

HEBER SPRINGS STUDENT HANDBOOK 2026-2027

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TABLE OF CONTENTS

SECTION 1: DISTRICT INFORMATION	4
DISTRICT POLICIES	4
SEVERE WEATHER	5
RIDING THE BUS	5
FOOD SERVICE	5
ABSENCES	5
PARASITES	7
FOOD SERVICE	7
ABSENCES	7
 SECTION 2: ELEMENTARY SCHOOL	 9
SCHOOL DAY	9
STUDENT DEPARTURES	9
DELIVERIES	9
LUNCH SCHEDULE	9
ANIMALS AND PETS	9
BIRTHDAY PARTY INVITATIONS	9
ITEMS BROUGHT TO SCHOOL	9
POSSESSION AND USE OF CELL PHONES AND OTHER ELECTRONIC DEVICES	9
PLACEMENT OF MULTIPLE BIRTH SIBLINGS	10
VOLUNTEERS/INVOLVEMENT OPPORTUNITIES	10
STUDENT DISCIPLINE	10
 SECTION 3: MIDDLE SCHOOL	 13
BELL SCHEDULE	13
MESSAGE TO PARENTS/GUARDIANS	13
VISITORS TO HEBER SPRINGS MIDDLE SCHOOL	13
HEBER SPRINGS MIDDLE SCHOOL PARENT AUXILIARY	13
HEBER SPRINGS MIDDLE SCHOOL GUIDANCE COUNSELING PROGRAM	13
DELIVERIES	13
PERSONAL ITEMS	13
LOST AND FOUND	13
TELEPHONE CALLS	14
STUDENT ORGANIZATIONS/EQUAL ACCESS	14
MORNING PROCEDURES	14
LUNCH SCHEDULE	14
FIELD TRIPS/SCHOOL SPONSORED ACTIVITIES	14
APPEALS PROCEDURE	14
TARDIES	14
STUDENT DISCIPLINE	15
APPEARANCE AND DRESS CODE	15
STUDENT PROMOTION AND RETENTION	18
BEFORE/AFTER SCHOOL HOMEWORK HELP	18
 SECTION 4: HIGH SCHOOL	 19
BELL SCHEDULE	19
STUDENT CLASSIFICATION	19
VISITORS TO HEBER SPRINGS HIGH SCHOOL	19
HIGH SCHOOL GUIDANCE COUNSELING PROGRAM	19
DELIVERIES	19
PERSONAL ITEMS	19

LOST AND FOUND	19
TELEPHONE CALLS	19
STUDENT ORGANIZATIONS/EQUAL ACCESS	20
MORNING PROCEDURES	20
LUNCH	20
FIELD TRIPS/SCHOOL SPONSORED ACTIVITIES	20
APPEALS PROCEDURE	20
GRADUATION REQUIREMENTS	20
STUDENT DISCIPLINE	20
APPEARANCE AND DRESS CODE	23
MOTOR VEHICLE AND PARKING	26

Section 1: District Information

POLICIES

This handbook contains general information applicable to all buildings and building specific procedures and rules. A complete manual of board approved district policies can be found on our website at heberschools.org—State Required Information—District Policies.

This handbook provides a general overview of the school's expectations for student conduct and the potential disciplinary consequences for violating these expectations. Please note that this list of consequences is not all-inclusive, and the school administration may impose other reasonable disciplinary actions as warranted by the situation.

The Heber Springs School District reserves the right to punish behavior which is not conducive to good order and discipline in the school even though such behavior is not specified in the written rules. (minimum – warning; maximum – expulsion)

SEVERE WEATHER

In cases of severe weather (snow, ice, etc.) the official announcement for school closings may be heard over the local radio and Little Rock television stations. Our parent notification system will be activated through phone calls, texts, and messages on social media. Please look for announcements regarding the possible closure of the Heber Springs School District. If the decision to dismiss school is made within the school day, the instructions on the Inclement Weather Form filled out by the parent/guardian will be followed.

RIDING THE BUS

The district's student code of conduct applies to students while traveling to and from school or to and from a school activity to the same extent as if the students were on school grounds. Appropriate disciplinary actions may be taken against commuting students who violate the district's student code of conduct.

The preceding paragraph also applies to student conduct while on school buses. Students shall be instructed in safe riding practices. The driver of a school bus shall not operate the school bus until every passenger is seated. In addition to other disciplinary measures provided for violations of the district's student code of conduct, the student's bus transportation privileges may be suspended or terminated for violations of the student code of conduct related to bus behavior.

The transportation to and from school of students who have lost their bus transportation privileges is the responsibility of the student's parent or guardian. Not permitted: tampering with any of the bus safety devices, eating and drinking on the bus, scuffling or fighting, playing music, defacing any part of a bus, yelling at anyone on or outside the bus, throwing paper or any object on the floor, standing or walking around, being disrespectful to the bus driver, putting hands, arms, or head out windows

These rules are set to ensure that the students riding a bus in the Heber Springs School District are transported as safely as possible and at the same time, are provided a pleasant trip to their destination. Damage to any bus equipment will be paid for by the offender.

All school rules and regulations governing student behavior apply to conduct on the school bus. The consequences listed below may be applied by the school administrator:

Infraction 1 - Written notice to parent

Infraction 2 - Placed on probation-next offense bus suspension

Infraction 3 - 3 days bus suspension and conference with the student

Infraction 4 - 1 week bus suspension

Infraction 5 - 2 weeks bus suspension

Infraction 6 - Possible indefinite suspension of transportation privilege

A student may lose bus privileges at any time for extreme behavior. Exceptions to minimum penalties could occur in severe or extreme circumstances.

Students will ride only the bus that they are assigned. Bus students are to go immediately to the buses as soon as they are dismissed from school in the afternoon. Visitors are not allowed except in case of emergency and a bus note must be secured from the principal's office by 2:00 for any student boarding a bus that is not their regular bus. Calling after 2:00 may result in a bus note not being received in time to board the bus.

FOOD SERVICE

One (1) milk is included in every meal. Extra milks are .50. All Student Breakfast - FREE; Elementary/Middle Student Lunch - \$3.30; High School Student Lunch – \$3.60.

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.

Missing 10 minutes or more of any class period will be considered an absence. Students checking out solely for the purpose of eating lunch will not be allowed to leave class before their lunch period begins.

Students missing more than one-half of their assigned classes during the day will not be allowed to participate in any extracurricular activities after school the same day without administrative approval.

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- accepted documentation is included:

1. Student illness or appointment- note from attending physician, dentist, orthodontist government agency, etc.
2. Death or serious illness in their immediate family- documentation from funeral service
3. Observance of recognized holidays observed by the student's faith
4. Attendance at an appointment with a government agency- note from DHS, probation officer, counselor, etc.
5. Exceptional circumstances with prior approval of the principal
6. Participation in an FFA, FCCLA, or 4-H sanctioned activity
7. Participation in the election poll workers program for high school students
8. Absences granted to allow a student to visit his/her parent or legal guardian who is a member of the military and been called to active duty, is on leave from active duty, or has returned from deployment to a combat zone or combat support posting. The number of additional excused absences shall be at the discretion of the superintendent or designee.
9. Absences granted, at the Superintendent's discretion, to seventeen (17) year-old students who join the Arkansas National Guard while in eleventh grade to complete basic combat training between grades eleven (11) and (12).
10. 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
12. Absences due to conditions related to pregnancy or parenting
13. Absences for a student who is the child of a fallen service member or fallen first responder:
14. Due to a mental health concern; or
15. To attend an event from a sponsoring organization that provides support to families of fallen service members or first responders or provides support for traumatic loss, grief, or resiliency.

16. Upon the written consent of a student's parent, legal guardian, person having lawful control of the student, or person standing in loco parentis to the student, the District shall grant an excused absence for the following purposes:

- a. Social or public policy advocacy; or
- b. Attempts to influence legislation or other governmental policy-making at the local, state, or federal level.
- c. 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.
- d. Up to one (1) time during each scheduled election, a student shall not be considered absent from school for the time the student accompanies the student's parent when the parent is exercising the parent's right to vote in a scheduled election.

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

- a. Bring a written statement to the principal or designee upon the student's return to school from the student's treating physician stating the reason for the student's absence;
- b. Provide documentation as proof of a student's participation in an activity or program scheduled and approved by the 4-H program that is provided by a 4-H county extension agent, 4-H educator, or other appropriate entity associated with the 4-H activity or program; or
- c. The student's parent, legal guardian, person having lawful control of the student, or person standing in loco parentis to the student provides written documentation that the student's absence is to attend an event from a sponsoring organization that:
- d. Provides support to families of fallen service members or first responders or provides support for traumatic loss, grief, or resiliency; and
- e. May be verified as an organization that provides support to the military and first responder community by reviewing the Resources Page for Military Family Engagement on the Department of Education website.

A student shall not be eligible to receive an excused absence for #12 above if

- a. The student is not in good academic standing;
- b. The student does not have a prior record of good attendance; or
- c. The absence occurs during a date on which standardized testing is administered.

The District shall annually provide a report by June 30 to the Division of Elementary and Secondary Education that contains the following:

- number of absences requested under #13;
- number of absences granted under # 13; and
- stated purposes of the absence.

Unexcused Absences

Absences that are not defined above or do not have an accompanying documentation shall be considered as unexcused absences. Students with ten (10) unexcused absences in a course in a semester may not receive credit for that course. At the discretion of the principal, after consultation with persons having knowledge of the circumstances of the unexcused absences, the student may be denied promotion or graduation. Excessive absences shall not be a reason for expulsion or dismissal of a student.

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

Whenever a student exceeds eight (8) unexcused absences in a semester, the District shall notify the prosecuting authority and the parent, legal guardian, person having lawful control of the student, or persons standing in loco parentis shall be subject to a civil penalty as prescribed by law.

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

PARASITES

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

When a student has suspected head lice:

1. The school nurse or trained staff member will assess the student and determine action to be taken.
2. If live adult lice are found, the student's parent/guardian will be notified to pick the child up from school.
3. If nits (eggs) are found ONLY, the student may remain in class and the parent/guardian will be notified by phone and/or written notification.
4. Treatment and prevention instructions will be sent home with identified students.
5. Student must be properly treated with an approved pediculicide such as Rid® or Nix®, or the generic equivalent.
6. Proof of treatment must be provided to the school nurse upon returning to school.
7. If live lice were identified, the student must provide proof of treatment and be evaluated by the school nurse or trained staff before returning to class.
8. A follow up assessment of the student will be completed by the school nurse or trained staff member within 7 – 10 days of the initial discovery.
9. Screening of students, who have close contact with the identified student, will be evaluated at the discretion of the school nurse.
10. Only students who have active head lice will be sent notification from the school nurse.
11. The American Academy of Pediatric Physicians does not recommend conducting routine screenings of the entire school population, nor any school wide notification when a student has head lice. Therefore, the school district does not recommend school wide screenings/notifications.
12. The parent should check their child's head and remove lice and/or nits DAILY for at least two (2) weeks.
13. Parents should apply a second pediculicide treatment, seven (7) to ten (10) days after the first treatment.
14. Fourteen (14) days after the initial discovery of head lice or nits, the school nurse or trained staff member will evaluate the student for signs of lice or nits. The student will once again be sent home if lice and/or nits are found. Parent will need to accompany student upon returning to school and the school nurse or trained staff member will determine if student is cleared to return to class.

APPEALS PROCEDURE

The Heber Springs School Board recognizes that there are times when parents do not agree with the actions taken or the decisions made by school personnel. If a parent wishes to appeal a decision or action by a school official, the parent must begin with the person who made the decision. Further appeals should be made to the next level in the organization.

The organizational levels are as follows:

Level 1: Teacher, Coach, Sponsor, etc.

Level 2: Principal

Level 3: Superintendent

Section 2: Elementary School

SCHOOL DAY

- First bell rings at 7:50 a.m.
- Tardy bell rings at 7:55 a.m.
- Students who arrive after 8:30 a.m. must come to the office and receive a tardy slip to enter class.
- Students will be counted tardy after 8:00 a.m.
- Any student coming to school after 8:30 a.m. is considered absent for half of a school day.
- Students arriving before 8:00 a.m. will stay in the designated area.
- Student supervision begins at 7:40 a.m., unless eating breakfast in the cafeteria.
- A student must be in school 3 hours to receive a half day of credit.
- Any student leaving before 3:15 p.m. will be counted a half day absent.
- Students will be dismissed at 3:25 p.m.

CHECKING OUT: Should it become necessary for you to come pick up your child during the day, you must come by the office and sign a sheet that states the child's name, the time, the class name, and your signature. If you send someone not listed on the emergency number list to pick up your child, you must send a note or call the office. This person must present proof of identity to the office staff.

STUDENT DEPARTURES:

Parents/Guardians will identify a primary method for afternoon transportation at the beginning of the school year. If a student is to go home in an alternate method, a signed and dated note or telephone call to the office must be received by 2:00 p.m. If a note or phone call is not provided, the student will be sent home via the primary method identified.

DELIVERIES

Schools in the Heber Springs School District do not accept deliveries for students from florists, individuals, or any other business. Vendors cannot deliver food to a student without prior approval from administration.

LUNCH SCHEDULE

Parents/guardians may check out their child for lunch but are not permitted to eat in the cafeteria.

ANIMALS AND PETS

For safety and health reasons, no animal or pet may be brought to school.

BIRTHDAY PARTY INVITATIONS

Birthday invitations are not to be given out at school unless the whole class is invited to the birthday party.

ITEMS BROUGHT TO SCHOOL

The school is not responsible for personal items brought to school. Students are discouraged from bringing items to school which are not conducive to the educational process. They may not bring an item to the classroom without prior teacher permission. An item brought to the class without teacher permission is subject to confiscation.

ELECTRONIC DEVICES

We operate on a “no electronics in sight” policy from 7:55-3:30. This includes, but is not limited to, cell phones, iPods, iPads, Apple watches or their equivalent, headphones, and earbuds. If students must use their phone during the day, they must come to the office. Electronics of any type must be stored in a purse, bag, backpack or locker and not directly on their person. State approved assistive technology devices will be exempt from this rule.

1st Offense: The device will be taken away and the parent may pick up the device.

2nd Offense: The device will be taken away and the parent may pick up the device and student shall have no device on campus for 4 weeks.

3rd Offense: The device will be taken away and the parent may pick up the device and the student shall have no device on campus for the remainder of the year.

There is a zero tolerance policy for using a phone or any type of electronic device that has the ability to record or take pictures in bathrooms or locker rooms at any school sponsored activity even if it falls outside the academic day.

1st Offense: 3 days in-school suspension, parent pick up the device and the student shall have no device for the remainder of the semester

2nd Offense: 5 days in-school suspension, parent pick up the device and the student shall have no device for the remainder of the year.

3rd Offense: Recommend for expulsion

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.

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 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.

VOLUNTEERS/INVOLVEMENT OPPORTUNITIES

Volunteers are always welcome and needed to help in the school in many different ways. Working in the library, office, nurse's room, with a teacher, with a student, or helping with our school activities are only a few of the ways you can help. See your principal or PTSO volunteer coordinator to volunteer your time for your school.

Involvement opportunities: Book Fair; Open House; Summer Activity Fair (at the closing of every school year); Parent/Teacher Conferences; Report to the Public; Grandparent Breakfast; Parent Center; PTSO Meetings.

STUDENT DISCIPLINE

At the beginning of each school year, teachers will address classroom procedures and expectations with families and students. Students are expected to follow the classroom expectations of each of their teachers. In an effort to build positive and supportive relationships with all students, teachers are the first to engage students in conversation about their choices, behaviors, and results of their actions. A teacher referral for administrative support will build off of the teacher's efforts.

The Heber Springs School District reserves the right to punish behavior which is not conducive to good order and discipline in the school even though such behavior is not specified in the written rules (minimum – warning; maximum – expulsion)

Infractions

1. Major insubordination -
 - a. Minimum - Student/parent conference; Maximum - Ten (10) Day Suspension w/ Recommendation for Expulsion
2. Profane, vulgar, obscene behavior/gestures
 - a. Minimum - Student Conference; Maximum - STP
3. Failure to cooperate during a school emergency
 - a. Minimum - Parent notification; Maximum - STP
4. Leaving school grounds without permission
 - a. Minimum - Parent Notification; Maximum - STP
5. Inappropriate use of school technology
 - a. Minimum - Parent notification; Maximum - STP
6. Intimidation, threats, harassment, violation of Civil Rights, bullying
 - a. Minimum - Parent Notification & Student Conference; Maximum - Ten (10) Day Suspension w/ Recommendation for Expulsion
7. Sexual Harassment
 - a. Minimum - Parent Notification & Student Conference; Maximum - Ten (10) Day Suspension w/ Recommendation for Expulsion
8. Assault/Fighting or instigating a fight
 - a. Minimum - Parent Notification & Student Conference; Maximum - Ten (10) Day Suspension w/ Recommendation for Expulsion
9. Disruption of school environment (fire alarms, etc.)
 - a. Minimum - Parent Notification & Student Conference; Maximum - Ten (10) Day Suspension w/ Recommendation for Expulsion
10. Finger guns, shooting gestures, or deadly gestures. (If a knife or other dangerous weapon is brought to school by mistake,- and is NOT brandished for other students to see – it may be turned into a teacher or the office without penalty.)
 - a. Minimum - Parent Notification & Student Conference; Maximum - Ten (10) Day Suspension w/ Recommendation for Expulsion
11. Habitual disruptive behavior
 - a. Minimum - Parent Notification & Student Conference; Maximum - Ten (10) Day Suspension w/ Recommendation for Expulsion
12. Violation of safety
 - a. Minimum - Parent Notification & Student Conference; Maximum - Ten (10) Day Suspension w/ Recommendation for Expulsion
13. Weapons violation
 - a. Minimum - Ten (10) Day Suspension; Maximum - Ten (10) Day Suspension w/ Recommendation for Expulsion
 - b. Referral will be made to the following: School Resource Office, Police/Sheriff's Department, and the Cleburne County Juvenile Court System.
14. Possession of fireworks
 - a. Minimum - Parent Notification & Student Conference; Maximum - Five (5) Day Suspension
15. Alcohol/Drugs Policy Violation
 - a. Minimum - Seven (7) day suspension with parent conference; Maximum - Ten (10) Day Suspension w/ Recommendation for Expulsion
16. Vandalism
 - a. Minimum - Parent Notification & Student Conference; Maximum - Ten (10) Day Suspension w/ Recommendation for Expulsion
17. Theft of property
 - a. Minimum - Parent Notification & Student Conference; Maximum - Ten (10) Day Suspension w/ Recommendation for Expulsion

18. Criminal act
 - a. Minimum - Ten (10) Day Suspension; Maximum - Ten (10) Day Suspension w/ Recommendation for Expulsion
 - b. Referral will be made to the following: School Resource Office, Police/Sheriff's Department, and the Cleburne County Juvenile Court System.
19. Running from school personnel that results in an off campus chase
 - a. Minimum - Student and Parent Conference; Maximum - Report to prosecuting authority and Ten (10) Day suspension
20. Possession of tobacco/smoking devices
 - a. Minimum - Parent Notification & Student Conference; Maximum - Ten (10) Day Suspension w/ Recommendation for Expulsion
21. Destruction of school property
 - a. Minimum - Parent Notification & Student Conference; Maximum - Ten (10) Day Suspension w/ Recommendation for Expulsion

The minimum consequence for these infractions will be a Student Conference. The maximum consequence for these infractions will be ten (10) day suspension with recommendation for expulsion.

Section 3: Middle School

BELL SCHEDULE

First Bell 7:50

1st – 7:55-8:50

2nd – 8:55-9:50

3rd – 9:55-10:45

First Lunch-10:45-11:15

4A 10:50-11:40

Second Lunch-11:40-12:10

4B 11:20-12:10

5th – 12:15-12:45

6th – 12:50-1:40

7th – 1:45-2:35

8th- 2:40-3:30

MESSAGE TO PARENTS/GUARDIANS

We look forward to your participation in helping make your child's school experience meaningful, positive and successful. We believe that with good communication, parents and school can encourage each child's learning. We hope to see you at the school activities your child will be involved with during his/her school year along with conferences and parent nights.

VISITORS TO HEBER SPRINGS MIDDLE SCHOOL

For school safety and security reasons, all visitors to Heber Springs Middle School are required to sign in at the office and receive a visitor badge. Visitors will be given assistance to locations and/or faculty.

HEBER SPRINGS MIDDLE SCHOOL PARENT AUXILIARY

The middle school parent auxiliary is a volunteer organization existing so that parents and teachers may cooperate in the education of our children. Through a membership drive and fund-raisers, the parent auxiliary provides funds to the school to purchase supplies, teaching aides, supplies for the school nurse, and reward incentives for teachers and students.

HEBER SPRINGS MIDDLE SCHOOL GUIDANCE COUNSELING PROGRAM

The counseling program at the middle school follows the guidelines of state and national standards mandated for professional school counselors. Within the three domains of career, personal/social, and academic guidance, the role of the counselor is to serve and protect the students. Student confidentiality is maintained unless a student has threatened to harm self or others. Parents, staff, and students make referrals to the counselor for individual and small group counseling sessions.

DELIVERIES

Schools in the Heber Springs School District do not accept deliveries for students from florists, individuals, or any other business. Vendors cannot deliver food to a student without prior approval from administration.

PERSONAL ITEMS

The school is not responsible for personal items, including cash or any technology, brought to school. Students should not bring items to school that are not conducive to the educational process.

LOST AND FOUND

The school cannot be responsible for the personal property of the students. Any article found should be turned in to the office. Students who have lost any article should check promptly in the lost and found. Unclaimed articles will be gathered up and given to charity.

TELEPHONE CALLS

Office telephones are to be used for official school business. If it becomes necessary for a student to use an office phone during school hours, permission must be obtained from office personnel. Students will not be called to the telephone unless it is a message requiring immediate attention. Please see the disciplinary section for use of cell phones.

STUDENT ORGANIZATIONS/EQUAL ACCESS

Beta club, Student Council, FBLA, FCCLA, and Quiz Bowl are clubs offered during the school year. The Heber Springs School District requires all students to meet guidelines in order to participate in school sponsored extracurricular activities. Being involved in extracurricular activities is a privilege at Heber Springs Middle School. Poor behavior, grades, and/or school attendance may prevent a student from participating in club activities. Every activity requires extra student time, active participation and cooperation. Band, athletics, and cheerleading have separate criteria and rules for students involved.

MORNING PROCEDURES

Students will enter the cafeteria promptly as they arrive on campus. Breakfast will be served at approximately 7:30 for interested students. Students are to sit quietly and visit with friends and/or eat breakfast until dismissed for first period. Students cannot be outside the cafeteria for any reason without permission from the duty teacher. Drinks and/or food are not to be taken out of the cafeteria. Breakfast will be offered to first period student athletes at approximately 8:30 a.m.

LUNCH SCHEDULE

Parents/guardians may check out their child for lunch but are not permitted to eat in the cafeteria.

FIELD TRIPS/SCHOOL SPONSORED ACTIVITIES

Students are ambassadors of our school and must adhere to all school rules when enjoying field trips, school dances, and other school sponsored activities. Parents will be asked to sign a local trip authorization sheet at the beginning of each school year. Students will be bound by the school's discipline policy whenever they are on any school district property, or engaged in any school function, regardless of the time or reason(s) for their presence. The student has the responsibility to get his/her class assignments before leaving for a school function. Dances are for middle school students enrolled in our district.

TARDIES

School begins at 7:50 a.m. with the tardy bell ringing at 7:55 a.m. Promptness is an important character trait that district staff is 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. The last bell rings at 3:30 p.m. A tardy shall be defined as a student not being seated in his/her seat at the first sound of the tardy bell. In the instance where a student is required to be out of school for obligatory appointments or hearings causing the student to return to class tardy, the parent or caregiver must provide appropriate documentation of the occurrence.

Tardies

Promptness is an important character trait that District staff is 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. Tardy shall be defined as a student not being in the classroom when the tardy bell begins to ring..

- a. verbal warning will be given on the 5th tardy
- b. written discipline referral with one (1) day after school detention will be given on the 6th tardy.
- c. written discipline referral with two (2) days after school detention will be given on the 7th tardy.
- d. for each tardy beyond seven (7) tardies, students will be assigned to (1) day of Saturday school

Electronic Devices

We operate on a "no electronics in sight" policy from 7:55-3:30. This includes, but is not limited to, cell phones, iPod, iPad, Apple watches or their equivalent, headphones, video games, earbuds and personal laptops/tablets/ computers. If students must use their phone during the day, they have to come to the office. Electronics of any

type must be stored in a bag, backpack or locker and not directly on their person. State approved assistive technology devices will be exempt from this rule.

- a. **1st offense:** 2 days STP and parent pick up the device
- b. **2nd offense:** 2 days out of school suspension, parent pick up the device, no device on campus for 4 weeks
- c. **3rd offense:** 3 days out of school suspension, parent pick up the device, no device for the remainder of year.

We have a zero tolerance policy for using a phone or any type of electronic device that has the ability to record or take pictures in bathrooms or locker rooms at any school sponsored activity even if it falls outside the academic day.

- a. **1st offense:** 3 days out of school suspension, parent pick up device, no device for the remainder of semester
- b. **2nd offense:** 5 days out of school suspension, parent pick up device, no device for the remainder of year
- c. **3rd offense:** recommend for expulsion

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 in the board policies.

STUDENT DISCIPLINE

At the beginning of each school year, teachers will address classroom procedures and expectations with families and students. Students are expected to follow the classroom expectations of each of their teachers. In an effort to build positive and supportive relationships with all students, teachers are the first to engage students in conversation about their choices, behaviors, and results of their actions. A teacher referral for administrative support will build off of the teacher's efforts.

The Heber Springs School District reserves the right to punish behavior which is not conducive to good order and discipline in the school even though such behavior is not specified in the written rules (minimum – warning; maximum – expulsion)

Homeroom Detention: Students may be assigned to homeroom detention by administration for minor offenses. Work will be assigned to students by the supervising teacher.

After School Detention: Students may be assigned detention hall from 3:30-4:15 Monday - Thursday. Notice will be sent home to the parents with the student, but it is the student's responsibility to see that parents know and that arrangements are made for the student to get home after detention. Unless the student is absent or the student's parent notifies the school by 1:30 of the day detention is to be served in the afternoon, detention must be served on the day assigned or an extra day will be added. After a student has been assigned to after school detention an excessive number of times for misbehavior, the principal may invoke more stringent penalties. These more stringent penalties may include assignment to Saturday school, student tutorial program, and/or corporal punishment.

Saturday School: Administration can refer students for Saturday school. Saturday school is scheduled from 8:00 a.m. until noon in the middle school cafeteria. Students must be in compliance with the school dress code. Students are to report promptly at 8:00 a.m. Any student arriving after 8:00 a.m. will be instructed to return home and will not be allowed to attend on that date. The student will suffer the same punishment as a student who fails to report. Students who fail to report for their Saturday school assignment will be assigned to 4 days of after school detention Monday-Thursday of the following week. In addition, the original Saturday school assignment will be reassigned. Repetitive failure to attend Saturday school will result in STP. Students must bring their own work to Saturday school.

Student Tutorial Program (STP): Heber Springs School District operates a student tutorial program for grades 6-12 by removing students who violate behavior policies from the normal classroom environment. The student tutorial program (STP) will provide a more productive learning environment in our schools. The principal and

his/her designee will decide student placement to STP. A student who chooses not to attend STP as assigned will not be allowed to return to regular classes and may be recommended for suspension or expulsion. Students assigned to STP will be given the opportunity to complete classroom assignments and tests. Students will be readmitted to regular classes when all STP guidelines have been met. After a student has been assigned to STP an excessive number of times for misbehavior, the principal may invoke more stringent penalties. These more stringent penalties may include corporal punishment, referral to the alternate education program, a suspension of up to ten (10) days or recommendation for expulsion. Due process will be given to each student and parents will be notified in writing.

Infractions:

1. Cheating, copying, or claiming another person's work as his/her own
 - a. Minimum – STP; Maximum – out of school suspension
2. Forgery on any school document
 - a. Minimum – STP; Maximum – out of school suspension
3. Leaving class without permission
 - a. Minimum – STP; Maximum – out of school suspension
4. Use of vulgar, profane, obscene language (written or verbal), or gestures e.g. (Inappropriate public displays of Affection)
 - a. Minimum – STP; Maximum – out of school suspension
5. Fighting:
 - a. Minimum – detention hall; Maximum – recommend for expulsion
6. Being in an unassigned or undesignated location on campus without permission:
 - a. Minimum – detention hall; Maximum – suspension from school
7. Damaging/destroying/stealing school property or other student's property (willfully or intentionally):
 - a. Minimum – STP; student is responsible for the cost of the damage; notify school resource officer if damage is \$25 or more. Maximum - recommend for expulsion
8. Gambling/trading/selling of personal items:
 - a. Minimum – warning; Maximum – suspension from school
9. Use or possession of any tobacco product or paraphernalia for tobacco including e-cigarettes, vapes, Juuls, dap pens or any other device that vaporizes nicotine or any type of oil:
 - a. Minimum – 5 days STP and possible ticket from the resource officer; Maximum – 10 days out of school suspension; possible ticket from the resource officer; recommend expulsion
10. Bullying:
 - a. Minimum – warning; Maximum – recommend for expulsion
11. Disrespect for school employees:
 - a. Minimum – detention hall; Maximum – recommend for expulsion
12. Insubordination:
 - a. Minimum – STP; Maximum - recommend for expulsion
13. Behavior not conducive to school climate:
 - a. Minimum – warning; Maximum – recommend for expulsion
14. Hazing, or aiding in the hazing of another student:
 - a. Minimum – STP; maximum – recommend for expulsion
15. Computer/internet violations:
 - a. Minimum – warning; Maximum – recommend for expulsion
16. Leaving school grounds without permission:
 - a. Minimum – STP; Maximum – recommend for expulsion
17. Truancy:
 - a. Minimum – STP; maximum – recommend for expulsion
18. General harassment (not ongoing or defined under bullying):
 - a. Minimum – warning; Maximum - recommend for expulsion
19. Assault/battery; threat to assault; physical abuse to any student or school employee (willfully or intentionally); terroristic threatening (Arkansas law):
 - a. Minimum – STP; report to school resource officer; parent notification; Maximum – recommend for expulsion
20. Laser pointers/fireworks:

- a. Minimum – confiscation of item; warning, parent notification; Maximum – confiscation of item; report to legal authorities; recommend for expulsion
- 21. Gangs or gang-related activity or association:
 - a. Minimum – detention hall; notify school resource officer; Maximum – recommend for expulsion
- 22. Possession, selling, distribution, 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 at a school sponsored function. See DP.4.24 – Drugs and Alcohol
 - a. Minimum – warning; parent notification; Maximum – recommend for expulsion
- 23. Violation of school medication policy:
 - a. Minimum – warning; parent notification; Maximum – recommend for expulsion
- 24. Possession of any drug paraphernalia:
 - a. Minimum – STP; report to school resource officer; parent notification; Maximum – recommend for expulsion
- 25. Physical/verbal assault to any public school employee:
 - a. Minimum- STP and refer to resource officer; Maximum – recommend for expulsion
- 26. Communicating a false alarm to an educational institution:
 - a. Minimum- STP and refer to resource officer; Maximum – recommend for expulsion

APPEARANCE AND DRESS CODE

Heber Springs School District is responsible for maintaining an appropriate atmosphere conducive to learning. Students, as well as their parents, should assume responsibility for acceptable student appearance. Therefore, any student-worn article of clothing or manner of appearance determined by policy to be disruptive to the learning environment or hazardous to the health and safety of the child and/or teacher shall not be allowed.

Students are prohibited from wearing, while on the school grounds during the school day and at school-sponsored events, clothing that exposes underwear, buttocks, midriff, or breast. In addition, no clothing, hats, or backpacks may advertise or depict alcohol, drugs, tobacco products, violence, hate themes, racial/gender degradation, sexually explicit or suggestive wording or pictures, gang affiliation, gang-related tattoos, gang monikers, or a subject matter/group that promotes illegal activity. Students are prohibited from wearing costumes or pieces of costumes at any time other than approved spirit days.

If determined that the student's dress or grooming is unacceptable, adequate time shall be allowed for the student to make proper adjustments. However, when a student continues to ignore the required changes, he/she shall be subject to disciplinary action.

This policy shall not apply to a costume or uniform worn by a student while participating in a school-sponsored activity or event.

Students are given the privilege to have celebrations, activities, and spirit weeks. All activities, celebrations, and spirit weeks will be pre-approved by the principal/designee. Only on these approved days will students be allowed to wear costumes or pieces of costumes that do not disrupt the learning environment.

Violations

1st Offense: Warning - Correct attire or report to the office for parent contact.

2nd Offense: Correct attire, the student is assigned lunch detention, and parents are contacted.

3rd Offense: Correct attire, the student is assigned to STP, and parents are contacted.

It is the campus administration's responsibility to ensure enforcement of this policy is done consistently with respect to the community standards and age appropriateness. While it is inevitable that there are differences of opinion regarding the appropriateness of a student's attire, the final decision lies with the building administrator or his/her designee.

STUDENT PROMOTION AND RETENTION

To be promoted, students in grades 6, 7, and 8 must pass all four core classes for the year with a 60% or better average. Students retained under the policy may be promoted to the next grade only if they attend an accredited

summer school program passing the needed courses. Parents must submit to the middle school office an official transcript of the courses by August 8.

AFTER SCHOOL HOMEWORK HELP

The middle school provides free, supervised homework help from 3:30-4:30 on Monday through Thursday in the middle school. Parents are responsible for picking up a student on time and should be picked up promptly at 4:30. Students will sign in each day that he/she attends homework help. Students should bring daily work and maintain exemplary behavior while in homework help. The homework help monitors will assist students as needed. All students are encouraged to use this service. Some parents may receive communication after progress reports encouraging his/her child's participation in the homework help program.

Section 4: High School

BELL SCHEDULE

First Bell 7:50

1st – 7:55-8:50

2nd – 8:55-9:50

3rd – 9:55-10:45

First Lunch-10:45-11:15

4A 10:50-11:40

Second Lunch-11:40-12:10

4B 11:20-12:10

5th-12:15-12:45

6th – 12:50-1:40

7th – 1:45-2:35

8th- 2:40-3:30

STUDENT CLASSIFICATION

To be classified as a Sophomore, a student must have earned 5.5 academic credits.

To be classified as a Junior, a student must have earned 11 academic credits.

To be classified as a Senior, a student must have earned 16.5 academic credits for minimum requirements or take correspondence courses during the school year to enable students to graduate.

VISITORS TO HEBER SPRINGS HIGH SCHOOL

For school safety and security reasons, all visitors to Heber Springs High School are required to sign in at the office and receive a visitor badge. Visitors will be given assistance to locations and/or faculty.

HEBER SPRINGS HIGH SCHOOL GUIDANCE COUNSELING PROGRAM

The counseling program at the high school follows the guidelines of state and national standards mandated for professional school counselors. Within the three domains of career, personal/social, and academic guidance, the role of the counselor is to serve and protect the students. Student confidentiality is maintained unless a student has threatened to harm self or others. Parents, staff, and students make referrals to the counselor for individual and small group counseling sessions.

DELIVERIES

Schools in the Heber Springs School District do not accept deliveries for students from florists, individuals, or any other business. Vendors cannot deliver food to a student without prior approval from administration.

No food delivery services will be allowed.

PERSONAL ITEMS

The school is not responsible for personal items, including cash, brought to school. Students should not bring items to school that are not conducive to the educational process.

LOST AND FOUND

The school cannot be responsible for personal property of the students. Any article found should be turned in to the office. Students who have lost any article should check promptly in the lost and found. Unclaimed articles will be gathered up and given to charity.

TELEPHONE CALLS

Office telephones are to be used for official school business. If it becomes necessary for a student to use an office phone during school hours, permission must be obtained from office personnel. Students will not be called to the telephone unless it is a message requiring immediate attention. Please see disciplinary section for use of cell phones.

STUDENT ORGANIZATIONS/EQUAL ACCESS

The Heber Springs School District requires all students to meet guidelines in order to participate in school sponsored extracurricular activities. Being involved in extracurricular activities is a privilege at Heber Springs High School. Poor behavior, grades, and/or school attendance may prevent a student from participating in club activities. Every activity requires extra student time, active participation and cooperation. Band, athletics, and cheerleading have separate criteria and rules for students involved.

MORNING PROCEDURES

Students will enter the cafeteria promptly as they arrive on campus. Breakfast will be served at approximately 7:30 for interested students. All students must be seated. Students are to sit quietly and visit with friends and/or eat breakfast until dismissed for first period. Students cannot be outside the cafeteria for any reason without permission from the duty teacher. Drinks and/or food are not to be taken out of the cafeteria. ?

LUNCH

Parents/guardians may check out their child for lunch, but are not permitted to eat in the cafeteria.

FIELD TRIPS/SCHOOL SPONSORED ACTIVITIES

Students are ambassadors of our school and must adhere to all school rules when enjoying field trips, school dances, and other school sponsored activities. Parents will be asked to sign a local trip authorization sheet at the beginning of each school year. Students will be bound by the school's discipline policy whenever they are on any school district property, or engaged in any school function, regardless of the time or reason(s) for their presence. The student has the responsibility to get his/her class assignments before leaving for a school function. Dances are for high school students enrolled in our district.

GRADUATION REQUIREMENTS

A minimum of 22 credits are required for graduation. These credits must be earned from the categories listed below. Accelerated learning courses or career education courses that are determined by DESE to be eligible for use in the place of a listed course may be substituted for the course as designated by DESE.

An Arkansas graduate must receive a passing score on the Arkansas Civics Exam.

An Arkansas graduate must complete CPR training.

Computer Science

An Arkansas graduate must earn one credit of ADE-Approved Computer Science or computer science related career and technical education courses.

Community Service

An Arkansas graduate shall complete a minimum of 75 clock hours of documented community service in grades 9-12, except as otherwise provided by this policy or the student's IEP.

Grade 9 - 15 hours

Grade 10 - 20 hours

Grade 11 - 20 hours

Grade 12 - 20 hours

Students transferring into the district after grade 9 or students who are graduating early may receive a diploma provided that the minimum requirements for each year the student attends the district is met. The District Board of Directors may grant a waiver of the community service requirement on a case-by-case basis, which may include without limitation:

- A major illness associated with a student or family member of a student

- Student Homelessness or housing insecurity
- Notice to the public school district board of directors if the student is a major contributor to family income

English Language Arts **4 credits**

ADE Approved English I
ADE Approved English II
ADE Approved English III
ADE Approved English IV

Mathematics **4 credits**

Algebra I
Geometry
Algebra II or Quantitative Reasoning
ADE Approved Mathematics

Science **3 credits**

ADE Approved Biology
ADE Approved Physical Science
(Physical Science, Chemistry, or Physics)
ADE Approved Science or Computer Science Flex credit

Social Studies **3 credits**

ADE Approved Civics (.5)
ADE Approved Economics with Personal Finance (.5)
ADE Approved World History
ADE Approved U.S. History

Physical Education **.5 credits**

(While .5 credit is required for graduation, no more than 1 credit may be applied toward fulfilling graduation requirements.)

Fine Arts **.5 credits**

Oral Communication **.5 credits**

Health and Safety **.5 credits**

Career Focus and Content Electives **6 credits**

(A student who enlists in a branch of the US Armed Forces or National Guard and completes basic training prior to graduating high school shall receive (2) credits of the Career Focus graduation requirements.)

All graduation requirements must be met prior to the date of graduation.

Tardies

Promptness is an important character trait that District staff is 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. Tardy shall be defined as a student not being in the classroom at the first sound (ding) of the tardy bell.

- When a student is tardy for the third, fourth, and fifth time in a semester, the student will be given lunch

detention

- b. When a student is tardy for the sixth time in a semester, the student will be given Saturday detention.
- c. Subsequent tardies in a semester will result in additional consequences which may include STP.

Electronic Devices

We operate on a "no electronics in sight" policy from 7:55-3:30. This includes, but is not limited to, cell phones, iPod, iPad, Apple watches or their equivalent, headphones, video games, earbuds and personal laptops/tablets/computers. If students must use their phone during the day, they have to come to the office. Electronics of any type must be stored in a bag, backpack or locker and not directly on their person. State approved assistive technology devices will be exempt from this rule.

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- b. **2nd offense:** 2 days out of school suspension, parent pick up the device, no device on campus for 4 weeks
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1. Cheating, copying, or claiming another person's work as his/her own
 - a. Minimum – detention hall; Maximum – out of school suspension
2. Forgery on any school document
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 - a. Minimum – 5 days STP and possible ticket from the resource officer; Maximum – 10 days out of school suspension; possible ticket from resource officer
10. Bullying:
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12. Insubordination:
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13. Behavior not conducive to school climate:
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14. Hazing, or aiding in the hazing of another student:
 - a. Minimum – STP; maximum – recommend for expulsion
15. Computer/internet violations:

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- 16. Leaving school grounds without permission:
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 - a. Minimum – STP; report to school resource officer; parent notification; Maximum – recommend for expulsion
- 20. Laser pointers/fireworks:
 - a. Minimum – confiscation of item; warning, parent notification; Maximum – confiscation of item; report to legal authorities; recommend for expulsion
- 21. Gangs or gang-related activity or association:
 - a. Minimum – detention hall; notify school resource officer; Maximum – recommend for expulsion
- 22. Possession, selling, distribution, 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 at a school sponsored function. See DP.4.24 – Drugs and Alcohol
 - a. Minimum – warning; parent notification; Maximum – recommend for expulsion
- 23. Violation of school medication policy:
 - a. Minimum – warning; parent notification; Maximum – recommend for expulsion
- 24. Possession of any drug paraphernalia:
 - a. Minimum – STP; report to school resource officer; parent notification; Maximum – recommend for expulsion
- 25. Physical/verbal assault to any public school employee–
 - a. Minimum – STP; report to school resource officer; Maximum-recommend for expulsion
- 26. Communicating a false alarm to an educational institution-
 - a. Minimum – STP; report to school resource officer; Maximum-recommend for expulsion

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Violations

1st Offense: Warning - Correct attire or report to the office for parent contact.

2nd Offense: Correct attire, the student is assigned lunch detention, and parents are contacted.

3rd Offense: Correct attire, the student is assigned to STP, and parents are contacted.

It is the campus administration's responsibility to ensure enforcement of this policy is done consistently with respect to the community standards and age appropriateness. While it is inevitable that there are differences of opinion regarding the appropriateness of a student's attire, the final decision lies with the building administrator or his/her designee.

MOTOR VEHICLE AND PARKING

It is a privilege to park on school grounds, therefore, parking regulations will be strictly enforced. Violations of the following motor vehicle and parking regulations will result in suspension of driving privileges, towing of vehicles, and/or suspension from school.

- 1.. All students are to park in the area designated for students. This will be first come, first served parking. To park in any location other than the designated student parking area will result in disciplinary action.
3. Upon arrival to school, cars will be parked and locked. Riding around the parking lot is prohibited. Sitting in parked cars or loitering in the parking area is a violation subject to discipline.
4. All student drivers must be licensed and insured. The school will not be responsible for the car or its contents.
5. There will be no speeding – driving over 10 miles per hour – or any form of reckless driving on the school grounds. Anyone speeding or creating a traffic problem will have his/her car suspended from campus and may face a personal suspension.
6. It is understood that there is not 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. Student vehicles may be subject to search if there is reasonable suspicion to suspect that drugs, alcohol, stolen property, or other contraband might be present in the vehicle.
7. Once students have arrived at school they are not to be seated in a car at any time on campus or picked up/visited until their school day is over.
8. Students could lose parking privileges due to excessive absences punishment for the following infractions will range from:
 - a. Minimum – warning; Maximum – suspension