

HOXIE HIGH  
SCHOOL HANDBOOK  
2024-2025



## HOXIE HIGH SCHOOL HANDBOOK 2024-2025

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**Hoxie High School  
P.O. Box 240  
602 SW Hartigan  
Hoxie, Arkansas 72433  
870-886-2401, Ext. 107**

**ADMINISTRATION**

Kelly Gillham.....Superintendent  
Jennifer Huff.....K - 12 Principal  
Kyle Gardner.....High School Asst. Principal, ALE Director  
Adam Dahl.....Elementary Assistant Principal,  
Elementary Athletic Director  
Tracy Gage.....District Mental Health,  
Behavioral Facilitator,  
District Testing Coordinator  
Andrea Vancil.....High School Counselor  
Katie French.....Elementary Counselor  
Tom Sears.....Athletic Director, Transportation  
Director, Head Football Coach,  
Operations Manager

**BOARD OF EDUCATION**

Wes Gates.....President  
Greg Coats.....Vice President  
Jeff Worlow.....Secretary  
David Dobbs.....Member  
Nathan Romine.....Member

## **REQUIREMENTS FOR ENROLLMENT IN PUBLIC SCHOOL**

1. Prior to a child's admission to an Arkansas public school, a school district shall request the parent, guardian, or other responsible person to furnish the child's social security number and shall inform the parent, guardian, or other responsible person that, in the alternative, they may request that the school district assign the child a nine-digit number designated by the Department of Education.
2. Prior to a child's admission to an Arkansas public school, 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.
3. Prior to a child's admission to an Arkansas public school, a school district shall request one of the following:
  - a. birth certificate, a statement by the local registrar or county recorder certifying the child's date of birth, an attested baptismal certificate, a passport, an affidavit of the date and place of birth by the child's parent, a military ID, or previous school records verifying that a child is 5 years of age on or before August 1, of the year the child enters Kindergarten.  
All students shall meet immunization requirements established by the State Board of Education.
  - b. All Kindergarten students are required to have a physical within 10 days after school starts.
  - c. Act 663 of 1999 creates parental responsibility for providing a false address for purposes of public-school enrollment in an unauthorized school district. Any person who knowingly gives a false residential address for purpose of public-school enrollment is guilty of a misdemeanor and subject to a fine not to exceed five hundred dollars (\$500.00).

## **TRANSFER STUDENTS**

Students who transfer from other accredited schools will be placed at the same grade level designated by their previous school. Students who are transferring from non-accredited schools will be tested and placed as determined appropriate by the principal and teacher involved.

## **DUTIES OF THE HOXIE HIGH SCHOOL STUDENT**

Public school attendance is a privilege dependent upon compliance with laws of the state of Arkansas, rules and regulations of the Arkansas Board of Education, and the rules and regulations of the Hoxie Board of Education.

1. Comply with rules and regulations of the Hoxie School District
2. Submit to the authority of the teachers at the school.
3. Display proper conduct to and from school, on school grounds, and on school buses.
4. Abstain from gambling, immorality and profanity, and the use of alcoholic beverages and narcotics on the school grounds and at school sponsored events.
5. Refrain from damaging, defacing, or destroying school property.

6. Be diligent in study. To be diligent in study, a student will:
  - A. Complete all assigned work on time.
  - B. Pay attention as required by the teachers.
  - C. Exhibit good citizenship.
  - D. Do the caliber of work consistent with his individual ability and grade level.
  - E. Cooperates with teachers and other students.
  - F. Be regular and punctual in attendance.
7. The students must, upon request, identify themselves to proper school authorities in the school building, on school grounds, or at school sponsored events.
8. Dress in accordance with the school rules (See Dress & Grooming).

### **PLEDGE OF ALLEGIANCE & MOMENT OF SILENCE**

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.

Provide the observation of one minute of silence following the recitation of the Pledge of Allegiance. During the one (1) minute of silence following the recitation of the Pledge of Allegiance, each student may reflect, pray, meditate, or engage in any other silent activity that is not likely to interfere with or distract another student. Each public-school teacher or other public-school employee in charge of students during the period in which the Pledge of Allegiance is recited and moment of silence is observed shall ensure that each student remains silent and does not act in a manner that is likely to interfere with or distract another student.

**Legal Reference: A.C.A. § 6-16-108**

### **CLOSED CAMPUS**

As directed by the Hoxie School Board, our campus is closed. Once a student arrives on campus, he or she may not leave the campus without checking out in the office. A student may check out on the approval of authorized personnel in the principal's office. **A parent or person designated by the parents must come to the office in person and check a student out between 11:30 a.m. and 12:50 p.m. unless it can be proved it is an emergency situation.**

Students cannot have vendor food delivered for lunch. For students' safety, students are NOT allowed to check out of school and eat lunch off campus. The high school cafeteria is closed to visitors during junior high and senior high lunch. All visitors must check in the high school office and be wearing a visible visitor's pass.

## **ABSENTEE POLICIES**

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. Regular attendance is essential for promotion and success in their schoolwork. It is the student's responsibility to see that his/her work is made up after being absent. **All make-up work should be done within one day for each day missed.**

When a child is absent (for more than 2 days) a parent or guardian should contact the school for missed work assignments. When a potential absence is known ahead of time, prearrangements should be made by the parents, teacher, and child for classroom assignments to be made up. Administration and office staff are available to assist with the arrangement and pickup of makeup work.

A parent/guardian will be notified by mail or phone when a student has 5 absences per semester. **Once a student has reached 10 absences – the prosecuting attorney will be notified unless special arrangements have been made through the school administration. Such an agreement will be put in writing and signed by both parent and administration.**

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.

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.

### **Excused Absences**

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

1. The student's illness or when attendance could jeopardize the health of other students. A maximum of six (6) such days are allowed per semester unless the condition(s) causing such absences is of a chronic or recurring nature, is medically documented, and approved by the principal.<sup>1</sup>
2. Death or serious illness in their immediate family;<sup>2</sup>
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 (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.
12. 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.

**Documentation shall be provided by the parent/guardian or student for an absence to be excused.** This policy is in accordance with Act 6-18-209 of 2011.

Additional excused absences may be granted and at the discretion of the Superintendent and/or designee.

It is the Arkansas General Assembly's intention that students having excessive absences be given assistance in obtaining credit for their courses. Excessive absences may, however, be the basis for the denial of course credit, promotion, or graduation.

A student with a documented IEP or 504 Plan that addresses excessive absenteeism as it relates to their handicapping condition, will be considered for a special agreement to cover those absences.

### **MAKE-UP WORK**

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

1. High School 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 in high school are required to ask for their assignments on their first day back at school or their first-class day after their return.
4. Make-up 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. Students are responsible for turning in their make-up work without the teacher having to ask for it.
7. Students who are absent on the day their make-up 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.
8. As required/permitted by the student’s Individual Education Program or 504 Plan.

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.

### **LATE ARRIVAL**

Students must check in at the office if they arrive after school has begun. At 8:01am or later, students must check in through the office before going to class. Any student who misses more than 10 minutes of a class, will be counted absent for that class period.

- More than 15 minutes late to first period = 1 absence
- 2<sup>nd</sup> - 7<sup>th</sup> periods late more than 10 minutes = 1 absence

### **CLASS SCHEDULE**

#### **Bell Schedule 2024-2025 School Year**

1st Period	8:00-9:00
2nd Period	9:05-9:50
3rd Period	9:55-10:40
Intervention	10:45-11:30
Jr High 4 <sup>th</sup> Period	12:05-12:50
Sr High 4 <sup>th</sup> Period	11:35-12:20
5 <sup>th</sup> Period	12:55-1:40
6 <sup>th</sup> Period	1:45-2:30
7 <sup>th</sup> Period	2:35-3:20

#### **PLC Schedule on Tuesdays**

1st Period	8:00-9:25
2nd Period	9:30-10:15
3rd Period	10:20-11:05
Intervention	11:10-11:30
Jr High 4 <sup>th</sup> Period	12:05-12:50
Sr High 4 <sup>th</sup> Period	11:35-12:20
5 <sup>th</sup> Period	12:55-1:40
6 <sup>th</sup> Period	1:45-2:30
7 <sup>th</sup> Period	2:35-3:20

Jr High Lunch 11:30-12:00

Sr High Lunch 12:20-12:50

## **GUIDANCE AND COUNSELING**

The school counselor will meet with students for individual interviews and to help them with problems concerning personal, educational, and vocational needs. Students should begin considering career choices and post-high school educational training early in their high school careers. ACT registration forms are available as most colleges require that students seeking admission take these tests. Developmental guidance is offered as time permits.

Information about colleges, vocational technical schools, and special interest schools is available in the counselor's office.

Financial aid information is available for those planning to seek additional training. Students who are interested in Federal Grant Programs, Scholarship Programs, Work Study Programs, and Arkansas sponsored State Scholarships should contact the guidance counselor.

## **TRANSCRIPTS**

Parents (or students more than 18 years of age) have the right to inspect his or her children's educational records. (Provision of the Family Educational Rights and Priority Act of 1974) will apply. Contact the high school office at 870-886-2401, ext. 107 or go to [www.hoxieschools.com](http://www.hoxieschools.com) to request a transcript.

## **DISTRICT TEST COORDINATOR**

The district test coordinator is responsible for the testing program in the school. State assessments are given to students as required by law.

## **CAREER COACH**

While the day-to-day functions of a college and career coach varies according to local needs, their specific duties shall be delivered through the assigned high schools and may include some or all the following:

- Providing early outreach to low-income students and their parents with information about the importance of postsecondary education, as well as accurate information on how to prepare, apply, and pay for it .
- Providing interest inventories and skills assessments to assist individuals in making informed career decisions.
- Facilitating the development of individual career plans and portfolios
- Assisting students with enrolling in education or training programs
- Providing or connecting low-income students to support services that will ease the transition to postsecondary education.
- Connecting educationally disadvantaged youth to "bridge programs" that teach basic academic skills in the context of training for advancement to better jobs and postsecondary education.

- Connecting students to academic enrichment activities such as study groups, tutoring and workshops on study skills.
- Connecting high school students to early college programs Advanced Placement classes, and academic and career and technical education (CTE) and concurrent-credit enrollment
- Providing a continuum of career guidance to ease the transition of students from middle school to high school to postsecondary education or training and to the workplace.
- Assist with delivery of ACT remediation services and programs.

### **EDUCATIONAL TALENT SEARCH**

Hoxie High School is privileged to participate in the TRIO Program which serves 14 counties and over 30 schools. All services are free for our students and include the following:

- Academic, financial and career or personal goal setting
- Financial Literacy
- Career exploration and Aptitude Assessment
- Career field trips
- Information on post-secondary education
- Visits to college campuses – Both 2 and 4 - year
- Information on student financial assistance
- Assistance in completing college admissions and financial aid applications.
- Assistance in preparing for college entrance exams.
- Mentoring and job shadowing programs
- Special activities for 9<sup>th</sup> – 11<sup>th</sup> graders

### **LIBRARY MEDIA CENTER**

It is the function of the school library media center to provide books, periodicals, audiovisuals, and other resources necessary to implement the educational programs of the school. The materials are selected from all forms of media available for the interest, vocabulary, maturity, and ability levels of all students within the population served. Parents are encouraged to be informed of what books their students are checking out. Parental involvement with library books will eliminate potential problems in this area.

High school students are allowed to check out books at any time. Books are checked out for a two-week period unless prior arrangements have been made. It is the policy of the school that all books must be returned or paid for before the diploma will be issued. Exceptions are made for in the case of natural disasters (fire, floods, tornadoes, etc.).

In accordance with ACT 372, a parent/guardian of the student affected by the material to be challenged or an employee of the school district may challenge the appropriateness of material available in the school district' media center. Hoxie School has a form on file that is to be completed and signed by any parent or community member with an objection to any book or other

audiovisual material. A Committee of school personnel will be formed if an objection is recorded with the school. All parents are encouraged to remember that it is the responsibility of the library media center to provide a wide range of materials to meet the needs of all groups represented in the school district. Parents have the right to request their children not check out those materials found objectionable by the parent. The library media specialist makes every attempt to be informed of the materials checked out by the students, but parents need to keep in mind the large population of students served by each media center. It would be impossible for the media specialist to know what book each student checks out. Final responsibility must rest with the parent. Parents should make the beliefs known to their children so that the student can select materials that the parents consider appropriate.

The library is regarded as a place for study, research, and leisure time for reading. It is the responsibility of each student to help make it a suitable place to work and study. The following rules apply:

1. Study hall privilege: Students come to the library with a library pass only. Students who cause problems by loud talking, etc., will be sent back to their classroom.
2. All students must be in good standing with the library before receiving his or her diploma. This means all fines, books, and magazines must be accounted for.
3. Students are allowed to check out books at any time. Books can only be checked out for a two-week period unless prior arrangements have been made.

## **LOCKERS**

Locker assignments are made through the counselor's office. Lockers are free of charge. Locks may be rented for \$3.00 per school year. Locks must be returned at the end of the school year or student will be charged the price of the lock. Students must use a school lock for their locker. Large amounts of money or items of personal value should not be brought to school. Students may not share lockers. Students are not allowed to place stickers on or inside of lockers. Student lockers are a part of the school building and, as such, are under the supervision and jurisdiction of the school. Student lockers may be searched by school officials at any time whenever there is reason to believe that something of illegal nature is contained inside. Lockers will also be inspected at the close of school for possible damage. A fee will be charged if any damage is found.

## **FIRE DRILLS, TORNADO, AND LOCKDOWN/ACTIVE SHOOTER EXERCISES**

Fire, tornado drills and active shooter drills are required by law and are held periodically so orderly evacuation of buildings may be accomplished without panic. Instructions are posted in each room. The fire alarm consists of the ringing of the special fire alarm BUZZER or a series of short rings over the bell system. When the alarm is sounded, move immediately into your designated area. Walk quickly out of the building without your books. No talking or visiting is allowed. Students are to remain together by class so the instructor may account for all students.

## **EXTRA-CURRICULAR ACTIVITIES**

Hoxie High School is a member of the Arkansas Activities Association and has agreed to adhere to all its bylaws. Our teams compete in the District 3A Conference. Students will not be allowed to participate in any school activity (athletics, concerts, plays, dances, etc.) unless they are present for a minimum of 4 periods on the day of the activity. Unusual circumstances could occur in this case, which would allow the principal to alter this rule as she/he see fit. Student membership on teams and clubs is an integral part of training and a learning experience. Through these activities, your child will have an opportunity to develop their leadership abilities, compete in contests, and participate in social functions. In addition to the AAA rules, your sponsors and coaches may prescribe additional regulations and rules that must be followed to be eligible for participation in any respective extracurricular activity. Parents will be notified (in writing) of these expectations before the season/events begin. Violation of any of these standards could result in the removal of the student from further participation and/or loss of any award earned.

### **Requirements for representing school and/or field trips:**

1. All work is to be made up in accordance with school regulations.
2. If work is not made up:
  - a. Student is to be reported to the office, where a record will be kept.
3. Students who are failing classes or students who are in violation of the attendance policy may not be allowed to attend field trips or school sponsored activities during the school day.

### **School Dances:**

Any date for a dance must be currently enrolled in Hoxie High School and in good standing at their high school. This rule could be waived for prom at the discretion of the administration.

Prom: Students must attend school for at least 4 periods the day before prom to be able to attend prom.

## **COLLEGE OR CAREER VISITATIONS**

Seniors will be allowed 3 days per college and one career day visitation per year. Seniors must get a signed form from the counselor's office. The absence will be excused provided the principal verifies the visitation. The principal or the assistant principal must approve the visit at least one day prior to the visit. The number of students that can have a college or career day on the same day will be limited to 3. If a student does not provide proof of taking a college or career day, that student will forfeit their remaining college or career day whichever it may be. Juniors will be allowed 1 day for a college visit during the second semester only, who are invited for a college visit for potential scholarships in athletics, band, or academics. They may also be excused with principal and/or vice-principal approval. Rules of documentation still apply.

## **CLASSIFICATION OF STUDENTS/RETENTION POLICY**

Students enrolling from another district in Arkansas will be evaluated and placed in the grade level based on the minimum required credits for that grade level. For a student to promote from one grade to the next, the following minimum credits must be obtained:

9<sup>th</sup> Grade 5.5 credits or more

10<sup>th</sup> Grade 11 credits or more

11<sup>th</sup> Grade 16.5 credits or more

Graduation 24 credits

- **7<sup>th</sup> and 8<sup>th</sup> grade – Students must make a passing grade in 3 of the 4 following classes for the year: Math, English, Science, Social Studies**

## **STUDENT GRADES**

All grades will reflect the student’s performance in relationship to course objectives as outlined by the teacher. The following grading scale will be used in grades 7 – 12.

A—100-90

B—89-80

C—79-70

D—69-60

F—59-0

I—Incomplete

## **GRADING SCALES**

Regular Classes (4 pt. scale)

ADE Honors, IB & AP Classes (5 pt. scale)

A = 4 pts.

B = 3 pts.

C = 2 pts.

D = 1 pts.

F = 0 pts.

A = 5 pts.

B = 4 pts.

C = 3 pts.

D = 2 pts.

F = 0 pts.

## **INCOMPLETE GRADES**

A student may receive an incomplete (I) on his or her report card for various reasons (illness, failure to turn in required work, etc.) These must be completed by the next grading period, or they will turn into an “F.”

## **SCHOOL WORK**

Homework/Classwork grades during a nine-week grading period will reflect twenty-five percent of the total grade. Therefore, the tests given in a nine-week grading period will count no more than seventy-five percent of the grade.

## HONOR ROLL

Each quarter the Hoxie School is proud to post a list of students who have earned all “A’s” or “A’s & B’s”. These students deserve congratulations and special recognition for this academic success.

## EXEMPTION POLICY

**Grades 9-11: A. Students are exempt from a semester test if they have an A or B average with no more than 3 absences in the course and no more than 1 disciplinary referral for the semester. B. 9-11 grade students with a C average must have perfect attendance for that course and no more than 1 disciplinary referral for the semester.**

**Grade 12: A. Seniors are exempt from a semester test if they have an A or B average with no more than 5 absences in the course and no more than 1 disciplinary referral for the semester. Seniors with a C average must have no more than 3 absences in that course and no more than 1 disciplinary referral per semester.**

Cases involving students with diagnosed chronic and/or life-long illnesses, or a death in the immediate family, may be considered for exemption on an individual basis. (Immediate family is father, mother, brother, sister, grandfather, and grandmother).

**Note: No semester tests will be given early! Students who are not exempt will take the scheduled examination at the scheduled time unless prior approval from the high school administration has been given.**

## PROGRESS REPORT

At each mid-grading period, parents are notified by mail with an up-to-date grade report of each their child’s classes.

## GRADUATION REQUIREMENTS

Credits—17 required and 6 electives ..... 24 Total

- 4 credits, ENGLISH
- 3 credits, SOCIAL STUDIES
- 4 credits, MATH
- 3 credits, SCIENCE
- ½ credit, PHYSICAL EDUCATION
- ½ credit, HEALTH EDUCATION
- ½ credit, FINE ARTS
- 1 credit, in any COMPUTER COURSE
- ½ credit, ORAL COMMUNICATIONS
- 7 electives
- 1 credit, Computer Science – beginning the 2022-2023 9<sup>th</sup> grade year

ACT 478 - Beginning in the 2018-2019 school year, to receive a high school diploma a student will be required to pass the civics portion of the naturalization test.

Once a student has received an academic credit for a subject, he or she will not receive credit again for the subject as part of the 24 required.

**Note**—A student may graduate early regardless of grade level, when the requisite number of credits is earned.

**Note**—A required course is any course that is required to fulfill the Standards of the State of Arkansas for graduation. Example: English, Math, Science, etc.

**Note**—An elective course is any course that the student chooses in an area of interest that also counts toward the graduation requirement. Example: Agri., Science & Tech.

**Note**—To be a completer a student must earn in at least 3 units in Career and Technical Department.

**STUDENTS NOT MEETING THE REQUIRED (or 24) credits or not completing the required remediation will not be allowed to take part in the commencement exercise. In addition to fulfilling the requirements for graduation, each candidate must practice and attend Commencement exercises.**

### **VALEDICTORIAN/SALUTATORIAN/HONOR GRADUATE**

To be considered for Valedictorian or Salutatorian, a student must first meet the GPA and course requirements and must also have attended Hoxie High School for the last two years, or 3 out of 4 years, including the entire senior year.

Note: Beginning with the class of 2018, Valedictorian, Salutatorian, High Honor, and Honor Graduates must take 9 of the following 22 classes: Honors English 9, Honors English 10, Honors Physical Science, Honors Chemistry, Honors World History, Honors Geometry, Honors Cal/Trig, AP Art, AP Literature, AP Language, AP Calculus, AP US History, AP Chemistry and AP Biology. College/Concurrent Courses consist of the following: Composition I, Composition II, World Literature I, World Literature II, College Algebra, Survey of Business, Psychology, Sociology.

- Mathematics—Four units of math including Algebra I & II, Geometry, & one of the following: AP Calculus, Pre-Calculus, or a higher-level Math course.
- Science—Three units including Physical Science & Biology and one of the following: Chemistry or Physics
- English—Four units with emphasis on writing skills (not to include courses such as speech, drama, journalism, etc.)
- Social Studies – Three units, including one of U.S. History, ½ of Civics, and one of World History (not to include courses in practical arts)
- Foreign Language – One unit in one foreign language beginning with the graduating class of 2018
- Professional Communications – ½ credit
- Fine Arts – Visual Arts & Music Appreciation

**An Honor student must have a 3.33 G.P.A. or above; a High Honor student must have a 3.67 G.P.A. or above and meet other requirements as stipulated in the handbook.**

**A student enrolling at Hoxie School as a senior, due to a school closure, may be considered a High Honor Graduate or Honor Graduate if all course and GPA requirements are met and he/she attends Hoxie School for the entire senior year.**

## **ADVANCED PLACEMENT/WEIGHTED CLASSES**

All students taking an AP course must by law take the Advanced Placement test administered by the College Board and Educational Testing Service. AP classes will be on a 5-point grading scale if the student takes the appropriate test, and the teacher is appropriately trained. Students who are enrolled in an AP class and who doesn't take the AP test provided by College Board will be responsible for paying the fee associated with each test he/she fails to take.

## **TEXTBOOKS**

Textbooks are furnished by the State of Arkansas for use by students attending the public schools in Arkansas. Proper care of these books is the responsibility of the student to whom they are issued. A charge will be made for all textbooks lost or damaged, beyond normal wear during the school year.

## **STUDENT SUCCESS PLANS**

Act 930 of 2017 defines a Student Success Plan as “a personalized education plan intended to assist students with achieving readiness for college, career, and community engagement.” Student Success Plans are developed by school personnel, in collaboration with parents and the student, and updated annually. Each year in grades 8 - 12, students will create or update their Student Success Plan. Parents/guardians will receive a copy of their student's plan.

## **COLLEGE COURSE CONCURRENT CREDIT**

1. Any student who is enrolled in grades 9-12 in an Arkansas public school shall be eligible to enroll in a publicly supported community college, technical college or four-year college or university in accordance with the rules and regulations adopted by the college or university.
  - a. Any public-school student in grades 9-12 who enrolls in and successfully completes a course(s) offered by such a college, technical college or university or private institution shall be entitled to receive both high school and college grades and credit (credit earned by CLEP examination may not be counted as high school credit) toward graduation, as outlined in these regulations
  - b. Students must comply with applicable enrollment or graduation requirements of the public high school.
  - c. Three semester hours of college credit taken by a student in grades 9-12 at a publicly supported community college, technical college or four-year college or university or private institution shall be the equivalent of one unit of high school credit.
  - d. College credit earned at a publicly supported community college, technical college or four-year college or university or private institution by an eligible student shall be counted by the high school toward graduation, including credit earned during summer terms.
  - e. All costs of a higher education course taken for concurrent college credit are the student's responsibility.

- f. All students who enroll in a college course for concurrent credit will create/update their Student Success Plan annually. Parents/guardians will review the success plan, sign the document, and receive a copy of their student's plan.
- g. Students who are taking college classes currently will abide by the Hoxie High School schedule change and class drop policy. See below.
- h. The Valedictorian, Salutatorian, High Honor Graduates, and Honor Graduates' names will not be released until the deadline for dropping the concurrent/college class has passed.
- i. Students who participate in concurrent credit and/or college classes/programs will abide by the Hoxie High School code of conduct while on that college campus.

## **SCHEDULE CHANGES**

The only schedule changes that will be considered are the following situations:

1. Courses needed for graduation
  2. Balancing classes
  3. Teacher recommendation
  4. Scheduling error on the part of the school
  5. Duplication courses
  6. Medical reasons (substantiated by doctor's note)
  7. Courses needed for entrance into college
  8. Failure of a course
- **A student may change class schedules without receiving an F up to the 5<sup>th</sup> day after the start of the semester or at the discretion of the principal on a case-by-case basis.**

## **DROPPING/TRANSFERRING SPORTS**

If an athlete decides to quit one sport, he/she cannot start another sport until the end of the season of the sport he/she has quit. An athlete has until the first scheduled game to decide whether to or not to stay in the sport without penalty.

## **ATTENDANCE FOR PARTICIPATION IN ATHLETIC EVENTS**

Students must attend school one half of the school day to be eligible to participate in an athletic event on the same evening unless the building principal excuses the absence for emergency situations.

## **WITHDRAWAL FROM SCHOOL**

Students who are dropping school for any reason must pick up a withdrawal sheet from the principal's office. This withdrawal sheet will be presented first to the counselor, then to the teachers involved, as well as the assistant principal or principal. When completed, it must be returned to the principal's office.

## **CAFETERIA**

The Hoxie cafeteria serves well balanced meals each day and follows guidelines for the provision of free and reduced meals. All students are expected to conduct themselves properly in the cafeteria. Running to the cafeteria or breaking in line may result in the student being served last for the remainder of the semester and/or other disciplinary action. A duty teacher will expect the following conduct:

1. All lunch litter to be deposited in waste basket.
2. Food trays are not to be taken from the cafeteria unless given permission by the teacher on duty or administrator.
3. Trays and utensils are to be returned to the deposit window.
4. Tables and floors should be left clean for others.
5. When lunch period is finished, students should exit through designated doors and may not re-enter.
6. Students cannot charge extras.

Students may not have vendor food delivered for lunch. The high school cafeteria is closed to visitors during junior high and senior high lunch.

## **USE OF THE DRUG DOG**

The primary purpose for using the dog is to serve as a deterrent against drugs being brought on the school campus. It is hoped that very few students will have to be subjected to suspensions, expulsion, or legal action. The County Sheriff's Department will make unannounced visits to the secondary school. The school officials will be notified of the visit upon arrival at the school. A school official will accompany the handler during the sniffing search of the lockers and automobiles. The sniff search will take place while students are in class so that students will not be exposed to the dog and the instructional program will not be disrupted.

Should a suspicious locker or automobile be identified, the affected student will be notified before a search is conducted. The student will be advised of his rights. Every effort will be made to protect students from embarrassment. The search of a locker or automobile, if possible, will be conducted while other students are not present. The investigating interview will be conducted in the privacy of the school official's office with the school official present, and the parent or guardian of the student, if possible.

Any illegal substances secured during a search will be used as evidence in applying school district policies for suspension or expulsion. Students will be turned over to law enforcement officials.

The principals may call for a search when reasonable suspicion exists that a quantity of illegal substance is present in a specific location. In such cases the student will be arrested and prosecuted in addition to being suspended or recommended for expulsion if any illegal substance is found.

## **STUDENT DRIVING AND PARKING REGULATIONS**

A student using any type of vehicle (bicycle, motorcycle, automobile, truck) as a means of transportation to and from school shall not violate the rules and regulations set forth by the principal of the school. Because parking is a privilege, if something is deemed distracting to the learning environment, then the principal has the right to ask for it to be removed. Students in grades nine through twelve may drive cars and trucks to school.

Vehicles must be parked in an assigned student parking area on campus. Since it is a privilege to park on the school grounds, regulations will be strictly enforced. Violations of the motor vehicle rules and regulations will result in the loss of driving privileges and/or suspension from school. Students must obey the following regulations:

1. Students must have a valid driver's license.
2. Students are not allowed to ride in the back of pickup trucks at any time on campus.
3. The parking lot is off limits during school hours.
4. Student vehicles may be subject to search if there are reasonable reasons to suspect illegal items inside.
5. Students are not to sit in cars once they arrive on campus.
6. No golf carts, ATVs, recreational vehicles area allowed on campus during the school day.
7. The speed limit in the parking area and streets around school is 5-15 MPH.
8. Reckless driving is prohibited. All state and local driving rules will be enforced.
9. Schools are a **NO CELL PHONE** zone, and it is illegal to use them while driving in a school zone.
10. School buses and pedestrians have the right-of-way around school grounds.
11. If student's driving status changes or vehicle changes, the student must inform the high school office.
12. Juniors and Seniors who are participating in the Black River College and Career Technical Center Program will need a parent permission slip to drive back and forth to BRTC each day.

## **ENROLLMENT**

A student must enroll in six (6) academic courses. No more than one study hall is allowed. Enrollment in study hall must be approved by the Principal or Asst. Principal.

Act 633 and 1999 creates parental responsibility for providing a false address for purposes of public-school enrollment in an unauthorized school district. Any person who knowingly gives a false residential address for purposes of public-school enrollment is guilty of a misdemeanor and subject to a fine not to exceed five hundred dollars (\$500.00).

## **STUDENT CONDUCT BEHAVIOR CODE**

The violation of a rule will occur whether the conduct takes place on the school grounds, at any time; off the school grounds at a school supervised activity, function, or event; or in route to and from school. Below each rule is a standardized range of disciplinary actions to be taken. The list of consequences for rule infractions are as follows:

1. Parent Contact & Verbal warning
2. Morning detention
3. ISS (In School Suspension)
4. Corporal Punishment
5. Program completion for certain rule violations
6. OSS (Out of School Suspension)
7. Expulsion

**Note:** Any student who is serving out of school suspension is not allowed to participate or attend any school activity on/off campus during the suspension.

Consequences for rule violations will vary depending on the severity of the infraction(s) and will be determined by the Principal / Asst. Principal. Any student who had knowledge of, conspired with, or was an accomplice in the perpetration of misconduct will also face consequences. Students will face consequences in the event they dare or encourage other students to violate any student code of conduct. Any suspected violation of state or federal laws will be reported to the local and/or federal authorities. Punishment will be given at the discretion of the Principal / Asst. Principal and may range from a verbal warning to recommendation of expulsion.

## **ABUSE OF COMPUTER OR INTERNET PRIVILEGES**

The user's use of the computer network and internet is a privilege, not a right. A user, who violates the RUP (Responsible User Policy), will be bound to the following:

- A. Minimum Penalty: Parent Contact
- B. Maximum Penalty: Other disciplinary actions beside the termination of computer, network, and Internet access may be taken against the students at the discretion of the administration of the Hoxie School District.

## **BULLYING POLICY**

In accordance with A.C.A. § 6-18-514, all public-school students have the right to receive their education in an environment that is reasonably free from substantial intimidation, harassment, or harm or threat of harm by another student, in person or by electronic means. Hoxie High School in compliance to Arkansas State Law 681 and Act 115 of 2007 will not tolerate bullying, cyberbullying, or threat of physical violence while students are at school, on school equipment or property, in school vehicles, on school buses, at designated school bus stops, at school sponsored activities, at school sanctioned events, or by any electronic acts (whether or not it originated on school property or with school equipment) that results in the substantial disruption of the orderly operation of the school or educational environment.

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 causes or creates a clear and present danger of physical harm, substantial interference, hostile environment, or substantial disruption.

Any person witnessing acts that fit the above definition is to report those acts to any teacher, administrator, or counselor. Upon receipt of the report, an administrator will conduct an investigation to determine the parties involved and the validity of the report. Upon concluding that the report is warranted, the administrator will contact the parties involved, including parents, (both the alleged perpetrator and victims' parents will be notified), and depending on the circumstances and severity of the problem exercise minimum or maximum disciplinary action.

A bullying reporting form is located on the school website at [www.hoxieschools.com](http://www.hoxieschools.com). Any person who files a bullying complaint will not be subject to retaliation or reprisal in any form. This form will notify the principal so the appropriate steps can be taken. Anyone who retaliates will be subject to disciplinary action. The following consequences will be applied when an investigation determines that bullying or cyberbullying has occurred:

- A. Minimum Penalty: Parent Contact
- B. Maximum Penalty: Expulsion

## **SCHOOL BUS BEHAVIOR**

If any student violates the district school bus policy, the following consequences will occur:

- A. Parent Contact / Morning Detention (or administrator's discretion)
- B. 2 Day Bus Suspension
- C. 5 Day Bus Suspension
- D. Bus Suspension (to be determined by an administrator)

**\* These consequences apply to all bus riders including, but not limited to, bus routes, athletic events, field trips, etc.**

### **RULE #1--Disregard of Directions or Commands (Insubordination)**

A student will comply with reasonable directions or commands of a teacher, substitute teacher, teacher aide, principal, administrative personnel, school bus driver, or any other authorized personnel.

- A. Parent Contact / Morning Detention
- B. 1 day ISS / Corporal Punishment
- C. 3 days ISS / Corporal Punishment
- D. OSS (Days to be determined by administration)
- E. Recommended Expulsion (365 days)

### **RULE #2—Drug and Alcohol Policy**

Because the use of drugs, alcohol, and other chemicals among young people has become a major problem in our country and because the use and availability of these substances to students interfere with the educational process, this policy was adopted. This policy is designed to help eliminate the influence of drugs, alcohol, and other chemicals within the school environment. It is designed to act as punishment and deterrent as well as protection for the students.

This policy applies to any student who is on school property, who is in attendance at school or at a school activity (including any student who has left the campus for any reason and who returns to the campus or school sponsored activity) or whose conduct at any time or in any place interferes with or obstructs the educational process or operation of the school district.

Possessing or being under the influence (legal intoxication not required) of any prohibited substance is a violation of this policy. Verification may be by local law enforcement or school authorities, admission by the student, substantial evidence, or medical tests.

### **PROHIBITED SUBSTANCE(S) AND PARAPHERNALIA**

Prohibited substance will include any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or other controlled substance as defined in Act 590 of 1971 of the State of Arkansas, as amended, or any beverage containing alcohol or an intoxicant of any kind. ANY AMOUNT of alcohol or drugs consumed or in possession by a student will be a violation of the drug and alcohol policy. The possession or use of drug paraphernalia, i.e., clips, pipes, containers, etc., used in connection with drugs, will be a violation of this policy. Any item intended to be representative of a drug or any item designed as counterfeit and/or look-alike drugs will be considered an illegal drug, and any student using or possessing such substances will be in violation of the drug and alcohol policy.

### **PENALTIES**

Any student engaging in any of the situations listed above will be subject to one of the following penalties dependent upon the circumstances and at the discretion of the administration:

1. The student will be suspended for 10 days. The parent/guardian will enroll and pay for the student to complete an online drug/alcohol program. The student shall complete the program before returning to school. A citation will be issued by law enforcement. The student will be restricted from attending or participating in any extracurricular activities for the remainder of the year or one full year.
2. The student will be recommended for expulsion for the remainder of the year or for one full year.

**Any student in violation of the alcohol/drug policy a second time during grades seven (7) through twelve (12) will be recommended for expulsion for the remainder of the year or for one full year.**

### **AUTHORIZED USE**

All medications, prescription and/or non-prescription are to be checked into the principal's office before school. All prescription medications must have a written doctor's statement specifying the type of medication and instructions for usage or be contained in the original container. Any student found to possess any medications whether prescription or nonprescription in their possession without having checked them through the principal or nurse's office will be subject to the following penalties.

- A. Minimum Penalty: Verbal Warning & Parent Contact
- B. Maximum Penalty: Recommended Expulsion

### **RULE #3--Truancy**

A student will not be absent from school without parents' and/or school authorities' prior knowledge and consent. After arrival on campus, a student absent from his or her assigned learning station without proper permission (class cutting) will be considered truant.

- A. Verbal Warning & Parent Contact
- B. Morning Detention
- C. 1 day ISS / Corporal Punishment
- D. 3 days ISS
- E. Referral to juvenile court system.

### **RULE #4—Weapons, Dangerous Instruments and Contraband**

A student shall not possess, handle or transmit a knife, including any and all pocketknives, razor blade, box cutter, ice pick, explosives, pistol, rifle, shotgun, pellet gun, or any other object that might reasonably be considered a weapon or dangerous instrument. Act 1282 of 1999 prohibits firearms on school property, school buses or school bus stops.

**Penalty: Act 567 of 1995 requires that students who bring firearms or weapons upon school campus shall be expelled from school for no less than one (1) calendar year. The superintendent shall have the discretion to modify such expulsion on a case-by-case basis. Each offense will be assessed on an individual basis.**

Disciplinary action for voluntary reporting and surrendering items not considered weapons, brought on campus accidentally will be at the discretion of the building principal.

## **PARENTAL RESPONSIBILITY FOR MINORS IN POSSESSION OF A FIREARM**

Act 1149 of 1999 – When a parent of a minor knows that the minor is in illegal possession of a firearm in or upon the premises of a public or private school, in or on the school’s athletic stadium or other facility or building where school sponsored events are conducted, or public park, playground or civic center, and the parent of the guardian fails to prevent the possession or fails to report the possession to the appropriate school or law enforcement office, the parent shall be guilty of a Class B misdemeanor.

Act 1150 of 1999 requires parents to sign a statement acknowledging that the parents have read and understand current laws regarding the possibility of parental responsibility for allowing a child to possess a weapon on school property. This statement will be signed when the student is readmitted in any school following the expiration of the expulsion. The principal shall report, within a week, to the Department of Education the name, current address and social security number of any student who is expelled for possessing a firearm or other prohibited weapon on school property or committing other acts of violence. The expulsion shall be noted on the student’s permanent school record. A registry of these expelled students will be kept by the Department of Education and shall be available to any school principal in the state.

### **RULE #5—Hand-Held Laser Pointers**

Act 1408 of 1999 prohibits the possession of hand-held laser pointers by minors. School personnel will deliver to local authorities any hand- held laser confiscated from a student.

### **RULE #6—Physical Abuse or Assault by a Student on a School Employee**

A student who commits assault and/or battery upon a member of the faculty or staff of the Hoxie Schools will be recommended for:

- A. Expulsion (365 days)

### **RULE #7-A—Threat of Physical Violence / Fighting**

The threat of physical violence of one student upon another.

- A. Parent Contact & 2 days ISS
- B. 5 days OSS - citation issued by SRO
- C. Recommended expulsion

### **FIGHTING – WITH INJURY**

- A. Minimum Penalty: ISS & Parent Contact
- B. Maximum Penalty: Recommended Expulsion

### **FIGHTING – WITHOUT INJURY**

- A. 2 Days ISS / Corporal Punishment & Parent Contact
- B. 3 days OSS & Citation issued by SRO
- C. 5 Days OSS & Citation issued by SRO
- D. Recommended Expulsion

If it can be proven to the satisfaction of the Principal / Assistant Principal that a student involved in a fight acted only to defend themselves, that student's punishment will be determined at the discretion of the principal/assistant principal. ***NOTE: The student that starts a fight will be suspended.***

Any student, who instigates a fight by carrying messages, name-calling, threats, etc., whether verbal, written, or electronic, will be considered a participant and will be punished. Furthermore, if it can be proven that any student knowingly falsifies information to school staff, faculty, and/or an administrator about another student(s), that student will face consequences for instigating under RULE # 7-A

**Any student who videos or possesses a video of a fight will be considered a participant and will face consequences.**

### **RULE #7-B - Terroristic Threat**

Any terroristic threat either written, verbal, or electronic against a person, toward one or more individuals, group of people, or school district or falsifying an active shooter will result in the following consequence:

- A. Minimum Penalty: Parent Contact
- B. Maximum Penalty: OSS / Recommended Expulsion & Citation issued by SRO.

Whenever the principal or other person in charge has direct knowledge or has received information leading to a reasonable belief that a student has committed a felony on school property or while under school supervision or has committed any other crime involving an act of violence against a teacher, school employee, or student, the principal or the person in charge will immediately report the incident to the superintendent of the school district. The superintendent, or their designee, will report the incident to the appropriate local law enforcement agency for investigation.

**Act 1520 requires school principals to report all threats of violence or acts of violence on school property to the school superintendent and to the appropriate local law enforcement agency.**

### **RULE #8—Indecent Exposure/Sexual Advances/Graphic Images on Electronics**

A student will not deliberately commit indecent exposure in school or on school grounds, nor will a student make improper sexual advances toward another person. A student will not have indecent images on electronic devices or in hard copy.

- A. Minimum Penalty: Parent Contact
- B. Maximum Penalty: Recommended Expulsion

### **RULE #9—Theft and Extortion**

A student will not cause or attempt to cause damage, steal, or attempt to steal the property of another, obtain or attempt to obtain something (of value) from another person by either physical force or threat (Illegal acts). It is recommended that all items brought to school be marked for identification - names, etc.

- A. Minimum Penalty: Restitution and Parent Contact
- B. Maximum Penalty: Recommended Expulsion

### **RULE #10—Damage, Destruction or Theft of School Property**

A student will not cause or attempt to cause damage to school property nor steal or attempt to steal property. The Hoxie School District will recover damages for the student of destroyed school property. Parents of minor students less than 18 will be liable for damages caused by said minor.

- A. Minimum Penalty: Restitution & Parent Contact
- B. Maximum Penalty: Restitution & Recommended Expulsion

### **RULE #11—Disorderly Conduct**

A student will not engage in behavior which produces a situation in which instruction or activities of other students are adversely affected. Consequences will be as follows:

- A. Verbal warning & Parent Contact / Morning detention (or administrator's discretion)
- B. 1 day of ISS / Corporal Punishment
- C. 3 days ISS
- D. 3 days OSS
- E. Recommended Expulsion

### **RULE #12—Profanity/Abusive/Irreverent Language and Gestures**

A student will not use abusive, vulgar, or irreverent language, including but not limited to profanity and racial slurs, nor make vulgar signs or gestures on the school, college, or career/technical campus at any time or at any school-sponsored activities.

- A. Morning Detention & Parent Contact
- B. 1 day of ISS / Corporal Punishment
- C. 3 days ISS
- D. 3 days OSS
- E. Recommended Expulsion (one semester)

### **RULE #13—Tobacco Use or Possession of Tobacco Products**

Hoxie School feels the need to inform, educate and empower people about their health by having a tobacco free school environment. This tobacco policy is instituted for the safety of our school. Tobacco prevention programs are contained throughout our K-12 curriculum and parental encouragement is necessary for success.

Arkansas Law 61-21-609 prohibits all forms of tobacco, including Vapes and E-cigarettes, paraphernalia (lighters & matches will be considered paraphernalia) or clothing supporting tobacco use. Hoxie strictly enforces this law. Procedures of this policy will be constant with state and federal laws. The tobacco policy will be communicated to all students and parents/guardians through the student handbook upon enrollment.

- A. 1<sup>st</sup> Offense – 2 days ISS & completion of a tobacco cessation program & Parent Contact.
- B. 2<sup>nd</sup> Offense – 3 days Out of School Suspension & citation issued by SRO.
- C. 3<sup>rd</sup> Offense – 5 days Out of School Suspension & citation issued by SRO.
- D. 4<sup>th</sup> Offense – Recommended expulsion for remainder of the semester or 1 full semester.

**\* Failure to comply with this policy will result in a misdemeanor conviction punishable by a fine or no more than \$100.00.**

#### **RULE #14—Loitering in Bathroom**

Students will not loiter in bathrooms. There is no reason for students to remain in the bathroom unless they are using them.

- A. Minimum Penalty: Parent Contact
- B. Maximum Penalty: Recommended Expulsion (one semester)

#### **RULE #15—Setting Off Fireworks or Stink Bombs at School**

Students will not be allowed to bring or set off fireworks or stink bombs at school or activities that cause a disruption of the education process. (Nuisance items)

- A. 3 days ISS
- B. 5 days OSS
- C. Recommended Expulsion (365 days)

#### **RULE #16—Forgery of Passes and/or Falsification of General Information (Failure to Have Proper Pass)**

A student will not forge another person's name to any pass, library card, or student scheduling information, nor falsify telephone numbers and addresses on general information forms and school passes; a student will have proper passes and admit slips.

- A. Verbal Warning & Parent Contact
- B. 1 day ISS/ Corporal Punishment
- C. 3 days OSS
- D. 5 days OSS
- E. Recommended Expulsion (one semester)

### **RULE #17: Unexcused Tardiness**

A student will be prompt in arriving at school and to class.

\* 1<sup>st</sup> period 15 minutes or later past tardy bell = 1 absence.

\* 2<sup>nd</sup> - 7<sup>th</sup> periods 10 minutes or later past tardy bell = 1 absence.

- A. 3<sup>rd</sup> tardy = Lunch Detention (Skipping lunch detention will result in 1 day of ISS)
- B. 4<sup>th</sup> - 6<sup>th</sup> tardy = 1 day ISS / Corporal Punishment & Parent Contact
- C. 7<sup>th</sup> tardy = 2 days ISS
- D. 8<sup>th</sup> tardy = 3 days ISS
- E. 9<sup>th</sup> tardy = 3 days OSS
- F. 10 or more tardies = Recommended Expulsion (Remainder of semester)

**\* Tardies reset to 0 at the beginning of each 9 weeks grading period.**

### **RULE #18--Student Dress and Grooming Amended 9/19/22**

A student will not practice a mode of dress, style of hair, or standard of personal grooming extreme to the point of creating a disturbance of the educational atmosphere. Students who refuse to abide by reasonable guidelines and conform to the dress code will be subject to disciplinary action at the discretion of the administrator. Extreme dress code violations will result in the student being sent home.

The School Administration will make the final judgement on the appropriateness of any student's dress and reserves the right to prohibit students from wearing any articles of clothing or accessories which may result in the disruption of the school environment. Student dress, grooming, and appearance should be the responsibility of the individual and his/her parents using the following guidelines: **All students should dress appropriately for the classroom environment.**

#### **Clothing NOT Permissible**

The following items of appearance and wearing apparel will **NOT** be permitted:

- A. Articles of clothing with spikes, chains, spiked jewelry, etc.
- B. Bare feet, house shoes, pajamas, and blankets
- C. Transparent/see through apparel, fishnet
- D. Spaghetti Strap tops and Tank tops
- E. Clothes that display
  1. Profanity
  2. Suggestive language,
  3. Drugs, alcohol, or tobacco advertisements
- F. Pants must be worn above the hips (no sagging).
- G. No Trench Coats or Dusters

## **DRESS CODE GUIDELINES:**

- A. Tops, shirts, blouses for all students, must cover front, sides, stomach, and back of the upper body. (This will be checked by student standing in a normal standing position with arms at the side.)
- B. Shorts, pants, bottoms, for all students, must **completely cover** the buttocks, and front groin area of the student.
- C. A student's short length must be visible below their top or sweatshirt.
- D. Hats and caps are allowed in the classrooms at the discretion of the teachers and administrators. Hoods and bandanas are **not** allowed.

**Students who violate the dress code must change or will be sent home.**

## **RULE #19—Persistent Disregard for School Rules**

A student who persists in acts of misconduct after reasonable efforts have been made by the school to secure the student's adherence to the established rules will be recommended for expulsion. Efforts toward behavior modification will be made prior to this recommendation.

## **RULE #20—Cheating**

Cheating in any form is strongly discouraged. Plagiarism is considered cheating and is strongly discouraged. The following penalties will be enacted.

- A. Parent Contact – No credit on assignment or test
- B. 1 day ISS – no credit on assignment or test
- C. 3 days ISS – no credit on assignment
- D. 5 days OSS – no credit on assignment
- E. Recommended expulsion (one semester)

## **RULE #21: Loitering by Suspended Student**

A student who has been suspended and has been provided a written notification that, because of an act of misbehavior, he or she is prohibited from being in a school building or on the school campus or at school activities for a specified period of time will not enter such buildings or school facilities.

- A. Verbal Warning & Parent Contact
- B. Student will be arrested and charges in accordance with Arkansas Law (Act 75 of 1971).

## **RULE #22—Violation of Parking and Driving Regulations**

A student using any type of vehicle (motorcycle, auto, or truck) as means of transportation to and from school will not violate the rules and regulations set forth by Hoxie High School. **No golf carts, ATVs, recreational vehicles allowed on campus during the school day. Students are not allowed to ride in the backs of pick-up trucks on campus.**

- A. Verbal Warning / Probation & Parent Contact
- B. 1 day Suspension of privilege
- C. 5 days suspension of privilege
- D. Recommended Expulsion (365 days)

**RULE #23—Gambling**

Students will refrain from games of chance, such as dice, coin pitching, where the winner collects the loser's stake (money).

- A. 1 day ISS & Parent Contact
- B. 3 days ISS
- C. 3 days OSS
- D. Recommended Expulsion (365 days)

**RULE #24—Non-Diligence of Study**

A student is expected to be diligent in his or her studies. To be diligent, a student will: (a) complete all assigned work on time; (b) pay attention as required by the teachers; (c) equip themselves with the necessary materials and/or equipment; (d) cooperate with teachers and other students.

- A. Conference with Teacher / Counselor & Parent Contact
- B. 1 day ISS & Parent Contact
- C. 2 days ISS
- D. 3 days OSS
- E. Recommended Expulsion (365 days)

**RULE #25—Public Display of Affection (cuddling, kissing, etc.)**

Public display of affection is not appropriate behavior at school. Failure to comply with reasonable expectations of school staff will lead to disciplinary action. (Displays of affection beyond hand holding are not appropriate.)

- A. Parent Contact & Morning Detention
- B. 1 day ISS
- C. 2 days ISS
- D. 3 days OSS
- E. Recommended expulsion (365 days)

**RULE #26—Behavior Not Covered**

Hoxie High School reserves the right to pursue disciplinary or legal action for behavior which is subversive to good order and discipline in the school, even though such behavior is not specified in the preceding written rules.

## **RULE #27 – Self-harm.**

Hoxie High School seeks to promote a positive culture which encompasses a learning environment where all students feel safe and valued. When it is determined that a student is/has engaged in self-harm, the following protocol will be followed:

- A. Immediately notify administration, counselors, & SRO
- B. Notification of parents/guardians & complete crisis form
- C. Notification of school nurse
- D. Notification of student's counselor from outside agency (if applicable)
- E. Implementation of behavior plan (if applicable)
- F. Consequences of ISS to expulsion (based on investigation)

## **HALLWAYS**

1. Following direction of staff.
2. Do not run in the halls.
3. Always walk on the right side of the hallway.
4. Students must have a pass when in hallways during class hours.
5. Keep hands and feet to yourself.
6. Do not enter anyone else's locker.
7. No horseplay allowed.

\*Violation of these rules will result in disciplinary action at the administrator's discretion.

## **FOOD AND DRINK**

Hoxie School District provides a nutritious free breakfast and lunch with several options for students to choose from. Students are encouraged to eat at school.

- Students are not allowed to have vendor food delivered for lunch, nor can they leave campus for lunch.
- Students may not eat or drink in the classroom without the approval of the classroom teacher. No food or drink is allowed around the computers.
- Students cannot have open containers on campus until after 4:00 pm except in the designated areas which include: the student center, cafeteria, and outdoors. Open food or drink items in restricted areas will be confiscated.
- All trash is to be placed in proper containers. Food and drinks may be allowed in the building as a reward for good class performance but must be approved by the administration. Food and drinks sales may take place between 7:15 am - 7:50 am. No food or drinks will be sold during lunch periods, except during special events with approval from the administration.

Consequences:

- A. Verbal Warning & Parent Contact
- B. 1<sup>st</sup> offense 1 day ISS / Corporal Punishment
- C. 2<sup>nd</sup> offense 2 days ISS

Exceptions: Club meetings, classroom activities with prior administrator approval, or medical problems with proper documentation.

## **NUISANCE ITEMS**

Students will not be permitted to bring to school items such as playing cards, trading cards, traditional cameras, or other items that may distract from the learning environment, unless specifically needed for class related assignment or due to health problems. These exceptions must be pre-approved by the administration.

- A. Verbal warning – Item(s) will be confiscated
- B. 1 day ISS / corporal punishment – Items will be confiscated & Parent contact
- C. 3 days ISS – Item(s) will be confiscated
- D. 3 days OSS – Item(s) will be confiscated

## **CELL PHONES/PERSONAL ELECTRONIC DEVICES**

Cell phones and/or electronic devices are a privilege not a right. Adherence to guidelines about cell phones and/or electronic devices are a must so that Hoxie High School can provide a learning environment free of disruptions or distractions.

Grades 7 - 9: Students in grades 7 - 9 shall place all electronic devices in the compartments or designated areas provided during an instructional period. Students may collect their devices as they leave the classroom.

Grades 10 - 12: Students in grades 10 - 12 shall not use electronic devices during an instructional period unless they have specific permission from the classroom teacher. Students shall comply with the policy for electronic devices set forth by each instructor.

Students **shall not** take photos and/or videos with their electronic devices during school hours. This includes but is not limited to social media interaction. Students who do not adhere to these guidelines will face the following consequences:

- A. 1<sup>st</sup> offense
  - i. Device will be confiscated and returned at the end of the day.
  - ii. Student will receive a verbal warning.
- B. 2<sup>nd</sup> offense
  - i. Device(s) will be confiscated, and parent must pick up the phone after school hours.
- C. 3<sup>rd</sup> offense
  - i. Device(s) will be confiscated, and parent conference must be held after school hours.
  - ii. 1 day ISS & Parent Conference
- D. 4<sup>th</sup> offense
  - i. Device(s) will be confiscated, and phone kept until a parent conference can be held.
  - ii. 2 days ISS
- E. 5<sup>th</sup> offense
  - i. 1 day OSS and conference with parent.

**Note:** Continual violations of the cell phone policy may be cause for recommended expulsion.

**\* Headphones or ear buds may not be worn in the classroom without the consent of the classroom teacher.**

## **ALTERNATIVE SCHOOL POLICY**

Alternative school is available to Hoxie High School Students. Admittance into the alternative school is dependent upon the approval of the A.L.E. Committee.

## **SENIOR PRIVILEGES**

1. Off campus lunch: Seniors may go off campus for lunch with the following conditions:
  - ONLY on the second Thursday of the month unless finals are on that day.
  - Dismissal time is 11:30 am. Return and check in by 12:55 pm.
  - Underclassmen are NOT allowed to check out for senior off campus lunch.
2. Exemption from semester exams: **Seniors are exempt from a semester test if they have an A or B average with no more than 5 absences in the course and no more than 1 disciplinary referral for the semester. Seniors with a C average must have no more than 3 absences in that course and no more than 1 disciplinary referral per semester.** Cases involving students with diagnosed chronic and/or life-long illnesses, or a death in the immediate family, may be considered for exemption on an individual basis. (Immediate family is father, mother, brother, sister, grandfather, and grandmother).
3. Seniors are allowed 3 college days and 1 career day per year. These must be approved by the principal or assistant principal at least one day prior to the visit. This may not be taken on a Friday or Monday or days before or after a school holiday unless the college allows visitation only on those days.
4. Seniors may be released for lunch 5 minutes early.
5. Prom: Students must attend school at least 4 periods the day before prom in order to attend prom.

**Seniors are NOT allowed to check out for lunch. For their safety, we have a closed campus policy for all students. All seniors must realize that these are privileges, NOT rights; these may be taken away from individuals who abuse them.**

## **Hoxie School District Media Release Form 2022 - 2023 School Year**

Publications, Video, Internet Consent and Release Agreement

Students who attend school in the Hoxie School District are occasionally asked to be a part of school and/or District publicity, publications and/or public relations activities, in order to guarantee student privacy and ensure your agreement for your student to participate, the District asks that you sign this form and return a form to the school for each of your students.

The form referenced below indicates approval for the student's name, picture, art, written work, voice, verbal statements or portraits (video or still) to appear in school publicity or District publications, videos or on the District's website. For example, pictures and articles about school activities may appear in local newspapers or district publications. These pictures and articles may or may not personally identify the student. The pictures and/or videos may be used by the Hoxie School District in subsequent years.

### AGREEMENT

***Student and Parent/Guardian release to the Hoxie School District the student's name, picture, art, written work, voice, verbal statements, portraits (video or still) and consent to their use by the Hoxie School District.***

The Hoxie School District agrees that the student's name, picture, art, written work, voice, verbal statements, portraits (video or still) shall only be used for public relations, public information, school or district promotion, publicity, and instruction.

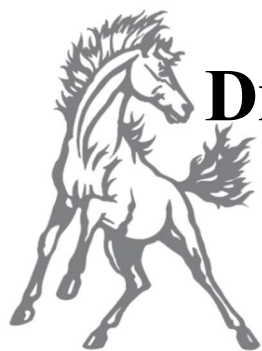
The Student and the Parent/Guardian understand and agree that:

- No monetary consideration shall be paid
- Consent and release have been given without coercion or duress
- This agreement is binding upon heirs and/or future legal representatives
- The photo, video or student statements may be used in subsequent years
- If the Student and Parent/Guardian wish to rescind this agreement, they may do so at any time with written notice.

\* The Hoxie School District has no control of and cannot be held responsible for media use of pictures/statements taken by persons who are not employed by the Hoxie School District.

# ALMA MATER

*O the GREEN and  
the WHITE overall  
May we rise to the  
sky ne'er to fall,  
May the world look to them in their  
flight  
They're the colors, for which we  
fight, We're the students of dear ole  
HHS The school that is always the  
best,  
We have stood every trial, every test  
With all our might  
The GREEN and WHITE  
Will reign forever!*



# District Family Engagement Plan

*Hoxie School District*

2024 – 2025



## *Jointly Developed Expectations and Objectives:*

1. Parents, family members, community representatives, teachers, and staff work in collaboration on a committee to review each school's family engagement plan and school improvement plan. Members of the committee are also included in school leadership teams. During the meeting(s), the plans are reviewed, and suggestions are given to assist in developing goals for the district engagement plan, and ideas are shared for supporting the schools in reaching their goals.

2. Adequate representation of parents and families participating children is ensured by hosting a family engagement table during open house. The district family engagement facilitator shares information about the district meets with families and caregivers to answer questions and invites parents and families to participate on the engagement committee. Parents and family members invited to participate on the committee were selected based on their interest in supporting the school and learning more about how to be active in helping increase student achievement.

3. Members of the family engagement committee also participate in the school improvement committee. This ensures communication between committees is streamlined. During collaboration meetings, both plans from the schools are reviewed and a plan is created to support the schools in achieving their goals.

4. The committee has high expectations. Through collaboration and strategic planning, the committee will work to educate parents and families about what students learn at school, how instruction is delivered, and how to support their student(s) learning away from school.

- The district family engagement committee will educate parents and families about the curriculum used in each school and the state standards that are required to be taught.
- The district family engagement committee will demonstrate how students learn at school by modeling strategies used when teaching and showing evidence of student work.
- The district family engagement committee will collaborate with parents to develop strategies to support learning outside of the school day.

### ***Building Staff Capacity:***

1. The family engagement facilitator will conduct ongoing site visits to observe and gather evidence of family engagement practices for the committee. The family engagement committee will provide coordination, technical assistance, and other support to schools in jointly developing school family engagement plans, implementing effective engagement activities, and jointly developing school-parent compacts. Such activities may include meaningful consultation with employers, business leaders, organizations, and individuals with expertise in effectively engaging parents and family members in education.
2. Teachers, specialized instructional support personnel, principals, and other school leaders and staff will be trained in best practices for how to implement and coordinate parent programs and how to build relationships between caregivers and the school. Teachers and administrators will participate in 3 hours of family and community engagement professional development provided on campus during both June and July. The sessions will be offered on 4 different dates/times to accommodate everyone's schedules. During the training sessions, educators will learn the value of the contributions of caregivers, how to reach out and work with caregivers as equal partners in education, and how to build ties between home and school. Resources will also be shared with both parents and teachers to help support the relationship between school and home as well as support student achievement.
3. The district will ensure families receive resources and information in a language they can understand. Upon enrollment, families complete a home language survey. The results of the survey provide the district with information regarding what language to use for communication. Resources and relevant information is shared with caregivers in a variety of ways. The district utilizes the school website, Facebook, one-call messaging, paper handouts, and letters mailed home to share relevant information and resources. The district is also developing an app to provide even more communication and instant notifications to stakeholders.

### ***Building Parent Capacity:***

1. Family nights will be scheduled in October, November, and April to encourage and support parents with the engagement in their child(ren)'s education. Families will be educated on understanding the state standards, state assessments, curriculums used in the district, and learning activities their child(ren) participates in at school to help their child(ren) improve achievement. The committee will provide reasonable support for family engagement at the request of participating Title I, Part A schools.
2. A parent-friendly breakdown of the essential standards will be provided to parents for each grade level so parents will have an understanding of what their child(ren) must learn and be able to do before advancing to the next grade level. Parents will also participate in activities in which they will walk through a lesson taught in their child(ren)'s classroom. They will also be able to ask questions about what their child(ren) is learning. Through participation, they will learn

strategies to use at home when working with their child(ren). State assessment summaries and schedules will also be available.

Resources will be provided on the district's website for parents to learn about child development, child-rearing practices, and academic strategies that are designed to help parents become full partners in the education of their children.

3. The LEA provides multiple access points for two-way communication with family members of all demographics. Outreach is conducted using email, phone calls, face-to-face visits during open house and conferences, social media, and/or the school website and app. Families that are economically disadvantaged are offered support with basic needs as well as educational needs. Families with limited English proficiency are offered communication options in other languages. Families also participate in surveys to improve school effectiveness.

***Coordination:***

The district parent and family engagement committee will contact local businesses and community partners to assist in implementing the goals of the committee. The committee will also seek support from such partners when implementing parent and family engagement activities. The district will encourage the formation of partnerships between the district and local businesses that includes roles for parents. Parents will be engaged through an annual survey to improve district effectiveness and transition of students to elementary, high school, and postsecondary schools. Results from the survey will be used to develop a support plan for such transitions. Parents will be recruited to serve on each school's leadership team to assist in the development of the school's improvement plan. The district will coordinate and integrate parent and family engagement programs with other Federal, State, and local programs.

***Evaluation and Reservation:***

1. Through collaboration with stakeholders (family members, teachers, administrators, community members, and other staff) in committees, the plan for each school is reviewed and approved annually (in August). The committee carefully studies the plan and supporting evidence for effectiveness. Feedback is provided to each school based on the committee evaluation.

2. Parents will be surveyed annually (August) to identify barriers to parent and family engagement. Through participation in committees, parents will be provided an opportunity to assist in the development of the evaluation procedures, including the analysis of data collected. Data from the evaluation will be used collaboratively (with parents and other stakeholders) to design evidence-based strategies for more effective parental engagement. Procedures will be followed for collecting parent participation documentation through sign-in lists for workshops, meetings, and conferences; schedules; brochures; meeting notes; and other means as appropriate throughout the school year. The district plan will be reviewed and updated annually by August 1 to identify not only barriers but also the needs of parents and families to assist with the learning of their child(ren) and strategies to support successful school and family interactions to improve

the academic quality of all schools. The district family engagement facilitator is responsible for ensuring each task is completed.

3. Findings will be used from the evaluation process to:

- Make recommendations to each participating school for parent and family engagement policy revision.
- Provide suggestions for designing school improvement policies, as they relate to parent and family engagement.

Such findings and recommendations from the evaluation process will be shared with families through revised parent-friendly school engagement plans and during the annual Title 1 meeting each September.

4. The district receives less than \$500,000 annually from Title I and is not required to set aside 1% of Title I funds for schools

5. The district parent and family engagement facilitator and the federal programs coordinator will review feedback from parent surveys, activities, and educational opportunities planned for parent and family engagement to appropriately budget for future activities and ensure money spent on engagement activities and strategies is consistent with the district's parent and family engagement policy.



# Family Engagement Plan

## *Hoxie High School*

2024 – 2025



### ***Jointly Developed Expectations and Objectives:***

Hoxie High School, in collaboration with parents and families, meet with families to discuss and develop a plan for the academic need of the high school as well and set goals set for the school year. The committee will monitor and adjust the plan accordingly.

### ***Communication:***

Hoxie High School utilizes multiple means of communication to engage with parents and families. A packet of information including but not limited to the school calendar, 'Remind' instructions for classes, Summative test scores for students and medical needs forms are sent home with students the first day of the school year.

Hoxie High School provides letters, emails, phone calls/text messages, social media posts and our website in order to assure all parents and families are provided information in a timely manner.

### ***Building Staff Capacity:***

Hoxie High School provides workshops and professional development for all staff to share family engagement strategies. Teacher leaders assist other teachers with supporting students and families throughout the school year.

Hoxie High School holds an informational meeting for parents during the first quarter of the year to explain what it means to be a Title I school. This meeting details information to the public including new opportunities for students and parents for the school year.

In the interest of school security, parents are asked to schedule an appointment to meet with a child's teacher during a time convenient for both parties. All teachers will provide their contact information and planning time to parents and families for scheduling purposes.

### ***Building Parent Capacity:***

Hoxie High School provides parents and families with information regarding state testing. Previous school year scores are reported individually to students and each section explained by teachers.

Hoxie High School provides parents and families with resources on our website including links to digital libraries and resources for parents to aide in their child's learning.

The counseling office and the high school library will keep reading materials available to parents for them to check out. Some publications are available for free through the Northeast Arkansas Educational Coop. These resources, along with study materials for state testing, parenting books, nutrition and health materials are all available through the high school office.

***Coordination:***

Hoxie High School provides a family planning night for students and families to ask questions and make plans for their senior's next steps. Local colleges and Vo Tech officials are on hand to answer questions and provide feedback to students and families with an interest in certain fields. Our CTE department provides many resources for students to continue their career. Students interested in furthering their academics may take a tour at local colleges.

***Annual Title I Meeting:***

Hoxie High School conducts our annual Title I meeting in the Fall Semester of the school year. The school provides handouts in the form of reading materials for parents to know their rights. Parents are encouraged through this meeting to support their child's learning and provided resource links to offer assistance in their child's learning.

***School-Parent Compact:***

Hoxie High School teachers will continue to monitor each student's progress to assure that all students showing growth in their learning. Teachers are encouraged to bring in community members to discuss the commonality of their current lesson-(i.e. bringing in a banker to discuss the need to understand common checking or savings accounts; contacting a newspaper editor in town who makes a living by writing daily).

***Reservation of Funds:***

All Title I funding is documented in the yearly budget provided to the state and the public.