staff person

to be the local educational liaison for foster children and youth whose responsibilities shall include ensuring the timely school enrollment of each foster child and assisting foster children who transfer between schools by expediting the transfer of relevant educational records.

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

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

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

Any course work completed by the foster child prior to a school enrollment change shall be accepted as academic credit so long as the child has satisfactorily completed the appropriate academic placement assessment.

If a foster child was enrolled in a District school immediately prior to completing his/her graduation requirements while detained in a juvenile detention facility or while committed to the Division of Youth Services of DHS, the District shall issue the child a diploma.

Cross References: 4.1—RESIDENCE REQUIREMENTS
 4.2—ENTRANCE REQUIREMENTS
 4.7—ABSENCES

Legal Reference: A.C.A. § 9-28-113

Date Adopted: August 4, 2016
Last Revised:

4.53 - PLACEMENT OF MULTIPLE BIRTH SIBLINGS

The parent, guardian or other person having charge or custody of multiple birth siblings in grades pre-K through 6 may request that the multiple birth siblings are placed in either the same or separate classrooms. The request shall be in writing not later than the 14th calendar day prior to the first day of classes at the beginning of the academic year. The school shall honor the request unless it would require the school to add an additional class to the sibling's grade level. If one parent of multiple birth siblings requests a placement that differs from that of the other parent of the same multiple birth siblings, the school shall determine the appropriate placement of the siblings.

The school may change the classroom placement of one or more of the multiple birth siblings if:

- There have been a minimum of 30 instructional days since the start of the school year; and
 - o After consulting with each classroom teacher in which the siblings were placed, the school determines the parent's classroom placement request is:
 - Detrimental to the educational achievement of one or more of the siblings;
 - Disruptive to the siblings' assigned classroom learning environment; or
 - Disruptive to the school's educational or disciplinary environment.

If a parent believes the school has not followed the requirements of this policy, the parent may appeal the multiple birth siblings' classroom placement to the Superintendent. The Superintendent's decision regarding the appeal shall be final.

Legal Reference: A.C.A. § 6-18-106

Date Adopted: August 4, 2016

Last Revised:

4.54 - STUDENT ACCELERATION

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

Generally, acceleration can occur through one of two broad categories: content based and grade based. Grade based acceleration shortens the number of years

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

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

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

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

Legal Reference: ADE Gifted and Talented Rules

Date adopted: August 4, 2016
Last Revised:

4.55 - STUDENT PROMOTION AND RETENTION

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

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.

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.

Regardless of the student having earned passing grades, a student who falls under one of the following categories shall be considered for retention or shall not receive credit for the course associated with the applicable assessment. The student:

- does not take the State mandated assessment for the student's grade level or course within the time frame specified by the State;
- takes the State mandated assessment but does not put forth a good faith effort on the assessment as determined by the assessment administrator/proctor.

The Superintendent or designee may waive this provision when the student's failure was due to exceptional or extraordinary circumstances.

Students who do not score proficient or above on their grade level State assessments shall be required to participate in an Academic Improvement Plan (AIP). Each AIP shall be developed by school personnel and the student's parents and shall be designed to assist the student in attaining the expected achievement level. The AIP shall also state the parent's role as well as the consequences for the student's failure to participate in the plan, which shall include the student's retention in their present grade.

All students must successfully pass all end-of-course (EOC) assessments they are required to take unless exempted by the student's individualized education program (IEP). To receive academic credit on his/her transcript in a course requiring a student to take an EOC assessment, the student must either receive a passing score on the initial assessment or successfully participate in the

remediation program identified in his/her individualized Academic Improvement Plan (AIP), which shall focus on the areas in which the student failed to meet the necessary passing score. Additionally, the lack of credit could jeopardize the student's grade promotion or classification.

To the extent required by the State Board of Education, students in grade eleven (11) and below who do not meet the required score on a college and career readiness measurement shall participate in the remediation activities prescribed in his/her AIP which may include additional opportunities to retake the measurement. Such remediation shall not require the student to pass a subsequent college and career readiness measurement in order to graduate from high school.

Promotion/retention or graduation of students with an IEP shall be based on their successful attainment of the goals set forth in their IEP.

In addition to the possibility of retention or withholding of course credit, students who either refuse to sit for a State assessment or attempt to boycott a State assessment by failing to put forth a good faith effort on the assessment as determined by the assessment administrator/proctor, or whose parents do not send their student to school on the dates the assessments are 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 State mandated assessment, as applicable, or completes the required remediation for the assessment the student failed to put forth a good faith effort on. The Superintendent or designee may waive this paragraph's provisions when the student's failure was due to exceptional or extraordinary circumstances. Students falling under the provisions of this paragraph shall be permitted to attend curriculum related field trips occurring during the school day.

Cross References: 3.30—PARENT-TEACHER COMMUNICATION
 4.56—EXTRACURRICULAR ACTIVITIES - SECONDARY SCHOOLS
 4.56.1—EXTRACURRICULAR ACTIVITIES - ELEMENTARY

Legal References: A.C.A. 6-15-433
 A.C.A. § 6-15-2001
 A.C.A. § 6-15-2005
 A.C.A. § 6-15-2009

**A.C.A. § 9-28-205
ADE Rules Governing the Arkansas Comprehensive
Testing, Assessment, and Accountability Program and
the Academic Distress Program
ADE Rules Governing Public School End-Of-Course
Assessments and Remediation
Murphy v. State of Ark., 852 F.2d 1039 (8th Cir. 1988)**

Date Adopted: August 4, 2016

Last Revised:

4.55.HSSD.2 - ACADEMIC IMPROVEMENT PLAN POLICY (AIP - GRADES K-12)

Any student failing to achieve at the proficient (ready) level on the State mandated CRT and for students in Grades K-2 on the State mandated NRT for those grades, that student shall be evaluated by school personnel, who shall jointly develop, with the student's parents, a student academic improvement plan (AIP) to assist the student in achieving the expected standard. The AIP shall describe the parent's role and responsibilities as well as the consequences for the student's failure to participate in the plan which will result in retention or loss of course credit.

Date Adopted: August 4, 2016

4.56 - EXTRACURRICULAR ACTIVITIES - SECONDARY SCHOOLS

Definitions:

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

“Extracurricular activities” are defined as: any school sponsored program where students from one or more schools meet, work, perform, practice under supervision outside of regular class time, or are competing for the purpose of receiving an award, rating, recognition, or criticism, or qualification for additional

competition. Examples include, but are not limited to, inter/intrascholastic athletics, cheerleading, band, choral, math, or science competitions, field trips, and club activities.

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

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

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

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

Extracurricular Eligibility

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

Any student who refuses to sit for a State assessment or attempts to boycott a State assessment by failing to put forth a good faith effort on the assessment as determined by the assessment administrator/proctor, or whose parents do not send their student to school on the dates the assessments are administered or scheduled as make-up days shall not be permitted to participate in any non-curriculum related extracurricular activity. The student shall remain ineligible to participate until the student takes the same or a following state mandated assessment, as applicable, or completes the required remediation for the assessment the student failed to put forth a good faith effort on. The superintendent 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 4.2— ENTRANCE REQUIREMENTS shall be eligible to tryout for an extracurricular activity regardless of the date the student enrolls in the District so long as the student meets all other eligibility requirements and the extracurricular activity is still ongoing.

Interscholastic Activities

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

ACADEMIC REQUIREMENTS: Junior High

A student promoted from the sixth to the seventh grade automatically meets scholarship requirements. A student promoted from the seventh to the eighth grade automatically meets scholarship requirements for the first semester. The second semester eighth-grade student meets the scholarship requirements for junior high if he/she has successfully passed four (4) academic courses the previous semester, three (3) of which shall be in the core curriculum areas specified by ADE's Standards for Accreditation of Arkansas Public Schools.

The first semester ninth-grade student meets the scholarship requirements for junior high if he/she has successfully passed four (4) academic courses the previous semester, three (3) of which shall be in the core curriculum areas specified by ADE's Standards for Accreditation of Arkansas Public Schools.

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

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

ACADEMIC REQUIREMENTS: Senior High

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

1. Have earned a minimum Grade Point Average (GPA) of 2.0 from all

- academic courses the previous semester; or
2. If the student has passed four (4) academic courses the previous semester but does not have a 2.0 GPA the student must be enrolled and successfully participating in an SIP to maintain their competitive interscholastic extracurricular eligibility.

STUDENTS WITH AN INDIVIDUAL EDUCATION PROGRAM

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

ARKANSAS ACTIVITIES ASSOCIATION

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

Intrascholastic Activities

AAA Governed Activities

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

Non-AAA Governed Activities

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

Cross References: 4.55—STUDENT PROMOTION AND RETENTION
 4.56.1—EXTRACURRICULAR ACTIVITIES -
 ELEMENTARY

Legal References: State Board of Education Standards for Accreditation

10.05 and 10.06
Arkansas Activities Association Handbook
A.C.A. § 6-4-302

Date Adopted: August 4, 2016

Last Revised:

4.56.1 - EXTRACURRICULAR ACTIVITIES - ELEMENTARY

Definitions

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

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

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

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

Extracurricular Eligibility

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

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

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

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

Cross References: 4.55—STUDENT PROMOTION AND RETENTION
 4.56—EXTRACURRICULAR ACTIVITIES – SECONDARY SCHOOLS

Legal References: State Board of Education Standards for Accreditation
 10.05 and 10.06
 A.C.A. § 6-4-302

Date Adopted: August 4, 2016
Last Revised:

4.56.2 - EXTRACURRICULAR ACTIVITY ELIGIBILITY FOR HOMESCHOOLED STUDENTS

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

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

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

Homeschooled 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. Although not guaranteed participation in an interscholastic activity, home-school students who meet the provisions of this policy, AAA Rules, and applicable Arkansas statutes shall have an equal opportunity to try out and participate in an interscholastic activities without discrimination.

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

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

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

A homeschooled student who has met the tryout 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.

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

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

Legal References: A.C.A. § 6-15-509
 Arkansas Activities Association Handbook

Date Adopted: August 4, 2016
 Last Revised:

4.56.2F - HOMESCHOOLED STUDENTS' LETTER OF INTENT TO PARTICIPATE IN AN EXTRACURRICULAR ACTIVITY

Student's Name (Please Print) _____

Parent or Guardian's Resident Address
 Street _____ Apartment _____

City _____ State _____ Zip Code _____

Student's date of birth ___/___/___ Last grade level the student completed _____

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

Name of test, Date taken, and score achieved _____

Extracurricular activity(ies) the student requests to participate in

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

Proof of identity _____

Date Submitted __/__/__

Parent's Signature _____

Date Adopted: August 4, 2016

Last Revised:

4.57 - IMMUNIZATIONS

Definitions

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

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

General Requirements

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

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

The District administration has the responsibility to evaluate the immunization status of District students. The District shall maintain a list of all students who

are not fully age appropriately immunized or who have an exemption provided by ADH to the immunization requirements based on medical, religious, or philosophical grounds. Students who are not fully age appropriately immunized when seeking admittance shall be referred to a medical authority for consultation.

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

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

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

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

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

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

Temporary Admittance

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

student submits a copy of either number 2 or number 4 above.

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

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

Exclusion From School

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

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

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

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

Students excluded from school shall have five (5) school days from the day the student returns to school to submit any homework and to make up any

examinations. State mandated assessments are not included in “examinations” and the District has no control over administering state mandated make-up assessments outside of the state's schedule. Students shall receive a grade of zero for any assignment or examination not completed or submitted on time.

Cross References: 4.2—ENTRANCE REQUIREMENTS
 4.7—ABSENCES
 4.8—MAKEUP WORK

Legal References: A.C.A. § 6-18-702
 ADE Rules Governing Kindergarten Through 12th Grade
 Immunization Requirements In Arkansas Public Schools
 ADH Rules and Regulations Pertaining to Immunization
 Requirements

Date Adopted: August 4, 2016
Last Revised:

4.58 - FOOD SHARING AND ITS REMOVAL FROM FOOD SERVICE AREA

Food Sharing Table

Option 1: In an effort to reduce wasted food and to provide students access to healthy foods when possible, the District shall have in the district cafeteria a food sharing table located at the end of the service line. Prior to leaving the service line, students may place on or retrieve items from the table, at no additional charge, any of the following:

- Raw whole fruit traditionally eaten without the peel (e.g. bananas and oranges);
- Raw whole fruit traditionally eaten with the peel provided the fruit is wrapped to prevent contamination (e.g. apples and grapes);
- Raw whole vegetables provided the vegetable is wrapped to prevent contamination (e.g. carrot sticks);
- Milk; and
- Juice.

Fruit and vegetables to be shared are to be placed into a designated container on the table. Milk and juice to be shared are to be placed in an ice-filled cooler. Milk and juice may not be taken by another student unless the carton is unopened and was completely covered by ice while in the cooler. A student may not return to the table to place an item for sharing after the student has left the service line.

At all times, the sharing table will be under the supervision of the food service staff. Remaining items should be discarded at the end of the meal period, and no

item may remain on the table for longer than four (4) hours.

Removing Food Items From the Food Service Area

Option B: No student shall remove school provided food items from the food service area at the end of the meal period, especially milk, juice, and other items requiring temperature controlled environments.

Except for food service workers as required by their job duties, District employees may only remove school provided food items from the food service area when required by a 504 plan or a student's IEP.

**Legal References: Commissioner's Memo FIN 08-076
 Commissioner's Memo FIN 15-052**

Date Adopted: August 4, 2016

Last Revised:

4.58.HSSD.1 - DEFINITIONS

The following definitions shall apply to all student discipline policies, unless specifically defined otherwise, modified or changed in a given policy:

- 1. District - Hot Springs School District No. 6 of Garland County, Arkansas**
- 2. Board - the Board of Directors of the District**
- 3. Superintendent - the chief administrative officer of the District, and includes designee(s) unless specifically stated otherwise**
- 4. Principal - the chief administrative officer of a school, and includes any designee(s) unless specifically stated otherwise**
- 5. Teacher - any employee of the district required to have a license from the State Board of Education as a condition of employment**
- 6. Employee - any person under contract with the district**
- 7. Administrator - any certified employee in any administrative capacity, including, but not limited to principal, assistant principal, dean of students and supervisory personnel**
- 8. Student - any person enrolled in any school of the district**
- 9. Learning Environments:**
 - a. Regular classroom or classroom - the room or area of regular instruction to which a student is assigned.**
 - b. In-house assignments - the room, or other area or setting, outside of the regular classroom, to which a student is assigned for disciplinary, behavioral, or other dysfunctional problems, or reasons, within the school. Guidelines shall be developed by the Superintendent.**
 - c. Alternative learning environment - the classroom or setting outside the school**

to which students with discipline, behavioral or other dysfunctional problems are assigned, in order to establish an environment conducive to learning. Included are the Summit and Spring Street Schools. Guidelines shall be developed by the Superintendent.

10. Suspension - dismissal from school for a period of time not to exceed ten (10) days.
11. Expulsion - dismissal from school for a period of time that exceeds ten (10) days. It can be for a semester, school year, calendar year or permanently.

Date Adopted: August 4, 2016

4.58.HSSD.4 - CHEMICAL SCREEN TESTING POLICY

(RANDOM DRUG TESTING)

The board recognizes that chemical abuse or misuse is a significant health problem for students, detrimentally affecting overall health, behavior, learning ability, reflexes, and the total development of each individual. The Board is determined to help students by providing another option for them to say “No”. Chemical abuse includes, but is not limited to, the use of illegal drugs, alcohol, and the misuse of the legal drugs and medications. Procedures to implement this policy shall be established by the Superintendent.

Purpose of a Chemical Abuse Policy

- To allow the students to know that the school is concerned about their total well being. The district is interested in helping students who may be having problems.
- To emphasize concerns for the health of students in areas of safety while they are participating in athletics, as well as the long-term physical and emotional effects of chemical use on their health.
- To assist students to resist the peer pressure that directs them toward the abuse or misuse of chemical substances.
- To establish standards of conduct for students who are considered leaders and standard bearers among their peers.
- To work cooperatively with parents by assisting them in keeping their children free from mood altering chemicals.
- To provide referrals for students who need evaluation regarding their use of mood-altering chemicals.
- To deter chemical abuse or misuse by students through the use of random drug testing.

Scope

The provisions of this policy apply to all students in grades seven through twelve whose parent/guardian sign the consent form for the chemical screen test, and who are participating in or involved in extracurricular activities. For purposes of this policy, extracurricular activities are defined as any activity, club or organization that involves competition with or interaction with students from another school. Such activities are hereinafter referred to as “activity” or “activities”.

General Provisions

Illegal Drugs are defined as drugs, or the synthetic or generic equivalent or derivative of drugs, which are illegal under federal, state, or local laws including, but not limited to, marijuana, heroin, hashish, cocaine, hallucinogens, depressants, and stimulants not prescribed for the user, **Illegal drugs** include steroids and its derivatives or related substances, which are not prescribed by a physician or are prescribed by a physician for uses not authorized by the manufacturer of the drug. **Alcohol** is defined as ethyl alcohol or any beverage containing ethyl alcohol.

Reasonable Suspicion Provisions

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

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

Examples of reasonable suspicion include, but are not limited to:

- Eyewitness evidence by a District official, administrator, or employee.
- Eyewitness evidence of another person, plus additional evidence.
- Suspicion by an employee of the District that is based upon a reasonable belief and/or reasonably reliable evidence.

Random Testing Provisions

The use or possession of illegal drugs during or prior to activities where the illegal drug has the possibility of impairing the participant is a violation of this

policy. The presence of an illegal drug and its metabolites in a student's body is considered possession.

Any student undergoing medical treatment prescribed by a physician that includes the use of a drug or medication capable of affecting the student's mental or physical capabilities must notify the appropriate school official at the time of testing. If there is any doubt concerning the effects of the drug or medication, the appropriate school official should be notified. Failure to notify as required herein is a violation of this policy. The penalty for this violation may be the same as initial positive test results under the random testing provisions.

Procedure

Consent: The student and parent or guardian must sign a consent form to be eligible for activities. No participation in activities shall be allowed until the consent form has been properly signed. The consent may be signed at any time, and the student will then become eligible. The consent shall remain valid and in full force and effect from year to year, until withdrawn, in writing, signed by both the student and parent or guardian. Once a consent has been signed, it is subsequently withdrawn the effect will be the same as a final positive test, and the student will become ineligible for activities for one (1) calendar year from the date of withdrawal.

Type of Testing: The District may require each student participating in activities in grades seven through twelve to provide a urine specimen. Urinalysis will be the method utilized to test for the presence of chemicals in the body. All students selected must show up at a designated location to provide urine samples. In the event a sample results in an invalid test and neither a negative or positive result can be obtained, the student shall be retested until such result is obtained.

Selection Process: All students to whom this policy applies shall be tested under the policy one (1) time per school year, at a time to be determined by the administrator of the policy. In addition, students covered under this policy will be subject to random selection for testing. Each student will be assigned a number. Particular days will be selected for testing. Numbers drawn shall equal no less than 5% or more than 20% of the total number of students in activities in grades seven through twelve.

Refusal to Submit to Testing: Students not consenting to be tested in the random pool are not allowed to participate in activities in any manner. If a student who has consented refuses to be tested if selected, he or she will become ineligible to participate in any covered activity for one (1) calendar year from the date of refusal, the same as if the test were positive.

Use of positive tests: Upon receipt of a positive test result for any student:

1. The superintendent or designee shall notify the student and the custodial parent/legal guardian.

- 2. A conference shall be scheduled to explain the results.**
 - 3. Counseling/rehabilitation for the student will be strongly recommended, at the expense of the student, parent, or guardian.**
 - 4. The student will be placed on probation for twenty days. After twenty days the student will be tested again and a written copy of the results will be given to the superintendent or designee. The twenty (20) day period for probation and retest shall run from the date of the receipt of the test results. If the test is negative, The probation will be lifted. If the test is positive, the student will not be allowed to continue in activities for one calendar year from the date of the initial test. The student cannot participate in any form of activity involving Hot Springs Schools. To regain eligibility for participation in activities for the succeeding calendar year, a student must have a negative Chemical Screening Test. This test must be administered in the same manner as the initial test, and will be at the expense of the student, parent, or guardian.**
- Exception: Certain chemicals that take more than twenty days to leave the system will be considered differently if a physician's written opinion details said residual effects of that particular substance.**

Testing Procedure

The Arkansas Medical Laboratory of Little Rock, Arkansas, associated with Baptist Hospital in Little Rock, shall be the agency that will collect and test all urine specimens provided for in this chemical screen test policy, except that retest samples after twenty days may be collected in a manner determined by the Superintendent and established by procedures consistent with the remainder of this policy.

Analysis of Urine Specimens: The initial urinalysis method shall be an immunoassay screen. Gas chromatography/mass spectrometry GC/MS shall be conducted on the specimen if the initial test is positive. The student will be allowed to retest at the end of the 20-day probation period. If the result of the GC/MS test is positive, the student shall be considered to have had a positive result. If the GC/MS is negative for the suspected substance or substances, the student shall be considered to have had a negative result.

All test results from the laboratory shall be communicated to the superintendent or designee. To ensure proper testing procedures, United States Department of Health and Human Services Standards as defined by the National Institute of Drug Abuse certified laboratories will be followed.

All urine specimens will be taken at a designated restroom. Any student who is requested to provide a urine specimen shall be directed to the collection site where the student will complete the necessary form. Students selected as part of the random test will be required to execute an additional consent form.

Procedures for collecting and testing urine samples will be established by the Arkansas Medical Laboratory and will be pursuant to applicable Federal or State law, regulation or guidelines.

Results and Notification

Test results shall be reported to the Superintendent or his/her designee within a specified number of days after the lab's receipt of the specimens. All reports shall be in writing. All specimens testing negative on the initial test or negative on the confirmation test shall be reported as negative. Only specimens confirmed as positive shall be reported as positive for a specific drug(s).

Testing Due to Reasonable Suspicion

Students who have been identified through the criteria outlined as reasonable suspicion may be tested separately from the times of the random testing. The testing should take place as soon as possible after the determination of reasonable suspicion has been verified. The charge of the testing for those identified will be the responsibility of the district.

Cost of Testing

The District shall pay costs of initial tests, confirmation tests and retests following probation. As the result of a positive test, the cost of any other test shall be the responsibility of the student, parent and/or guardian.

Records

All records concerning chemical abuse testing shall be maintained by the superintendent or designee in a separate file under lock and key. The records shall not be kept in a student's regular file. Only the superintendent or designee shall have access to the files. The files on each student shall be destroyed upon graduation or two years after termination of enrollment. A student and the student's custodial parents/legal guardians may obtain a copy of their chemical abuse testing records upon written request.

Date Adopted: August 4, 2016

4.58.HSSD.5 - CONCURRENT CREDIT

A ninth through twelfth grade student who successfully completes a college course(s) from an institution approved by the Arkansas Department of Education shall be given credit toward high school grades and graduation at the rate of one (1) high school unit of credit for each three (3) semester hours of college credit, effective with the beginning of the Fall, 2013 semester. Unless approved by the school's principal, prior to enrolling for the course, the concurrent credit shall be applied toward the student's graduation requirements as an elective.

A student who takes a three-semester hour remedial/ developmental education course, as permitted by the ADE Rules Governing Concurrent College and High School Credit, shall be the equivalent of one-half unit of credit for a high school career focus elective. The remedial/developmental education course cannot be used to meet the core subject area/unit requirements in English and mathematics.

Participation in the concurrent high school and college credit program must be documented by a written agreement between:

- The District's student, and his or her parent(s) or guardian(s) if the public school student is under the age of eighteen (18);**
- The District; and**
- The publicly supported community college, technical college, four-year college or university, or private institution the student attends to take the concurrent credit course.**

Students are responsible for having the transcript for the concurrent credit course(s) they've taken sent to their school in order to receive credit for the course(s). Credit for concurrent credit courses will not be given until a transcript is received. Transcripts for students who take concurrent credit courses as partial fulfillment of the required full day of class for students in grades 9-12 are to be received by the school within thirty (30) school days of the end of the semester in which the course is taken. Students may not receive credit for the course(s) they took or the credit may be delayed if the transcripts are not received in time, or at all. In this event, the student's eligibility for various activities requiring credit may be jeopardized. Students will retain credit earned through the concurrent credit program which was applied toward a course required for high school graduation from a previously attended, accredited, public school. Any and all costs of higher education courses taken for concurrent credit are the student's responsibility.

**Legal References: A.C.A. § 6-15-902(c)(2)
Arkansas Department of Education Rules and
Regulations: Concurrent College and High School Credit
for Students Who Have Completed the Eighth Grade**

Date Adopted: May 2013

Date Revised: August 4, 2016

4.58.HSSD.6 - GRADING POLICY

Grades assigned to students for performance shall reflect only the extent to which a student has achieved the expressed academic objectives of the course. Grades may also reflect other educational objectives such as those contained in

the learner outcomes and curriculum frameworks. Any criteria other than those related to educational or academic objectives shall not be utilized.

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

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

The grading scale for kindergarten in the district shall be as follows:
Grades will only be entered for the skills taught in a nine week period.

M = Full control of skill
P = Inconsistent or some control
N = Little or no control

The grading scale for first (1st) grade in the district shall be as follows:

A = Advanced (90-100%)
P = Proficient (80-89%)
B = Basic (70-79%)
BB = Below Basic (69% and below)

The grading scale for all grades two (2) through twelve (12) the district shall be as follows:

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

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

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

The grade point values for Advanced Placement (AP), International Baccalaureate (113), and approved honor courses shall be one point greater than for regular courses with the exception that an F shall still be worth 0 points.

Legal References: A.C.A. § 6-15-902
 State Board of Education: Standards of Accreditation
 12.02
 Arkansas Department of Education Rules and
 Regulations Governing Uniform Grading Scales for
 Public Secondary Schools

Date Adopted: February 15, 2011
Last Revised: August 4, 2016

4.58.HSSD.7 - DISTRICT WIDE GRADING & REPORTING GUIDELINES & PRACTICES POLICY

In order to help strike an appropriate balance between the Lesson Practice and Activities portion and the Unit and Course/Grade Level Understanding and Performance portion, all Hot Springs School District teachers, as set forth below, should weight all scores collected in their grading process. The weighted balance reflects the district's emphasis on assigning periodic grades.

I. UNIT AND COURSE/GRADE LEVEL UNDERSTANDING AND PERFORMANCE Grades 3-12 inclusive: NO LESS THAN 70% OF FINAL GRADE

Includes the following:

- A. Unit (chapter) assessments
- B. Unit or major performance tasks-mainly products, performances, and projects (e.g., essays; artwork; visual representations; models; oral presentations; lab experiences; live or recorded performances)
- C. District (course/grade level) Assessments

II. LESSON PRACTICE AND ACTIVITIES

Grades 3-12 inclusive: NO MORE THAN 30% OF FINAL GRADE

Includes the following:

- A. Independent practice on daily work (daily assignments and homework)
- B. Brief progress checks (e.g., small quizzes over one or more lessons; reviews or warm-ups)

Date Adopted: August 4, 2016

4.58.HSSD.8 - REPORT CARDS/STUDENT LED CONFERENCES

PARENT CONFERENCES

Two student/parent/teacher conferences are scheduled each school year. One is during the first semester and another during the second semester. The student should attend the conference with the parent. He/she will be responsible for demonstrating what has been learned. See the school calendar for exact dates. Your child's teacher will gladly arrange other conferences when there is a need. If you have any questions about your child's progress, please call the school for a conference.

REPORT CARDS

Pupils' progress is reported to parents the week after the end of each nine-week reporting period. These dates are on your school calendar. Parents are expected to attend a conference during the first and second semester to receive a report on their child's progress. Interim Reports are administered at 4 1/2 weeks of each 9 week period.

REPORT CARD GRADES

- Academic grades are reported each nine weeks. Semester averages are reported at the end of each semester. Report card grades are an indication of student performance.
- Academic grades, citizenship or conduct, and attendance are reported each nine weeks.
- Semester averages are reported at the end of each semester.
- Report cards will be issued to students to take home to parent/guardian at the end of each nine weeks.
- Interim progress reports will be issued at the midpoint of each nine week grading period in order to inform both students and parents of good work or deficiencies. Progress reports are required to be signed by the parent/ guardian and returned promptly to the assigning teacher.
- Grades are figured on the following percentage basis:
90-100 = A • 80-89 = B • 70-79 = C • 60-69 = D • 59 and below = F
- Citizenship or conduct marks are based on the judgment of the individual teacher concerning cooperation, courtesy, fairness, initiative, carefulness, dependability, leadership, and self-confidence:
1 = Excellent • 2 = Satisfactory • 3 = Unsatisfactory
- Parents are urged to call the school and confer with the counselors, teachers and staff if they have any questions regarding students' progress. Conferences with teachers are to be scheduled before school, after school, or during teacher's planning period. Teachers will not be interrupted during class time to attend a parent conference unless there is an emergency situation.
- The final grade for the nine weeks is weighted 70% for assessments and 30% for homework/classwork.

Date Adopted: August 4, 2016

4.58.HSSD.9 - OUT OF DISTRICT STUDENTS

Out of district students in grades 9-12 may attend district schools for classes not offered in the home district required meeting educational objectives. Approval of the Superintendent shall be required, and admittance may be based upon circumstances, underlying, but not limited to, staff availability and classroom space. All provisions of applicable law shall be adhered to before acceptance for enrollment.

Date Adopted: August 4, 2016

4.58.HSSD.10 - EARLY GRADUATION

Any student enrolled in the District who has earned the number of credits required for graduation from high school shall be eligible to graduate regardless of the grade level of the student. Such student forfeits all privileges to participate in any school sponsored activity subsequent to the date of early graduation, including but not limited to, prom and athletics. Such students shall, however, be allowed to participate in the graduation ceremony.

Date Adopted: June 26, 2007

Last Revised: August 4, 2016

4.58.HSSD.11 - TITLE I PARENT INVOLVEMENT

The Hot Springs School District will maximize its efforts to keep parents informed and involved in the Title I Program through the following activities:

- a. At the beginning of each school year, parents will be informed of program goals and objectives.
- b. Parents will be informed of their right to consult in the design and implementation of the Title I project.
- c. Progress reports will be sent to the parents at the end of each nine-week grading period. Conference times will be indicated on reports, if necessary.
- d. Parent training will be continued with emphasis on materials and methods to enable parents to assist in the education of their children at home.

- e. Parents will be encouraged to participate in the activities of the schools.
- f. A survey will be administered annually to Title I parents soliciting suggestions for program improvement and ways in which the school can work with parents to achieve the program objectives.
- g. Each school will determine a parent designee who will assist in coordination of parent activities at that school.
- h. The parent designee at each school will work with the Parent Coordinator and Title I Facilitator to solicit volunteer parents to work in classrooms as teacher assistants and to work in other special projects at the school.
- i. Parents will be provided with assistance in understanding of National Educational Goals, Performance Standards, and Local Assessments. Title I parents will be given assistance with monitoring student progress and working with educators to improve their child's performance.

Date Adopted: August 4, 2016

4.58.HSSD.12 - TITLE VI, TITLE IX & SECTION 504 - STUDENT GRIEVANCE PROCEDURE

The students of the Hot Springs School District shall be governed by the policies and procedures adopted by the Board of Education of the district. No student shall be denied admission to any curriculum or extracurricular program due to race, gender, ethnic group, or disability. The district will be governed by the requirements of Title VI, Title IX and Section 504. The office of the District Equity Coordinator is located at 400 Linwood Street. Should a student or group of students have a grievance or complaint concerning an assignment or a decision in regards to policy or procedure, based on an alleged violation of Title VI, Title IX, or Section 504, he or she will follow the steps and guidelines provided by the Equity Coordinator.

Date Adopted: August 4, 2016

4.58.HSSD.13 - STUDENTS WITH SPECIAL HEALTH NEEDS

The District will affirmatively seek and identify students who have special health needs because of being medically fragile, chronically ill or technology dependent, all as defined by law, regulation, and/or appropriate professionals. Provisions of Section 504 of the Rehabilitation Act of 1973; Individuals with Disabilities Education Act (IDEA), the Americans with Disabilities Act (ADA), and all other applicable state and federal laws and regulations shall be complied with.

The District shall not be responsible for making health related assessments. Assessments made by appropriate medical personnel and provided to the District

upon release of medical information signed by the parent/guardian (or student, when applicable) shall be considered in developing a health care plan for a student. Such information may be required by the District.

The District shall assume no responsibility to provide supplies or equipment necessary to provide special health care to a student except as required by any applicable law or regulation. When a student is identified as possibly having special health care needs a committee shall be convened to make a final determination and develop an individual health plan for the student. The committee shall be made up of a parent/ guardian, student, (if 18 years of age), a regular classroom teacher, an administrator (or designee), school nurse and any other personnel as appropriate under the circumstances. The health plan shall be developed on an individual basis depending upon the specific requirements of the students. The plan shall include duration and provide for review. Appropriate modifications may be made by the committee when circumstances upon which the initial plan was based change.

It shall be the responsibility of the parent/guardian (student when appropriate) to execute all release of information forms necessary to obtain appropriate information in order to formulate an individual health plan.

All records and information utilized in developing a plan shall remain confidential, except to the extent necessary to develop the plan and implement the plan, and except as provided for in any applicable law or regulation.

The district may, at its discretion, utilize information and procedures contained in the The Resource Guide Developing School Policies on Children With Special Health Care Needs in the development and implementation of any individual health plan.

The Superintendent or designee shall develop guidelines and procedures to implement this policy, and shall designate personnel at each school in the District to assume responsibility for implementation of the policy in the individual school, subject to District-wide procedures established.

Date Adopted: August 4, 2016

4.58.HSSD.14 - WELLNESS POLICY

The health and physical well-being of our students directly affects their ability to learn. Childhood obesity increases the incidence of adult diseases occurring in children and adolescents such as heart disease, high blood pressure and diabetes. The increased risk carries forward into their adulthood. Research indicates that a healthy diet and regular physical activity can help prevent obesity

and the diseases resulting from it. It is understood that the eating habits and exercise patterns of students cannot be magically changed overnight, but at the same time, the board of directors believes it is necessary to strive to create a culture in our schools that consistently promotes good nutrition and physical activity.

The problem of obesity and inactivity is a public health issue. The board is keenly aware that it has taken years for this problem to reach its present level and will similarly take years to correct. The responsibility for addressing the problem lies not only with the schools and the Department of Education, but with the community and its residents, organizations and agencies. Therefore, the district shall enlist the support of the larger community to find solutions which improve the health and physical activity of our students.

Goals

In its efforts to improve the school nutrition environment, promote student health, and reduce childhood obesity, the district will adhere to the Arkansas Rules Governing Nutrition and Physical Activity Standards in Arkansas Public Schools. Adhering to these Rules will include, but is not limited to, district efforts to:

1. Appoint a district school health coordinator who shall be responsible for ensuring that each school fulfills the requirements of this policy. The Superintendent shall appoint a district wide school health coordinator;
2. Implement a grade appropriate nutrition education program that will develop an awareness of and appreciation for nutrition and physical activity throughout the curriculum;
3. Enforce existing physical education requirements and engage students in healthy levels of vigorous physical activity;
4. Strive to improve the quality of physical education curricula and increase the training of physical education teachers;
5. Follow the Arkansas Physical Education and Health Education Frameworks in grades K-12;
6. Not use food or beverages as rewards for academic, classroom, or sports performances;
7. Ensure that drinking water is available without charge to all students;
8. Establish class schedules, and bus routes that don't directly or indirectly restrict meal access;
9. Provide students with ample time to eat their meals in pleasant cafeteria and dining areas;
10. Establish no more than nine (9) school wide events which permit exceptions to the food and beverage limitations established by Rule. The schedule of the events shall be by school, and shall be established by the principal;
11. Abide by the current allowable food and beverage portion standards;
12. Meet the more stringent of Arkansas' or the U.S. Department of Agriculture's Nutrition Standards for reimbursable meals and a la' carte foods served in the cafeteria;

13. Restrict access to vended foods, competitive foods, and foods of minimal nutritional value (FMNV) as required by law and Rule;
14. Conform new and/or renewed vending contracts to the content restrictions contained in the Rules and reduce district dependence on profits from the sale of FMNV.
15. Provide professional development to all district staff on the topics of nutrition and/or physical activity as required by statute and Rule;
16. Utilize the School Health Index available from the Center for Disease Control (CDC) to assess how well the district is doing at implementing this wellness policy and at promoting a healthy environment for its students;

Advisory Committee

To enhance the district's efforts to improve the health of our students, a School Nutrition and Physical Activity Advisory Committee (SNPAAC) shall be formed. It shall be structured in a way that ensures age-appropriate recommendations are made which correlate to our district's grade configurations. The committee shall include representatives from each appropriate grade level group (elementary, middle, and high school) as well as a representative from the school board, administration, food service personnel, teachers, parents, professional groups such as nurses, and the community. The SNPAAC shall have the powers and responsibilities delegated to it by statute and Rule. The overarching goal of the committee shall be to promote student wellness by monitoring how well the district is doing at implementing this policy. The SNPAAC shall use modules 1, 2, 3, 4, and 8 of the CDC's School Health Index as a basis for assessing each school's progress toward meeting the requirements of this policy. The results of the annual assessment shall be included in each school's ACSIP, provided to each school's principal, and reported to the board.

EXCEPTION TO THE DISTRICT WELLNESS POLICY

Child nutrition requirements and restrictions per Act 1220 of 2003, State Board of Ed. and Dept. of Health. (For further information, visit: www.healthyArkansas.com)

Parent Rights: Parents may provide food and beverages of their choice for their own child's lunch or snacks. HOWEVER, they may NOT provide food or beverages for other students or for their child to distribute to other students.

Date Adopted: April 18, 2006

Last Revised: August 4, 2016

4.58.HSSD.15 - MOMENT OF SILENCE

One minute of silence shall be observed at the beginning of school each school day. A student may, without interfering with or distracting another student, (1)

Reflect, (2) Pray, or (3) Engage in a silent activity. The employee in charge of the classroom shall ensure that all students remain silent and do not interfere with or distract another student during the period of silence.

Reference: Arkansas Code 6-10-115 (Act 576 of 2013)

Adopted: May 2013

Last Revised: August 4, 2016

4.58.HSSD.16 - ACADEMIC INTEGRITY & CHEATING POLICY

All students of Hot Springs School District are expected to abide by ethical academic standards. Academic dishonesty, including, but not limited to, plagiarism, cheating or copying the work of another, using technology for illicit purposes, or any unauthorized communication between students for the purpose of gaining advantage during an examination or any other academic assignment, is strictly prohibited. This policy covers all school related tests, quizzes, reports, class assignments and projects, both in and out of class.

The determination that a student has engaged in academic dishonesty shall be based on specific evidence provided by the classroom teacher or other supervising professional employee, and will be based on the circumstances of the individual case. Teachers, appropriate professional staff, and building administrators are responsible for monitoring academic product, detecting academic dishonesty and cheating, and administering penalties.

Upon learning a student has committed a form of academic dishonesty, the teacher shall timely notify the student and the parent or guardian of the minor student and the building principal or designee. Penalties for academic dishonesty shall be assessed by the teacher, under the direction and advice of the building principal or designee, and may include the following action:

- Designation of an “F”, zero, or no credit for the academic product involved.
- The opportunity to make up the assignment or retake a quiz, test, or exam, at the discretion of the teacher.
- A negative effect on any academic honors.
- Subsequent violations of this policy, regardless of the class involved, may result in additional and more severe penalties, including suspension and loss of credit for the course or courses involved.

In the event any other policy of the district or school is violated along with this policy, such other policies of the district may also be enforced and consequences imposed as appropriate.

Date Adopted: February 17, 2009
Last Revised: August 4, 2016

4.58.HSSD.17 - LANGUAGE POLICY FOR HOT SPRINGS SCHOOL DISTRICT

It is the responsibility of the Hot Springs School District to encourage not only English language proficiency for every student and to provide its students with the opportunity to learn a new language, but also to support the retention of native languages and cultures among non-native English speakers. As authorized by International Baccalaureate Organization, the Park Elementary School, Hot Springs Intermediate School, Hot Springs Middle School, and Hot Springs High School have a particular interest in the establishment of this policy since each school is required to provide second language instruction for its students.

This Language Policy for the school district has been developed with the above-mentioned goals in mind. (IBO defines Language A as the student's first/best language; Language B refers to the student's second language(s). Bilingual students operate with English as their Language A because of the state requirement for all students to take English throughout their school career.)

Most students in the Hot Springs School District fall into one of three categories:

- (a) Native English speakers
- (b) Bilingual speakers of Spanish-English
- (c) English Language Learners (ELL); of these more than 95% speak Spanish as their first language.

The following Language Policy has been adopted by the Hot Spring School District for the 2011-2012 school year with these factors in mind:

- (a) Native English speakers must be enrolled in a second language (Language B) throughout the PYP and MYP Programs. As of 2011, the Hot Springs School District makes the following offerings:
 - (1) PYP program at Park School offers conversational Spanish to all students in grades K-4. These students must have 50 hours per year in a second language.
 - (2) The Intermediate School (MYP Levels 0-1) offers Spanish to all 5th and 6th grade students, who must also have 50 hours per year in a second language.
 - (3) The Middle School (MYP Levels 2-3) offers Spanish to students in grades 7 and 8. (French and/or Chinese may be offered in any of these schools as circumstances permit.)
 - (4) Students at Hot Springs High School may enroll in Spanish, French, or Mandarin Chinese. All three languages are offered at MYP Levels 4-5 (grades 9-10), and IB Spanish III and IV and IB French III and IV are also offered.

All students enrolled in Smart Core at the High School must enroll in a single Language B course in grades 9- 10 (MYP Levels 4-5). A four-year sequence of Spanish and French is offered at Standard Level in the IB Diploma Programme. Students who are enrolled in Mandarin Chinese may earn two high school credits in that language and may have the opportunity to receive three hours of college credit for Mandarin Chinese through the University of Central Arkansas. The high school also offers ab initio Spanish in grades 11-12 to IB Diploma candidates who have not received two credits of Spanish or French in grades 9-10.

(b) Bilingual students who are proficient in both Spanish and English will be enrolled in both Spanish and English while at Park School, the Intermediate School, and the Middle School. During whatever grade that either Mandarin Chinese or French becomes available to the student, he/she will be enrolled in that Language B course. Beginning in August, 2011, bilingual students who choose Mandarin Chinese in grades 9-10 will NOT be eligible for the IB Diploma because four years of Mandarin Chinese is not offered and the ab initio Spanish would be an inappropriate course for them to pursue in grades 11-12. It is strongly recommended that bilingual students enroll in French as soon as possible so that the IB Diploma option remains open to them.

(c) ELL students will not be required to take a third language since English is their Language B. They will, however, be enrolled in Spanish in grades 9-10 in addition to being enrolled in English classes. This will enable them to learn the basic rules of formal Spanish and the skills associated with writing in their native language, a skill that most of these students have not mastered. They will be strongly encouraged to enroll in Spanish III and IV in grades 11-12, or if their English language skills have progressed to the level of proficiency, they will be offered the opportunity to take a third language, either French or Chinese.

At this time the only students enrolled in the Hot Springs School District for whom English is not their Language A are those whose first language is Spanish and a few exchange students, who normally do not enroll in a third language unless they so desire. Should other non-English speakers enter the Hot Springs School District community, specific language decisions will be made in the best interests of the student after parents, administrators, and guidance counselors are consulted.

The only students who are not required to enroll in Language B throughout the MYP Programme are students with IEPs or those students who are not enrolled in Smart Core in grades 9-10.

Date Adopted: August 4, 2016

MIDDLE SCHOOL REGARDING CREDIT OPTIONS

Language B Credit in Middle School

Spanish I is presently the only Language B authorized at the Middle School for high school credit by the Arkansas Department of Education. (French credit at the Middle School is not authorized by the ADE; if the authorization is approved, then French credit may be earned in the Middle School under the same conditions as Spanish credit.)

Students can earn one unit of Spanish I under the following conditions:

- (1) The student must pass both semesters of the course and also pass the same second semester exam in Spanish I that is given to the high school students who take Spanish I. (The same textbook is used in both schools.)
- (2) The teacher of Spanish I at the high school must provide students at the Middle School with an identical copy of the study guide that is provided to high school students.
- (3) The high school teacher will grade the foreign language exam taken by students in the Middle School by the same standards the exams are graded in the high school. The Middle School Spanish teacher will participate in the grading if possible, and her comments and recommendations will be considered by the high school Spanish teacher.

Data indicate that Middle School students who have final grade lower than B for the second semester of Spanish I and who fail to make 75% or better on the exam are very rarely successful when they enroll in Spanish II. For this reason, the high school Spanish teacher may recommend that a student repeat Spanish I even if he/she has met the requirements for receiving credit in Spanish I. (It is here that the recommendations of the Middle School Spanish teacher will be taken into serious consideration.) The grading system at the high school differs from the grading system at the Middle School, which can account for some of these differences.

The following options are available to students who take Spanish I for credit at the Middle School. (Spanish, French, and Chinese are referred to as Language B for native English speakers according to the IBO Language policy. Language A refers to English for all native or totally fluent English language speakers. Language options for non-native English language speakers are explained under the school district's language policy.)

1. The student who passes both semesters of Language B with a grade of C or better and passes the final exam has the option of accepting the credit and entering pre-AP Spanish II if he/she is considering the IB Diploma path; or the student may enroll in standard Spanish II if he/she does not anticipate seeking the IB Diploma option. (The students who earn the Spanish I credit in Middle School will be required to take Spanish as their Language B in grades 9 and 10.)

2. Students who pass both semesters or who pass the final exam in Language B with a grade of 75% or better will have the option of enrolling in Spanish I Pre-AP, an option that is also open to students who do not choose to seek the Language B credit in the Middle School. The Pre-AP Language B course is more rigorous than is standard Spanish I. Only students who do NOT receive Spanish I credit from the Middle School may choose a different Language B for grades 9 and 10.
3. Students who were not enrolled in Language B “for credit” classes in 8th grade can enroll in either Pre-AP Language B or standard Language B. Students who wish to enroll in Pre-AP French I or Pre-AP Spanish I class should have a score of “Proficient or Advanced” on the 8th grade English Benchmark exam or have grades of B or better in advanced language arts in grade 8.
4. No credit will be granted for Mandarin Chinese in Middle School.

Date Adopted: August 4, 2016

4.58.HSSD.19 - HSSD IB ASSESSMENT POLICY

Philosophy and Principles

The Hot Springs School District’s (HSSD) education mission, philosophy, and principles concur and work in tandem with International Baccalaureate (IB) principles to educate the student as a whole person, consistent with their ability and potential to be productive citizens in a democratic and diverse society. Instructional programs and practices are implemented which enable students to meet established standards of achievement and foster lifelong learning. State and federal guidelines for student achievement are met through an instructional climate reflecting dignity and respect.

The preeminent goal of assessment at HSSD is to support and encourage student learning at all levels. In keeping with the district’s assessment principles and the spirit of the IB program(s), assessment is geared toward improving, rather than simply documenting student performance. Criterion related assessments are used to identify a student’s strengths and weaknesses and to judge the effectiveness of both teaching and learning processes. This measures student achievement against specified subject criteria rather than against other individuals in the class.

Assessment is an important part of the learning process and should not be seen as distinct from, or outside of, other learning experiences. An ongoing partnership between students and teachers enables students to demonstrate what they have learned, assess their progress, and identify specific strategies to maximize their potential on their class assessments.

All HSSD IB schools will adhere to the guiding principles of the IB programs while simultaneously preparing for and fulfilling state and federal mandated assessment responsibilities. Hot Springs School District schools have a responsibility to frequently advise parents of student achievement. An eSchool Data system utilizing IB Programme reporting and assessment principles will chronicle and report the assessment data. Employing an electronic reporting system allows students and parents to track progress in a timely manner.

The Programs

The Hot Springs School District offers four International Baccalaureate (IB) programs from elementary (Primary Years Program, PYP) through intermediate school and middle school (Middle Years Program, MYP), and senior high school (both the MYP, Diploma Program, DP, and Career-related Programs, CP). These programs present students the opportunity to engage in a learning environment with a set of clearly defined attributes which describe the whole person as a lifelong learner and forms the foundation of all three IB programs. Through the Learner Profile, IB aims to develop learners who are Inquirers, Knowledgeable, Thinkers, Communicators, Principled, Open-minded, Caring, Risk-takers, Balanced and Reflective.

Assessment Practices

Assessments at each school align with the IB requirements through the use of prescribed assessment criteria in each grade level and subject group. The objectives and process of any assessment should be clearly explained to the student.

A balance of formative and summative assessments is expected in order to appeal to the range of diverse learning styles and grade-specific subject objectives. Teachers will use multiple forms of formative assessment to inform students of their learning and progress. They will use summative assessments to determine whether students have met learning goals or outcomes at the end of a course of study.

Formative assessments should always be used to develop background knowledge and skills needed for summative assessments, as well as assignments. Effective formative assessment is part of the instructional process and should provide the necessary information and timely opportunities for students to make managed errors and learn from their mistakes. They should also provide opportune data for teachers to adjust or customize teaching strategies.

Summative assessments are a teacher's final opportunity to assess the summation learning before moving on to new topics or skills. These formal assessments take place at the end of the teaching and learning process to assess

a student's knowledge and understanding, and are usually criterion based using a fixed set of standards.

Assessment rubrics will be developed and applied to all summative assessment tasks. These rubrics should link the Assessment Criteria's level of achievement descriptors with task-specific clarifications.

A variety of strategies and tools should be used in assessments to accomplish the learning process. They should include real-world experiences and/or applications, but they should not be limited to rubrics, checklists, or anecdotal records. Examples of this would include observations, performance assessments, extended response items, oral and visual presentations, and portfolios.

IB teachers must follow IB guidelines concerning minimum assessment needs. It should be the collaborative decision of the subject area teacher-team to set an assessment activity and grading rubric criteria.

Nine-Weeks and semester grades will take into account the summative learning shown by the student in preference to the formative learning they showed along the way. Summative nine weeks and semester grades are not an average of all assignments, but an indication of the level the student has attained and sustained.

Student achievement results will be formally reported to parents and students using the district report card each semester. These reports will clearly depict the student's grades and academic achievement in each class or course. Interim nine-week report cards will be sent home four times each year and will indicate current academic performance in each class or course. Informal reporting will occur throughout the academic year.

Approaches to Learning objectives are assessed and reported separately from the achievement of other learning expectations, unless they have been specifically articulated in the learning expectations of the course or subject. It is the shared responsibility of teachers to help students develop the range of their abilities, positive attitudes, and effective habits of mind.

Homework is considered an integral part of the learning process, but it is unsupervised by a teacher and therefore an unreliable assessment tool. It can provide an opportunity for practice, review, reinforcement, completion, preparation, make-up and enrichment. It shall only be used to supplement, complement, or reinforce teaching and learning. The utilization of homework is discretionary with teachers who should take into consideration a student's entire schedule. The age and ability of the student and other applicable circumstances

should enter into the teacher's discretionary judgment when assigning homework.

Supplemental Assessments

A teacher-driven pre-assessment takes place at the beginning of instruction to find out what students know in order to plan the next stage of learning.

Student self-assessment should be interwoven throughout the daily learning to engage students in reflection and assessment on their own learning. The students are given adequate time to reflect on their progress in all subject areas, including the attributes expressed in the learner profile words.

Peer evaluation mediated by the teacher should be used to help the student become a better judge of their own performance, and to help them develop a sense of what constitutes excellence, and where their own work stands in relation to that understanding.

Portfolio assessment may be used in the form of a “process portfolio” or a “product portfolio.”

- A process portfolio documents the stages of learning and provides a progressive record of student growth. Teachers use process portfolios to help students identify learning goals, document progress over time, and demonstrate learning mastery.
- A product portfolio demonstrates mastery of a learning task or a set of learning objectives and contains only the best work. Teachers document the stages that students go through as they learn and progress.

IB Primary Years Program and Middle Years Program

The Primary Years Program (PYP) and Middle Years Program (MYP) assessment is internal. IB provides internationally benchmarked objectives and assessment criteria for each subject. HSSD teachers will develop tasks and strategies in alignment with the IB and state standards to help their students reach the appropriate objectives. Interim objectives and modified assessment criteria are used for each particular stage of learning throughout each program.

There are no externally set examinations or other assessments provided by PYP or MYP. IB will periodically monitor the PYP and MYP internal assessments.

The MYP assessment model is criterion-related, meaning that each student's success in reaching the objective of each subject group is measured by relating his/her work to predetermined criteria. MYP assessment aims to support student learning by providing feedback on the learning process. It aims to identify what students understand at different stages in the learning process. Teachers and students are continuously, actively engaged in assessing student progress.

Additionally, MYP assessment also plays a significant role in the development of approaches to learning (ATL) skills – the process of metacognition should enable students to arrive at an enhanced understanding of their strengths and limitations. To support ATL skills, the program stress the importance of both student and teacher self-assessment and reflection.

International Baccalaureate Diploma

The IB Diploma Program (DP) level assessments are both internal and external. Internal assessments are graded by classroom teachers and moderated by IB in all subjects, while external summative exams are independently graded and reported by IB. This assessment practice allows IB to collect data over time for evaluative purposes of both the student and the IB program.

It is paramount that the single most important aim of the DP assessment is to stay consistent with the PYP and MYP in supporting curricular goals and encourage student learning.

IB Diploma Specific Assessments

The IB uses internationally benchmarked criterion referenced assessments and awards points leading to an IB Diploma. These universal IB grading guidelines and rubrics are specifically set forth in the Hot Springs High School handbook.

a) **Internal Assessment.** Some assessments are required by IB that are internally graded by the classroom teachers. These assessments can count as a significant percentage of the student's final IB subject grade. Samples of their grading are mailed away each year and these are subsequently moderated by examiners and senior examiners ensuring consistency of grading from school to school. Orals, science lab reports, projects and portfolios in math, and investigations in history and geography are examples. Although these assignments will be used by IB to determine a student's IB grade, they may also be used to formulate the student's class grade.

b) **External Assessment.** Senior year May exams are an example of external assessments that are mailed away to examiners who subsequently grade and feedback scores to IB. However, there are other assessment tasks that are solely externally graded by examiners. For example, AI world literature essays, theory of knowledge essays, and extended essays.

The HSSD IB Grading Scale

The IB (International Baccalaureate) grading scale is represented by the following numerical system:

- 1 (very poor performance)
- 2 (poor performance)
- 3 (mediocre performance)
- 4 (satisfactory performance)
- 5 (good performance)
- 6 (very good performance)

7 (excellent performance)

A student's "1-7" grade is a direct measure of the competency a student has shown in terms of skills and knowledge.

An effort grade reflects the student's attitude, preparation, motivation and learning focus.

The current grading policy for HSSD remains in collective effect, and supersedes all other IB grading guidelines when appropriate.

Roles and Responsibilities

Student Responsibilities

- **In accordance with their age and ability, students should be autonomous learners by thinking independently, assessing their own progress and taking responsibility for deadlines without excuse.**
- **Students should analyze and monitor their own formative and summative assessment data to assess their own progress at their program level.**
- **Their efforts on formative assessments should maximize progress and summative assessment scores.**
- **All student work should be submitted on time, while adequately attending to interim and final deadlines as outlined by their teacher to ensure adequate progress and maximize potential.**

Teacher Responsibilities

- **All teachers should focus on the assessment of student learning outcomes rather than just teaching content.**
- **They should modify teaching in light of the learning that has taken place using formative assessment data to drive instruction.**
- **Use the data team process to collect and analyze assessment data to identify patterns of individual student performance and needs.**
- **Teachers should work in collaborative teams to design and assess common assessments.**
- **Common assessment data should be compared with that of other teachers to assess where student learning has been strong and where it has been less strong.**
- **Teachers should show an awareness of the diversity of the learning styles of the class by using a variety of assessment and teaching strategies.**
- **Timely written and oral feedback on assignments should be provided to the students by their teachers.**
- **Teachers should avoid conducting summative assessments without first assessing formatively with timely feedback to their students.**
- **They should bear in mind a student's whole schedule and use only meaningful assessments. Assessments should be posted on the customary planner for that teacher and class.**

- Teachers should work with the Learning Specialists (SPED, ELL, GT, etc.) to design assessments that will effectively assess the learning of students with specific learning needs.

Curriculum Coordinator and Division Head Responsibilities

- Encourage peer to peer observations that cultivate a culture of dialogue and reflection surrounding the assessment of learning and assessment for learning.
- Offer training on using and interpreting data and support staff in the use of multiple assessment strategies.
- Provide ongoing assessment training for all teachers, and maintain a training program for new teachers.
- Distribute student related summary data from all relevant places. Provide time in the school day for teachers to plan and reflect. Analyze whole school data and plan professional development time to match achievement goals and teacher training needs.
- Maintain a representative committee of all stakeholders to review, evaluate, and reflect upon the assessment policy. Oversee the Personal Project requirements.

Date Adopted: August 4, 2016

4.58.HSSD.20 - HOMEBOUND

HOMEBOUND STUDENTS

When a student is prevented temporarily from attending school because of illness or other physical disability, the parent may make application for a homebound teacher. Application is made to the campus Principal/Designee.

HOMEBOUND TEACHING

When a student is temporarily prevented from attending school because of illness or other physical disability, the parent may make an application for homebound teaching once the student’s physician advises that the student will be out of school for ten (10) or more consecutive days. Applications may be obtained from the main office.

Date Adopted: August 4, 2016

4.58.HSSD.24 - SCHOOL CLOSURE/DELAYED OPENING/EARLY CLOSURE

The decision regarding school closures, delayed openings, and early closures are made by the Superintendent and appropriate authorities. Information

regarding schools closures, delayed openings, and early closures will be announced through our district's communication system, School Messenger and social media sites. It is important that you keep your phone number current at your child's school in order to get the School Messenger notifications.

Date Adopted: August 4, 2016

4.58.HSSD.25 - TRANSPORTATION POLICIES

School bus service shall be provided wherever possible to all students who live more than two miles from the school which normally they would attend. The school bus routes have been planned, where possible, in a manner which will not require students to walk farther than one half mile to catch the bus. Consult the building principal or the transportation office (623-2995) if you think your child is eligible.

Please remember that it is against the law to pass a school bus from either direction when it is stopped for children. The bus may be safely passed only when it is in motion.

BUS CONDUCT

While the Board of Education feels that it has a responsibility to furnish transportation for students who live two miles or more from their assigned schools, it does not relieve parents/guardians of students from the responsibility of supervision until such times as the students board the bus in the morning and leave the bus at the end of the school day.

Once a child boards the bus - and only at that time - does he or she become the responsibility of the school district. Such responsibility shall end when the child is delivered to the regular bus stop at the close of the school day.

In view of the fact that a bus is an extension of the classroom, the Board shall require children to conduct themselves on the bus in a manner consistent with established standards for classroom behavior.

In cases when children do not conduct themselves properly on a bus, such instances are to be brought to the attention of the building principal(s) by the bus driver. The building principal will inform the parents/guardians immediately of the misconduct and request their cooperation in checking the child's behavior.

Children who become a serious disciplinary problem on the school bus may have their riding privileges suspended. In such cases, the parents/guardians of the

children involved become responsible for seeing that their children get to and from school. Any student who willfully defaces, marks, cuts, breaks, or damages a bus will be suspended and will be expected to pay for any and all damages prior to being reinstated.

The following is a summary of procedures to be followed for inappropriate conduct on busses:

1. First Referral - Warning, and parent is contacted. Phone contact with the parent.
2. Second Referral - Three days off bus. Parent is notified.
3. Third Referral - Minimum of two weeks off bus. Parent is notified.
4. Fourth Referral - Suspended from bus for remainder of semester or minimum of six weeks.

The above steps are guidelines only. The penalty may be more severe if appropriate. [K-6 elementary students will not be suspended from the bus, except in extreme circumstances.]

Meeting the Bus

- Be at the assigned bus stop ten minutes before the bus is scheduled to arrive. Do not arrive at the stop earlier than ten minutes before the scheduled arrival time.
- Before crossing a street to board the bus, wait until the bus has come to a complete stop and the driver has directed you to cross.
- Stand back at least ten feet from the bus stop and do not approach the bus until it has come to a complete stop and the door is opened.
- Respect the property rights of others while waiting for the bus; don't litter, make unnecessary noise, gather under carports or on porches or lawns without permission.

Entering and Leaving the Bus

- Enter and leave the bus quickly and in an orderly manner.
- Do not enter or leave the bus by the back door unless you are instructed to do so by the driver.
- If you must cross the street after leaving the bus, go to a point on the shoulder of the street ten feet in front of the bus and wait until the driver signals you to cross. Be certain that you are far enough in front of the bus that you can see the driver and the driver can see you. Once you have crossed the street, remain on the opposite side of the street until the bus has left the scene.
- Do not attempt to retrieve any object you have dropped until the bus has left the scene and the street is clear of other vehicles.
- An adult or responsible older child should always accompany small children at the bus stop. This applies to both boarding the bus in the morning and exiting the bus in the afternoon.

Riding the Bus

- Ride only the bus to which you are assigned except on the request of a parent or guardian approved in advance through the Principal's office.
- Remain seated while the bus is in motion unless otherwise instructed by the driver.
- Keep legs, feet, hands, etc. out of the aisle.
- Weapons including, but not limited to knives, firearms, sharp objects, and clubs and animals are never permitted on the school bus.

Activities NOT PERMITTED on School Buses

1. Eating and drinking
2. Smoking or use of any tobacco product (Against State Law)
3. Scuffling or fighting
4. Yelling at anyone on the bus or outside the bus
5. Throwing any object out of the bus
6. Putting any part of the body out of the window
7. Tampering with any of the bus safety devices or defacing any part of the bus (damages will be paid for by the offender).
8. Profanity
9. Playing radios, tape players, or band instruments.

Emergency Evacuation Procedures

In an emergency, students should remain calm and quiet and listen for instruction from the bus driver. If the driver is unable to conduct emergency procedures, the students should follow the procedures below for leaving the bus:

- If the exit is through the front door, students sitting next to the aisle will move out first, beginning with those in the front seats of the bus and proceeding in this manner until all seats are emptied.
- If the exit is through the rear emergency door, those students sitting next to the aisle will move out first, beginning with those students in the rear seats of the bus and proceeding in this manner until all seats are emptied.
- If a rapid exit is necessary and it is possible to exit from both doors, students in the rear half of the bus should exit out the back door and those in the front half should exit through the front door.
- Upon leaving the bus in an emergency, students are to move immediately off the roadway to a safe distance from traffic. They should not cross the road unless instructed by the driver.

Date Adopted: August 4, 2016

4.58.HSSD.26 - SCHOOL INSURANCE

Each year the Hot Springs School District makes available to the parents of all

students a Student Accident Insurance Policy. The purpose of this policy is to provide a low-cost medical and hospitalization coverage for accidents during the school year. The school principal will furnish you with information regarding this coverage shortly after the opening of school. Please examine it carefully for the benefits for medical and hospital expense before you make your decision on whether you will insure your child. It is very important that you also read the exclusions which list the cases which the accident policy does not cover. The Hot Springs School District has absolutely no affiliation with the insurance company and does not receive any financial return from any policy which may be issued. This is simply a service to parents where the school district serves as an agent to collect the premiums and forward them to the insurance company.

The school district assumes no obligation with regard to payment of the claims but is always ready to assist parents with special problems. If you have a question about the school insurance, please contact your school principal.

Date Adopted: August 4, 2016

ELEMENTARY (K-6)

Date Adopted: August 4, 2016

ARRIVAL AND DISMISSAL POLICY

To ensure the safety of our students, please adhere to all parking signs and speed limits. Before and after school are particularly busy times and we ask that everyone drive with extreme caution. Students will only be permitted to cross the street in designated crosswalks. Students will not be permitted to enter cars that are parked in the middle of the street. Hot Springs Police often patrol the area and may issue a ticket for any illegal action.

Upon arrival, students should report to the designated area. The students will be dismissed to breakfast from the designated area. Car riders will be dropped off and picked up at the designated area. Upon dismissal, car riders will report to the designated area. Bus riders will be dropped off and picked up at the south entrance of the gymnasium. Students should be picked up promptly at 3:00 PM.

LUNCH PROCEDURE

1. At the scheduled time, each teacher will supervise his/her students to the cafeteria in a quiet, orderly manner. Children should move through the hallways quietly.
2. Procedures for an orderly environment include:

- a. Students will move through the service line in a quiet, orderly manner to the assigned tables and remain seated until dismissed.
- b. Loud talking should be reserved for the playground
- c. Quiet voices will be allowed during lunch.

DRESS CODE POLICY

A. Prohibited items and appearance:

1. Earrings other than small post earrings.
2. Hats, other head coverings, and sunglasses, except for special days, medical necessity, or other legitimate reason, and as approved by the principal.
3. See through or skintight clothing, except under allowable dress.
4. Halter tops, bare midriffs and spaghetti straps.
5. Pajamas and slippers/house shoes, except for special days.
6. Items displaying or advertising alcoholic beverages, tobacco products, drugs, obscenities, profanity, or other undesirable matter as determined by the principal.
7. Handwritten graffiti on clothing or skin.
8. Improperly fitting clothing, clothing not worn as designed, sagging.

B. General requirements:

1. Nothing may be worn shorter than mid-thigh.
2. Belts, buckles, straps, shoestrings and zippers must be fastened as designed to be used.

C. Discretion of principal, exceptions and consequences:

1. The principal may make modifications and exceptions for special events, situations, and circumstances.
2. The principal shall have the discretion to declare dress or appearance not provided for herein inappropriate and/or prohibited if it in any way interferes with the health, safety or educational environment of any student or the school.
3. Consequences will be determined by the principal based upon the circumstances, and may include a conference or correction of the violation as a minimum to a suspension. Any violation of any other discipline policy may also be subject to consequences for said violation.

HEALTH SERVICES

Physical and Dental Pre-School Examination

The Standards for Accreditation of Arkansas Public Schools (VI and VI.E revised May 17, 1993, states, "By the school year 1994-95, all enrolling Kindergarten students shall furnish evidence of a comprehensive and developmental preschool examination."

EMERGENCY HEALTH PERMISSION/CONSENT FORMS

Each child that enrolls or transfers into the Hot Springs School District must have

an emergency permission form in his/her health record. All information (address, home and work phone numbers, physician, and neighbor) must be kept current to assure proper care and/or emergency treatment in the event of illness, injury or life-threatening situations should they arise.

COMPACT FOR EXCELLENCE

The Hot Springs School District is committed to the belief that all children can learn and acknowledges that all of us - teachers, administrators, and parents - must work together to make a positive difference in student achievement.

The Hot Springs School District will provide a learning environment in which students will experience success and can achieve excellence in learning.

Hot Springs School District asks, therefore, that you take an active role in your child's education by doing the following:

1. Visit your child's school frequently and participate in the activities of that school
2. Insist that your child complete all homework assignments
3. Discuss with your child what he or she learned at school each day
4. Remind your child of the importance of classroom discipline, especially the importance of self-discipline
5. Provide uninterrupted time for your child (without the TV) which is devoted to a learning activity.
6. Encourage your child to read for pleasure every day

Principal's Discretion:

The principal or designee shall have the authority and discretion to impose penalties and/or consequences for behavior deemed inappropriate and disruptive of the educational process, even though not specifically listed in the school rules and regulations. In addition, the principal or designee shall have the authority and discretion to impose penalties and/or consequences that are more severe than those listed in the school rules and regulations when deemed appropriate, based upon the severity of the act or omission by the student and all of the circumstances of the situation. The only limitation is the maximum penalty or consequence provided for in the Board policies on students and discipline.

General Authority:

In addition to the rules, regulations, procedures, penalties, and consequences established by the school, all students are subject to all student and discipline policies of Hot Springs School District No. 6 as adopted by the Board of Directors, as well as all administrative regulations and procedures adopted pursuant to said policies.

All parents and students should become familiar with all district policies concerning students and discipline.

IMPORTANT INFORMATION FOR STUDENTS OUTSIDE OF THE DISTRICT

Any student who resides outside of the Hot Springs School District and wishes to attend our district must complete a Freedom of Choice form and have on file in the Superintendent's office by July 1 for the following school year.

SPECIAL PROGRAMS

Special Education

The Hot Springs School District as required by The Individuals with Disabilities Education Act of 1997 and as amended by Individuals with Disabilities Education Improvement Act of 2004 provides special education services to students with disabilities ages 5-21. The district is responsible for conducting annual child find activities to locate, refer, evaluate, and provide the needed services for students meeting Federal and State eligibility criteria.

It is the ultimate goal of the district to work effectively with all necessary individuals to ensure that disabled students receive a free appropriate public education (FAPE) in the least restrictive setting (LRE). It is the right of anyone with knowledge that a student may be a student with a disability, to make a written referral to the district, to initiate the process for consideration of services.

Anyone needing more information regarding special education services may contact the district special education administrative office.

Title I Program

The Title I Program in the Hot Springs School District is a federally funded program designed to provide remediation for students who are not functioning in the basic skills areas at levels that would be expected for their age or grade placement. Title I Programs are not intended to replace the instruction which is provided by state or local funds but are designed to support and enhance the regular classroom curriculum.

Due to recent legislative changes, the Title I Program (formerly known as Chapter I) has been reorganized and expanded to include all students within the school. Under the old legislation, only students targeted as being in need of remediation in the areas of reading and math could receive Title I services. This legislation allows Hot Springs School District to serve all students in grades K-5 in what is known as a "Schoolwide Program."

Components of a "Schoolwide Program" include:

- **comprehensive needs assessment of all children.**
- **effective means of improving achievement for all students.**
- **activities coordinated throughout a school to ensure assistance to**

students having difficulty mastering skills.

- involvement of parents in the activities of the school and in their child's learning.

The goal for our Title I "Schoolwide Program" is for every child in the Hot Springs School District to attain grade level and achieve success.

HOMEWORK

Homework provides reinforcement of the learning that took place during the school day. Parents can support their children with their homework by reinforcing the importance of completing assignments as well as providing a quiet and comfortable place to work. Each classroom has its own homework schedule that will be communicated early in the school year. Please contact your child's teacher if you have any questions.

ESCHOOL PLUS

Hot Springs School District utilizes eSchoolPlus, a web-based Student Information System that manages student information into an integrated and easily accessible reporting system. With this system, parents/guardians have the opportunity to receive information about their child's grades, attendance and assignments through the Home Access Center (HAC). Please utilize this tool to ensure that you have constant knowledge of your child's academic status. If you do not have access to a computer, a computer station is available for use at each school to access HAC. The computer is usually located in the counselor's area and will be available during normal school hours. You may access this information from the following web address:

<https://hac24.eschoolplus.k12.ar.us/homeaccess24/>

If you have any problems with your account, please contact the school directly.

EXTENDED DAY

Hot Springs School District Extended Day Program will provide supervision for students enrolled in the program on Monday and Friday from dismissal time until 5:30 P.M. More information may be obtained in the school office.

STUDENT EMERGENCY INFORMATION

It is important that we have appropriate information to contact all parents in case of an emergency. Please ensure that the information requested on the registration form is kept current. Please notify the office of any changes in your address and/or telephone number.

Illness or injury

When minor injuries occur at school, first aid will be administered by trained school staff. In the event of a serious accident, paramedics will be called and parents will be contacted. Keeping your phone number and your emergency number current is extremely important. Parents will be called to pick up a child who has fever above 100 degrees, or who is obviously in pain, stressed or who has a contagious disease. As a general rule, a student ill enough to require several doses of medication during the school day should probably stay home. If your child has any existing medical problems or allergies, please ensure you record this information in your child's registration form.

Medication

Medication (prescription) will only be given when a parent specifically makes a request and completes the Student Medication Request Release Agreement/Physician's Order Form. If your child needs to take medication at school, please contact the office to obtain the proper forms. **ALL medication must be turned into the office.** Over-the counter medication, including cough drops, will not be given or permitted at school.

EMERGENCY DRILLS

Fire drills are conducted monthly. Each class has an assigned escape route that will take them to a designated spot a safe distance from the school. Additionally, Severe Weather and Lock-Down Drills are conducted as required by law. For a Severe Weather Drill, each class has an assigned place where students will kneel with heads covered facing an inside wall. During a Lock-Down Drill, students will remain in their classrooms away from windows and doors. Exterior doors to the school will be locked. During the time of the drill, no one will be permitted to enter or leave the school. A sign will be posted on the front door of the office to inform parents that a Lock-Down Drill is taking place.

CLASS PARTIES

Birthday parties and invitations will not be allowed in the classrooms due to the interruption it may cause during instructional time during the school day. No food or drinks will be permitted to any classroom during the school day, except as allowed under breakfast in the classroom practice and procedures.

SECONDARY (7-12)

Date Adopted: August 4, 2016

MIDDLE SCHOOL (7-8)

CHANGE OF ADDRESS/PHONE NUMBERS

Report any change of address or phone number to the main office as soon as possible. Up-to-date emergency information is essential for the office to communicate with the home.

HOT SPRINGS MIDDLE SCHOOL COURSE OFFERINGS

CORE COURSES:

Language Arts

Math

Science

Social Studies

Foreign Language

- Spanish
- Mandarin Chinese
- French

ELECTIVES:

Keyboarding

Art

Music Appreciation

Choir

East

Drama

Jobs for Arkansas Graduates (JAG)

Orchestra

PE/Health

Dance

Careers (8th grade only)

Family & Consumer Science

Beginning Band

Advanced Band (2nd year Band students only)

Athletics

- Football
- Volleyball
- Basketball
- Track

MATH PLACEMENT REQUIREMENTS

8th Algebra I

1. NWEA score of 240 or better
2. A or B in Pre-AP Math grade 7
3. Proficient or Advanced on 7th Grade ACT Aspire
4. Signed parent contract
5. Teacher Recommendation

Requirements for math placements are based on data collected from math classes for the past three years at Hot Springs Middle School. The data has shown that the students who have met our requirements have been successful in completion of the course. All students enrolled in Algebra I will take the End of

Course exam in that subject.

ACADEMIC DISHONESTY

HSMS is genuinely interested in the development of ethics and values in young people. The school is concerned that all students develop a personal value system by which to guide their own lives as decent and thoughtful members of the local communities and the world. Academic dishonesty occurs any time a student falsifies his or her own work, and the district maintains a zero tolerance policy. The following are examples of academic dishonesty: copying homework from another student, receiving any kind of help on a test, plagiarism, handing in a project that was actually done by someone else or using a research paper written by someone else.

REPORT TO PARENTS

The school newsletter will be posted on the HSMS website, in addition to all HSMS social media outlets on a biweekly basis for parents with pertinent information on upcoming school activities and scheduled events. Hot Springs School District has a web site - www.hssd.net. Hot Springs Middle School will be updating its portion of the page periodically. Hot Springs Middle School communicates with parents via eschool as well as School Reach. The HSMS newsletter may also be found on eschool, HSMS Parent Center, or the front office.

AVAILABLE MEASURES USED FOR PROMOTION/RETENTION CONSIDERATION NWEA TESTS

Given two times a year, the Northwest Evaluation Association (NWEA) tests are computer generated measurements designed to determine a student's overall level and growth of achievement in Math and Reading through each academic year. The following are minimum student achievement scores necessary for the appropriate grade level:

MATH	7th Grade 225	8th Grade 230
READING	7th Grade 217	8th Grade 220

ACT ASPIRE

Arkansas law requires that all public school students shall participate in a statewide program of educational assessments per Ark. Code Ann. §§ 6-15-419, 6-15-433, 6-15-2009. The Arkansas State Board of Education has adopted the ACT Aspire summative assessment for the 2015-16 school year.

The ACT Aspire end-of-year summative assessment will be used to assess all Arkansas public school students in grades 3-10 unless they qualify for an alternate assessment. Each student will participate in English, reading, writing, math and science tests.

RETENTION/PROMOTION POLICY

Students in grades 7-8 must pass all four of the core classes-mathematics,

science, language arts, and social studies in order to be eligible for promotion to the next grade. Any student failing one or more of the core courses will be required to attend summer school for eligibility for promotion.

Any student not meeting the above guidelines, but possibly having unusual circumstances that would prevent promotion, may, with the HSMS Principal's recommendation, ask the District Achievement Policy Committee (composed of all Hot Springs School District Principals and Assistant Superintendents) to review their academic record.

ALTERNATIVE LEARNING ENVIRONMENT

Hot Springs Middle School houses the district Alternative Learning Program in grades kindergarten through eight.

AFTER SCHOOL DETENTION

Parents are responsible for all transportation that results from excessive behavioral infractions. Parents will be notified at least twenty-four hours in advance. After-school detention begins promptly at 3:25 p.m. and will be completed at 4:00 p.m. Any student arriving after 3:25 p.m. will not be permitted into the classroom and will be recorded as an absence.

IN-HOUSE ASSIGNMENT

Students assigned to in-house will be ineligible and not be allowed to participate in any extracurricular and/or after school activity, function, or event until the completion of their assignment. Classroom work will be collected each day from the regular scheduled teacher for completion during in-house and returned for grading. Alternate assignments may be assigned by ISS Supervisor.

RECORD OF DISCIPLINE INFRACTIONS

All discipline infractions are recorded. Referrals handled through the office will include a parental contact in the form of a phone call or letter.

NOTIFICATION OF LAW ENFORCEMENT

From time to time, in order to comply with state law or district policy, state or local law enforcement may be notified of student misconduct or criminal acts. Students are advised that they have the legal right to decline to be questioned by a law enforcement officer until their parent or parents can be present. Administration will make every effort to notify parents that their child has been reported by the school district to law enforcement at the parent's daytime telephone number as reflected in district records.

STUDENT DRESS CODE

The primary responsibility for the personal appearance of students attending Hot Springs Middle School lies with both parent and student. Students should dress appropriately for a learning environment. Dress and grooming should be clean

and in keeping with health and sanitary practices. Any violations will be handled by the principal or designee. The principal or his designee will act as the discretionary authority in deciding all cases. Students wearing inappropriate apparel will be asked to change their clothing or call a parent to bring appropriate apparel to the school. Failure to comply will result in in-house for the remainder of the day.

Examples of inappropriate apparel include, but are not limited to the following:

- (1) Pants resulting in excessively sagging/bagging. (See state Law AR Code 6-18-503)
- (2) Spaghetti straps, backless shirt, or other apparel that expose bra straps or midriffs and leggings without appropriate length of coverage.
- (3) Muscle shirts and tank tops.
- (4) Short shorts, skirts or dresses without appropriate length of coverage.
- (5) Heavy outside coats will not be worn in the classrooms.
- (6) No head coverings of any type will be allowed in the school building. This includes headbands, caps, hats and bandannas.
- (7) Garments made of see-through material or clothing with large holes in them will not be permitted.
- (8) Clothing or items such as buttons, displaying sexual messages/connotations, vulgar or obscene messages, alcohol, drugs, or tobacco.
- (9) Shoes must be worn at all times while in school. House shoes or other foot items considered detrimental or distracting to learning will not be allowed.
- (10) Sleepwear/pajamas.
- (11) Sunglasses may be worn outside the buildings of the school. Once entering the building of the school, sunglasses should be taken off immediately.
- (12) Belts must be buckled.
- (13) No gang colors, signs, insignia.

ARRIVING AND LEAVING SCHOOL BY PRIVATE VEHICLE

The front parking lot is for bus loading and unloading during the hours of 7:00 - 8:00 a.m. and 2:45 - 3:45 p.m. HSMS enforces a closed campus policy. Students, after arriving on the campus, will not be permitted to leave at any time during the school day.

Students who have legitimate reasons for leaving school must be checked out by a parent or guardian through the office. Upon arrival at school in the morning, students will remain on campus and report to the gym. All car riders should be dropped off or picked up at the south end of the building near the band room.

TARDIES

There are two types of tardies:

- 1) tardy to school

2) tardy to class.

Three or more tardies in one semester is considered excessive for both. Our focus is to have students in class on time for the duration of the class period. Teachers are required to maintain individual records of tardies to class. This is for all classes. A third tardy to any class will result in disciplinary action.

- 1. Phone call home on every third tardy.**
- 2. Before or After-school detention on every fourth tardy.**
- 3. ISS/OSS/FINS when shown to become excessive**

Consequences for excessive tardiness may lead to student not being allowed to participate in any extracurricular activities — sports, band, drama, dances, etc.

NO HALL POLICY

Students will not be allowed in the halls during class time. Visits to lockers, bathrooms, etc., should occur during passing time. In the case of an emergency, students will be allowed to leave the classroom only if they have signed out of the classroom and obtained a pass from the teacher.

HALL AND LOCKER PROCEDURES

- Students are to walk on the right-hand side of the hall in the school building.**
- Absolutely no running, pushing, shoving, hitting, loud talking or screaming in the halls.**
- Students will be escorted to the library, auditorium or any other place during class time by teachers in a line or in a group when the class moves to any other area.**
- Students will not be allowed to go to their lockers before the 7:45 a.m. dismissal and will be limited to the cafeteria and main hall areas only. Students eating breakfast will go to the cafeteria until dismissed. At no time should there be loitering in the halls or cafeteria.**
- Students will not be permitted to go to lockers or any other area in the building during lunchtime. They must stay in the main halls and go directly outside after lunch.**
- Students must go directly to the lunchroom during lunchtime if they intend to eat. They are not permitted to go outside and then re-enter the building for lunch.**
- Periodically HSMS administrators will conduct hallway sweeps, at which time students in the halls after the tardy bell without a pass will face disciplinary action ranging from a warning to In-House suspension assignment.**
- At the 3:20 p.m. bell students will go directly to buses, the band room dismissal area for car riders, to the gym, or to their after-school assigned areas. Lockers**
- Homeroom teachers will assign lockers and locks.**
- Students may not share lockers with other students.**
- Students may not give out their combinations to anyone else.**
- Lost locks will result in a \$5.00 assessment fee for a new lock.**

- Lockers are subject to inspection at any time.
- Lockers should be used to store only school related materials.

SCHOOL PHONE

- The office phone may be used by students after securing permission from office personnel **ONLY** in case of illness or other emergency. Do not expect to use the phone for any other reason.
- Students and parents are encouraged to make all necessary personal arrangements before coming to school.

CELL PHONE AND PERSONAL ELECTRONICS POLICY

The school provides an office student phone during regular school hours in case of illness or other emergency. Due to student participation in after school events, however, the school recognizes parent's concerns and desires for their child to have contact ability through the use of a cell phone. Any cell phone brought to school must be silenced and stored appropriately during regular school hours. Confiscation and return to the parent or guarding, in addition to disciplinary action will result for violation of this rule. The school is not responsible for any loss relating to student cell phones or personal electronics, including those confiscated.

Students may use their cell phones at lunch after they have exited the building. Personal items such as CD players, tape recorders, Gameboys, laser pointers, pagers or other electronic equipment will not be permitted on campus. All items of this nature will be confiscated by the administration. See board approved district cell phone policy.

SCHOOL DELIVERIES

Deliveries of balloons, flowers and similar gifts for students will not be allowed at Hot Springs Middle School. Those items cause disruptions to the educational process and present a potential danger on school buses.

DISTRIBUTION OF LITERATURE AND DRIVE PETITIONS

No solicitation of funds, circulation of petitions, distribution of literature, or drives may be conducted without the written approval of the superintendent.

FUNDRAISERS

- All school related fundraisers must have the approval of an administrator.
- Non-school related fundraisers are not permitted.

SCHEDULE CHANGES

- All schedule changes must be initiated in the counselor's' offices and must be approved by the building principal.
- Once a schedule has been established, it will not be changed unless it will improve the learning situation for the student and/or the class group.

SCHOOL PROGRAMS, ASSEMBLIES, AND SPECIAL EVENTS

- All school programs must be approved through the principal with the designated time, date, and place of presentation.
- All school parties must be approved by the principal with a school sponsor in attendance.
- All HSMS discipline policies and rules apply during any school-sponsored activity, program, assembly or event.

PERSONAL PROPERTY

Personal property is the responsibility of each student. It is recommended that students not bring valuables to school.

LOST AND FOUND

All lost and found items will be turned in to the office. Students should label all personal items so that they can be returned. Items not labeled with student's name will be kept in a designated area. Items not claimed within a reasonable time will be given to a charitable organization.

LIBRARY/MEDIA CENTER

- Students are responsible for all materials checked out of the library in their names.
- The Media Specialist will assist students in finding books and other materials for their class work and leisure reading time.
- Books may be kept for two weeks and renewed for another two weeks. Students may have two books checked out at a time unless they have an overdue book, lost book, or damaged book. Students should turn in overdue books.
- Lost, torn, or damaged books will cost the user the price of replacement or repairs.
- Most encyclopedias may be checked out for one period.
- All materials have a bar code and are checked out through a computer program.
- The media center is used by all students. All students are required to work quietly and to return materials to their proper places. If they fail to follow these rules, the librarian/Media Specialist will ask them to leave and future library privileges could be restricted or revoked.
- The Media Center/library opens at 7:35 a.m. each morning unless otherwise posted.

EMERGENCY DRILLS

- Fire drills are necessary and required by law. It is mandatory for students to know how to leave the building quickly, quietly and safely in case of an emergency.
- A fire drill signal is a repeated short intermittent ringing of the bell for approximately thirty seconds. The all-clear signal is one long ring of the bell.
- During the drill students are expected to walk quickly without running and to

remain silent.

- Due to different locations throughout the day, it is necessary for students to be aware of the proper exits from each classrooms, including the auditorium and gym.
- Students can expect at least one fire drill each month.
- Tornado drill information will be given by way of the intercom, and students will proceed to designated areas. A tornado drill signal is 3 long (5 seconds each) rings of the bell. The all clear signal is one long ring of the bell.

BICYCLES MOPEDS AND MOTORCYCLES

- Bicycles are not to be ridden onto the campus parking lot. Bicycles should be parked in the area provided at the north end of the parking lot against the fence. Any bicycle parked out of the designated area will be placed in Lost and Found.
- Bicycles should be locked at all times. The school will not be responsible for theft or damage incurred to bicycles while parked on school property.
- Mopeds/motorcycles are not to be ridden on campus.
- Mopeds/motorcycles should be parked in the area across the street on the parking lot.
- The school will not be responsible for theft or damage incurred to mopeds or motorcycles while parked on school property.

SCHOOL-PARENT COMPACT

Hot Springs Middle School, the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Act (ESEA), and participating students agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards. This school-parent compact is in effect during the 2016-2017 school year.

School Responsibilities

Hot Springs Middle School will:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:
 - a. Provide a comprehensive approach to literacy instruction that is aligned to the Common Core State Standards. Read 180 Intervention Program is available for students needing extra supports in reading.
 - b. Provide standards based math instruction that is aligned to the Common Core State Standards. Math 180 Intervention Program is available for students needing extra support in developing math skills.
 - c. Ensure that teachers and staff participate in professional development necessary to plan and deliver instruction in all areas of the curriculum.
2. Hold parent-teacher conferences during which this compact will be discussed

as it relates to the individual child's achievement. Specifically, those conferences will be held:

- a. The Fall parent-teacher conference will be held on September 20 and 22 3:30-6:30 pm.
 - b. The Spring parent-teacher conference will be held on February 21 and 23 3:30-6:30pm.
3. Provide parents with frequent reports on their children's progress.
- a. Interim reports will be sent home at the midway point of each nine weeks grading period. These reports will be sent home with students.
 - b. Report cards will be sent home at the end of each nine weeks grading period. Report cards will be given at the parent teacher conferences after the first and the third nine weeks grading periods. Report cards for the second and fourth nine weeks grading periods will be mailed.
 - c. Teachers will contact parents individually to discuss student progress as needed.
4. Provide parents reasonable access to staff. Specifically, staff will be available for consultation with parents as follows:
- a. Hot Springs Middle School staff is available for consultations with parents during their daily planning period. Consultations can be held on the phone or as face to face conferences.
 - b. If needed, teachers are also available after school for conferences.
5. Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities, as follows:
- a. Parents are encouraged to volunteer in ways that fit their schedules. This may include on campus volunteering but could also include activities parents can do at home.
 - b. Parents may choose to volunteer on a regular basis and are encouraged to do so. They may do so by contacting their child's teacher or the Parent Facilitator to set up the specifics on what and how they would like to volunteer.
 - c. Parents are welcome to observe classroom activities any time they choose to. They should report to the office for a visitor's pass and then may proceed to their child's classroom to observe.

Parent Responsibilities

We, as parents/guardians, will support our children's learning in the following ways:

- Make sure that our children are at school each day on time.
- Make sure that homework is completed and returned to school.
- Monitor the amount of television our children watch, and the amount of time on electronic games.
- Volunteer in our children's classroom or school.
- Participate in decisions relating to our children's education.
- Stay informed about our children's education by promptly reading all notices from the school or the school district received by my child or by mail and will

respond appropriately.

- Serve, when possible, on policy advisory groups such as the Hot Springs Middle School Parent-Teacher Organization, the ACSIP Parent Involvement Committee, the Hot Springs School District Federal Programs Committee, or other school advisory committees. Notice of committee meetings are contained in the school wide newsletter and parents are invited to attend when possible.

Student Responsibilities

We, as students, will share the responsibility to improve our academic achievement and achieve the State's high standards. Specifically, I will:

- Do my homework every day and ask for help when I need it.
- Read at least 30 minutes every day outside of school time.
- Give to my parents/guardians, or the adult who is responsible for my welfare, all notices and information received by me from my school.

Hot Springs Middle School will:

- Involve parents in the planning, review, and improvement of the school's parental involvement policy and in any schoolwide program plan in an organized, ongoing, and timely way.
- Hold an annual meeting to inform parents of the school's participation in Title I, Part A programs, and to explain the Title I, Part A requirements, and the rights of parents to be involved in Title I, Part A programs. The school will convene the meeting at a convenient time to parents, and will offer a flexible number of additional parental involvement meetings, such as in the morning or evening, so that as many parents as possible are able to attend. The school will invite to this meeting all parents of children participating in Title 1, Part A programs, and will encourage them to attend.
- Provide information to parents of participating students in an understandable and uniform format, including alternative formats upon the request of parents with disabilities, and, to the extent practicable, in a language that parents can understand.
- Provide to parents of participating children information in a timely manner about Title I, Part A programs that include a description and explanation of the school's curriculum, the forms of academic assessment used to measure children's progress, and the proficiency levels students are expected to meet.
- On the request of parents, provide opportunities for regular meetings for parents to formulate suggestions, and to participate, as appropriate, in decisions about the education of their children. The school will respond to any such suggestions as soon as practically possible.
- Provide to each parent an individual student report about the performance of their child on the state assessments in math, reading, writing, and science.
- Provide each parent timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not

highly qualified within the meaning of the term in section 200.56 of the Title I Final Regulations (67 Fed. Reg. 71710, December 2, 2002).

Hot Springs Middle School will work with parents/guardians to build and develop a partnership to help their children achieve the state's high academic standards.

HIGH SCHOOL (9-12)

Upon the arrival of the first bus, school personnel will supervise students as they arrive at school. This supervision will continue until the last bus leaves in the afternoon or until personnel are dismissed by an administrator. No supervision will be provided for students who arrive earlier or stay later except under the conditions explained here: Students who remain at school at the request of a teacher or who return to school for practice, rehearsal, a meeting, or other school activity will be supervised by school personnel and are subject to the rules and guidelines which apply to the regular school day.

No joy riding is permitted around any school campus before, during, or immediately after school. Loitering in the parking or bus loading areas will not be permitted. This includes driving through the bus loading/unloading area before/after school.

ALL ACTIVITIES ARE RECORDED BY VIDEO TO AID IN THE PROSECUTION OF ANY CRIME COMMITTED ON SCHOOL/DISTRICT PROPERTY.

ADMINISTRATION POSSESSES THE AUTHORITY TO TAKE ALL REASONABLE, NECESSARY, AND PROPER MEASURES PROVIDED BY LAW AND SCHOOL BOARD POLICY AND REGULATIONS TO SAFEGUARD THE STUDENTS OF HOT SPRINGS HIGH SCHOOL. THESE PROCEDURES INCLUDE, BUT ARE NOT LIMITED TO, THE USE OF MOBILE (HAND-HELD) METAL DETECTORS. A PAT-DOWN SEARCH OF A STUDENT MAY ALSO BE MADE IF REASONABLE SUSPICION EXISTS THAT THE SEARCH WILL TURN UP EVIDENCE THE STUDENT HAS VIOLATED THE LAW OR SCHOOL RULES.

EMERGENCY DRILLS

FIRE drills are held at irregular intervals to train students for emergency evacuation of the building. The signal will be three (3) short rings of the school bell. **TEACHERS**/students should walk briskly and quietly to a designated area. The teacher will check roll at his/her outside station, and again once students are

back in class. Students out of their assigned classrooms should use the nearest exit and report to their assigned teacher when they are safely outside.

In case of imminent danger of a TORNADO, the signal will be a continuous ringing of the school bell. Students will follow the directions of their teacher, moving in a quiet and orderly fashion.

INSTRUCTIONAL TIME

Instructional time begins upon entering the classroom and ends when the bell rings and the teacher dismisses the students. Students are expected to adhere to the established instructional time, attend school regularly, and be prompt to all classes.

Procedures regarding absences and attendance:

- 1. Upon returning to school following ANY absence, a student should submit a written reason for the absence, which is acceptable to the principal or his designee.**
- 2. If for any reason students must leave school during the day, they must sign out in the main office. Before the student may sign out, the office must have obtained permission from the parents for the student to leave campus.**
- 3. Students arriving late must sign in at the office and be given an entry slip to give to the classroom teacher as they enter class.**
- 4. Students who leave school during lunch must be picked up by parent. Telephone calls will not be accepted.**
- 5. Students absent from school or class without permission shall be considered truant.**
- 6. In order to earn credit in a class, a student must be in attendance until the end of the semester and must fulfill all school requirements, INCLUDING THE COMPLETION OF SEMESTER EXAMS as required (9-12 grades only).**
- 7. Students who are absent during either all or part of the day shall not participate in any school activity on that day or night unless permission is given in advance by the principal/designee.**
- 8. Seniors are allowed two college days that will not count toward the Attendance Policy. All college days must be approved by the Principal/designee prior to the visit. In order for this absence to be excused, the student must provide documentation of the visit from the college/university. A senior may petition the principal for prior approval of one additional day. College days will not count as days absent in regard to the semester test exemption policy.**
- 9. Juniors who have taken the ACT will receive one college day to be approved by the principal under the same conditions as provided above.**

10. Students missing excessive days may be required to make up missed time during after school tutoring or Saturday School.

TARDIES

A student shall be prompt in arriving at school (7:55 for HS and 8:00 MS) and going to class.

The following guidelines and consequences will be in effect:

1. The school will record and notify the student of each tardy.
2. There is zero (0) tolerance for tardiness.
3. For each tardy, the following consequences apply:
 - a. The 1st tardy results in a warning.
 - b. The 2nd/3rd tardy results in detention. A student has 24 hours to go to a detention. (Before school, lunch, or after school).
 - c. The 4th - 6th tardy results in Saturday School, multiple detentions.
 - d. The 7th tardy and thereafter will result in ISA/OSS/FINS/CP

A student who demonstrates a serious tardy problem may be dealt with on an individual basis without consideration to the guidelines above.

Tardies are calculated by semester.

Only administrators, counselors, School Resource Officer (SRO), the IB Coordinator, and the Special Education designee may excuse tardies.

GRADING SYSTEM

This standard grading system is designed to encourage good learning habits and to benefit the student who has worked well each day. The system is based on percentage. Teachers keep their records in percentage form or a form that is easily converted to percentage.

Students and parents have the right to see the student's records. Parents and students have access to grades through the online E-schools system (HAC), and they may examine grades during a formal conference arranged by the principal or his designee. Students and parents also may audit permanent records in a prearranged conference with an administrator or counselor.

Grades are based on the following percentages:

A--90-100%

B--80-89%

C--70-79%

D--60-69%

F--59% or below

NC - no credit (effort and/or attendance)

I – incomplete

The semester exam represents one fifth of the semester grade.

Classification: Based on total number of credits earned.

Freshman: official promotion to grade 9

Sophomore: 5-9 credits

Junior: 10-14 credits

Senior: 15+ credits

Graduation: The REQUIRED 23 credits

College prep seal at graduation: 24 credits including 2 in foreign language

ASSEMBLIES

As a significant part of the student's education, assemblies are designed (1) to enrich school spirit; (2) to give students experience in participation in programs; (3) to bring outstanding personalities and cultural information to students; and (4) to present important school and civic matters to the students.

Students are required to attend all assemblies. Failing to attend an assembly without permission to do so is punished in the same manner as any other type of truancy. Students may not leave the assembly to check out. Students must check out prior to the assembly. If a student's behavior is such that he/she must be dismissed from any assembly, that student will be referred for disciplinary action.

BOOKS AND MATERIALS

Students will be furnished free textbooks and other instructional materials as provided by law. However, students and/or parents will be responsible for textbooks or other free materials and must replace items that are lost, destroyed, or taken.

The term instructional materials do not include the items such as laboratory, shop supplies, or ordinary classroom supplies such as pencils, pens, paper, etc. A parent or student who is unable to provide necessary materials not provided by ACT 5 should make this fact known to one of the principals so that assistance may be given in providing these materials.

FEES

Fees listed below are required for the specific subjects or activities.

Driver Education fee \$25.00 (regular term)

Locker rental fee \$2.00 per year (9-12)

HSMS--Free; \$5 replacement Fee

Other clubs Dues are established by the organizations

Parking Permit Replacement \$5.00/per permit(9-12)

Dance Fee \$25

CARE OF SCHOOL PROPERTY

The school building and other property of the school are provided for the use of successive generations of students. The school will require any person who damages or defaces the property to pay for it and/or face potential criminal charges. Students must make arrangements to pay any school charges that are due within the semester that they are charged; e.g. If a student loses a textbook, it must be paid for during the semester that it is lost.

INTERNATIONAL BACCALAUREATE PROGRAMME

The International Baccalaureate Programme (IB) is a comprehensive and rigorous college-preparatory program designed to meet the needs of academically-talented and highly-motivated high school students. Only schools authorized by the International Baccalaureate Organization (IBO) are authorized to offer the IB curriculum and to allow students to sit for IB examinations, which may lead to the earning of the highly coveted International Baccalaureate Diploma. IB students follow a prescribed course of study in six disciplines, sit for examinations in each discipline, and fulfill additional requirements of the program.

Internationally recognized as one of the most challenging college-preparatory curricula available, this prestigious program is offered in over 100 schools in 100 countries. Students enrolled in the program are assured that their courses of study meet world standards. The student who fulfills the requirements of the IB Diploma Program demonstrates a strong commitment to learning, both in terms of mastery of subject content and in the development of the skills and discipline necessary for success in a competitive world.

Students who are classified as International Baccalaureate Diploma candidates have some differences in their graduation requirements from students who are not IB Diploma candidates as do IBCP candidates. Because of the rigor of their coursework, and the number of courses required by the Diploma Program, these students are not required to fulfill the following requirements:

- (1) Diploma candidates are not required to complete the senior portfolio or make senior presentations .
- (2) Diploma candidates are not required to complete the one unit of technology.
- (3) IBCP candidates will make senior presentations through their IBCP Core course rather than through the standard senior portfolio/presentation program.

* Students who leave the Diploma Program at the end of their eleventh grade year

will be required to make up above requirements and those who drop the Diploma Programme in December of their senior year will be required to complete the Senior Portfolio and Presentation unless extenuating circumstances exist. Exceptions must be approved by the principal.

Admissions Procedures and Program Requirements

IB Diploma Candidates and IB students normally enter the program through the Middle Years Programme of the International Baccalaureate and/or through a freshman/sophomore year(s) course of study designed to prepare them for the rigors of the college preparatory level IB Diploma Programme.

(1) The IB Diploma Candidate is one who is enrolled in and will sit for examinations in six IB classes over the course of two years. The examinations will be paid for by the Hot Springs School District unless the Diploma Candidate fails to meet all deadlines in regard to required Internal Assessments or fails to meet other IB requirements, e.g. the requirements of IB CAS Program (Creativity, Activity, and Service), Theory of Knowledge course requirements, and the completion of the Extended Essay.

(2) The IB student (previously called the IB certificate student) is one who is enrolled in fewer than six IB classes and will sit for examinations in all IB classes in which he/she is enrolled. The cost of the examinations for these IB students will be paid for by the Hot Springs School District unless the IB student fails to meet all deadlines in regard to required Internal Assessments, does not meet guidelines listed below, or fails to maintain a passing grade in the course being tested (The student must have a passing grade in the IB course for the semesters that precede the examination.)

(3) In order to enroll as an IB Diploma candidate or in order to enroll in IB English I/II, a student must have satisfactorily completed the MYP personal project. Exceptions can be made for students who were not enrolled in HSHS in the tenth grade.

The IB Program at Hot Springs High School meets all of the official Rules and Regulations of the International Baccalaureate Programme. (A copy of this document will be provided to students/parents/guardians within the first year of the student's official entrance into the program.) In addition to the aforementioned rules, Hot Springs High School has additional guidelines and policies in regard to IB Diploma candidates and IB students. These are enumerated below.

(1) Certain forms must be signed by parent(s)/guardian(s) and students upon enrollment into the program: these include, but are not necessarily limited to, an honor code agreement form, an email usage agreement form, an intent to test agreement form, and a letter of acceptance in regard to the reading of assigned texts.

(2) Any student who is suspended, expelled, or placed in an Alternative Learning Environment may be removed from the IB Program.

- (3) Students who are placed under homebound category may be removed from the IB Program following a conference with the student's parent(s)/guardian(s) and the IB coordinator.
- (4) Since IB Diploma candidates' requirements for high school graduation differ from those of other students, any student whose Diploma Candidate category is removed prior to the beginning of the second semester of the twelfth grade may be required to meet the standard graduation requirements.
- (5) Any student who violates the Honor Code/Integrity Policy in regard to an official IB assessment will not be allowed to sit for official IB examinations.
- (6) Cheating, plagiarism, or intentional malpractice on any IB assessment including the Internal Assessment may necessitate the student's being removed from the IB class in which the circumstances occurred, and under NO circumstances may the student then be allowed to sit for any IB examination in that class.
- (7) IB Diploma Candidates and IB students may NOT drop or be removed from an IB level class without both the parent/guardian and student signing "An Intent to Drop" form provided by the IB Coordinator. High school counselors will confer with the IB Coordinator and obtain these signed forms before dropping any IB level course.
- (8) All students enrolled in IB Level courses are expected to take the appropriate IB examinations, which are scheduled throughout the month of May. The examination schedule may NOT be altered by any school official, and students and parents/guardians should note that in some cases IB examinations may take place AFTER the graduation ceremony. Parents/Guardians will be advised of IB examination dates no later than November before May examinations and should plan accordingly.

IB MIDDLE YEARS PROGRAM:

Hot Springs School District provides its students in grades 5-10 with the IB Middle Years Programme curriculum. As designed by the IBO and approved by the Arkansas Department of Education, the MYP provides a framework of academic challenge that encourages students to embrace and understand the connections between traditional subjects and the real world and to become critical and reflective thinkers. This program operates at Hot Springs Intermediate, Middle, and High Schools and provides a curriculum that enables students to move through the three campuses with an integrated and aligned curriculum.

The program consists of eight subject groups: students are required to study their mother tongue, a second language, humanities, sciences, mathematics, arts, physical education, and technology during each year of the program; under certain circumstances waivers may be granted for physical education in the last year of the program. In the final year of the program (grade 10), students also

engage in a personal project, which allows them to demonstrate the understandings and skills they have developed throughout the program. Taken as a whole, the curriculum provides a balanced education that will equip young people for effective participation in the modern world.

The overall philosophy of the MYP is expressed through three fundamental concepts that support and strengthen all areas of the curriculum.

- Intercultural awareness
- Holistic learning
- Communication

Advanced Curriculum Within the MYP

Students who anticipate seeking the IB Diploma or who plan to take IB or other advanced courses such as Advanced Placement should take courses designated as pre-AP in grades 9-10 as part of the MYP. These are more academically rigorous courses designed for highly motivated and academically gifted students and are strongly recommended for these students. At this time these courses are designated as follows: pre-AP English 9 and 10; pre-AP Spanish II and pre-AP French; pre-AP Civics, pre-AP World Geography; pre-AP World History; pre-AP Biology and pre-AP Physical Science; pre-AP Geometry and pre-AP Algebra II. Some other courses are designated as pre-AP because in some cases they may provide students the opportunity to earn college credit for the classes as indicated.

While there are no absolute prerequisites for taking these courses, the following guidelines should be followed. Students who wish to take these pre-AP courses and who do not meet these guidelines are asked to have a conference with the IB Diploma Coordinator and provide parent signatures before signing up for these courses.

- Students taking any pre-AP course must have a passing grade in the course that precedes the pre-AP course; it is **STRONGLY** recommended that the student have a high C or better for both semesters in the course that directly precedes the pre-AP course.
- Students who wish to take pre-AP English **MUST** complete the summer assignment; students who do not receive the summer assignment before the new school year begins, must complete the summer assignment within a reasonable time period as designated by the classroom teacher.
- It is strongly recommended that students taking pre-AP English, pre-AP Biology, pre-AP Civics, and pre-AP World history be reading at or above grade level as designated by at least one standardized test. Excellent reading skills are critical for students who wish to succeed in these courses.

- Students taking pre-AP Geometry or pre-AP Algebra II should have a proficient or advanced score on the EOC and have a grade of B or better in the preceding course.
- Students taking pre-AP Physical Science should have satisfactorily completed Algebra I, Geometry, and be enrolled in Algebra II.
- It is recommended that students who routinely miss school (more than 10 days per semester regardless of the reason), who have a record of inappropriate behavior (as evidenced by written documentation), or who fail to have a GPA of 2.5 or better SHOULD NOT enroll in any pre-AP courses.

GRADE POINT AND CLASS RANK

Grade Point averages and Class Rank are determined on the basis of 8 semesters and all grades will count. Grade point and class rank are determined as follows.

ADE HONORS/AP/IB

A= 5 points
 B= 4 points
 C= 3 points
 D= 2 points

REGULAR

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

Credits:

1/2 credit will be given for a semester of work (See exception regarding certain concurrent college courses.)

If a course takes more than 1 class period, the credits are adjusted accordingly.

Example: 2 class periods----1 credit for each semester

3 class periods----1 and 1/2 credits for each semester

Concurrent College Credit: Hot Springs High School is happy to be able to offer students concurrent college and high school credit through National Park Community College. Students who are enrolled in specific college classes for concurrent credit will receive one full credit for each semester passed. Example, if a student takes Freshman Composition I and II, the student will receive two high school credits and two college credits.

It is important to note the following in regard to these classes:

(1) Students who fail to receive a C or better in the course will NOT receive college credit, but the D/F will reflect as part of the college transcript. The student will, however, receive high school credit for the class with a grade of D.

(2) Students have the option of dropping the class for college credit and still retaining the high school credit under very specific circumstances. The student must notify his counselor and the college of the decision by the

official college “drop” date that he is withdrawing from the course for college credit. (Teachers can provide information regarding “drop” date.)
(3) Since this class receives a full credit for each semester, any grade has a substantial impact on the GPA, either for the better or the worse.
(4) Hot Springs High School cannot change these regulations as they are determined by the college and/or state law.

Loss of Weighted Value: The Arkansas Department of Education has ruled that students must take official culminating and externally scored tests in both Advanced Placement (AP) and International Baccalaureate (IB) courses in order to receive weighted grade point values. Students enrolled in AP courses who do not take the AP exam (even if they take the IB test for that course) will lose the weighted credit for any concurrent IB/AP course such as AP Literature and Composition, which is presently meeting the requirements of both AP and IB. Since most of the AP Literature and Language students are concurrently enrolled in IB Literature II, these students are required to take the IB examinations and complete the IB Internal Assessment in order to receive weighted credit for IB English 11 and 12. These students must test in both AP and IB in order to retain their weighted credit for their 12th grade AP English course because it is a concurrent AP/IB course; however, if they do not take the AP exam and do take the IB examinations, they will retain their weighted credit for IB English 11. If a student transfers into HSHS and enrolls in the AP Literature course in grade 12 without having been enrolled in IB Literature in grade 11, that student will receive weighted credit for the AP course by testing in AP. Finally, students enrolled in AP Art must submit a portfolio in order to retain their weighted credit in that course. Weighted value will be removed as required by Arkansas law prior to 7th semester ranking.

GRADUATION REQUIREMENTS FOR THE CLASS OF 2010 and THEREAFTER
All students who graduate with a regular academic diploma must complete a minimum of 23 units including specific subjects. All students who wish to earn a College Preparatory Seal must earn in regular or advanced courses a minimum of 24 units and a 2.75 GPA. To receive a college prep seal on the diploma, a student **MUST** also have 2 units of the same foreign language.

*Parents and students are hereby notified that two (2) years of a foreign language may be required as a prerequisite for college scholarships and/or admission to a college or university, even though not required for graduation under the curriculum requirements of the Arkansas Department of Education.

Under ACT 980 in order to qualify for valedictorian, salutatorian, or honor graduate of a public high school or to qualify for membership in the National Honor Society or its equivalent, students must successfully complete a minimum core of high school courses recommended for preparation for post-secondary education (college prep) or a more rigorous program of vocational study

recommended by the State Board of Education.

Students **MUST** attend Hot Springs High School their junior and senior years in order to qualify for valedictorian or salutatorian. Exchange students are **EXCLUDED** for graduation and ranking.

CREDIT RECOVERY PROGRAMS

In our desire to encourage students to graduate from high school in a timely manner, the Hot Spring School District has established a credit recovery program as well as providing students with the option of attending summer school.

Students who fail to earn required credits in grades 9-11 are strongly encouraged to attend the Hot Springs High School summer school program in order to earn these credits. The summer school program enables students to earn credits through the APEX program; certified teachers are also available to provide students with guidance and help in the coursework. The program is free of cost, but students are required to follow all regulations in order to remain in the program. Students and parents are provided with a copy of the rules and regulations upon entering the summer school program. See Guidance Counselor.

Credit recovery is also available to students on a pre-approved basis. Credit recovery is generally available from 3:30-5:00 PM, Monday-Thursday in one of the computer labs in the Clinton Technology Center. Specific details and rules will be provided to students and parents upon enrollment.

In general, students must have signed a contract in order to enroll in either summer school or credit recovery. For the most part, the same rules and regulations apply to summer school and credit recovery as apply to standard school behavior with some specific exceptions in regard to attendance and behavior.

Under ACT 648, a student who has completed a minimum of 75 clock hours of documented community service in grades 9 through 12, as certified by the service agency or organization to the school (A list of the approved agencies are in the guidance counselor's office.), shall be eligible to receive one (1) academic credit that may be applied toward graduation.

GRADUATION CEREMONY:

Students must fulfill and complete all academic graduation requirements as determined by the district in order to participate in graduation ceremonies. Students lacking no more than one (1) credit to meet graduation requirements may be allowed to participate in the graduation ceremony at the sole discretion of the Superintendent.

Students who graduate with a GPA greater than or equal to 3.5 but less than 4.0 will graduate with Honors. Students graduating with a GPA greater than or equal to 4.0 will graduate with High Honors.

All male graduates are to (Formal Attire) wear dark dress pants, white dress shirts, and tie under the graduation robe. All female graduates should wear a dark dress and dress shoes.

UNCONDITIONAL ADMISSIONS TO AN ARKANSAS PUBLIC COLLEGE OR UNIVERSITY

ACT 1290 of 1997 amended previous statutory language regarding the courses that high school students must complete in order to be admitted unconditionally to a public college or university in Arkansas. Acting in response to this legislation, the Arkansas Higher Education Coordinating Board has established a core curriculum set of courses required for unconditional admission. Students who graduate from high school in 2004 or later, and enter college that fall or subsequent years, will have to complete four (4) mathematics courses as well as four (4) English units, three (3) Natural Science units, and three (3) Social Studies units that are part of the current recommended core curriculum.

ACADEMIC REQUIREMENTS FOR ARKANSAS ACADEMIC CHALLENGE SCHOLARSHIP PROGRAM/ LOTTERY PROGRAM

A student must complete the pre-collegiate core curriculum recommended by the Arkansas Boards of Education and Higher Education.

Arkansas Academic Challenge Scholarship recipients will be expected to have at least an 19 on the ACT.

AMERICAN COLLEGE TESTING (ACT)

Juniors will participate in a free ACT Assessment in the spring semester as part of the state mandated testing required. All 11th and 12th grade students may receive one free ACT reimbursement per Hot Springs High School experience (11th or 12th grade year). Students on free/reduced lunch list may request an ACT Fee waiver (see your counselor for all ACT information).

SEMESTER EXAM POLICY

Semester exams will be given to all grade levels, 9th through 12th. Each test counts 20% of the total semester grade. Students are to come to class prepared with paper, pencil, and books to study for the next test should they finish early. If a student is absent for a semester exam, his/her parent/guardian **MUST** contact the school with a justifiable excuse. Students taking IB/AP exams will not be required to take the final semester exam in any subject for which they are taking the IB/AP assessment provided they are a student in good standing in the program and have a passing grade in the AP/IB course. Final semester exams missed in the fall semester shall be made up no later than within one week of the

spring semester. Final semester exams missed in the spring semester shall be made up no later than one week after the final day for students at the end of the spring semester. **STUDENTS WHO FAIL TO TAKE REQUIRED SEMESTER EXAMS WILL NOT RECEIVE CREDIT FOR THE COURSE.**

Each semester, all students will be required to take half of their semester exams in the fall and half of their semester exams in the spring.

Students may choose the courses for which they take exams each semester with the intention that they take exams in all courses for which they are registered by the end of the school year. This may exclude one semester courses.

A student takes the semester exam for each course once during the school year.

In addition to other scheduled exams, it is suggested that student failing a course take an exam for that course as the exam would be the only method available for a student to demonstrate sufficient mastery to be awarded semester credit for that course.

Attendance Clause

Students with exemplary attendance (no more than five (5) absences of ANY kind) will have the opportunity to opt out of two exams so long as they are not failing the courses for the exams they choose.

Choosing and Registering for Exams

While it is recommended that students balance core and elective exams, students have the right to determine, with the help of their mentors, which exams they take in either semester.

Students shall register for the semester exams they choose to take no later than 15 days before the end of the semester. Students will register for exams through their mentors who will help students complete an electronic form.

Second Semester Senior Policy

In the spring semester, seniors who demonstrate good attendance (no more than five (5) excused absences) and good behavior (no ISS/ OSS) will be exempt from each semester exam in which they will pass/ earn credit (59.5+).

IB Diploma Students

Senior IB Diploma candidates are exempt from all second semester exams unless they have an F in a course required for graduation; in that case they must take the exam.

Seniors Taking IB/ AP Courses

Students taking an IB or AP course are exempt from taking spring semester exams in any course for which they are taking an IB or AP exam. All other courses are to be tested per “Second Semester Senior” Policy.

Students who have been assigned more than 3 ISA days (1 day = 8 periods) or any OSS day will not be exempt.

WITHDRAWAL FROM SCHOOL

Any student withdrawing from school must go through a formal checkout procedure. This will be initiated by the parent/guardian who may check their student out through the counselor’s office. All books and other school-owned materials/equipment must be returned to the proper administrator and all debts cleared through the office and library.

GUIDANCE COUNSELORS

Each student is assigned to a guidance counselor. Counselors assist students in choosing courses to take, in verifying that graduation requirements are being addressed, and in making plans for post high school education and/or employment. (The ultimate responsibility lies with the student/parent to follow the state/local mandated graduation requirements).The counselor also assists the student by conferring with teachers and parents when either party requests the assistance.

Students are invited to see their counselors when they need help, information, or just want to talk.

LIBRARY REGULATIONS

The school library is available throughout the school day and provides students with opportunities for research, computer use, and reading. Students use their student ID number in order to check out library materials, and they are responsible for any materials checked out under their number.

Fines are levied for overdue materials unless prior arrangements have been made with the media specialist/librarian to enable a student to use specific educational materials for a longer period of time.

The student must pay for any lost or damaged library materials.

Further instructions on procedures in locating, using and checking out books and other materials may be obtained in the library.

LOCKERS

A locker fee of \$2.00 is charged to each student at the beginning of each school year. Upon payment, each student will be assigned a locker, with the locker slip serving as the receipt of the locker fee. Sharing lockers is prohibited. Locker

difficulties should be reported to the main office or an administrator.

LOST AND FOUND

Lost and found items are to be turned in at the front office. These items will be kept for two weeks and then placed in boxes of clothing for needy persons.

STUDENT TRANSFER RECORDS

Students returning to the Hot Springs High School from home school or transferring from other school districts or a private school must produce nationally recognized norm referenced test results from the previous year. All grades from previous schools must be transferred to Hot Springs High School.

The homeschooled student or his/her parent/legal guardian must produce grades for specific course objectives from an accredited agency. Students for whom records cannot be produced will be required to take an “End-of-Level” or criterion referenced test for purpose of placement. An 80% mastery of test objectives must be achieved to receive grade and appropriate credit.

STUDENT PARKING

Students **MUST** obtain a parking permit to drive on campus. Students who have presented a valid driver’s license and proof of insurance to the school resource officer (SRO) may drive their vehicle to school. Vehicles driven to school shall be parked in the area designated for student parking (west lot). Students are not permitted to loiter in parking areas and are not to return to their vehicles for any reason unless given permission to do so by an administrator. It is understood that there is no expectation of privacy in vehicles in parking areas. Drivers of vehicles parked on school campus will be held accountable for illegal substances or any other items prohibited by district policy found in their vehicle. The HSHS Principal or his designee reserves the right to restrict or prohibit all parking privileges due to excessive tardies, unexcused absences, or discipline problems.

TEXTBOOKS

The State of Arkansas furnishes an appropriation toward textbooks for all pupils in public schools. Students are responsible for the books issued them and must return them in acceptable condition at the end of the school year or when withdrawing from school. The building principal makes the final determination regarding the charge for damaged, lost or stolen books. Individual teachers issue students’ books. If a student loses a book or damages a book beyond use, he/she must pay for full replacement cost.

CLOSED CAMPUS

- Once a student comes on campus he/she is officially “at school” and will not be allowed to leave campus until the end of his/her regular school day.

- Students who park their vehicles in the student parking lot are not allowed to remain in their vehicle once they have parked and should leave their vehicle immediately.
- Vehicles can be moved during the school day only with special permission from the principal or his designee.
- Students who leave campus during the day must check out through the office.
- Students may leave campus during lunch hours (10:45- 12:45) only if a parent personally comes into the office and signs his/her student out; no phone calls or notes will be accepted.
- The school will not accept food deliveries unless brought by parent(s)/guardian(s).
- No on-campus visitations with students will be permitted with anyone other than parents or guardians except at the discretion of the principal.
- Except in instances where prior arrangements have been made, students will be permitted to leave campus only upon direct request from the parent or guardian.
- The school will NOT accept holiday/special event deliveries.

POSSESSION AND USE OF CELL PHONES AND ALL ELECTRONIC DEVICES INCLUDING BUT NOT LIMITED TO BEEPERS, MP3 PLAYERS, IPODS, ETC.

The use of ALL electronic devices is prohibited during instructional time unless otherwise noted by the teacher.

Consequences and penalties for violation of the District POSSESSION AND USE OF CELL PHONES, BEEPERS, ETC. POLICY (the entire policy is contained in the district wide policies in the second part of this handbook) may be as follows, at the discretion of the principal or designee;

- 1) First offense is confiscation and holding the equipment for up to three (3) days and/or maximum of out-of-school suspension. Students may be able to buy back Days for a fee of \$5.00 per day.
- 2) Second offense is confiscation and holding the equipment For up to and including five (5) days and/or maximum of out-of-school suspension. Students may be able to buy back Days for a fee of \$5.00 per day.
- 3) Third offense is confiscation and holding of the equipment for up to ten (10) days and/or maximum of out-of-school suspension. Students may be able to buy back Days for a small fee of \$5.00 per day.
- 4) Fourth offense is confiscation and holding of the Equipment for up to and including the remainder of the Semester and a signed parent contract/or maximum of expulsion.

This provision is solely for the purpose of notice of consequences for violation of the policy, and does not replace, supersede, or alter any portion of the District

policy. These infractions remain throughout the school year and DO NOT start over at semester. The District and school DOES NOT take any responsibility for lost, stolen, or damaged equipment.

COMPUTER & INTERNET USE POLICY

The Hot Springs School District shall take every reasonable means to establish and maintain a system to prevent computer users from accessing material harmful to minors as defined by law (A.C.A. 5-68501). Penalties and consequences for violation of policy or computer use agreement:

Minimum- Saturday School

Maximum Expulsion

TELEPHONES

Telephones throughout the high school are to be used for school business only. Students who feel a need to use a school phone must secure permission from the office secretary. School phones will not be used for frivolous purposes; future use will be denied if the telephones are used in this manner.

The following procedures governing outside communication with students during the instructional day shall be in force.

No student shall be called from class or let out of class or any activity to receive incoming telephone calls or make any calls except in cases of emergency or at the discretion of the principal or his/her designee. Likewise, no telephone or written messages from any individual other than a student's parent or guardian will be transmitted to the student. **NO** student will be allowed to use the office phone during class except in an emergency.

SCHOOL TRIPS

When a student is on a school related trip, the student is under the direct supervision of the sponsoring teacher. If for any reason the student leaves the supervision of the teacher, it will be only after a parent or guardian has made face-to-face contact with the sponsoring teacher and provided written notice that he/she is taking charge of his/her student. Under no circumstances will the student be released to anyone other than the parent or guardian. Advance notification of the parent/guardian's intent of taking charge of his/her student during a school trip will aid in the smooth transition from school supervision to parent/guardian supervision.

ACTIVITIES

Extracurricular activities are a basic part of education in American high schools. They are designed to teach democratic processes, parliamentary procedures, leadership, fellowship, and the benefits of community service. These activities

are as much a part of a student's education as community activities are a part of an adult's life.

Students under out of school suspension MAY NOT attend nor participate in any school-sponsored activity until the day following the completion of such suspension. Students assigned to the in-house classroom MAY NOT attend nor participate in any extracurricular and/or after school activity or function until completion of the assignment.

There are several honors, academic, athletic and service groups/clubs available for students. All of these activities are chartered by and responsible to the Hot Springs High School Student Council.

STUDENT GOVERNMENT: STUDENT COUNCIL

Membership/Participation is generally by election.

HONOR SOCIETIES:

National Honor Society-Scholarship, leadership, character, and service.
Requirements: GPA = Junior 3.50-Senior, 3.50)

National Beta Club-Scholarship, leadership, character, service. Requirement:
GPA 3.0 + service

SERVICE GROUPS:

FCCLA	French Club
Key Club	Interact (Rotary)Club
NJROTC Cadets	Spanish Club
Future Business Leaders of America	
Diamonds in the Rough	

EXTRACURRICULAR ACTIVITIES:

Football	Baseball
Volleyball	Track
Tennis	Basketball
Golf	Bowling
Choir	Softball
Band	Cross Country
T-Stepper	Soccer
Cheerleaders	Rifle Team
Wrestling	Swimming

ANNOUNCEMENTS

Special notices may be posted on the bulletin boards, in the main office, in the guidance office, in the cafeteria, and in other designated areas. All posters must advertise school sponsored events and must be approved by the administration.

All posters or announcements to be displayed anywhere in the building other than on the bulletin boards must also be approved by the administration. Announcements should be attached only to wall or varnished surfaces. It is understood that all signs will be taken down after a reasonable time.

HIGH SCHOOL BUILDING RULES

Rules and Procedures FOR Before School Hours

- Students may go to their lockers or restrooms before school. Students may go to teachers' rooms before school if the teacher is present.
- Band students may go to the band room to drop off instruments.
- No student should be in department halls unless he/she is working with a teacher.
- No running or roughhouse play.
- Students should not wait or gather in the foyers.
- Students will not be permitted to sit on ANY steps at any time.

Rules and Procedures at Lunch

- During lunch, students may go the restroom in the new science building.
- No student should be in department halls unless he/she is working with a teacher.
- Parents may provide food and beverages of their choice for their own child's lunch or snacks. HOWEVER, they may NOT provide food or beverages for other students or for their child to distribute to other students.

Rules and Procedures after School

- Non bus riders shall NOT be in or loitering around the bus loading area.
- After school activity parking is not permitted anywhere except the west parking lot.

DISCIPLINE

It is understood by the Board that all inappropriate behaviors cannot be listed. In those instances, the principal or designee may take action necessary to ensure an appropriate school climate.

All student and discipline policies in the K-12 Student and Discipline Handbook apply to all grade level 9-12 students. In addition, there are behaviors or actions for which there may be steps of consequences or penalties instead of a range of consequences or penalties. Such behaviors or actions are listed below.

DISCIPLINE GUIDELINES

03 Possession or use of tobacco products PARENT NOTIFIED

Punishment Range – 1st offense – 3 DAYS ISA
2nd offense – 5 days ISA
3rd offense – 3 days OSS and FINS
4th offense - ALE Referral

04 Truancy- A student is truant if he/she:

- a. Is absent without the consent of a parent/guardian.
- b. Leaves school without properly checking out in the office at any time. (Note proper check-out procedure.) Once a student has come on school property he/she must check out before leaving.
- c. Leaves class without receiving verbal or written consent of the teacher.
- d. Forges or uses a forged document.
- e. Is on campus without checking in upon arrival when late to school.
- f. Has not received permission from the office to go to the parking lot.
- g. Fails to follow procedure for off campus transportation as designated by instructor or administrator.
- h. 10 or more minutes late to class without an excuse.

Punishment Range: 1st Offense – 3 days IHA Parent Contact
2nd Offense – 5 days IHA Parent Contact

14 Insubordination – Unwilling to submit to authority; failure to follow directions or reasonable request of school personnel.

Punishment Range – Saturday School to out-of school
Suspension Parent notified.
1st Offense – Saturday School
2nd Offense – 3 days ISA
3rd Offense – 5 days ISA
4th Offense – 5 days OSS file Fins/ALE

15 General school Disorderly Conduct and interference with school procedures.

Punishment Range- OSS to ALE
1st Offense – 3 days OSS Parent notified
2nd Offense – 5 days OSS Parent Conference
3rd Offense – File Fins/ALE

15 Failure to report to Detention Hall

Punishment Range – Saturday School to 10 days OSS original
The original detention must be served.

15 Possession of paging device/cell phone/electronic

games/headsets-7:55 a.m. – 3:20 p.m. (SEE CELL PHONE POLICY) (Phone maybe returned to the student for a small fee of \$5.00 per day)

Punishment Range – Weekend does not count.
1st Offense – 3 days and/or 3 days OSS Parent Notified
2nd Offense – 5 days and/or 5 days OSS
3rd Offense – 10 days and/or 10 days OSS
4th Offense - Remainder of the semester!

15 Violation of dress code (year long) – any personal appearance that disrupts or interferes with the educational process.

Punishment Range - Same as # 14 Insubordination!
1st Offense – Parent Notified required to change clothes (If not able to correct dress, will be sent to In-house assignment for rest of day.)
Added to the Tuck-in list!
2nd Offense – 3 days ISA
3rd Offense – 5 days ISA
4th Offense – 5 days OSS/ALE

19 Fighting

Punishment - 1st Offense 10 days OSS and 20 days alternative placement.
Parents notified. Charges may be filed.

61 Unexcused Tardies (per semester)
See the Hero system

68 Refusal to identify self Parent notified

Punishment Range - 1st offense – 3 days ISA
2nd offense – 5 days ISA
3rd offense – 5 days OSS ALE

74 Student Parking – Any student who is guilty of misbehaving in a vehicle on school grounds may lose his/her parking privileges and punishment may extend to having parking privileges revoked for the remainder of the year.

It is understood by the Board that all inappropriate behaviors cannot be listed. In those instances, the principal or designee may take action necessary to ensure an appropriate school climate.

From time to time, in order to comply with state law or district policy, state or local law enforcement may be notified of student misconduct or criminal acts.

Students are advised that they have the legal right to decline to be questioned by a law enforcement officer until their parent or parents can be present. Administration will make every effort to notify parents that their child has been reported by the school district to law enforcement at the parent's' daytime telephone as reflected in district records.

DRESS CODE

When dress and grooming substantially disrupt the learning process in the class, the teacher will be allowed to send the student to the office. Upon administration decision and penalty, if any, the student will take measures needed to meet the dress code. Student dress, grooming, and appearance should be the responsibility of the individual and his/her parents under the following guidelines:

1. Dress and grooming should be clean and in keeping with standard health and sanitary practices.
2. Students may not wear an item that can be hazardous to them in their educational activities; it is the teacher's responsibility to determine the level of danger based upon his/her classroom activities.
3. Non-prescription sunglasses may NOT be worn within the building.
4. Shoes must be worn on campus at all times; house shoes are prohibited
5. Clothing that is too revealing may not be worn; for example, halters, tank tops, half shirts, spaghetti straps. Shirts cannot be cut beyond shoulder seams, and uncovered midriffs are prohibited.
6. Spandex and pajama bottoms may not be worn. Leggings may be worn with a shirt which is at least mid-thigh length.
7. Overalls must be fully buttoned.
8. Clothing made of see-through fabric or with large holes will not be permitted.
9. Skirts or dresses so short or revealing as to disrupt the learning process will not be permitted. Must be fingertip length.
10. No head covering of any type will be allowed in the building
11. Sagging will not be permitted. (See State Law AR Code 6-18-503.) Pants are to be worn no lower than hip level; no excessive sagging allowed.
12. Belts must be buckled.
13. Over-sized shirts or t-shirts will be tucked completely into the pants.
14. Shorts must be fingertip length or longer.
15. Dog collars, studded bands, wallet chains, or chains that connect clothing or one part of the body to another are prohibited. Items prohibited include any accessory or item of jewelry that poses a safety concern.
16. Students wearing any apparel that disrupts the learning process will be disciplined in a manner appropriate to the circumstances. In some cases students may be required to change clothing.
17. The following decorations and/or designs (including tattoos and/or brands either temporary or permanent) imprinted upon or attached to the body or clothing are prohibited:

Symbols, mottoes, attire, words, or acronyms that

- (a) convey crude, vulgar, profane, violent, death-oriented, gang-related, sexually explicit, or sexually suggestive messages**
- (b) advertise tobacco, alcohol, or illegal drugs or drug paraphernalia,**
- (c) identify a student as a member of a secret or overtly antisocial group or gang,**
- (d) identifies a student as a member of an organization that professes violence or hatred toward one's fellow man.**

Any visible and permanent marking that is indicated above must be thoroughly and completely covered to prevent its display.

The above are examples of dress code guidelines, but may not include everything. The primary guide in determining what is not appropriate is the extent to which such dress or grooming attracts undue attention in the classrooms. When such attention disturbs the class, the teacher will then send the student to the office. When a student continues to disobey the rules of the dress code, he/she will be subject to punishment and notification of parents.

STUDENT RIGHTS, RESPONSIBILITIES AND LIMITATIONS

A public school functions similarly to a community with rules and regulations of the school similar to the laws of the community. Students have both rights and responsibilities.

Administrators and teachers, as members of this community, also have rights and responsibilities. They have the rights afforded all citizens and the added responsibility of creating and maintaining an environment conducive to learning. Teachers and administrators are authorized to enforce the rules with disciplinary action. The principal and superintendent are authorized to temporarily suspend students for cause. The following regulations are designed to protect all members of the educational community in the exercise of their rights, responsibilities, and duties:

- 1. Identification requirement: All persons on school grounds, in school buildings, or at school-sponsored events must, upon request, identify themselves to school authorities.**
- 2. Disruptive conduct: Students are responsible for their behavior. Blaming others for one's behavior is unacceptable. All conduct which disrupts or interferes with the educational purposes of the school will result in disciplinary action, including suspension and/or referral to ALE.**
- 3. Students are expected to cooperate with school personnel and obey the reasonable instructions of school personnel.**
- 4. On/off campus events: Students at school-sponsored events, both on and off campus, shall be governed by school regulations and are subject to the authority of school personnel. Students that violate these regulations or refuse to obey reasonable instructions of school personnel shall lose**

the privilege to attend these events; this may result in disciplinary action or arrest.

5. Legal means may be used to secure school property or money owed to the school by the student.

NOTIFICATION OF AUTHORITIES:

The principal shall notify appropriate authorities when there is knowledge of, or a reasonable belief, that a criminal act has been committed on school property, on a bus, at a school sponsored activity or while a student is under the supervision of school personnel. Guidelines shall be established by the Superintendent. Discretion is allowed for such notification, except in the case of an act of violence, or threat to commit an act of violence or any crime involving a deadly weapon, as defined by law.

SATURDAY SCHOOL

Realizing that suspension from school deprives a student of educational opportunities, the Hot Springs School District offers an alternative punishment for behavior that disrupts the educational process. This alternative is the Saturday School.

Saturday School is a supervised study period held on Saturday mornings in the Hot Springs High School building, locations may vary. Half day Saturday School will be from 8:00 a.m. until 12:00 p.m.

Students are assigned to Saturday School for infraction of rules. Attendance is mandatory. Failure to attend Saturday School will result in 3 days in-school assignment. The originally assigned Saturday School must be served.

Saturday School Guidelines – The following rules must be followed while in Saturday School or the student will be subject to in-house assignment.

1. Students will be in appropriate location and seated by 8:00 a.m. The roll will be checked by the Saturday School instructor before the student enters. Students will enter at the main lobby. Students who arrive late will not be admitted and will be counted absent.
2. Students will be required to work on academic work that includes but is not limited to classroom homework, APEX, Credit recovery, etc.
3. Students are required to study individually under the direction of a certified teacher.
4. Students will receive a restroom break after the first two-hours.
5. Students are not allowed to sleep or have their heads down.
6. Students are not allowed to talk.

IN-SCHOOL ASSIGNMENT

Purposes for in-school assignment:

- 1. To minimize or reduce out-of-school suspensions.**
- 2. To provide appropriate consequences for inappropriate actions.**
- 3. To provide an opportunity for students to maintain grades during disciplinary actions.**

Guidelines related to In-School assignment:

- 1. The administration will notify parents/guardians by phone when a student is assigned to ISA. Parents will be advised of the reasons for the assignment. A copy of the discipline referral may also be included.**
- 2. The administration will notify all teachers on the student's schedule that the student has been assigned to ISA.**
- 3. The administration will notify the In-School supervisor when a student is assigned to ISA and the number of days the student is to serve.**
- 4. Students assigned to ISA will be given the opportunity to complete assignments and tests while they are there.**
- 5. The ISA staff may assign assignment to the student as needed.**
- 6. Students are responsible for obtaining their class assignments from teachers before and after school.**
- 7. Students assigned to ISA will not be permitted to participate or attend any assemblies, athletic activities or school-sponsored functions during the time they are assigned.**
- 8. Students will be closely supervised while assigned to ISA. They will not be allowed to associate with other students while attending in-school -assignment.**
- 9. Only necessary water and restroom breaks will be permitted.**
- 10. Students will not be permitted to leave the group for lunch.**

DETENTION

Students may be assigned to detention for infraction of rules. They will be required to study during this time. The teacher or administration will inform students of detention assignment. Detention may be served at any of the following times.

- 7:35 a.m. to 7:55 a.m. Tuesday through Friday**
- First 15 minutes of scheduled lunch period**
- 3:25 p.m.- 3:45 p.m. Tuesday through Friday**

Promptness is necessary. The student must serve detention during one the next three (3) opportunities they have after being assigned. Students with assigned three or more detentions will be assigned After School/ISA until all detentions have been served.

Detention regulations: – Failure to follow these may result other disciplinary measures for the student.

1. Students are required to study.
2. Students are not allowed to sleep or to put their heads down.
3. Students are not allowed to talk.

OUT-OF-SCHOOL SUSPENSION and ALE: OSS relates to exclusion from school for a period of ten (10) days or less. Any conduct that tends to be disruptive of the educational process will be grounds for suspension (OSS) or assignment to an Alternative Learning Environment (ALE). This includes bringing on campus any object that is generally considered offensive. The principal or his/her designee will make this determination. All offenses listed in the current, board-approved student handbooks for the school district are grounds for suspension or assignment to ALE.

The following penalties and restrictions apply to out-of-school suspension (OSS):

1. Students may receive credit for class work missed while suspended. Principal discretion/Prior approval.
2. Students may not come on the property of any HSSD campus, nor may they attend or participate in any school activity until the day after OSS is completed. Unless they have prior approval/Principal discretion.
3. Student will be considered trespassing if found on any HSSD campus at any time during OSS.
4. Parent or guardian must accompany student upon his/her return to school and participate in a conference with a member of the administration, unless prior approval is given by building principal or his designee.

SENIOR PROM RULES: ALL SCHOOL RULES APPLY!!!!

1. Students enrolled in ALE will be allowed to attend the HSHS Prom provided they meet the criteria agreed upon by ALE and HSHS administration.
2. Students who are suspended from school are not allowed to attend.
3. Students' dates to the prom must be under 21 years of age and at least a high school sophomore in order to attend the prom. Identification may be requested at the door. Dates must be signed up by the graduating senior in the front office at least one week before the prom.
4. A graduating senior cannot bring more than one (1) date.
5. The use of alcohol or drugs is strictly prohibited. (A student who violates this rule may lose the privilege of participating in graduation ceremonies and be subject to further disciplinary action).
6. The Senior Prom is a school function and any student breaking school rules will be disciplined according to the school policies.
7. Anyone leaving the second floor of the Arlington during the prom cannot return to the prom.
8. Senior dues must be paid in full to attend the prom.

ALE (K-12)

Date Adopted: August 4, 2016

Alternative education is an important nontraditional opportunity for intervention that some students participate in for ultimate academic, social, and emotional success. Chapter 48 Section 101 of the Arkansas Education Code defines Alternative Learning Environment as, “an alternate class or school that affords all students an environment that seeks to eliminate barriers to learning for students whose academic and social progress are negatively affected by the student's personal characteristics or situation”. “An alternative learning environment shall: (1) Assess a student either before or upon entry into the alternative learning environment; and (2) Provide intervention services designed to address a student's specific educational needs.” “Intervention services shall include, without limitation, access to the services of a school counselor, a mental health professional, a nurse, and support services substantially equivalent to those provided to other students in the regular educational environment”.

ALE is a supportive/non-punitive learning environment. Students are not referred to ALE for behaviors that have not been subject to documented interventions to correct missteps and foster positive student choices and actions at the home campus. A student may be enrolled in ALE only on the recommendation of an ALE Placement team. To initiate the referral process, the home campus will complete and send an ALE referral, and upon receipt of the referral, the home school and the ALE will hold a meeting to evaluate the appropriateness of placement in ALE, behavioral goals, and academic goals. Along with the referral, the home campus will have submitted documentation showing interventions done, and results of interventions, prior to the referral being made. These documents will be discussed at the placement conference.

Students who are referred to ALE fall into a variety of categories and meet at least two of the characteristics listed below:

Situations that negatively affect the student's academic and social progress, such as (but not limited to):

- Ongoing persistent lack of attaining proficiency levels in math/literacy**
- Abuse: physical, mental, sexual**
- Frequent relocation of residency**
- Homelessness**
- Inadequate emotional support**
- Mental/physical health problems**
- Pregnancy**
- Student is single parent**

Students placed at risk, though intelligent and capable, typically manifest one or more of the following characteristics:

- **Disruptive Behavior**
- **Dropout from school**
- **Personal/family problems/situations**
- **Recurring absenteeism**

The following parties are to be present at the placement conference:

- **School Counselor from both the referring school and the ALE**
- **Building Principal or Assistant Principal from referring school**
- **ALE Administrator or teacher (or both)**
- **Classroom teacher from the referring school**
- **LEA or 504 Representative if applicable**
- **Parent or guardian**
- **The student**
- **School Resource Officer (optional)**
- **Site based therapist (optional)**

The referring school shall document efforts to contact the parent or guardian to schedule the placement meeting at the parent or guardian's convenience. If/When the ALE Placement Team has recommended a student enroll in ALE, the parent or guardian of the student must complete a placement conference. The conference will include completion of the application for ALE which includes detailed demographic information, health and mental health information, emergency contact information, prior educational setting information, and finally, transportation information.

Prior to a student's return to their home campus, an exit committee meeting (see members of the placement team meeting) reviews academic progress, behavioral issues, and teacher evaluations of student progress. A student may only return to their home campus upon the recommendation of the exit team. In order for a recommendation to be made, academic and behavioral goals must be met. In the event these goals were not met and a recommendation is not made, the exit team will revise interventions and services as needed in order to help the child continue to work toward meeting their individual goals. All of these items are combined to create a transitional plan for home campus reassignment. Such a statement will be the basis for a positive behavior and or transitional plan developed prior to a student's return to the regular education environment.

ALE Student Participation

The Alternative Learning Environment (ALE) of the district is for the purpose of providing an education to students who have, or are having, difficulty coping with and functioning in the normal classroom setting, either temporarily or on a long term basis.

The Board of Directors recognizes that students are assigned to the ALE of the district for a variety of reasons. Further, there may be circumstances and reasons for a student's assignment that do not warrant the withholding of the privilege to participate in or attend school activities.

Students who are assigned to ALE and are in good standing (meeting goals) shall be allowed to participate in or attend school, school sponsored, or school involvement activities or functions, either on or off school property, except in the following circumstances:

- 1. Students involved in the use or possession of weapons, drugs, or alcohol.**
- 2. Students who have received a no trespassing order.**

The superintendent shall implement guidelines and procedures in order to execute and carry out the intent of this policy.

Date Adopted: January 20, 2009