



**HAZEN HIGH SCHOOL
HANDBOOK
2018 - 2019**

Dear Parent:

A copy of the Hazen High School Student Handbook is available on the school's website (hazen.k12.ar.us). This handbook contains information about our discipline policies, attendance, homework, computer use, absentee policy, as well as other information about student/teacher/parent relationships.

If you have any questions concerning our school, or if you wish to help in any way, feel free to contact us at 870-255-4546 between the hours of 8:00 a.m. and 3:00 p.m. Monday through Friday.

Please sign this page and return it to the school by your student. Signing and marking below indicates that you understand the policies in this handbook.

Thank you,

Clint Williams
Hazen High School Principal

Hazen High School Student Handbook

As parent/guardian, I do hereby acknowledge having read the Hazen High School Student Handbook.

Hazen High School Bus Riding Policy

As parent/guardian, I do hereby acknowledge having read the **Hazen High School Student Handbook** policies relating to bus transportation.

Hazen High School Computer/Internet Access Use Agreement

As parent/guardian, I do hereby acknowledge having read the **Hazen High School Student Handbook** policies relating to the use of computers and internet access. Please check one.

Accept access for my child Deny access for my child

Consent to Photograph Policy

As parent/guardian, I do hereby acknowledge having read the Hazen High School Student Handbook policies related to being photographed. Hazen High School is asking for your consent to photograph students while they are engaged in activities or events. By signing below you are giving your consent for photography to be made and possibly used for classroom or hallway displays, placed in the school yearbook, or on the district web site. You are also releasing and discharging Hazen School District from any and all claims arising out of the use of the photographs of your student.

Yes, my student may be photographed.

No, my student may not be photographed

Student Name

Parent/Guardian Signature

Date

To the Students and Parents of Hazen High School:

On behalf of the administration, faculty, and staff, I want to welcome you to the 2018-2019 school year at Hazen High School. Hazen High School has a long tradition of graduating students who are well-prepared to face the challenges of career and college. It is our hope that you continue that tradition as you learn to meet the demands and responsibilities of the twenty-first century. We pledge to help you meet those challenges.

We hope that the information contained in this handbook will answer any of the questions you may have about the day to day workings of Hazen High School. If there is something you do not understand, please do not hesitate to ask. We encourage you to become familiar with this handbook. It is designed to help you have a successful, fulfilling year.

Clint Williams
Principal

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OUR VISION

Hazen High School is committed to the Five Core Areas of

Curriculum, Character, Community, Communication, and Caring

OUR MISSION

The mission of the Hazen School District is to provide opportunities for academic achievement in a safe, non-threatening environment which promotes the development of responsible, productive citizens for our school, community, and nation.

OUR GOALS

The students of the Hazen High School will:

- acquire core concepts and abilities from math, language arts, social studies, science, technology and the arts;
- apply creative thinking and problem solving skills;
- demonstrate the ability to express ideas clearly, both verbally and in written form;
- develop positive attitudes toward themselves and others;
- collaborate with others;
- demonstrate self-discipline, self-reliance, and shared responsibility for achievement and behavior with staff and parents; and
- gain the knowledge to compete in a global economy.

Any deviations from the policies and regulations as stated in this handbook will have to be placed before the School Board in a regularly held meeting.

ALMA MATER

**HAZEN HIGH SCHOOL IS
THE DEAREST THAT YOU
CAN FIND MILES AROUND.**

**HER FUTURE IS THE BRIGHTEST
WITH HER FOES ALL DOWN.**

**SHE IS SURE TO BE A WINNER,
WE'LL SING HER PRAISES TODAY.**

**AND WE LOVE, WE LOVE,
WE LOVE HER EVERY STEP
OF THE WAY.**

EDUCATIONAL PHILOSOPHY

The Hazen School District assumes the responsibility of providing students attending its schools a high quality education that challenges each student to achieve to their maximum potential.

The District shall endeavor to create the environment within the schools necessary to attain this goal. The creation of the necessary climate shall be based on the following core beliefs:

The District's vision statement will be developed with input from students, parents, business leaders, and other community members. We believe:

- All students can be successful learners.
- Students learn at different rates and in different ways.
- A primary goal shall be to give students the skills they need to be life-long learners.
- The education of all citizens is basic to our community's well-being.
- Student achievement is affected positively by the involvement of parents and the community in the schools.
- The District is responsible for helping cultivate good citizenship skills in its students.
- Students reflect the moral and ethical values of their environment.
- All people have a right to a safe environment.
- Each person is responsible for his/her own actions.
- Innovation involves taking risks.
- Schools are responsible for creating the conditions that promote success.
- Each person is entitled to retain his/her dignity.
- All people have the right to be treated with respect and the responsibility to treat others respectfully.
- For teachers to succeed in cultivating high student achievement, they need to be given the materials, training, and environment necessary to produce such results.

BELL SCHEDULE

First Bell.....	7:55
1st Period.....	8:00 - 8:45
2nd Period.....	8:50 – 9:35
3rd Period.....	9:40 – 10:25
4th Period.....	10:30 – 11:15
5th Period.....	11:20 – 12:05
Lunch.....	12:05 – 12:35
6th Period.....	12:40 – 1:25
7th Period.....	1:30 – 2:20
8th Period.....	2:25 – 3:15

COMMUNICATION

REGISTRATION AND ATTENDANCE POLICIES

4.1—RESIDENCE REQUIREMENTS

Definitions:

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

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

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

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

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

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

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

Children whose parent or legal guardian relocates within the state due to a mobilization, deployment, or available military housing while on active duty in or serving in the reserve component of a branch of the United States Armed Forces or National Guard may continue attending school in the school district the children were attending prior to the relocation or attend school in the school district where the children have relocated. A child may complete all remaining school years at the enrolled school district regardless of mobilization, deployment, or military status of the parent or guardian.

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

Date Adopted: 8-25-2014

Last Revised: 7-23-2018

4.2—ENTRANCE REQUIREMENTS

To enroll in a school in the District, the child must be a resident of the District as defined in District policy, meet the Homeless or Foster Care criteria, be accepted as a transfer student, or participate under a school choice option and submit the required paperwork as required by the choice option.

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

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

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

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

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

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

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

1. The parent, guardian, or other responsible person shall furnish the child's social security number, or if they request, the district will assign the child a nine (9) digit number designated by the department of education.

2. The parent, guardian, or other responsible person shall provide the district with one (1) of the following documents indicating the child's age:
 - a. A birth certificate;
 - b. A statement by the local registrar or a county recorder certifying the child's date of birth;
 - c. An attested baptismal certificate;
 - d. A passport;
 - e. An affidavit of the date and place of birth by the child's parent or guardian;
 - f. United States military identification; or
 - g. Previous school records.
3. The parent, guardian, or other responsible person shall indicate on school registration forms whether the child has been **expelled** from school in any other school district or is a party to an expulsion proceeding. The Board of Education reserves the right, after a hearing before the Board, not to allow any person who has been expelled from another school district to enroll as a student until the time of the person's expulsion has expired.
4. The child shall be age appropriately immunized from poliomyelitis, diphtheria, tetanus, pertussis, red (rubeola) measles, rubella, and other diseases as designated by the State Board of Health, or have an exemption issued by the Arkansas Department of Health. Proof of immunization shall be by a certificate of a licensed physician or a public health department acknowledging the immunization. Exemptions are also possible on an annual basis for religious reasons from the Arkansas Department of Health. To continue such exemptions, they must be renewed at the beginning of each school year. A child enrolling in a district school and living in the household of a person on active military duty has 30 days to receive his/her initial required immunizations and 12 months to be up to date on the required immunizations for the student's age.

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

Uniformed Services Member's Children

For the purposes of this policy,

"active duty"⁵ members of the uniformed services" includes members of the National Guard and Reserve on active duty orders pursuant to 10 U.S.C. Section 1209 and 1211;

"uniformed services"⁵ means the Army, Navy, Air Force, Marine Corps, Coast Guard as well as the Commissioned Corps of the National Oceanic and Atmospheric Administration, and Public Health Services;

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

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

An eligible child as defined in this policy shall:

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

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

Date Adopted: 8-25-2014

Last Revised: 7-24-2017

4.3—COMPULSORY ATTENDANCE REQUIREMENTS

Every parent, guardian, or other person having custody or charge of any child age five (5) through seventeen (17) years on or before August 1 of that year who resides within the District shall enroll and send the child to a District school with the following exceptions.

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

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

Date Adopted: 8-25-2014

Last Revised: 7-30-2015

4.4—STUDENT TRANSFERS

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

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

Any student transferring from a school accredited by the Department of Education to a school in this district shall be placed into the same grade the student would have been in had the student remained at the former school.

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

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

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

Legal References: A.C.A. § 6-15-504
 A.C.A. § 6-18-316
 A.C.A. § 6-18-317
 A.C.A. § 6-18-510
 A.C.A. § 9-28-113(b)(4)
 A.C.A. § 9-28-205

Date Adopted: 8-25-2014

Last Revised: 7-24-2017

4.5—SCHOOL CHOICE

Standard School Choice

The District is under an enforceable desegregation court order/court-approved desegregation plan¹ that explicitly limits the transfer of students between school districts and has submitted the appropriate documentation to the Arkansas Department of Education (ADE).² As a result of the desegregation order/desegregation plan¹, the District is exempt from the provisions of the Public School Choice Act of 2015 (Standard School Choice) and the Arkansas Opportunity Public School Choice Act of 2004 (Opportunity School Choice). The District shall notify the superintendents of each of its geographically contiguous school districts of its exemption.³ The exemption prohibits the District from accepting any school choice applications from students wishing to transfer into or out of the District through standard School Choice or Opportunity School Choice.⁴

Definition

"Sibling" means each of two (2) or more children having a parent in common by blood, adoption, marriage, or foster care.

Transfers into the District

Capacity Determination and Public Pronouncement

The Board of Directors will adopt a resolution containing the capacity standards for the District. The resolution will contain the acceptance determination criteria identified by academic program, class, grade level, and individual school. The school is not obligated to add any teachers, other staff, or classrooms to accommodate choice applications. The District may only deny a Standard School Choice application if

the District has a lack of capacity by the District having reached ninety percent (90%) of the maximum student population in a program, class, grade level, or school building authorized by the Standards or other State/Federal law.⁵

The District shall advertise in appropriate broadcast media and either print media or on the Internet to inform students and parents in adjoining districts of the range of possible openings available under the School Choice program. The public pronouncements shall state the application deadline and the requirements and procedures for participation in the program. Such pronouncements shall be made in the spring, but in no case later than March 1.⁶

Application Process

The student's parent shall submit a school choice application on a form approved by ADE to this District. The transfer application must be postmarked or hand delivered on or before May 1 of the year preceding the fall semester the applicant would begin school in the District. The District shall date and time stamp all applications as they are received in the District's central office. It is the District's responsibility to send a copy of the application that includes the date and time stamp to the student's resident district within ten (10) days of the District receiving the application.⁷ Applications postmarked or hand delivered on or after May 2 will not be accepted. Statutorily, preference is required to be given to siblings of students who are already enrolled in the District. Therefore, siblings whose applications fit the capacity standards approved by the Board of Directors may be approved ahead of an otherwise qualified non-sibling applicant who submitted an earlier application as identified by the application's date and time stamp.

The approval of any application for a choice transfer into the District is potentially limited by the applicant's resident district's statutory limitation of losing no more than three percent (3%) of its past year's student enrollment due to Standard School Choice. As such, any District approval of a choice application prior to July 1 is provisional pending a determination that the resident district's three percent (3%) cap has not been reached.

The Superintendent will consider all properly submitted applications for School Choice. By July 1, the Superintendent shall notify the parent and the student's resident district, in writing, of the decision to accept or reject the application.

Accepted Applications

Applications which fit within the District's stated capacity standards shall be provisionally accepted, in writing, with the notification letter stating a reasonable timeline by which the student shall enroll in the District by taking the steps detailed in the letter, including submission of all required documents. If the student fails to enroll within the stated timeline, or if all necessary steps to complete the enrollment are not taken, or examination of the documentation indicates the applicant does not meet the District's stated capacity standards, the acceptance shall be null and void.⁸

A student, whose application has been accepted and who has enrolled in the District, is eligible to continue enrollment until completing his/her secondary education. Continued enrollment is conditioned upon the student meeting applicable statutory and District policy requirements. Any student who has been accepted under choice and who either fails to initially enroll under the timelines and provisions provided

in this policy; who chooses to return to his/her resident district; or who enrolls in a home school or private school voids the transfer and must reapply if, in the future, the student seeks another school choice transfer. A subsequent transfer application will be subject to the capacity standards applicable to the year in which the application is considered by the District.

A present or future sibling of a student who continues enrollment in this District may enroll in the District by submitting a Standard School Choice application. Applications of siblings of presently enrolled choice students are subject to the provisions of this policy including the capacity standards applicable to the year in which the sibling's application is considered by the District. A sibling who enrolls in the District through Standard School Choice is eligible to remain in the District until completing his/her secondary education.

Students whose applications have been accepted and who have enrolled in the district shall not be discriminated against on the basis of gender, national origin, race, ethnicity, religion, or disability.

Rejected Applications

The District may reject an application for a transfer into the District under Standard School Choice due to a lack of capacity. However, the decision to accept or reject an application may not be based on the student's previous academic achievement, athletic or other extracurricular ability, English proficiency level, or previous disciplinary proceedings other than a current expulsion.⁹

An application may be provisionally rejected if it is for an opening that was included in the District's capacity resolution, but was provisionally filled by an earlier applicant. If the provisionally approved applicant subsequently does not enroll in the District, the provisionally rejected applicant could be provisionally approved and would have to meet the acceptance requirements to be eligible to enroll in the District.

Rejection of applications shall be in writing and shall state the reason(s) for the rejection. A student whose application was rejected may request a hearing before the State Board of Education to reconsider the application which must be done, in writing to the State Board within ten (10) days of receiving the rejection letter from the District.

Any applications that are denied due to the student's resident district reaching the three percent (3%) limitation cap shall be given priority for a choice transfer the following year in the order that the District received the original applications.

Transfers Out of the District

All Standard School Choice applications shall be granted unless the approval would cause the District to have a net enrollment loss (students transferring out minus those transferring in) of more than three percent (3%) of the average daily membership on October 15 of the immediately preceding year. By December 15 of each year, ADE shall determine and notify the District of the net number of allowable choice transfers. Students are not counted for the purpose of determining the three percent (3%) cap if the student transfers from a school or district in:

Academic Distress or classified as in need of Level 5 Intensive Support under A.C.A. § 6-18-227;
Facilities Distress under A.C.A. § 6-21-812; or
Foster Child School Choice under A.C.A. § 6-18-233.

If, prior to July 1, the District receives sufficient copies of requests from other districts for its students to transfer to other districts to trigger the three percent (3%) cap, it shall notify each district the District received Standard School Choice applications from that it has tentatively reached the limitation cap. The District will use confirmations of approved choice applications from receiving districts to make a final determination of which applications it received that exceeded the limitation cap and notify each district that was the recipient of an application to that effect.¹⁰

When the last successful application requesting to transfer out of the District before the District's three percent (3%) cap was triggered belonged to an individual who was a member of a group of siblings who applied to transfer out of the District, the District shall allow all members of the individual's sibling group to transfer out of the District even though these applications are beyond the District's transfer cap.

Facilities Distress School Choice Applications

There are a few exceptions from the provisions of the rest of this policy that govern choice transfers triggered by facilities distress. Any student attending a school district that has been identified as being in facilities distress may transfer under the provisions of this policy, but with the following four (4) differences.

- The receiving district cannot be in facilities distress;
- The transfer is only available for the duration of the time the student's resident district remains in distress;
- The student is not required to meet the June 1 application deadline; and
- The student's resident district is responsible for the cost of transporting the student to this District's school.

Opportunity School Choice

Transfers Into or Within the District¹¹

For the purposes of this section of the policy, a "lack of capacity"¹² is defined as when the receiving school has reached the maximum student-to-teacher ratio allowed under federal or state law, the ADE Rules for the Standards of Accreditation, or other applicable rules. There is a lack of capacity if, as of the date of the application for Opportunity School Choice, ninety-five percent (95%) or more of the seats at the grade level at the nonresident school are filled.

Unless there is a lack of capacity¹² at the District's school or the transfer conflicts with the provisions of a federal desegregation order applicable to the District, a student who is enrolled in or assigned to a school

classified by the ADE to be in academic distress or in a district classified by ADE as in need of Level 5 Intensive Support is eligible to transfer to the school closest to the student's legal residence that is not in academic distress or in a district classified as in need of Level 5 Intensive Support. The student's parent or guardian, or the student if over the age of eighteen (18), must successfully complete the necessary application process by July 30 preceding the initial year of desired enrollment.

Within thirty (30) days from receipt of an application from a student seeking admission under this section of the policy, the Superintendent shall notify in writing the parent or guardian, or the student if the student is over eighteen (18) years of age, whether the Opportunity School Choice application has been accepted or rejected. The notification shall be sent via First-Class Mail to the address on the application.

If the application is accepted, the notification letter shall state the deadline by which the student must enroll in the receiving school or the transfer will be null and void.

If the District rejects the application, the District shall state in the notification letter the specific reasons for the rejection.¹³ A parent or guardian, or the student if the student is over eighteen (18) years of age, may appeal the District's decision to deny the application to the State Board of Education. The appeal must be in writing to the State Board of Education via certified mail, return receipt requested, no later than ten (10) calendar days, excluding weekends and legal holidays, after the notice of rejection was received from the District.

A student's enrollment under Opportunity School Choice is irrevocable for the duration of the school year and is renewable until the student completes high school or is beyond the legal age of enrollment. This provision for continuing eligibility under Opportunity School Choice does not negate the student's right to apply for transfer to a district other than the student's assigned school or resident district under the Standard School Choice provisions of this policy.

The District may, but is not obligated to provide transportation to and from the transferring district.¹⁴

Transfers out of, or within, the District¹¹

If a District school has been classified by the ADE as being in academic distress or the District has been classified by ADE as in need of Level 5 Intensive Support, the District shall timely notify the parent, guardian, or student, if the student is over eighteen (18) years of age, as soon as practicable after the academic distress or in need of Level 5 Intensive Support designation is made of all options available under Opportunity School Choice. The District shall offer the parent or guardian, or the student if the student is over eighteen(18) years of age, an opportunity to enroll the student in any public school or school district that has not been classified by the ADE as a public school or school district in academic distress or school district in need of Level 5 Intensive Support.

Additionally, the District shall request public service announcements to be made over the broadcast media and in the print media at such times and in such a manner as to inform parents or guardians of students in adjoining districts of the availability of the program, the application deadline, and the requirements and procedure for nonresident students to participate in the program.¹⁵

Unsafe School Choice Program

Any student that becomes the victim of a violent criminal offense while in or on the grounds of a District school or who is attending a school classified by ADE as a persistently dangerous public school shall be allowed to attend a safe public school within the District.

Legal References: A.C.A. § 6-1-106
 A.C.A. § 6-13-113
 A.C.A. § 6-15-2915
 A.C.A. § 6-18-227
 A.C.A. § 6-18-233
 A.C.A. § 6-18-320
 A.C.A. § 6-18-510
 A.C.A. § 6-18-1901 et seq.
 A.C.A. § 6-21-812
 ADE Rules Governing the Guidelines, Procedures and Enforcement of the
 Arkansas Opportunity Public School Choice Act

Date Adopted: 8-25-2014

Last Revised: 7-23-18

4.5F--SCHOOL CHOICE CAPACITY RESOLUTION

Whereas:

- The Board of Directors of the Hazen School District has approved by a vote of the Board, the following capacity resolution for school choice applicants for the 2015-2016 school-year under the provisions of policy 4.5—SCHOOL CHOICE and applicable Arkansas law.
- Applicants, whose applications meet the provisions of policy 4.5—SCHOOL CHOICE, will be sent a provisional acceptance notification letter which will give instructions on the necessary steps and timelines to enroll in the District. Provisional acceptance shall be determined prior to July 1 with a final decision to be made by August 1 based on the district's available capacity for each academic program, class, grade level, and individual school.
- Applications that are not received on or before June 1, are to a student's resident district that has declared itself exempt due to an existing desegregation order, or, the acceptance of which would exceed the applicant's resident district's statutory limitation on student transfers out of its district will not be accepted.
- The district reserves to itself the ability to determine, based on an examination of student records obtained from the prior district, and other information, whether any student would require a different class, course or courses, program of instruction, or special services than originally applied for. If such an examination determines that capacity has been reached in the appropriate class, course or program of instruction, or that additional staff would have to be hired for the applicant, the District shall rescind the original provisional acceptance letter and deny the Choice transfer for that student.
- The district reserves to itself the ability to decline to accept under school choice any student whose acceptance would require the district to add additional staff, for any reason.

THEREFORE, let it be resolved that these shall constitute the School Choice openings at the beginning of the School Choice enrollment period for the school-year 2015-2016.

Board President _____

Board Secretary _____

Date

Date

4.5F2--SCHOOL CHOICE PROVISIONAL ACCEPTANCE LETTER

Dear Parent's name,

The application you submitted for student's name has been provisionally accepted. While the Hazen School District looks forward to welcoming student's name as a student, to further the application process and to better assist the district in determining the proper placement of student's name, please submit the information listed below to Hazen School District, 305 North Hazen Avenue, Hazen, AR 72064 by June 15. Failure to submit the information requested by the date specified shall void and nullify this letter's provisional acceptance. In addition to the information you submit, records may be requested from the student's current district/school, and final acceptance may depend on the content of those records as to appropriate grade placement, program placement or services required. A student who has not previously attended an Arkansas public school or did not attend an Arkansas public school in the previous academic year may be evaluated by the district prior to final acceptance, and the results of that evaluation could impact final acceptance.

1. For students applying to enroll in first grade or higher: a copy of the student's transcript from the school where the student is currently enrolled. The student's permanent record, including the original transcript, will be requested from the school immediately following the student's actual enrollment in our district.
2. Proof of the student's age; This can be a 1) birth certificate; 2) A statement by the local registrar or a county recorder certifying the child's date of birth; 3) An attested baptismal certificate; 4) A passport; 5) An affidavit of the date and place of birth by the child's parent or guardian; 6) United States military identification; or 7) Previous school records.
3. The student's health care needs at school.
4. Student's name age appropriate immunization record or an exemption granted for the previous school-year and a statement of whether or not the parent is intending to continue the exemption for the upcoming school year.

After reviewing the submitted documentation the District will determine if the applicant meets the District's capacity standards and notify you of its decision by August 1. Please note that the acceptance of an application can be reversed if it is determined that the application is in violation of student's name's resident district's limitation cap for available school choice transfers or if the resident district has reached its statutory cap for transfers out of its district.

Respectfully,

Bill Crowder
Superintendent

4.5F3--SCHOOL CHOICE ACCEPTANCE LETTER

Dear Parent's name,

I am pleased to inform you that the application you submitted for student's name has been accepted pending enrollment of student's name by August 19, however, failure to enroll student's name by this date will render this offer of acceptance null and void.

I look forward to welcoming student's name as part of the Hazen School District.

Once your child has enrolled in school with us this coming school-year, student's name will be eligible to continue enrollment in the district until completing high school or is beyond the legal age of enrollment provided the student meets the applicable statutory and District policy requirements all other District students must meet (with the exception of residency in the District) to continue District enrollment. This information is contained in the student handbook. You will be required to fill out a choice renewal form each year by June 1 which can be picked up in our district's central office located at 305 North Hazen Avenue, Hazen, AR 72064.

Please Note: The Hazen School District has no control over when a student's resident district might reach its statutory limit on allowable transfers out of its district. While we consider it unlikely, there is always the possibility that we could be forced to withdraw this acceptance if the resident district determines it reached its statutory cap for transfers out of its district prior to your student's application date to our District. You will be notified immediately should that rescission of acceptance be necessary. We apologize for this unavoidable uncertainty.

Respectfully,

Bill Crowder
Superintendent

4.5F4--SCHOOL CHOICE REJECTION LETTER

Dear Parent's name,

I am sorry, but the application you submitted for student's name has been rejected for the following reason(s).

___ Your child's resident district has declared itself exempt from the provisions of the School Choice Law due to it being under an enforceable desegregation order.

___ Your child's resident district has reached its limitation cap for allowable transfers and we cannot accept any additional school choice transfers from that district.

___ Your child does not meet the openings identified for the coming school-year identified in the Board of Directors Resolution adopted on insert date.

The specific reason for rejection is that acceptance would cause the district to have to add:

___ Staff

___ Teachers

___ classroom(s)

___ the insert the name of the program, class, grade level, or school building's capacity

As noted in your original application, you have ten (10) days from receipt of this notice in which to submit a written appeal of this decision to the State Board of Education.

Respectfully,

Bill Crowder
Superintendent

4.6—HOME SCHOOLING

Enrollment in Home School

Parents or legal guardians desiring to provide a home school for their children shall give written notice to the Superintendent of their intent to home school. The notice shall be given:

1. At the beginning of each school year, but no later than August 15;
2. Fourteen (14) calendar days prior to withdrawing the child (provided the student is not currently under disciplinary action for violation of any written school policy, including, but not limited to, excessive absences) and at the beginning of each school year thereafter; or
3. Within thirty (30) calendar days of the parent or legal guardian establishing residency within the district during the school year.

Written notice of the parent or legal guardian's intent to home school shall be delivered to the Superintendent through any of the following methods:

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

The notice shall include:

- a. The name, sex, date of birth, grade level, and the name and address of the school last attended, if any;
- b. The mailing address and telephone number of the home school;
- c. The name of the parent or legal guardian providing the home school;
- d. Indicate if the home-schooled student intends to participate in extracurricular activities during the school year;
- e. A statement of whether the home-schooled student plans to seek a high school equivalency diploma during the current school year;
- f. A statement if the home-school student plans to seek a driver's license during the current school year;
- g. A statement that the parent or legal guardian agrees that the parent or legal guardian is responsible for the education of their children during the time the parents or legal guardians choose to home school; and
- h. A signature of the parent or legal guardian, which must be notarized if the home-schooled student plans to seek a driver's license during the school year.

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

Enrollment or Re-Enrollment in Public School

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

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

If a home-schooled student is unable to provide a nationally recognized norm-referenced score, the District may either assess the student using a nationally recognized norm-referenced assessment or waive the requirement for a nationally recognized norm-referenced assessment score.

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

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

The District shall afford a home-schooled student who enrolls or re-enrolls in a public school the same rights and privileges enjoyed by the District's other students. The District shall not deny a home-schooled student who enrolls or re-enrolls in the District any of the following on the basis of the student having attended a home school:

- a. Award of course credits earned in the home school;
- b. Placement in the proper grade level and promotion to the next grade level;
- c. Participation in any academic or extracurricular activity;
- d. Membership in school-sponsored clubs, associations, or organizations;
- e. A diploma or graduation, so long as the student has enrolled or re-enrolled in the District to attend classes for at least the nine (9) months immediately prior to graduation; or
- f. Scholarships.

Legal References: A.C.A. § 6-15-503
 A.C.A. § 6-15-504
 A.C.A. § 6-41-103

Date Adopted: 7-24-2017

Last Revised: 7-24-2017

FOREIGN EXCHANGE STUDENTS

Foreign exchange students will be admitted to Hazen High School on an individual basis. A transcript in English must be provided to the school prior to enrollment. No student will be guaranteed graduation or the right to participate in graduation exercises. These students will not be eligible for honor graduate positions.

4.40—HOMELESS STUDENTS

The Hazen School District will afford the same services and educational opportunities to homeless children as are afforded to non-homeless children. The Superintendent or his/her designee shall appoint an appropriate staff person to be the local educational liaison for homeless children and youth whose responsibilities shall include coordinating with the state educational liaison for homeless children and youth to ensure that homeless children are not stigmatized or segregated on the basis of their status as homeless and such other duties as are prescribed by law and this policy.

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

To the extent feasible, the District shall do one of the following according to what is in the best interests of a homeless child. (For the purposes of this policy "school of origin" means the school the child attended when permanently housed or the school in which the child was last enrolled.)

1. continue educating the child who becomes homeless between academic years or during an academic year in their school of origin for the duration of their homelessness;
2. continue educating the child in his/her school of origin who becomes permanently housed during an academic year for the remainder of the academic year; or
3. enroll the homeless child in the school appropriate for the attendance zone where the child lives.

If the District elects to enroll a homeless child in a school other than their school of origin and such action is against the wishes of the child's parent or guardian, the District shall provide the parent or guardian with a written explanation of their reason for so doing which shall include a statement of the parent/guardian's right to appeal.

In any instance where the child is unaccompanied by a parent or guardian, the District's local educational liaison for homeless children and youth shall assist the child in determining his/her place of enrollment. The Liaison shall provide the child with a notice of his/her right to appeal the enrollment decision.

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

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

(a) are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are

(b) have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;

(c) are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and includes

(d) are migratory children who are living in circumstances described in clauses (a) through (c).

Legal References: 42 U.S.C. § 11431 et seq.**
42 U.S.C. § 11431 (2)
42 U.S.C. § 11432(g)(1)(H)(I)
42 U.S.C. § 11432 (g)(1)(J)(i), (ii), (iii), (iii)(I), (iii)(II)
42 U.S.C. § 11432 (g)(3)(A), (A)(i), (A)(i)(I), (A)(i)(II), (A)(ii)
42 U.S.C. § 11432 (g)(3)(B)(i), (ii), (iii)
42 U.S.C. § 11432 (g)(3)(C)(i), (ii), (iii)
42 U.S.C. § 11432 (g)(3)(E)(i), (ii), (iii)
42 U.S.C. § 11432 (g)(3)(G)
42 U.S.C. § 11432 (g)(4) (A), (B), (C), (D), (E)
42 U.S.C. § 11434a
Commissioner’s Memo COM-18-044

Date Adopted: 8-25-2014

Last Revised: 7-23-2018

4.52—STUDENTS WHO ARE FOSTER CHILDREN

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

The Superintendent or his/her designee shall appoint an appropriate staff person to be the local educational liaison for foster children and youth whose responsibilities shall include ensuring the timely school enrollment of each foster child and assisting foster children who transfer between schools by expediting the transfer of relevant educational records.¹

The District, working with other individuals and agencies shall, unless the presiding court rules otherwise or DHS grants a request to transfer under Foster Child School Choice, ensure that the foster child remains in his/her school of origin, even if a change in the foster child’s placement results in a residency that is outside the district. In such a situation, the District will work with DHS to arrange for transportation to and from school for the foster child to the extent it is reasonable and practical.²

Upon notification to the District's foster care liaison by a foster child's caseworker that a foster child's school enrollment is being changed to one of the District's schools, the school receiving the child must immediately enroll him/her. Immediate enrollment is required even if a child lacks the required clothing, academic or medical records, or proof of residency.³

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

Any course work completed by the foster child prior to a school enrollment change shall be accepted as academic credit so long as the child has satisfactorily completed the appropriate academic placement assessment.⁴

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

Foster Child School Choice

If DHS approves a request from a foster parent, or the foster child if the foster child is eighteen (18) years of age, to transfer to another school in the District or into the district as being in the best interest of the foster child, the District shall allow the foster child to transfer to another school in the District or into the District if the foster parent, or the foster child if the foster child is eighteen (18) years of age, submits a request to transfer on a form approved by ADE that is postmarked by no later than May 1 of the year the student seeks to begin the fall semester at another school in the District or in the District.

By July 1 of the school year in which the student seeks to transfer under this section, the superintendent shall notify the foster parent, or the foster child if the foster child is eighteen (18) years of age, in writing whether the application has been accepted or rejected. If the application is accepted, the superintendent shall state in the notification letter a reasonable deadline for the foster child to enroll in the new school or the District and that failure to enroll by the date shall void the school choice acceptance. If the application is rejected, the superintendent shall state in the notification letter the reason for the rejection and that the foster parent, or the foster child if the foster child is eighteen (18) years of age, may submit a written appeal of the rejection to the State board within ten (10) days of receiving the notification letter.

The District shall only reject a Foster Child School Choice application if:⁵

1. The public school or District has reached the maximum student-to-teacher ratio allowed under federal law, state law, rules for standards of accreditation, or other applicable rule or regulation; or
2. Approving the transfer would conflict with a provision of an enforceable desegregation court order or a public school district's court-approved desegregation plan regarding the effects of past racial segregation in student assignment.

A foster child whose application is rejected by the District may submit a written request within ten (10) days following the receipt of the rejection letter from the superintendent to the State Board of Education for the State Board to reconsider the transfer.

A Foster Child School Choice transfer shall remain in effect until the foster child:

- Graduates from high school; or
- Transfers to another school or school district under:
 - The Foster Child School Choice Act;
 - Opportunity Public School Choice Act of 2004;
 - The Public School Choice Act of 2015; or
 - Any other law that allows a transfer.

The District shall accept credits toward graduation that were awarded by another public school district.

When a foster child transfers from the foster child’s school of origin to another school in the District or into the District, the foster child or the foster parent is responsible for the foster child’s transportation to and from the school the foster child transferred to. The District and the foster parent, or the foster child if the foster child is eighteen (18) years of age, may enter into a written agreement for the District to provide the transportation to and from the school the foster child transferred to.

Legal References: A.C.A. § 6-18-233
 A.C.A. § 9-28-113

Date Adopted: 8-25-2014

Last Revised: 7-24-2017

EARLY DISMISSAL FROM SCHOOL

Any pupil leaving the school before the end of the day must make arrangements through the principal’s office.

1. No child shall be taken from school by anyone except a person who has the right to the child’s custody (parent or legal guardian).
 2. No child shall be taken from class or from school and sent on errands (either for the individual teacher or for the school) away from the school grounds except by permission of the principal and consent of the parents.
 3. Students must sign out in the office.
- (See Attendance Policy.)

4.7—ABSENCES

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

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

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

A student is expected to attend school at all times when school is in session. Students participating in and/or attending any extra-curricular school sponsored activity after school hours shall be in attendance at school for at least four (4) class periods on the day of the activity. However, exceptions can be made when extenuating circumstances are involved.

If make-up work is allowed, the student will be responsible for contacting each teacher concerning any work missed during an absence the first day that he/she returns to class. The teacher will determine the work to be made up. ALL work is to be made up in a reasonable length of time with the exceptions of suspension and truancy.

1. It is the responsibility of the parent/guardian to see that the student is in attendance in school. The parent is to notify the principal's office by no later than 10:00 a.m. on the day that the student is absent. For an absence to be counted as excused, the school must be contacted by the parent/guardian, or the student must present an official note from the doctor's office, the court, or some other official entity.
2. The student is responsible for picking up their admit slip on the first day following an absence whether the absence is excused or unexcused. No absences will be counted as excused after 5 school days following the absence unless an extension has been granted by the teacher for extenuating circumstances.
3. A student will be allowed to miss no more than twelve days in a class during each semester. Only four of these days may be excused by the parent/guardian. After the fourth parent/guardian excuse, absences will be considered unexcused unless accompanied by a note from a doctor, the court, or some other official entity.
4. **After the 8th unexcused absence in a class, the student will not be allowed to make up the class work missed, depending upon the teacher's discretion and the nature of the absences (see 6 below).**
5. When the student has been absent from school for a total of three (3) days the student's parents, guardians or persons in loco parentis shall be notified by mail that their child has missed over 1/3 of the days permitted under the school district's student attendance policy per semester.
6. When the student has been absent from school for a total of eight (6) days the student's parents, guardians or persons in loco parentis shall be notified by mail that their child has missed over 2/3 of the days permitted under the school district's student attendance policy per semester.
7. Before a student accumulates the maximum number of absences allowed by policy, the parent/guardian may petition the administration for special arrangements to address the student's absences. If special arrangements are granted by the school, these arrangements will be formalized into a written agreement of conditions and consequences for not fulfilling the requirements. This agreement is to be signed by the school administrator, parent and student.
8. **Any student with 8 or more unexcused or 15 or more excused and unexcused absences could be recommended for ALE for credit recovery.**
9. If a student has 8 or more unexcused absences in any class the county juvenile officer or prosecuting attorney will be notified, and a Family in Need of Services (FINS) document may be filed. The student's parents, guardians or persons in loco parentis shall be subject to a civil penalty in such amount as a court of competent jurisdiction presiding in the presence of a

representative of the school district may prescribe, but not to exceed five hundred dollars (\$500.00) plus the cost of court and any reasonable fees assessed by the court. The penalty shall be forwarded by the court to the school attended by the student.

10. When a student has unexcused absences from class totaling more than 8 days, the student will remain in the class but receive no credit unless granted an extension by the principal and the attendance committee, which will include the counselor and the student's teacher(s). No extensions will be granted to a student who has been truant or who has been suspended for a combined total of 5 days or more.
11. Each public, private or parochial school shall notify the Department of Finance and Administration whenever a student fourteen (14) years of age or older is no longer in school, and the dropped student's driver's license will be suspended by the Department of Finance and Administration.

Excused Absences

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

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

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

Unexcused Absences

Absences not defined above or not having an accompanying note from the parent or legal guardian, presented in the timeline required by this policy, shall be considered as unexcused absences.

Students with more than (8) unexcused absences in a course in a semester shall not receive credit for that course. At the discretion of the principal after consultation with persons having knowledge of the circumstances of the unexcused absences, the student may be denied promotion or graduation. Excessive absences shall not be a reason for expulsion or dismissal of a student.

When a student has (3) unexcused absences, his/her parents, guardians, or persons in loco parentis shall be notified.

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

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

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

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

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

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.

Legal References: A.C.A. § 6-4-302; A.C.A. § 6-18-209; A.C.A. § 6-18-220; A.C.A. § 27-16-701; A.C.A. § 6-18-222; A.C.A. § 6-18-229; A.C.A. § 6-18-231 A.C.A. § 6-18-507(g); A.C.A. § 7-4-116; A.C.A. § 9-28-113(f)

Date Adopted: 8-25-2014

Last Revised: 7-23-2018

4.8—MAKE-UP WORK

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

1. Students are responsible for asking the teachers of the classes they missed what assignments they need to make up.
2. Teachers are responsible for providing the missed assignments when asked by a returning student.
3. Students are required to ask for their assignments on their first day back at school or their first class day after their return.
4. 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. Make-up work which is not turned in within the make-up schedule for that assignment shall receive a zero.
7. Students are responsible for turning in their make-up work without the teacher having to ask for it.
8. 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.
9. As required/permitted by the student's Individual Education Program or 504 Plan.
10. Parents may ask the High school office to gather students work for them if that student has missed or will miss more than 3 consecutively days.

Work may not be made up for credit for absences in excess of the number of allowable absences in a semester **unless** the absences are part of a signed agreement as permitted by policy 4.7—ABSENCES.
Cross Reference: 4.7—ABSENCES

Date Adopted: 8-25-2014

Last Revised: 7-24-2018

DROPPING OUT OF OR WITHDRAWAL FROM SCHOOL

All students who drop out or withdraw from school must secure a withdrawal form from the principal's office and secure the required signatures. All monetary obligations must also be taken care of at this time. No grades or records will be transferred or released until this is done. The Social Security Administration will be notified if appropriate.

CHECK-OUT AND CHECK-IN PROCEDURES

Hazen High School has a closed campus policy. Once a student arrives on campus, he/she may **not** leave the campus without checking out through the principal's office. If a student must leave the school grounds during the school day, the parent/guardian must personally sign the student out in the office. The high school principal shall have the authority to use discretion in unusual situations and emergencies. Parents are encouraged to refrain from checking out students except for emergency situations. **Students will not be allowed to leave with other students.**

Students who leave campus without checking out will be considered truant.

STUDENTS MUST LEAVE CAMPUS IMMEDIATELY AFTER CHECKING OUT.

4.10—CLOSED CAMPUS

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

This means NO ONE LEAVES FOR LUNCH and then returns for class without an official notice from a doctor or other official entity or without specific permission from the principal.

Date Adopted: 8-25-2014

Last Revised:

4.15—CONTACT WITH STUDENTS WHILE AT SCHOOL

CONTACT BY PARENTS

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

CONTACT BY NON-CUSTODIAL PARENTS

If there is any question concerning the legal custody of the student, the custodial parent shall present documentation to the principal or his/her designee establishing the parent's custody of the student. It shall be the responsibility of the custodial parent to make any court ordered "no contact" or other restrictions regarding the non-custodial parent known to the principal by presenting a copy of a file-marked court order. Without such a court order on file, the school will release the child to either of his/her parents. Non-custodial parents who file with the principal a date-stamped copy of current court orders granting visitation may eat lunch, volunteer in their child's classroom, or otherwise have contact with their child during school hours and the prior approval of the school's principal. Such contact is subject to the limitations outlined in Policy 4.16, Policy 6.5, and any other policies that may apply.

Unless prior arrangements have been made with the school's principal, Arkansas law provides that the transfer of a child between his/her custodial parent and non-custodial parent, when both parents are present, shall not take place on the school's property on normal school days during normal hours of school operation.

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

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

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

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

In instances other than those related to cases of suspected child abuse, principals must release a student to either a police officer who presents a subpoena for the student, or a warrant for arrest, or to an agent of state social services or an agent of a court with jurisdiction over a child with a court order signed by a judge.

Upon release of the student, the principal or designee shall give the student's parent, legal guardian, or other person having lawful control by court order, or person acting in loco parentis notice that the student has been taken into custody by law enforcement personnel or a state's social services agency. If the principal or designee is unable to reach the parent, he or she shall make a reasonable, good faith effort to get a message to the parent to call the principal or designee, and leave both a day and an after-hours telephone number.

Contact by Professional Licensure Standards Board Investigators

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

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

Date Adopted: 8-25-2014

Last Revised: 7-30-2015

4.16—STUDENT VISITORS

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

Date Adopted: 8-25-2014 Last Revised: 7-30-2015

4.11—EQUAL EDUCATIONAL OPPORTUNITY

No student in the Hazen School District shall, on the grounds of race, color, religion, national origin, sex, age, or disability be excluded from participation in, or denied the benefits of, or subjected to discrimination under any educational program or activity sponsored by the District.

Date Adopted: 8-25-2014

Last Revised: 7-30-2015

4.45—SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS FOR THE CLASSES OF 2019 AND 2020

All students are required to participate in the Smart Core curriculum unless their parents or guardians, or the students if they are eighteen (18) years of age or older, sign a *Smart Core Waiver Form* to not participate. While Smart Core is the default option, both a *Smart Core Informed Consent Form* and a *Smart Core Waiver Form* will be sent home with students prior to their enrolling in seventh (7th) grade, or when a seventh (7th) through twelfth (12th) grade student enrolls in the district for the first time and there is not a signed form in the student's permanent record. Parents must sign one of the forms and return it to the school so it can be placed in the students' permanent record.¹ This policy is to be included in student handbooks for grades six (6) through twelve (12) and both students and parents must sign an acknowledgement they have received the policy. Those students not participating in the Smart Core curriculum will be required to fulfill the Core curriculum or the requirements of their IEP (when applicable) to be eligible for graduation. Counseling by trained personnel shall be available to students and their parents or legal guardians prior to the time they are required to sign the consent forms.

While there are similarities between the two curriculums, following the Core curriculum may not qualify students for some scholarships and admission to certain colleges could be jeopardized. Students initially choosing the Core curriculum may subsequently change to the Smart Core curriculum **providing** they would be able to complete the required course of study by the end of their senior year.² Students wishing to change their choice of curriculums must consult with their counselor to determine the feasibility of changing paths.

This policy, the Smart Core curriculum, and the courses necessary for graduation shall be reviewed by staff, students, and parents as part of the annual school district support plan development process³ to determine if changes need to be made to better serve the needs of the district's students. The superintendent, or his/her designee, shall select the composition of the review panel.

Sufficient information relating to Smart Core and the district's graduation requirements shall be communicated to parents and students to ensure their informed understanding of each. This may be accomplished through any or all of the following means:⁴

Inclusion in the student handbook of the Smart Core curriculum and graduation requirements;

Discussion of the Smart Core curriculum and graduation requirements at the school's annual public meeting, PTA meetings, or a meeting held specifically for the purpose of informing the public on this matter;

Discussions held by the school's counselors with students and their parents; and/or

Distribution of a newsletter(s) to parents or guardians of the district's students.

Administrators, or their designees, shall train newly hired employees, required to be licensed as a condition of their employment, regarding this policy. The district's annual professional development shall include the training required by this paragraph.⁵

To the best of its ability, the District shall follow the requirements covering the transfer of course credit and graduation set forth in the Interstate Compact on Educational Opportunity for Military Children for all students who meet the definition of "eligible child" in Policy 4.2—ENTRANCE

REQUIREMENTS.

GRADUATION REQUIREMENTS

The number of units students must earn to be eligible for high school graduation is to be earned from the categories listed below. A minimum of twenty-two (22) units is required for graduation for a student participating in either the Smart Core or Core curriculum. In addition to the twenty-two (22) units required for graduation by the Arkansas Department of Education (ADE), the district requires an additional __ units to graduate for a total of __ units. The additional required units may be taken from any electives offered by the district.⁶ There are some distinctions made between Smart Core units and Graduation units. Not all units earned toward graduation necessarily apply to Smart Core requirements.

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

Digital Learning Courses

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

SMART CORE: Sixteen (16) units

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

Oral Communications: one-half (½) unit

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

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

Geometry or Geometry A & B* which may be taken in grades 8-9 or 9-10;

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

Algebra II; and

The fourth unit may be either:

A math unit approved by ADE beyond Algebra II

A computer science flex credit may be taken in the place of a fourth math credit.

Natural Science: a total of three (3) units with lab experience chosen from
One unit of Biology; and either:

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

Physical Science;

Chemistry;

Physics; or

One unit from the three categories above and a computer science flex credit may be taken in the place of a third science credit.

Social Studies: three (3) units

Civics – one-half (½) unit

World History - one unit

American History - one unit

Other social studies – one-half (½) Unit

Physical Education: one-half (½) unit

Note: While one-half (½) unit is required for graduation, no more than one (1) unit may be applied toward fulfilling the necessary units to graduate.

Health and Safety: one-half (½) unit

Economics – one half (½) unit – dependent upon the licensure of the teacher teaching the course, this can count toward the required three (3) social studies credits or the six (6) required Career Focus elective credits.⁸

Fine Arts: one-half (½) unit

CAREER FOCUS: - Six (6) units

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

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

a student who completes at least seventy-five (75) clock hours of documented community service in grades nine (9) through twelve (12) at any certified service agency or a part of a service-learning school program shall receive one (1) Career Focus credit.⁹

CORE: Sixteen (16) units

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

Oral Communications: one-half (½) unit

Mathematics: four (4) units

Algebra or its equivalent* - 1 unit

Geometry or its equivalent* - 1 unit

All math units must build on the base of algebra and geometry knowledge and skills.

(Comparable concurrent credit college courses may be substituted where applicable)

A computer science flex credit may be taken in the place of a math credit beyond Algebra I and Geometry

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

Science: three (3) units

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

Two units chosen from the following three categories:

Physical Science;

Chemistry;

Physics; or

One unit from the three categories above and a computer science flex credit may be taken in the place of a third science credit.

Social Studies: three (3) units

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

World history, one (1) unit

American History, one (1) unit

Other social studies – one-half ($\frac{1}{2}$) unit

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

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

Health and Safety: one-half ($\frac{1}{2}$) unit

Economics – one half ($\frac{1}{2}$) unit – dependent upon the licensure of the teacher teaching the course, this can count toward the required three (3) social studies credits or the six (6) required Career Focus elective credits.⁸

Fine Arts: one-half ($\frac{1}{2}$) unit

CAREER FOCUS: - Six (6) units

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

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

a student who completes at least seventy-five (75) clock hours of documented community service in grades nine (9) through twelve (12) at any certified service agency or a part of a service-learning school program shall receive one (1) Career Focus credit.⁹

Cross References: 4.55—STUDENT PROMOTION AND RETENTION
5.2—PLANNING FOR EDUCATIONAL IMPROVEMENT
5.11—DIGITAL LEARNING COURSES
5.12—COMPUTER SCIENCE INTERNSHIPS AND INDEPENDENT STUDIES
5.16—COMPUTER SCIENCE COURSE PREREQUISITES AND PROGRESSION

Legal References: Standards for Accreditation 1-C.2, 1-C.2.1, 1-C.2.2, 1-C.2.3
ADE Guidelines for the Development of Smart Core Curriculum Policy
ADE Rules Governing Distance and Digital Learning
Smart Core Informed Consent Form 2018
Smart Core Waiver Form 2016
Commissioner’s Memo LS-18-082
A.C.A. § 6-4-302
A.C.A. § 6-16-149
A.C.A. § 6-16-150
A.C.A. § 6-16-1406

Date Adopted:7-24-17
Last Revised: 7-30-18

4.45.1—SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS FOR THE CLASSES OF 2021 AND THEREAFTER

All students are required to participate in the Smart Core curriculum unless their parents or guardians, or the students if they are eighteen (18) years of age or older, sign a *Smart Core Waiver Form* to not participate. While Smart Core is the default option, both a *Smart Core Informed Consent Form* and a *Smart Core Waiver Form* will be sent home with students prior to their enrolling in seventh (7th) grade, or when a seventh (7th) through twelfth (12th) grade student enrolls in the district for the first time and there is not a signed form in the student’s permanent record. Parents must sign one of the forms and return it to the school so it can be placed in the students’ permanent record.¹ This policy is to be included in student handbooks for grades six (6) through twelve (12) and both students and parents must sign an acknowledgement they have received the policy. Those students not participating in the Smart Core curriculum will be

required to fulfill the Core curriculum or the requirements of their IEP (when applicable) to be eligible for graduation. Counseling by trained personnel shall be available to students and their parents or legal guardians prior to the time they are required to sign the consent forms.

While there are similarities between the two curriculums, following the Core curriculum may not qualify students for some scholarships and admission to certain colleges could be jeopardized. Students initially choosing the Core curriculum may subsequently change to the Smart Core curriculum **providing** they would be able to complete the required course of study by the end of their senior year.² Students wishing to change their choice of curriculums must consult with their counselor to determine the feasibility of changing paths.

This policy, the Smart Core curriculum, and the courses necessary for graduation shall be reviewed by staff, students, and parents as part of the annual school district support plan development process³ to determine if changes need to be made to better serve the needs of the district's students. The superintendent, or his/her designee, shall select the composition of the review panel.

Sufficient information relating to Smart Core and the district's graduation requirements shall be communicated to parents and students to ensure their informed understanding of each. This may be accomplished through any or all of the following means:⁴

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

Administrators, or their designees, shall train newly hired employees, required to be licensed as a condition of their employment, regarding this policy. The district's annual professional development shall include the training required by this paragraph.⁵

To the best of its ability, the District shall follow the requirements covering the transfer of course credit and graduation set forth in the Interstate Compact on Educational Opportunity for Military Children for all students who meet the definition of "eligible child" in Policy 4.2—ENTRANCE REQUIREMENTS.

GRADUATION REQUIREMENTS

The number of units students must earn to be eligible for high school graduation is to be earned from the categories listed below. A minimum of twenty-two (22) units is required for graduation for a student participating in either the Smart Core or Core curriculum. In addition to the twenty-two (22) units required for graduation by the Arkansas Department of Education (ADE), the district requires an additional __ units to graduate for a total of __ units. The additional required units may be taken from any electives offered by the district.⁶ There are some distinctions made between Smart Core units and Graduation units. Not all units earned toward graduation necessarily apply to Smart Core requirements.

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

Digital Learning Courses

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

Personal and Family Finance

In tenth (10th), eleventh (11th), or twelfth (12th) grade, all students shall receive credit in a course covering the Personal and Family Finance Standards

SMART CORE: Sixteen (16) units

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

Oral Communications: one-half (½) unit

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

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

Geometry or Geometry A & B* which may be taken in grades 8-9 or 9-10;

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

Algebra II; and

The fourth unit may be either:

A math unit approved by ADE beyond Algebra II or

A computer science flex credit may be taken in the place of a fourth math credit.

Natural Science: a total of three (3) units with lab experience chosen from

One unit of Biology; and either:

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

Physical Science;

Chemistry;

Physics or

One unit from the three categories above and a computer science flex credit may be taken in the place of a third science credit.

Social Studies: three (3) units

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

World History - one unit

American History - one unit

Other social studies – one-half ($\frac{1}{2}$) unit

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

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

Health and Safety: one-half ($\frac{1}{2}$) unit

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

Fine Arts: one-half ($\frac{1}{2}$) unit

CAREER FOCUS: - Six (6) units

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

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

a student who completes at least seventy-five (75) clock hours of documented community service in grades nine (9) through twelve (12) at any certified service agency or a part of a service-learning school program shall receive one (1) Career Focus credit.⁹

CORE: Sixteen (16) units

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

Oral Communications: one-half (½) unit

Mathematics: four (4) units

Algebra or its equivalent* - 1 unit

Geometry or its equivalent* - 1 unit

All math units must build on the base of algebra and geometry knowledge and skills.
(Comparable concurrent credit college courses may be substituted where applicable)

A computer science flex credit may be taken in the place of a math credit beyond Algebra I and Geometry

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

Science: three (3) units

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

Two units chosen from the following three categories:

Physical Science;

Chemistry;

Physics; or

One unit from the three categories above and a computer science flex credit may be taken in the place of a third science credit.

Social Studies: three (3) units

Civics one-half (½) unit

World history, one (1) unit
American History, one (1) unit
Other social studies – one-half (½) unit

Physical Education: one-half (½) unit

Note: While one-half (½) unit is required for graduation, no more than one (1) unit may be applied toward fulfilling the necessary units to graduate.

Health and Safety: one-half (½) unit

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

Fine Arts: one-half (½) unit

CAREER FOCUS: - Six (6) units

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

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

a student who completes at least seventy-five (75) clock hours of documented community service in grades nine (9) through twelve (12) at any certified service agency or a part of a service-learning school program shall receive one (1) Career Focus credit.⁹

Cross References: 4.55—STUDENT PROMOTION AND RETENTION
5.2—PLANNING FOR EDUCATIONAL IMPROVEMENT
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5.12—COMPUTER SCIENCE INTERNSHIPS AND INDEPENDENT STUDIES

5.16—COMPUTER SCIENCE COURSE PREREQUISITES AND PROGRESSION

Legal References: Standards for Accreditation 1-C.2, 1-C.2.1, 1-C.2.2, 1-C.2.3
ADE Guidelines for the Development of Smart Core Curriculum Policy
ADE Rules Governing Distance and Digital Learning
Smart Core Informed Consent Form 2018
Smart Core Waiver Form 2016
Commissioner's Memo LS-18-082
A.C.A. § 6-4-302
A.C.A. § 6-16-149
A.C.A. § 6-16-150
A.C.A. § 6-16-1406

Date Adopted: 7-24-2017

Last Revised: 7-30-2018

DIGITAL LEARNING COURSES:

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

CORRESPONDENCE COURSE POLICY

Correspondence work will be accepted at Hazen High School under the following conditions:

- A. The course must apply to grades 9 - 12.
- B. Correspondence work may only be taken as make up work, and then only when other options have been exhausted. The student must make every effort to take courses in residence at Hazen High School before correspondence work may be considered. Correspondence courses may be taken to make up previously failed courses, but not in lieu of those courses. Exceptions to this rule include courses which the student wishes to take for enrichment that are not offered at Hazen High School and courses which the student needs, but can not take at school due to a scheduling impossibility.
- C. Students who wish to enroll in a correspondence course and apply that course toward graduation, must receive prior approval of the counselor and principal.
- D. Final grades must be received by the counselor two weeks prior to graduation to count toward graduation for seniors.
- E. A maximum of two (2) credits will be accepted for credit toward graduation.
- F. Correspondence courses must be chosen from a course provider acceptable to the school district.

SUMMER SCHOOL CREDITS

A maximum of 2 credits may be taken in summer school or by correspondence (in one year). Participation in summer school or enrollment in correspondence courses must be approved by the principal or the high school counselor.

CHANGING CLASSES

Students will have five (5) days from the beginning of the semester in which to notify the counselor of a desire to change, add to, or drop a class from their schedules. After 5 school days have passed, students must stay in the classes for which they are enrolled until the end of the semester. At that time they will again have five (5) days to change. All schedule changes must be made through the counselor's office and approved by the principal.

Schedule change requests in the fall will be permitted only for the following reasons:

1. When a student completes a course during summer school.
2. When a student fails a course prerequisite.
3. When a change is required due to a clerical error.
4. When a teacher recommends a change in the level of the course.
5. **When enrollment in a course is insufficient, course will be dropped from schedule for one year.**

DROPPING CLASSES

If a student drops a course at the end of a semester, the teacher must have written notice signed by counselor and principal before dropping his/her name from the class list.

ADVANCED PLACEMENT CLASSES

All AP, ADE Honors, and IB courses will be graded on a 5.0 point scale. All AP students must take and make at least a 3 or a 4 on the AP exam to get college credit for the course, unless the AP course is also a concurrent credit course. College credit is dependent upon the chosen college's requirements.

Advanced Placement classes offered at Hazen High School include:

- AP Language and Composition
- AP Literature and Composition
- AP U. S. History
- AP Calculus
- AP Chemistry
- AP Art
- AP Biology

AP COURSE MATERIALS

Advanced Placement courses are college level courses, and college level material will be presented in these courses. AP classes will also require extra time and effort on the part of both the students and the teachers.

DROPPING AP CLASSES

Students may have the option to drop an AP class for a regular class in the same subject area during the first four weeks of the first nine weeks grading period. There must be a parent conference before the student is dropped.

Students who receive a failing grade at semester in an AP class MUST drop the class at semester. Grades made in the AP class will be transferred to the new class in which the student enrolls. Transfer grades will not be weighted.

4.60 H - GRADING SCALES

Grades at Hazen School District are based on educational objectives only. Grades assigned to students for performance in a course reflect only the extent to which a student has achieved the expressed academic objectives of the course.

High School Grading Scale (9-12)

Hazen High School has a normal grading scale for regular classes and an advanced placement grading scale for AP, IB and state approved honors classes. They are as follows:

Regular Grading Scale

Grade	Weight	Numeric grade range
A-----	4-----	90 – 100
B-----	3-----	80 - 89
C-----	2-----	70 – 79
D-----	1-----	60 – 69
F-----	0-----	0 – 59

Advanced Placement Grading Scale

Students who take Advanced Placement courses, International Baccalaureate courses, or honors courses approved for weighted credit by the Arkansas Department of Education shall be graded according to the following schedule:

A-----	5-----	90 – 100
B-----	4-----	80 – 89
C-----	3-----	70 – 79
D-----	2-----	60 – 69
F-----	0-----	0 – 59

The 5.0 grading scale is dependent upon teacher training and the student's taking of the Advanced Placement test for the course.

Students taking AP, International Baccalaureate or state approved honors courses shall receive weighted credit as described in this policy. Credit shall be given for each grading period during the course of the year, but shall be retroactively removed from a student's grade for any course in which the student fails to take the applicable AP exam. Students who do not take the AP exam shall receive the same numeric value for the grade he/she receives in the course as if it were a non-AP course.

Students who transfer into the district will be given weighted credit for the Advanced Placement courses, International Baccalaureate courses, honors courses approved by the Arkansas Department of Education, and concurrent college courses taken for weighted credit at his/her previous school(s) according to the preceding scale.

Grades that are aligned with other educational objectives such as the student learning expectations contained in the curriculum frameworks may also be given. These expectations include the timely production of work.

GRADING POLICIES FOR SPECIAL SERVICES STUDENTS

All course work will be modified according to the student's IEP as required by law. Students will be graded in accordance with these modifications.

Date Adopted: 8-25-2014

Last Revised: 7-30-2015

HOMEWORK POLICY

It is the policy of the Hazen School District to allow the professional staff to assign homework to students. The homework must be related to the aims or philosophy of the school. Assignment of homework is encouraged when it can be seen to be of benefit to the student and the following limitations are observed:

- a. Assigned homework will not involve any new phase of teaching or learning.
- b. Homework will be purposeful and varied, not busywork.
- c. Homework may not interfere with the proper development of the student's health.
- d. Homework will not interfere with the student's assuming proper responsibilities in the home.
- e. Homework should not take so much of the student's time that the student is denied opportunities to engage in activities of their own choosing.

GRADE POINT AVERAGE AND RANK-IN-CLASS PROCEDURE

The student's GPA will be determined by the grades received on credit classes (the classes in which a student earns a unit toward the 23 credits counted toward graduation). All credit classes attempted, grades 9-12, will be counted toward the GPA.

CLASS STANDING

- A. A student with less than 4 credits will be classified a freshman for the entire year.
- B. A student with 4 but less than 10 credits and has passed both semesters of English I will be classified a sophomore.
- C. A student with 10 but less than 16 credits and passed both semesters of English II will be classified a junior.
- D. A student with 16 or more credits and passed both semesters of English III will be classified a senior.

4.54 - STUDENT ACCELERATION

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

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

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

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

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

Legal Reference: ADE Gifted and Talented Rules

Date adopted: 8-25-2014

Last Revised: 7-30-2015

4.55—STUDENT PROMOTION AND RETENTION

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

At least once each semester, the parents and teacher(s) of a student in kindergarten through eighth (8th) grade shall be notified in writing of the student's independent grade-level-equivalency in reading.

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

Promotion or retention of students, or their required retaking of a course shall be primarily based on the following criteria.¹ If there is doubt concerning the promotion or retention of a student or his/her required retaking of a course, a conference shall be held before a final decision is made that includes the following individuals:

- a. The building principal or designee;
- b. The student's teacher(s);
- c. School counselor;
- d. A 504/special education representative (if applicable); and
- e. The student's parents.

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

Beginning with the 2018-2019 school year, each student² shall have a student success plan (SSP) developed by school personnel in collaboration with the student's parents and the student that is reviewed and updated annually. A student's SSP shall use multiple academic measures to personalize learning in order for students to achieve their grade-level expectations and individual growth. The SSP will identify if the student is in need of additional support or acceleration. Academic measures to be used in creating and updating a student's SSP shall include, but are not limited to:

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

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

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

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

- The student's SSP will be updated in order to assist the student with college and career readiness skills, course selection in high school, and improved academic achievement; and
- Provide a basis for counseling concerning postsecondary preparatory programs.

An SSP shall be created:

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

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

who either refuse to sit for a Statewide assessment or attempt to boycott a Statewide assessment by failing to put forth a good faith effort on the assessment as determined by the assessment administrator/proctor, or whose parents do not send their student to school on the dates the assessments are originally administered or scheduled as make-up days shall not be permitted to participate in any non-curriculum related extracurricular activity, including school dances, prom, homecoming, senior events, and may be prevented from walking or participating in graduation exercises. The student shall remain ineligible to participate until the student takes the same or a following Statewide assessment, as applicable. The Superintendent or designee may waive this paragraph's provisions when the student's failure was due to exceptional or extraordinary circumstances.³ Students falling under the provisions of this paragraph shall be permitted to attend curriculum related field trips occurring during the school day.⁶⁴

Legal References:

A.C.A. § 6-15-2001
A.C.A. § 6-15-2005
A.C.A. § 6-15-2006
A.C.A. § 6-15-2907
A.C.A. § 6-15-2911
A.C.A. § 9-28-205
ADE Rules Governing the Arkansas Educational Support and Accountability Act
Murphy v. State of Ark., 852 F.2d 1039 (8th Cir. 1988)

Date Adopted: 8-25-2014

Last Revised: 7-24-17

SPECIAL SERVICES PLACEMENT AND PROGRESS OF STUDENTS

Placement and progress of students enrolled in special education will be determined at the year-end conference for each student. In order to be promoted to the next level (grade), a student must make satisfactory progress toward meeting the objectives stated in his or her Individualized Educational Program (IEP).

Parents of special services students who disagree with the grade placement of their child should contact their local special education supervisor for a hearing.

SEMESTER TEST POLICIES

Semester tests will be given covering all work done in the previous semester and the test will count 20% of the semester grade. NO MORE THAN TWO DAYS OF CLASS TIME MAY BE DEVOTED TO SEMESTER TEST REVIEW.

SEMESTER TEST EXEMPTIONS/ FIRST SEMESTER

Students in the 9th through 11th grade who score Ready on previous year's in ELA or STEM state required exams will be eligible to be exempt from their first semester exams. Seniors will be eligible to be exempt if they made a 19 on their composite score for the ACT. Students are eligible for exemption provided that their semester grades are a C or above with the exceptions below:

1. Students will have to take semester exams in any class in which their grade is below a C.
2. Students who have an outstanding debt will not be exempted from any semester test.
3. Students will not be exempt if they have missed more than 5 days for the semester in the class in which they have earned a "C". Students will not be exempt if they have missed more than 7 days in the classes in which they have earned a "B" or an "A".
4. Students who have been assigned to In-School suspension for any offense other than tardies, who have been assigned to Saturday School, or who have been given Out-of-School suspension during the first semester will not be exempt from any first semester tests.

SEMESTER TEST EXEMPTION/SECOND SEMESTER

Students **may** be exempt from comprehensive semester exams for the second semester. The requirements for eligibility for exemption follow.

1. A student must have a semester grade of "C" (70%) or better in the class for which the test is to be given.
2. Any student given an out-of-school suspension during either of the two semesters in the school year, regardless of the length of the suspension, will not be exempt from taking semester test.
3. In-School suspension during the second semester (only) for offenses other than tardies will result in canceling eligibility for exemption.
4. Students will not be exempt if they have missed more than 5 days for the semester in the class in which they have earned a "C". Students will not be exempt if they have missed more than 7 days in the classes in which they have earned a "B" or an "A".
5. Any student who has an outstanding debt will not be exempt from any semester test.
6. Any student who moves into the district during a semester will take semester tests for that semester.
7. Assignment to Saturday School during the second semester (only) will result in canceling eligibility for exemption.

NOTE:

1. Test exemptions shall be granted on an individual class basis. A student who meets the exemption criteria for some classes, but not all, shall only be exempted from tests for the classes for which the criteria are met.
2. Students that have missed school due to a medical emergency that required hospitalization will be reviewed on an individual basis for exemption.
3. Students will only be allowed to check in and out during semester tests only if the parent of the student checks them out.

REMEDIATION PROGRAM

Students who do not score proficient on the previous year's state required exams must have an Academic Improvement Plan (AIP) and must be remediated by Hazen High School. These remediation plans

(AIP's) must be agreed upon and signed by the parent based upon the previous year's benchmark deficiencies, and the educational needs of the student.

Time has been scheduled into the regular school day to provide for remediation. If the time set aside for remediation during the school day does not prove to be sufficient for academic improvement, additional remediation time will be assigned. This may include tutoring, extended days, double blocking of instruction in deficient areas, Saturday School or any other means as deemed necessary. Students who do not participate in the remediation program will be retained. (Ark. Ann. Code 6-15-2003)

GIFTED AND TALENTED PROGRAM

According to the state of Arkansas definition, gifted students are those who have outstanding abilities and who are capable of high performance, as identified by professionals using procedures. The term gifted includes the following characteristics: high intellectual ability, task commitment and/or motivation, and creative ability.

The program seeks to meet the unique abilities, needs, and interests of gifted and talented students through identification procedures, a special curriculum, teacher training, and instructional activities.

Nominations may be made by the student, peers, parents, teachers, or the community. A teacher nomination is required. The gifted and talented program does not discriminate against race, gender, or disabilities.

ALTERNATIVE LEARNING ENVIRONMENT (CORE PROGRAM)

The district shall have an alternative learning environment (ALE) which shall be part of an intervention program designed to provide guidance, counseling, and academic support to students who are experiencing emotional, social, or academic problems.

The superintendent or his/her designee shall appoint an Alternative Education Placement Team which shall have the responsibility of determining student placement in the ALE. The team should consist of at least a school counselor, the ALE director or principal, a parent or legal guardian, and a regular classroom teacher.

Students who are placed in the ALE shall exhibit at least two of the following characteristics:

- Disruptive behavior
- Drop out from school
- Personal or family problems or situations
- Recurring absenteeism
- Transition to or from residential programs

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

- Ongoing, persistent lack of attaining proficiency levels in literacy and mathematics or other coursework
- Abuse: physical, mental, or sexual
- Frequent relocation of residency
- Homelessness

Inadequate emotional support
Mental/physical health problem
Pregnancy
Single parenting

The teachers and administrator of the ALE shall determine exit criteria for students assigned to the district's ALE on which to base the student's return to the regular school program of instruction.

The purpose of the Alternative Learning Center is to allow students who are academically challenged or are such a discipline problem they cannot function in the regular class an alternative way to attain their high school diploma. The structure is different and some guidelines are not the same as regular students or other ALE students. Students may be assigned regular classes all day or not at all. ALE students are required to follow school academic and discipline guidelines.

A. REFERRALS - Any teacher, student, parent, counselor, or principal may request the admission of a student to the ALE. The reasons for the placement must be submitted to the counselor or the principal in written form.

B. PLACEMENT COMMITTEE - The ALE Coordinator, High School Principal, Counselor, one or more teachers and the parent/guardian shall make up the Placement Committee.

C. REASONS FOR PLACEMENT -

1. The student is at risk of dropping out of school.
2. The student is at risk of failing course(s).
3. The student is significantly deficient in credits toward graduation.
4. The student's conduct inhibits participation in the regular classroom.
5. Other reasons as stated in the referral.

D. PARENT NOTIFICATION - Parents will be notified by letter or phone of Placement Committee conferences and recommendations.

E. CLASSROOM RE-ENTRY PROCESS - Students will be reviewed throughout each grading period. Re-entry to the regular classroom will take place upon recommendation of the ALE Coordinator for review by the Placement Committee and Classroom teachers. Final recommendation will be made by the Placement Committee.

G. ACADEMIC ASSESSMENT - ALE students will be assigned course work and grades by one or more of the following methods:

1. Assigned and graded by the classroom teacher.
2. Use classroom teacher's lesson plans and graded by ALE Coordinator or classroom teacher.
3. Computer delivered and assessed.

All course work will be monitored by the Coordinator.

4.49—SPECIAL EDUCATION

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

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

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

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

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

Date Adopted: 8-25-2014

Last Revised: 7-24-18

GRADUATION REQUIREMENTS

ADDITION GRADUATION REQUIREMENTS

The number of units students must earn to be eligible for high school graduation is to be earned from the categories listed below. A minimum of twenty-two (22) units is required for graduation for a student participating in either the Smart Core or Core curriculum. In addition to the twenty-two (22) units required for graduation by the Arkansas Department of Education, the district requires an additional one (1) unit to graduate for a total of twenty-three (23) units. The additional required units may be taken from any electives offered by the district.⁶ There are some distinctions made between Smart Core units and Graduation units. Not all units earned toward graduation necessarily apply to Smart Core requirements.

Beginning in the 2018-2019 school year, all students must pass the test approved by ADE that is similar to the civics portion of the naturalization test used by the United States Citizenship and Immigration Services in order to graduate.

Digital Learning Courses

The District shall offer one or more digital learning course(s) through one or more District approved provider(s) as either a primary or supplementary method of instruction. The courses may be in a blended

learning, online-based, or other technology-based format.⁷ In addition to the other graduation requirements contained in this policy, students are required to take at least one (1) digital learning course for credit while in high school.

AL GRADUATION REQUIREMENTS

Seniors must attend school for the entire school day, and they must be enrolled in at least 7 academic courses.

Seniors who can prove that they must work because of a family financial hardship may leave during the last period of the day under certain conditions.

To be eligible to receive a diploma of graduation, a student must attend an accredited school for a minimum of eight (8) semesters.

In accordance with Act 275 of 1997, any student who is enrolled at Hazen High School and has earned the number of credits required by the school district for graduation shall be eligible to graduate without regard to grade level the student is enrolled in at the time such credits are earned. Correspondence courses will not count toward early graduation. However, students must be classified as seniors (earned 16 credits and passed both semesters of English III) at the start of the school year in order to qualify for any honor graduate positions.

Seniors must pay all fees, fines, expenses, etc. before they will be allowed to walk in the graduation ceremonies.

HONOR CORDS

A student who has completed a program of study in any area of workforce education and has met the requirements to be a completer will receive an honor cord.

HONOR GRADUATES

A student who has met the requirements for and has entered into the Advanced Placement/College Honors Program above, must satisfy the following minimum requirements to be an HONOR GRADUATE.

1. Students must complete eight (8) semesters in a fully accredited high school (exclusive of summer school).
2. A student's final two semesters must be completed, in their entirety, at Hazen High School or the Arkansas School for Math, Science and the Arts.
3. Students must accumulate a grade point average of 3.50 on a scale of 4.00, beginning with the first semester of the ninth grade and concluding at the end of the first semester of the senior year, with an evaluation at the end of the second semester of the senior year. All computations will be carried to the third place. (Student's grades for courses taken in the 8th grade count toward this average.)

COURSES REQUIRED FOR HHS HONOR GRADUATES

The honors courses taught by the Hazen High School staff will be more demanding, requiring more reading, writing, and classroom preparation. Summer work may also be required. Students must take this extra time and work into consideration when choosing whether or not to become an honor graduate. Honor graduates must take honors classes in all four core content areas.

Beginning with the class of 2018, all honor graduates must take and pass AP Language and Composition and at least 4 other Advanced Placement, Concurrent Credit, or Honors classes and of those other 4 at least one class from each core subject area (Math, Science, English and History). The AP classes will be weighted, while the honors classes will not be weighted. Honor graduates must also successfully complete two years of the same foreign language.

Weighted

AP Language and Composition
AP U. S. History
AP Calculus
AP Chemistry
AP Biology
AP English Literature
AP World History

Not Weighted

College Composition I & II
College Western Civilizations
College Algebra

Honor graduates must also successfully complete two years of the same foreign language.

COURSES REQUIRED FOR VALEDICTORIANS AND SALUTATORIANS

In order to be honored with the designation of Valedictorian or Salutatorian of the graduating class, a senior must meet all of the requirements of an honor graduate with the exception that their honors courses must include classes in all four core areas (Math, English Language Arts, Science, and Social Studies.)

The Valedictorian shall be the Honors student with the highest grade point average on a 4.0 grading scale in their high school classes through the first semester of their senior year, with an evaluation at the end of the senior year. The Salutatorian will be the Honors student(s) with the second highest grade point average in their high school classes through the first semester of their senior year, with an evaluation at the end of the senior year. All grade points will be with computations carried to the third place.

4.61 H – GRADUATION CEREMONY

High School Graduation will be held on a Sunday in May in the Gymnasium. The date and time of graduation will be determined by the administration.

Only students who have completed all requirements for graduation will be permitted to participate in the commencement exercises.

All graduates will be expected to pay for their graduation gowns, the cost of any class jewelry, the cost of any commencement invitations, and the cost of other materials used individually. However, the school bears the cost of both diploma and cover.

It is strongly recommended that a student be in attendance for four (4) years in grades nine (9) through twelve (12) in order to graduate from Hazen High School. In the event any student decides to terminate student status prior to completion of four (4) years in attendance in grades nine (9) through twelve (12), eligibility to participate in class activities and graduation exercises will be forfeited.

GRADUATION USHERS

Ushers for Senior Class Graduation are chosen by the senior class from among the junior class. Two boys and two girls are chosen and serve as attendants during graduation exercises. Those chosen will have a grade point average of 2.0 or better and displayed good conduct during the school year.

PARENT COMMUNICATION POLICY

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

The parent or guardian of each student at Hazen High School will be contacted about the progress of their son/daughter at least twice during the school year.

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

NOTE: Written "progress" notes will be mailed or given to parents during parent-teacher conference of those students having academic difficulties during the fifth week of any nine weeks grading period, or when the need arises.

The school will document parent or guardian participation or nonparticipation in the required conferences.

REPORT CARDS

Hazen High School will use a nine week grade reporting system. Report cards will be carried home by the students following the end of the each nine weeks. Report cards at the end of the school year will be

picked up at the school or students may bring a self-addressed stamped envelope to the office. All fines must be paid before receiving the yearend report card.

If a student receives an “I” (Incomplete) at the end of a grading period, the work which resulted in the “I” grade must be made up before the next grading period ends or the “I” becomes an “F”. There can be no “I” grades at the end of a school term. Students must make arrangements to do work necessary to change an “I” to a grade by July 1st, or the “I” becomes an “F”.

PROGRESS REPORTS

The parent(s) or guardian(s) of each student at Hazen High School will be contacted about the progress of their son/daughter at least twice during the school year. The teacher will meet with the parent(s) or guardian(s) of each student through a parent-teacher conference, a telephone conference, or a home visit. The parents of the students that are having difficulty during a nine week grading period will either be sent a written report or make contact during the parent-teacher conference about four weeks before the end of any grading period stating the reason for the difficulty. If a teacher feels that it will be beneficial to the student, the parent will be contacted more often.

NOTE: Written “progress” notes will be mailed or given to parents during parent-teacher conference of those students having academic difficulties during the fifth week of any nine weeks grading period, or when the need arises.

The school will document parent or guardian participation or nonparticipation in the required conferences.

REVIEW OF RECORDS

Parents, guardians, and students may review students’ records upon request to the principal. A conference shall be arranged as soon as possible for the review. Questions pertaining to the review shall be recorded and a request for a hearing challenging information contained in a student’s folder may be addressed in writing to the principal. If the parent or guardian is not satisfied with the hearing with the principal, he/she shall have the opportunity to appeal the decision to a review panel. This request must be made in writing to the superintendent.

CHARACTER

HONOR CODE

All students will be responsible for the Hazen High School Honor Code which is as follows:

Hazen High School aligns our policies on academic honesty with similar policies found at colleges. To this end, cheating at Hazen High School includes any attempt to defraud, deceive, or mislead a teacher in arriving at an honest evaluation of student achievement. Cheating includes, but is not limited to the following:

1. Looking at a test, quiz or exam of another student while taking an evaluation
2. Attempting to communicate information in any way during an in-class evaluation

3. Having cheat sheets or information written on the body or other personal objects
4. Using programmed calculators or other electronic devices, including cell phones, unless expressly permitted by the teacher
5. Looking at quiz, test, or exam materials prior to their administration
6. Failing to give credit for the ideas, words or works of others
7. Giving information regarding an evaluation to another student who is scheduled to take the same evaluation
8. Submitting work through the use of technology that is not created by the student, including but not limited to, file sharing (submitting the same work with different header), copying files to and from disks and websites, or purchasing solutions or works from others.

Students who cheat will receive a grade of zero for the work. Whether or not the student may re-submit their own work or retake an exam for a reduced grade will be at the discretion of the teacher.

STUDENT DRESS AND GROOMING

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

Students are prohibited from wearing, while on the school grounds during the school day and at school-sponsored events, clothing that exposes underwear, buttocks, or the breast of a female. This prohibition does not apply, however to a costume or uniform worn by a student while participating in a school-sponsored activity or event.

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

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

DRESS STANDARDS FOR SCHOOL AND SCHOOL ACTIVITIES DURING AND OUTSIDE THE SCHOOL DAY THAT OCCUR ON SCHOOL GROUNDS

In addition to the general guidelines given in policy 4.25 above, the following is a list of specific guidelines for what clothing will be acceptable or unacceptable.

Students are prohibited from wearing, while on the grounds of a public school during the regular school day and at school-sponsored activities and events, clothing that exposes undergarments, buttocks, midriffs, or breasts.

Clothing or objects will not be worn with words, pictures or slogans that promote alcohol, beer, tobacco products, any form of drugs, drug paraphernalia, illegal activities, racism, violence, profanity, suggestive, obscene, rude, vulgar, or sexually explicit messages.

Shirts must have a sleeve; sleeveless shirts are not permitted.

Shirts that are low cut, see through, have lace, or holes must have a tank top underneath.

Shirt neck openings that are excessively wide are not permitted to fall past the shoulder and must have a tank top with straps at least 1 inch in width underneath.

Shirts must be long enough so that when sitting or when the arms are raised, no skin or undergarments show.

No pajama pants, flannel pants, or lounge pants are permitted.

Any skirt or dress above the knee must have leggings underneath and be covered to finger-tip length/reach on the leg when arms are straight down one's side.

Shorts are not permitted to be any shorter than 4 inches above the knee.

Leggings, jeggings, and yoga pants must be covered to finger-tip length/reach on the leg when arms are straight down one's side.

Sweat pants are permitted if they are worn with the appropriate FIT, not so tight that the lines of undergarments show and not so loose that the waist of undergarments shows.

Jeans with holes are not permitted to show any skin above the knee.

Sagging pants or shorts will not be permitted. When sitting or standing the waist of any pants or shorts is not permitted to fall below mid buttocks. The crotch is not permitted to hang lower than finger-tip length/reach on the leg when arms are straight down one's side.

Shoes must be worn at all times. House shoes are not acceptable footwear.

No hats, caps, hoods, or other head coverings are permitted inside any school buildings, unless part of a spirit day. They may be worn only outside. Any student wearing a hat, cap, or head covering inside will have it confiscated and returned at the end of the day for the first offense, any time thereafter the hat, cap, or head covering will not be returned until the end of the semester.

Sunglasses are not permitted inside any school building, unless part of a spirit day. They may be worn only outside. Any student wearing sunglasses inside will have them confiscated and returned at the end of the day for the first offense, any time thereafter the sunglasses will not be returned until the end of the semester.

Consequences for dress code violation(s):

1st offense – sent to ISS until clothing can be changed and written warning

2nd offense -sent to ISS until clothing can be changed and 1 day after school detention.

3rd offense – sent to ISS until clothing can be changed and 1 full day ISS.

4th offense – sent to ISS until clothing can be changed and Saturday School.

5th offense – sent to ISS until clothing can be changed and 1 full day OSS.

Being sent to ISS until clothing can be changed will not count as the full day of ISS, the full day will be served separately when the student arrives for the next full day of school.

Minimum: ISS until clothing can be changed or removal from school grounds (if during an after-school activity.)

Maximum: Expulsion.

DRESS STANDARDS FOR SCHOOL TRIPS, ASSEMBLIES AND OTHER FORMAL OCCASIONS

Students will wear clothes appropriate for these solemn and dignified occasions. Semi-formal, business or “dressy” attire is expected. Class, club and/or activities sponsors will give students advance notice of the appropriate attire for specific occasions such as induction ceremonies for Beta Club and National Honor Society and Student Council elections. Dress shoes will be worn.

Students who do not dress according to the stated requirements will not be allowed to participate in the ceremony. Students who plan to participate in specific assemblies should consult with the sponsor before determining what to wear. The sponsor and principal have the final say in what is considered appropriate.

Date Adopted: 8-25-2014

Last Revised: 7-24-2018

STUDENT DISCIPLINE

The Hazen Board of Education has a responsibility to protect the health, safety, and welfare of the District’s students and employees. To help maintain a safe environment conducive to high student achievement, the Board establishes policies necessary to regulate student behavior to promote an orderly school environment that is respectful of the rights of others and ensures the uniform enforcement of student discipline. Students are responsible for their conduct that occurs: at any time on the school grounds; off school grounds at a school sponsored function, activity, or event; going to and from school or a school activity.

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

The District's licensed personnel policy committee shall review the student discipline policies annually and may recommend changes in the policies to the Hazen School Board. The Board has the responsibility of determining whether to approve any recommended changes to student discipline policies.

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

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

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

Date Adopted: 8-25-2014

Last Revised: 7-30-2015

WHO IS RESPONSIBLE FOR STUDENT CONDUCT?

Students

EACH STUDENT is responsible for his/her own conduct at all times. Students have the responsibility of behaving themselves in a manner that shows respect for other students, faculty members, staff members, parents and other people in and out of the district. Students should be aware that they have a responsibility to cooperate with the school staff and abide by the rules and regulations established by the Board of Education and implemented by teachers and school administrators. They are required to show respect and consideration for all other students and the faculty and staff members.

Students should conduct themselves in a manner that will create a learning atmosphere. Student actions and reactions must not interfere with or interrupt the educational program. Everyone in this school system is entitled to an education. No one has the right to create a disturbance or interfere with another student's opportunity to learn.

Each student will be governed by the same regulations. The penalty for violating regulations will be the same for every student, according to the handbook policy. It is important that all parents and students read and understand the policies in this book. As with all rules and regulations in life, ignorance of the law is no excuse. If there is a question about how you should conduct yourself, check the handbook and/or follow the Golden Rule.

Special Education students may be disciplined to the same degree and severity as other students if their misconduct is not a direct result of their disabilities. Misbehavior that may be caused by a disability will be addressed in the student's IEP.

If one uses common sense, courtesy, discretion, and consideration in his or her actions within the school community, one will seldom find himself or herself in conflict with school regulations. Correct conduct requires cooperation.

Parents or Guardians

Parents or guardians are responsible for exercising the required controls so that their children's behavior at school will be conducive to their own progress and not disruptive to the school's educational program. They are responsible for alerting school personnel when they have reason to believe that their children are experiencing difficulties, so that some sort of cooperative intervention program can be developed to improve behavior and increase learning.

No student will be allowed to continually disrupt the educational process.

Teachers and Staff Members

All teachers and other staff members are responsible for the supervision of student behavior anytime students are under the jurisdiction of the school. This includes not only the students who are regularly assigned to the teacher, but all other students with whom the teacher comes in contact. Each teacher is expected to maintain the kind of environment which will promote the learning process. Teachers may schedule conferences with students and parents and/or refer students to the counselor or other supportive service personnel of the district. The teacher is authorized to administer corporal punishment according to guidelines established by district policy. When a teacher cannot control the behavior of a student, the student is to be referred to the school principal.

Principal and Dean of Students

The principal is expected to go over any changes. Like the students, the principal is required to follow the policy within the handbook. The principal is also responsible for conducting continued in-service education for all personnel on a regular basis to interpret and implement established policies. Each principal or the principal's designee is authorized to discipline students which may include the assignment of students to isolation, or to probation status, or to in or out-of-school suspension. The principal or designee is expected to inform the parents or guardian of any student whose behavior is in serious conflict with established laws, rules and procedures.

It is the principal's responsibility to be as fair as possible and record any disciplinary actions that take place during the school year.

Superintendent

The superintendent is responsible for exercising leadership in establishing all necessary procedures, rules and regulations to make effective the Board of Education policies relating to standards of student behavior.

Board of Education

The Board of Education of the Hazen Public School, acting through the superintendent, holds all school employees responsible for the supervision of the behavior of students while legally under the supervision of the school. The board expects all employees to be concerned with student behavior and, when and where unacceptable behavior occurs, to take proper action.

4.48—VIDEO SURVEILLANCE AND OTHER STUDENT MONITORING

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

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

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

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

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

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

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

Date Adopted: 8-25-2014

Last Revised: 7-30-2015

4.18—PROHIBITED CONDUCT

Students and staff require a safe and orderly learning environment that is conducive to high student achievement. Certain student behaviors are unacceptable in such an environment and are hereby prohibited by the Board. Prohibited behaviors include, but shall not be limited to the following:

1. Disrespect for school employees and failing to comply with their reasonable directions or otherwise demonstrating insubordination;
2. Disruptive behavior that interferes with orderly school operations;
3. Willfully and intentionally assaulting or threatening to assault or physically abusing any student or school employee;
4. Possession of any weapon that can reasonably be considered capable of causing bodily harm to another individual;
5. Possession or use of tobacco in any form on any property owned or leased by any public school;
6. Willfully or intentionally damaging, destroying, or stealing school property;
7. Possession of any paging device, beeper, or similar electronic communication devices on the school campus during normal school hours unless specifically exempted by the administration for health or other compelling reasons;
8. Possession, selling, distributing, or being under the influence of an alcoholic beverage, any illegal drug, unauthorized inhalants, or the inappropriate use or sharing of prescription or over the counter drugs, or other intoxicants, or anything represented to be a drug;
9. Sharing, diverting, transferring, applying to others (such as needles or lancets), or in any way misusing medication or any medical supplies in their possession;
10. Inappropriate public displays of affection;
11. Cheating, copying, or claiming another person's work to be his/her own;
12. Gambling;
13. Inappropriate student dress;
14. Use of vulgar, profane, or obscene language or gestures;
15. Truancy;
16. Excessive tardiness;
17. Engaging in behavior designed to taunt, degrade, or ridicule another person on the basis of race, ethnicity, national origin, sex, or disability;
18. Possess, view, distribute or electronically transmit sexually explicit or vulgar images or representations, whether electronically, on a data storage device, or in hard copy form;
19. Hazing, or aiding in the hazing of another student;
20. Gangs or gang-related activities, including belonging to secret societies of any kind, are forbidden on school property. Gang insignias, clothing, “throwing signs” or other gestures associated with gangs are prohibited;
21. Sexual harassment; and
22. Bullying.
23. Operating a vehicle on school grounds while using a wireless communication device.
24. Theft of another individual’s personal property.

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

Legal References: A.C.A. § 6-18-502

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

Date Adopted: 8-25-2014

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DISCIPLINE DEFINITIONS

1. **EXPULSION:** Prohibition of a student from entering the school or school grounds (except for a pre-arranged conference with an administrator) until the end of the semester, the end of the current school year or permanently, depending upon the severity of the offense, with loss of academic credit. This action shall be taken by the Board of Education only.

A student may be suspended or expelled for immorality, refractory conduct, insubordination, infectious disease, habitual uncleanliness, or other conduct that would tend to impair the discipline of the school or harm the other pupils, regardless of whether the student's conduct occurs on or off campus and during or between school terms and regardless of whether a specific prohibition of the conduct is contained in this student handbook. (Act. 742 of 1997)

Students who are expelled from other school systems will not be allowed to enroll in the Hazen School District until the term of the expulsion from the previous school district has expired.

2. **SUSPENSION:** Prohibition of a student from entering the school or school grounds (except for a pre-arranged conference with an administrator) for a period of time set by the principal of the school or the superintendent. Suspensions normally will not be longer than ten (10) school days including the day on which the offense occurred unless it is deemed a long-term suspension which must be determined by the Board of Education only. Suspension does not carry with it loss of credit for the semester; however, make-up work may not be allowed. (See attendance policy.)

3. **PROBATION:** When a student is placed on probation, that student must obey all school rules and regulations for the rest of the school year. If probation is broken by the student, expulsion will be recommended.

4. **REASONABLE FORCE:** The minimum amount of force necessary to stop or restrain a student from conducting himself/herself in an inappropriate manner or in a manner which could cause physical injury to an individual.

5. PARENT: The term parent shall include every parent, guardian, or person in parental relation having control or charge of any student in attendance in the schools of the district.

6. ISOLATION: The placing of a student in a confined area so as not to interact with other students for a specified period of time.

IN-SCHOOL SUSPENSION

1. Students must report to In School Suspension (ISS) upon entering campus each morning. Students must be in their assigned seats before the tardy bell rings and will be dismissed at the end of the day by the ISS supervisor. **ADDITIONAL DAYS WILL BE ADDED IF YOU ARE TARDY OR HAVE AN UNEXCUSED ABSENCE.**

2. Students may use school transportation or provide their own.

3. **NO EATING, DRINKING OR GUM CHEWING.** All students will go to the cafeteria during the designated time. Students have the choice of bringing their lunch or eating from the cafeteria's hot line.

4. Students will immediately and courteously obey the direct and reasonable requests of all school employees.

5. Students will be responsible for bringing necessary materials to complete assignments.

6. Work areas will be kept according to the ISS supervisor's specifications.

7. All assignments must be completed to the satisfaction of the classroom teacher and the ISS supervisor. Students will make two copies of each assignment, one for the teacher and one to be placed in their folder. Make-up work will be permitted for a student who is in in-school suspension..

8. Talking is not permitted in In-School Suspension. Communication in any form (talking, notes, etc.) with other students is prohibited unless otherwise directed by the in school suspension supervisor.

9. Two restroom breaks will be permitted during the day, one before lunch and one after lunch.

10. Students who are placed in In-School Suspension will not attend or participate in any school functions until the suspension has been fully served.

11. **NO SLEEPING IS ALLOWED.** Do not put your head down.

12. Students attending In School Suspension will follow the Hazen High School Handbook rules and guidelines. All dress codes and codes of conduct will be strictly enforced.

13. Student's re-entry into the regular classroom will be based on student progress. Before re-entry, conferences will be arranged between the student, assigning administrator and the counselor.

14. Failure to comply with rules and regulations of In School Suspension or failure to comply with direction of the supervisor may result in extra days or recommendation for suspension or expulsion from school.

SHORT TERM OUT-OF-SCHOOL SUSPENSION

(10 Days or Less)

Each principal is authorized to suspend students from school for a period of up to 10 days for disciplinary reasons.

Unless the official imposing the suspension has personally witnessed the infraction he/she will conduct such investigation into the matter as he/she deems necessary, including an interview with the subject student.

Before imposing a suspension the school official will, in an informal conference, advise the student orally or in writing of the nature of his misconduct and, if he/she denies the misconduct, an explanation of the

evidence the school authorities have, at which time the student shall have an opportunity to present his/her version of what happened as a means of defense or mitigation.

The informal administrative conference normally will be held prior to the removal of the student from school, except where the student's conduct and presence pose a danger to persons or property or a threat of material disruption to the educational process, in which case the student may be removed from the school immediately. In such case the administrative conference will be held as soon as practicable.

The school official suspending a student shall notify the custodial parent or guardian.

The school official conducting the informal hearing or advising the student of his/her misconduct and providing the student the opportunity to present his/her version of what happened shall prepare a brief written summary of the procedure to be kept in the school files.

4.30—SUSPENSION FROM SCHOOL

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

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

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

1. the student shall be given written notice or advised orally of the charges against him/her;
2. if the student denies the charges, he/she shall be given an explanation of the evidence against him/her and be allowed to present his/her version of the facts;
3. if the principal finds the student guilty of the misconduct, he/she may be suspended.

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

Generally, notice and hearing should precede the student's removal from school, but if prior notice and hearing are not feasible, as where the student's presence endangers persons or property or threatens

disruption of the academic process, thus justifying immediate removal from school, the necessary notice and hearing should follow as soon as practicable.

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

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

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

During the period of their suspension, students serving OSS are not permitted on campus except to attend a student/parent/administrator conference.³

During the period of their suspension, students serving in-school suspension shall not attend any school-sponsored activities during the imposed suspension nor shall the student participate in any school-sponsored activities.

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

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

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

Date Adopted: 8-25-2014

Last Revised: 7-24-2015

4.31—EXPULSION

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

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

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

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

The Superintendent or his/her designee shall give written notice to the parents or legal guardians (mailed to the address reflected on the District's records) that he/she will recommend to the Board of Education

that the student be expelled for the specified length of time and state the reasons for the recommendation to expel. The notice shall give the date, hour, and place where the Board of Education will consider and dispose of the recommendation.

The hearing shall be conducted not later than ten (10) school days¹ following the date of the notice, except that representatives of the Board and student may agree in writing to a date not conforming to this limitation.

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

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

Except as permitted by policy 4.22, the Superintendent shall recommend the expulsion of any student for a period of not less than one (1) year for possession of any firearm prohibited on school campus by law. The Superintendent shall, however, have the discretion to modify the expulsion recommendation for a student on a case-by-case basis. Parents or legal guardians of a student enrolling from another school after the expiration of an expulsion period for a weapons policy violation shall be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a weapon on school property.² The parents or legal guardians shall sign a statement acknowledging that they have read and understand said laws prior to the student being enrolled in school.

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

Legal Reference: A.C.A. § 6-18-507

Date Adopted: 8-25-2014 Last Revised: 7-24-2017

4.39—CORPORAL PUNISHMENT

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

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

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

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

Date Adopted: 8-25-2014

Last Revised: 7-30-2015

REFUSAL TO TAKE ANY DISCIPLINARY PROCEDURE

Refusal to take any discipline procedure will result in the following:

1. Parents will be notified.
2. The student will be allowed to go home with parent's permission.
3. The student will be allowed to return to school anytime he/she decides to receive the discipline procedure as it was originally stated. Upon returning to school, the student must be accompanied by a parent or guardian.
4. No class work may be made up due to absences of this nature.
5. In the event a student decides to go home rather than accept a discipline procedure, the days missed will be added to the total of five days a student may miss with parental permission during each semester.

LOCKER SEARCHES

1. A search may be conducted if there is reasonable belief that a controlled substance, gun or other contraband is present.
2. A blanket search of lockers will not be conducted except in unusual circumstances, such as in the case of a bomb threat, etc.
3. Students are responsible for everything that is in their lockers and are encouraged to have locks on them. All locks must be obtained from the principal's office.
4. If damage is done to school owned lockers the student will assume responsibility for repairs. (Ark. Stat. 6-21-608)

SEARCHES OF STUDENTS

A search of a student may be conducted if there is **reasonable suspicion** that a controlled substance, gun or other contraband is present. (Ark. Stat. 6-21-608)

4.32—SEARCH, SEIZURE, AND INTERROGATIONS

The District respects the rights of its students against arbitrary intrusion of their person and property. At the same time, it is the responsibility of school officials to protect the health, safety, and welfare of all students enrolled in the District in order to promote an environment conducive to student learning. The Superintendent, principals, and their designees have the right to inspect and search school property and equipment. They may also search students and their personal property in which the student has a

reasonable expectation of privacy, when there is reasonable and individualized suspicion to believe such student or property contains illegal items or other items in violation of Board policy or dangerous to the school community. School authorities may seize evidence found in the search and disciplinary action may be taken. Evidence found which appears to be in violation of the law shall be reported to the appropriate authority.

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

The Superintendent, principals, and their designees may request the assistance of law enforcement officials to help conduct searches. Such searches may include the use of specially trained dogs. A school official of the same sex shall conduct personal searches with an adult witness of the same sex present.

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

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

In instances other than those related to cases of suspected child abuse, principals must release a student to either a police officer who presents a subpoena for the student, or a warrant for arrest, or to an agent of state social services or an agent of a court with jurisdiction over a child with a court order signed by a judge. Upon release of the student, the principal or designee shall give the student's parent, legal guardian, or other person having

lawful control by court order, or person acting in loco parentis notice that the student has been taken into custody by law enforcement personnel or a state's social services agency. If the principal or designee is unable to reach the parent, he or she shall make a reasonable, good faith effort to get a message to the parent to call the principal or designee, and leave both a day and an after-hours telephone number

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

Date Adopted: 8-25-2014

Last Revised: 7-30-2015

STANDARDS OF CONDUCT

All students are expected to conduct themselves at all times in a manner that will contribute to the best interest of the school and not infringe upon the rights of others. School staff members have the authority and the responsibility to take customary and reasonable measures to maintain proper control and discipline among students placed under their care and supervision. Such measures may include the use of reasonable force in the exercise of lawful authority to restrain or correct students and maintain order.

Students who are well-informed of their responsibilities and who understand the standards of behavior expected in school should not require disciplinary action. For the information of all students some infractions to avoid and the recommended disciplinary actions for committing them are presented below. If there is no listed penalty then the principal or dean of students may choose at her/his discretion from the following list, from minimum to maximum, depending upon the severity of the offense.

Infractions to Avoid

The following activities are considered major infractions of proper conduct and will subject the student to disciplinary action including, but not limited to, suspension or expulsion from school, and/or notification of law enforcement officials. The violations 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, event, or en route to and from school or a school activity, function or event.

Below each rule is a standardized list of disciplinary actions to be taken. Normally this list will be adhered to in level order after each occurrence. However, the administration may exercise more extreme action in severe situations, or in situations in which a student has been involved in other rule infractions. The administration reserves the right to prescribe different disciplinary action if needed for rule infractions.

All punishments fall under Administrator/Dean of Student's discretion and may include but are not limited to conference and warning, contacting the parent, after school detention, lunch detention, corporal punishment, clean-up detail, loss of privileges (including athletic contests, school activities, free time on campus), probation or any other reasonable means of correcting a student. Should a student be placed on probation, that student must obey the rules and regulations during the probation period. If the student breaks probation, suspension or expulsion may be recommended.

Teachers' discretion includes temporary removal from academic class (conference with student and parent/guardian required if student is removed for more than one class period), lunch detention, and after-school detention.

Any behavior problems which might occur when on the school campus or while on a school activity will be classified as Disruptive, Uncooperative, or Severe. These behaviors will be dealt with according to the classification of the offense.

Disruptive Behavior

is a behavior which interferes with or disrupts the learning environment within the classroom or school setting.

Uncooperative Behavior

is any behavior which indicates a lack of willingness on the part of the student to comply with reasonable demands of the teacher or adult in authority.

Severe Behavior

includes any actions which are deemed to be beyond disruptive and uncooperative behaviors.

Consequences for:

SEVERE BEHAVIOR

1st offense – one day OSS

2nd offense – 3 days OSS

3rd offense – 5 days OSS

4th offense – 10 days OSS with recommendation for expulsion

UNCOOPERATIVE AND DISRUPTIVE BEHAVIOR

1st offense – Warning or 1 day after-school detention

2nd offense – 1 day after-school detention

3rd offense – 1 day of Saturday School

4th offense – considered as insubordination and moves the student to the 1st offense for severe behavior – 1 day OSS.

Once a student moves to the severe category for discipline, they will stay on the severe behavior disciplinary track.

Any student who fights at an extracurricular school function will be punished by a minimum of a ten day suspension and banned from all extracurricular school functions for the remainder of the school year.

Students with four discipline referrals to the office based on Disruptive and/or Severe behavior will not be allowed to attend any extracurricular school functions for the remainder of the school year, which will affect a student's eligibility for clubs, activities and athletics.

Any activity that occurs outside of the learning environment of the classroom should be an earned reward for students who have demonstrated positive attitudes, good choices and proper conduct. Students who have been assigned to Saturday School, In-School Suspension (ISS), or Out-of-School Suspension (OSS) for severe and/or disruptive behavior will not be allowed to attend any extracurricular activities or go on school trips. Repetitive minor infractions that result in OSS will be included in this restriction.

The minimum consequence for all rules will be a warning.

The maximum consequence for all rules will be expulsion.

RULE 1: Skip Days – UNCOOPERATIVE BEHAVIOR

The Board of Education does not approve of skip days and students who participate in skip days are subject to disciplinary action.

Minimum punishment: warning

Maximum punishment: Sat School

RULE 2: Tardies – UNCOOPERATIVE BEHAVIOR

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

Four tardies in any class will result in disciplinary action. Students with excessive tardies will have a parent conference to decide how best to fix the problem.

All students shall be considered tardy to class if he/she is not in his/her designated seat or area when the tardy bell rings up to ten (10) minutes into class. An excused tardy will carry no penalty.

Consequences:

4 tardies – Written Warning

5-8 tardies – After school detention

9-10 tardies- One day of ISS

11 tardies-Saturday school.

12 tardies One Day of Oss for each tardy over 12.

Date Adopted: 8-25-2014

Last Revised: 7-30-2018

RULE 3: Truancy and/or Leaving Campus or Designated Area Without Permission– UNCOOPERATIVE BEHAVIOR

After arrival on the school campus a student shall not leave the campus or designated area without permission from school authorities. (Ark. Stat. 6-18-201) **Once school has begun students will not be allowed to go to their cars for ANY REASON without permission.** Make sure that you bring all of your books, homework, projects or anything else that you need into the building in the morning.

After arrival on campus, a student absent from his/her assigned learning stations without permission from school authorities, shall be considered as truant.

(Ark. Stat. 6-18-201)

Minimum punishment: warning

Maximum punishment: Saturday School

RULE 4: Breaking rules in the Cafeteria

1st offense – warning and go to the end of the lunch line.

2nd offense – Student must go to the end of the lunch line and serve 1 lunch detention

3rd offense – Student goes to the end of the lunch line and receives 2 lunch detentions

4th offense – Student goes to the end of the lunch line and receives 3 lunch detentions.

5th offense – The student is moved to the uncooperative behavior track beginning with one day after school detention.

RULE 5: Disregard of Directions or Command (Insubordination) – INSUBORDINATION MAY BE EITHER UNCOOPERATIVE OR SEVERE BEHAVIOR DEPENDING UPON THE OFFENSE.

A student shall comply with reasonable directions or commands of teachers, substitute teachers, teacher aides, principals, administrative personnel, school bus drivers, or any other authorized personnel. (Ark Stat. 5-60-112, 5-71-207, 5-71-226, 5-60-113)

Minimum punishment: Detention

Maximum punishment: expulsion

RULE 6: Disorderly and Repetitious Misconduct – UNCOOPERATIVE BEHAVIOR

A student shall not engage in behavior which produces situations in which instruction or activities of other students are adversely affected. A student who persists in acts of misconduct after reasonable efforts have been made by the school, will be recommended for expulsion. Efforts toward behavior modification will be made except where very serious offenses have been committed. (Ark Stat 5-71-207, 5-71-226, 5-60-112)

Minimum punishment: detention

Maximum punishment: expulsion

RULE 7: Forgery of Passes and/or Falsification of General Information – SEVERE BEHAVIOR

A student shall not forge another person's name to any pass or student scheduling information, nor falsify telephone numbers and addresses on general information forms.

Minimum punishment: detention

Maximum punishment: expulsion

RULE 8: Loitering by Suspended Students – UNCOOPERATIVE BEHAVIOR

A student provided written notification that because of an act of misbehavior he/she is prohibited from being in a school building or on a school campus for a specified period of time shall not enter any school building or be on any school grounds or at any school sponsored event. (Ark. Stat. 6-21-607, 5-39-203, 5-71-231)

Minimum punishment: warning

Maximum punishment: expulsion

RULE 9: Public Display of Affection – UNCOOPERATIVE BEHAVIOR

Public display of affection is not appropriate behavior at school. Failure to comply with reasonable expectation of school staff will lead to disciplinary action. No hand-holding will be allowed.

Minimum punishment: warning

Maximum punishment: expulsion

RULE 10: Food in the High School Building and Classrooms – UNCOOPERATIVE BEHAVIOR

Students will not bring any drinks, food or candy into the auditorium. Students may consume food, candy or any other product that might be classified as food with the teacher's permission.

Minimum punishment: warning

Maximum punishment: expulsion

RULE 11: Cheating on Test and Daily Homework – UNCOOPERATIVE BEHAVIOR

A student will not cheat on tests and homework nor will a student aid other students in cheating. Any student caught cheating will receive a zero on the work or the test.

Minimum punishment: warning

Maximum punishment: expulsion

RULE 12: Blocking Hall Traffic & Lockers – UNCOOPERATIVE BEHAVIOR

It is necessary to observe certain precautions to prevent traffic jams. Students should keep to the right and walk to class. Stopping to visit in the halls or to walk two or three abreast may cause some students to be tardy to class. Lines which form at the drinking fountain should keep along the walls out of traffic. No running is permitted in the halls at anytime. Students will be assigned a locker, and will keep the same locker for the entire year. Each student will be responsible for the appearance of his/her locker. Students may purchase a lock from the office to protect the contents of their locker. The lock used must be a school lock. Students should keep their lockers locked. Repair costs because of damage to lockers may be charged to the student who has been assigned to that locker.

Minimum punishment: warning

Maximum punishment: expulsion

RULE 13: Disruption, Causing a Riot and Interference with School – SEVERE BEHAVIOR

No Student Shall:

A. Occupy any school building or properties with intent to deprive others of its use or where the effect thereof is to deprive others of its use.

B. Block the doorway or corridor of any school building or property so as to deprive others of access.

C. Prevent or attempt to prevent the convening or continued functioning of any school class, activity, or lawful meeting or assembly on the school campus.

D. Prevent students from attending a class or school activity.

E. Block normal pedestrian or vehicular traffic on the school campus or adjacent grounds unless under the direction of the school administrator.

F. In any manner by the use of violence, force, noise, coercion, threat, intimidation, harassment, fear, passive resistance, or any other conduct intentionally cause the disruption of any lawful process or function of the school or engage in any such conduct for the purpose of causing the disruption or obstruction of any such lawful process or function.

G. Encourage other students to violate any rule or school board policy.

H. A student shall not participate in a school walkout or boycott. (Ark. Stat. 5-71-207, 5-38-205, 5-71-203, 5-71-214, 5-71-201, 5-71-226)

Minimum punishment: OSS

Maximum punishment: expulsion

RULE 14: Smoking and Smokeless Tobacco – SEVERE BEHAVIOR

Smoking or use of tobacco or products containing tobacco in any form (including, but not limited to, cigarettes, cigars, chewing tobacco, and snuff) in or on any real property owned or leased by a District school, including school buses owned or leased by the District, is prohibited. Students who violate this policy may be subject to legal proceedings in addition to student disciplinary measures.

With the exception of recognized tobacco cessation products, this policy’s prohibition includes any tobacco or nicotine delivery system or product. Specifically, the prohibition includes any product that is manufactured, distributed, marketed, or sold as e-cigarettes, e-cigars, e-pipes, or under any other name or descriptor.

A student will not possess tobacco products and paraphernalia of any form, at any time upon the Hazen campus and any school sponsored activities. All students are prohibited by Arkansas Law from smoking on a school bus. (Ark. Stat. 6-21-609)

Minimum punishment: OSS

Maximum punishment: expulsion

Legal Reference: A.C.A. § 6-21-609

Date Adopted: 8-25-2014

Last Revised: 7-30-2015

RULE 15: Misuse of Automobiles on School Grounds – UNCOOPERATIVE BEHAVIOR

A motor vehicle registration form will be properly filled out by each student desiring to drive a vehicle on campus. Those forms are available in the principal’s office and must be filled out within 5 days of the time a student starts driving. Driver’s license, vehicle registration, and liability insurance will be required. Students who drive will be given a parking pass that must be placed face up on the dashboard of the vehicle at all times.

Vehicles parked within 2 blocks of school property may be subject to random, passive searches.

Driving recklessly or sitting in the vehicle while parked during the school day may result in the student losing driving privileges.

Students may park only in those areas designated for student parking. Once a student parks a vehicle, it may not be moved until the student leaves for the day or until permission from the principal is given. A search of a vehicle may be conducted if there is reasonable suspicion that a controlled substance, gun or other contraband is present.

Minimum punishment: warning

Maximum punishment: expulsion

RULE 16: Gambling – DISRUPTIVE BEHAVIOR

A student will not engage in any game of chance on school premises at any time. (Ark. Stat. 5-66-106)

Minimum punishment: warning

Maximum punishment: expulsion

RULE 17: Profanity, Verbal Abuse, Obscene Gestures – SEVERE BEHAVIOR

A student will not use profane, violent, vulgar, abusive or insulting language at any time. A student shall not use physical gestures that convey a connotation of obscene or highly disrespectful acts, infringe upon the rights of others, or cause or begin an overt or immediate disruption of the educational process. (Ark. Stat. 5-71-208)

Minimum punishment: ISS

Maximum punishment: expulsion

RULE 18: Damage, Destruction, Arson or Theft of School Property – SEVERE BEHAVIOR

A student will not cause or attempt to cause damage, arson or theft of school property. (Ark. Stat. 5-17-216, 5-38-203, 5-38-204, 5-38-301, 5-71-103, 5-39-301, 5-39-202,)

Minimum punishment: Saturday School and repayment for damage done

Maximum punishment: expulsion

RULE 19: Unauthorized Accessing or Attempting to Access Computer Files - SEVERE

A student will not access or attempt to access any computer file for which he/she is not authorized. The Hazen School's Computer Network is to be used for educational purposes only. Use of the network for immoral or unethical purposes will result in revocation of all passwords, rights and privileges to network. (See Computer Use Policy below).

Use of improper or vulgar language on the e-mail system or any internal or external system by students will not be tolerated. Passwords are to be regarded as private property and must not be shared with anyone or written down anywhere.

Attempting to access any directory, DOS files, or system management file other than your own is strictly prohibited and is considered a major violation of policy. Students are prohibited from having unauthorized software or computer disk on campus. Any student who brings software on campus or is involved in planning, or furnishes the software to another person who intentionally causes damage by installing or alters any systems will result in suspension.

Students will not use any computer for unauthorized activities of any kind.

Any action, including theft, tampering, or damage, that results in the operation of computer network being interrupted temporarily or permanently will be dealt with accordingly. The consequences will be as follows: (Ark. Stat. 5-41-104, 5-41-103)

Minimum punishment: OSS

Maximum punishment: expulsion

RULE 20: Indecent Exposure and Sexual Advances – SEVERE BEHAVIOR

A student will not deliberately commit indecent exposure while in school, at school, or at school sponsored activities on or off campus, nor will a student make improper sexual advances toward another person. (Ark. Stat. 5-14-111, 5-14-112)

Minimum punishment: OSS

Maximum punishment: expulsion

RULE 21: Theft and Extortion – SEVERE BEHAVIOR

A student shall not cause or attempt to cause damage or steal or attempt to steal the property of a student or any other person, nor shall a student obtain or attempt to obtain something (of value) from another person by either physical force or threat. A student shall not cause or attempt to cause damage or steal or attempt to steal public property while at school or on the school grounds. (illegal acts) (Ark. Stat. 5-41-203, 5-12-102, 5-12-103, 5-36-103)

Minimum punishment: OSS- Possible Criminal Charges

Maximum punishment: expulsion- Possible Criminal Charges

RULE 22: Bullying and/or Cyber-bullying – SEVERE BEHAVIOR

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

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

Definitions:

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

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

Physical harm to a public school employee or student or damage to the public school employee's or student's property;

Substantial interference with a student's education or with a public school employee's role in education;

A hostile educational environment for one (1) or more students or public school employees due to the severity, persistence, or pervasiveness of the act; or

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

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

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

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

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

- Necessary cessation of instruction or educational activities;

- Inability of students or educational staff to focus on learning or function as an educational unit because of a hostile environment;

- Severe or repetitive disciplinary measures are needed in the classroom or during educational activities; or

- Exhibition of other behaviors by students or educational staff that substantially interfere with the learning environment.

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

- Building a fake profile or website of the employee;

- Posting or encouraging others to post on the Internet private, personal, or sexual information pertaining to a school employee;

- Posting an original or edited image of the school employee on the Internet;

- Accessing, altering, or erasing any computer network, computer data program, or computer software, including breaking into a password-protected account or stealing or otherwise accessing passwords of a school employee; making repeated, continuing, or sustained electronic communications, including electronic mail or transmission, to a school employee;

- Making, or causing to be made, and disseminating an unauthorized copy of data pertaining to a school employee in any form, including without limitation the printed or electronic form of computer data, computer programs, or computer software residing in, communicated by, or produced by a computer or computer network;

- Signing up a school employee for a pornographic Internet site; or

- Without authorization of the school employee, signing up a school employee for electronic mailing lists or to receive junk electronic messages and instant messages.

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

- Sarcastic comments "compliments" about another student's personal appearance or actual or perceived attributes,

Pointed questions intended to embarrass or humiliate,
Mocking, taunting or belittling,
Non-verbal threats and/or intimidation such as “fronting” or “chesting” a person,
Demeaning humor relating to a student’s ~~or~~ actual or perceived attributes,
Blackmail, extortion, demands for protection money or other involuntary donations or loans,
Blocking access to school property or facilities,
Deliberate physical contact or injury to person or property,
Stealing or hiding books or belongings,
Threats of harm to student(s), possessions, or others,
Sexual harassment, as governed by policy 4.27, is also a form of bullying, and/or
Teasing or name-calling related to sexual characteristics or the belief or perception that an individual is not conforming to expected gender roles or conduct or is homosexual, regardless of whether the student self-identifies as homosexual or transgender (Examples: “Slut”, “You are so gay.”, “Fag”, “Queer”).

Students are encouraged to report behavior they consider to be bullying, including a single action which if allowed to continue would constitute bullying, to their teacher or the building principal. The report may be made anonymously. Teachers and other school employees who have witnessed, or are reliably informed that, a student has been a victim of behavior they consider to be bullying, including a

single action which if allowed to continue would constitute bullying, shall report the incident(s) to the principal, or designee. Parents or legal guardians may submit written reports of incidents they feel constitute bullying, or if allowed to continue would constitute bullying, to the principal, or designee. The principal, or designee, shall be responsible for investigating the incident(s) to determine if disciplinary action is warranted.

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

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

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

minimum: Warning

Maximum: Expulsion

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

Date Adopted: 8-25-2014
Last Revised: 7-30-2018

RULE 23: Gangs and Gang Activity - DISRUPTIVE BEHAVIOR

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

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

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

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

Students arrested for gang related activities occurring off school grounds shall be subject to the same disciplinary actions as if they had occurred on school grounds.

Minimum punishment: warning
Maximum punishment: expulsion

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

Date Adopted: 8-25-2014
Last Revised: 7-30-2015

RULE 24: Student Assault or Battery – SEVERE BEHAVIOR

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

Furthermore, it is unlawful, during regular school hours, and in a place where a public school employee is required to be in the course of his or her duties, for any person to address a public school employee using

language which, in its common understanding, is calculated to: a) cause a breach of the peace; b) materially and substantially interfere with the operation of the school; c) arouse the person to whom it is addressed to anger, to the extent likely to cause imminent retaliation. Students guilty of such an offense may be subject to legal proceedings in addition to student disciplinary measures.

Fighting among students is an obvious disruption to school/school events and is unacceptable behavior. Students will not fight while at school, on buses, or at any school sponsored event regardless of where or when the event takes place. A student will be deemed fighting when physical contact is exchanged with a display of anger being present.

The student who starts the fight by initiating physical contact will be punished. A student who becomes involved in a fight out of self-defense may or may not be disciplined according to the circumstances.

Students who are suspended short term (up to 2 days) from school will be able to complete the work for credit the days that they are not in attendance due to suspension. Parents are responsible for arranging to pick up the work that the student misses while suspended. Students have to turn in the work for credit on the first day the student returns to school after the suspensions. If a test was given over the day or days the student was suspended then the student will take the test the first day the student returns to school.

1st Offense: Up to 3 Days O.S.S. (could possibly be corporal punishment, I.S.S., Saturday School, O.S.S., etc.)

2nd Offense: 5 Days O.S.S.

3rd Offense: 10 Days O.S.S. (with possibility of recommendation for expulsion)

In all cases the school is required by Act 888 to report all violent acts to the Hazen Police Department.

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

Date Adopted: 8-25-2014

Last Revised: 11-12-2018

RULE 25: Threatening another Student – SEVERE BEHAVIOR

Threatening is an expression, either physical or verbal, of the intention to inflict injury or damage to a person or property.

Minimum punishment: OSS

Maximum punishment: expulsion

RULE 26: Rule 26: Student Sexual Harassment - SEVERE BEHAVIOR

The Hazen School District is committed to having an academic environment in which all students are treated with respect and dignity. Student achievement is best attained in an atmosphere of equal educational opportunity that is free of discrimination. Sexual harassment is a form of discrimination that undermines the integrity of the educational environment and will not be tolerated.

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

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

Sexual harassment refers to unwelcome sexual advances, requests for sexual favors, or other personally offensive verbal, visual, or physical conduct of a sexual nature made by someone under any of the following conditions:

1. Submission to the conduct is made, either explicitly or implicitly, a term or condition of an individual's education;
2. Submission to, or rejection of, such conduct by an individual is used as the basis for academic decisions affecting that individual; and/or
3. Such conduct has the purpose or effect of substantially interfering with an individual's academic performance or creates an intimidating, hostile, or offensive academic environment.

The terms "intimidating," "hostile," and "offensive" include conduct of a sexual nature which has the effect of humiliation or embarrassment and is sufficiently severe, persistent, or pervasive that it limits the student's ability to participate in, or benefit from, an educational program or activity.

Actionable sexual harassment is generally established when an individual is exposed to a pattern of objectionable behaviors or when a single, serious act is committed. What is, or is not, sexual harassment will depend upon all of the surrounding circumstances. Depending upon such circumstances, examples of sexual harassment include, but are not limited to: unwelcome touching; crude jokes or pictures; discussions of sexual experiences; pressure for sexual activity; intimidation by words, actions, insults, or name calling; teasing related to sexual characteristics or the belief or perception that an individual is not conforming to expected gender roles or conduct or is homosexual, regardless of whether or not the student self-identifies as homosexual; and spreading rumors related to a person's alleged sexual activities.

Students who believe they have been subjected to sexual harassment, or parents of a student who believes their child has been subjected to sexual harassment, are encouraged to file a complaint by contacting a counselor, teacher, Title IX coordinator, or administrator who will assist them in the complaint process. Under no circumstances shall a student be required to first report allegations of sexual harassment to a school contact person if that person is the individual who is accused of the harassment.

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

Students who knowingly fabricate allegations of sexual harassment shall be subject to disciplinary action up to and including expulsion.

Individuals who withhold information, purposely provide inaccurate facts, or otherwise hinder an investigation of sexual harassment shall be subject to disciplinary action up to and including expulsion.

State law requires sexual harassment be reported to the proper authorities (Ark. Stat. 5-14-109, 5-14-107, 5-68-201)

Minimum punishment: OSS

Maximum punishment: expulsion

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

Date Adopted: 8-25-2014

Last Revised: 7-30-2015

RULE 27: Direct Verbal Abuse of a School Employee – SEVERE BEHAVIOR

A student will not, under any circumstances, verbally abuse any school employee. (Ark. Stat. 5-71-208)

Minimum punishment: out-of-school suspension

Maximum punishment: expulsion

RULE 28: Possession/Use Cell Phones, and/or Other Electronic Communication Devices – DISRUPTIVE BEHAVIOR

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.

Students are forbidden from using cell phones, any paging device, beeper, or similar electronic communication devices during school hours, with exception that phones may be used during lunch.

Phones may also be used in the classroom, with teacher permission, for educational uses only. Phones must be turned off otherwise. Exceptions may be made by the building principal or his/her designee for health or other compelling reasons.

From the time of the first bell until after the last bell, with the exception of lunch, students are forbidden from having cameras, MP 3 players, Ipods, or any other portable music device without specific teacher permission.

Before and after normal school hours, possession of cell phones, any paging device, beeper, or similar electronic communication devices, cameras, MP 3 players, Ipods, and other portable music devices is permitted on the school campus and on school buses as long as they do not disturb others and they are permitted by the school staff member in charge. The use of such devices at school sponsored functions

outside the regular school day is permitted to the extent and within the limitations allowed by the event or activity the student is attending.

Students have no right of privacy as to the content contained on any cell phones and other electronic communication devices that have been confiscated.

Students who use a school issued cell phones and/or computers for non-school purposes, except as permitted by the district's Internet/computer use policy, shall be subject to discipline, up to and including suspension or expulsion.

All confiscations will be for at least 24 hours and/or until the punishment has been served. If a phone is confiscated on Friday, it cannot be picked up until the next school day. The school will not be responsible for loss, damage, or theft of any electronic device brought to school or on to district property. After the first offense a guardian or an adult must pick up the phone.

First offense – confiscation of device for rest of the school day and warning

2nd offense – confiscation of device for 24 hours and after-school detention

3rd offense – confiscation of device for 48 hours and after-school detention

4th offense – confiscation of device for 72 hours and Saturday School

5th offense – confiscation of device for 96 hours and movement to the severe behavior discipline track beginning with one day OSS.

Maximum punishment: expulsion

4.47— POSSESSION AND USE OF CELL PHONES AND OTHER ELECTRONIC DEVICES DURING STATE TESTING

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

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

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

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

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

4. Using the device to take photographs in areas where a general expectation of personal privacy exists, including but not limited to locker rooms and bathrooms.
5. Creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person.

IEP or it is needed in an emergency that threatens the safety of students, staff, or other individuals.

Before and after normal school hours, possession of electronic devices is permitted on the school campus. The use of such devices at school sponsored functions outside the regular school day is permitted to the extent and within the limitations allowed by the event or activity the student is attending.

A parent shall obtain approval from the student's building principal before operating a student-tracking safety device at school or at a school-sponsored event if the device has recording or listen-in capability. The District requires the device's recording and listen-in technology to be disabled while the device is on the campus or at the school-sponsored event because of student privacy concerns. The District prohibits unauthorized audio or visual recordings or transmission of audio or images of other students. The student's parent shall agree in writing to the requirement for the device's recording and listening-in technology to be disabled and that the District may prohibit future use of the device on campus or at a school-sponsored activity if it is determined that the device's recording or listening-in capabilities were used in violation of this policy before the student safety tracking device may be on campus or at a school-sponsored event.

The student and/or the student's parents or guardians expressly assume any risk associated with students owning or possessing electronic devices. Students misusing electronic devices shall have them confiscated. Confiscated devices may be picked up at the school's administration office by the student's parents or guardians.² Students have no right of privacy as to the content contained on any electronic devices that have been confiscated.³ A search of a confiscated device shall meet the reasonable individualized suspicion requirements of Policy 4.32—SEARCH, SEIZURE, AND INTERROGATIONS.

Students who use school issued cell phones and/or computers for non-school purposes, except as permitted by the district's Internet/computer use policy, shall be subject to discipline, up to and including suspension or expulsion. Students are forbidden from using school issued cell phones while driving any vehicle at any time. Violation may result in disciplinary action up to and including expulsion.⁴

No student shall use any wireless communication device for the purposes of browsing the internet; composing or reading emails and text messages; or making or answering phone calls while driving a motor vehicle that is in motion and on school property. Violation may result in disciplinary action up to and including suspension.⁵

Legal References: A.C.A. § 6-15-2907
 A.C.A. § 6-18-515
 A.C.A. § 27-51-1602
 A.C.A. § 27-51-1603
 A.C.A. § 27-51-1609
 ADE Test Administration Manual

Date Adopted: 8-25-2014

Last Revised: 7-30-2018

RULE 30: Drugs and Alcohol and Drug Possession, Use, and/or Under the Influence of Alcohol or Drugs – SEVERE BEHAVIOR

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

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

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

Selling, distributing, or attempting to sell or distribute, or using over-the-counter or prescription drugs not in accordance with the recommended dosage is prohibited.

Minimum: 10 days suspension or 5 days suspension and student must attend counseling

Maximum: Expulsion

Date Adopted: 8-25-2014

Last Revised: 7-30-2015

RULE 31: Misuse of Internet – SEVERE BEHAVIOR

The opportunity to use the District's technology to access the Internet is a privilege and not a right. Students who misuse electronic devices or Internet access in any way will face disciplinary action, as specified in the student handbook and/or Internet safety and electronic device use agreement. Misuse of the Internet includes:

- The disabling or bypassing of security procedures, compromising, attempting to compromise, or defeating the district's technology network security or Internet filtering software;
- The altering of data without authorization;
- Disclosing, using, or disseminating passwords, whether the passwords are the student's own or those of another student/faculty/community member, to other students;
- Divulging personally identifying information about himself/herself or anyone else either on the Internet or in an email unless it is a necessary and integral part of the student's academic endeavor. Personally identifying information includes full names, addresses, and phone numbers.

- Using electronic devices for any illegal activity, including electronic device hacking and copyright or intellectual property law violations;
- Using electronic devices to access or create sexually explicit or pornographic text or graphics;
- Using electronic devices to violate any other policy or is contrary to the Internet safety and electronic device use agreement.

Minimum: Warning

Maximum: Expulsion

Cross reference: INTERNET SAFETY and ELECTRONIC DEVICE USE POLICY

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

Date Adopted: 8-25-2014

Date Revised: 7-30-2015

RULE 32: Use of any weapon or dangerous instrument with the intent to cause severe injury – SEVERE BEHAVIOR

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

A weapon is defined as any firearm, knife, razor, ice pick, dirk, box cutter, nunchucks, pepper spray, mace or other noxious spray, explosive, **taser or other instrument that uses electrical current to cause neuromuscular incapacitation;** or any other instrument or substance capable of causing bodily harm. For the purposes of this policy, "firearm" means any device designed, made, or adapted to expel a projectile by the action of an explosive or any device readily convertible to that use.

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

Except as permitted in this policy, students found to be in possession on the school campus of a firearm shall be recommended for expulsion for a period of not less than one year. The superintendent shall have the discretion to modify such expulsion recommendation for a student on a case-by-case basis. Parents or legal guardians of students expelled under this policy shall be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a firearm on school property. Parents or legal guardians shall sign a statement acknowledging that they have read and understand said laws prior to readmitting the student. Parents or legal guardians of a student enrolling from another school after the expiration of an expulsion period for a firearm policy violation shall also be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a firearm on school property. The parents or legal guardians shall sign a statement acknowledging that they have read and understand said laws prior to the student being enrolled in school.

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

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

Minimum: 10 days OSS with recommendation for expulsion

Maximum: Expulsion

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

Date Adopted: 8-25-2014

Last Revised: 7-30-2015

RULE 33: Possession of a weapon other than firearms – SEVERE BEHAVIOR

Criminal charges will be filed. These are defined as implements that are generally prohibited by law and could cause a person harm and are not appropriate in a school setting. (Ark. Stat. 5-73-120)

Consequences: Required by United States Law and Arkansas State Law, expulsion for not less than 1 year; however, the superintendent shall have discretion to modify such expulsion requirement for a student on a case-by-case basis.

Minimum punishment: 10 days out of school suspension and recommendation for expulsion

Maximum punishment: expulsion

RULE 34: Possession of a Firearm – SEVERE BEHAVIOR

No student will be in possession of or use a firearm on campus. Criminal charges will be filed. (Ark. Stat. 5-73-119)

Consequences: Required by United States Law and Arkansas State Law, expulsion for not less than 1 year; however, the superintendent shall have discretion to modify such expulsion requirements for a student on a case-by-case basis

Minimum punishment: 10 days out of school suspension with recommendation for expulsion

Maximum punishment: expulsion

RULE 35: Bomb Threats – SEVERE BEHAVIOR

Persons making bomb threats to any schools or district offices will be prosecuted under Act 1189, 1993. Criminal charges will be filed.

Minimum punishment: 10 days out of school suspension with recommendation for expulsion

Maximum punishment: expulsion

RULE 36: Possession of Hand Held Laser Pointer – DISRUPTIVE BEHAVIOR

Students shall not possess any hand held laser pointer while in school; on or about school property, before or after school; in attendance at school or any school-sponsored activity; en route to or from school or any school-sponsored activity; off the school grounds at any school bus stop or at any school-sponsored activity or event. School personnel shall seize any laser pointer from the student possessing it and the student may reclaim it at the close of the school year, or when the student is no longer enrolled in the District.

Minimum punishment: detention

Maximum punishment: expulsion

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

Date Adopted: 8-25-2014

Last Revised: 7-30-2015

RULE 37: Intimidation, Threatening, Physical Abuse or Assault of School Staff – SEVERE BEHAVIOR

No student is permitted to act or make statements which may be construed as intimidating.

State Law requires criminal charges be filed. (Ark. Stat. 5-13-202, 5-13-206, 5-13-301)

Minimum punishment: 3 days suspension

Maximum punishment: expulsion

RULE 38: Disruption of School – SEVERE BEHAVIOR

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

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

Any fighting at extracurricular school functions will be punishable by a minimum 10 day suspension and a ban from all extracurricular school functions for the remainder of the school year.

Minimum: OSS

Maximum: Expulsion

Legal Reference: A.C.A. § 6-18-511

Date Adopted: 8-25-2014

Last Revised: 7-30-2015

RULE 39: CONDUCT TO AND FROM SCHOOL AND TRANSPORTATION ELIGIBILITY

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

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

Students are eligible to receive district bus transportation if they meet the following requirements. Every student is eligible to ride the bus provided they are on an established route. The superintendent or his/her designee(s) shall annually establish the routes and may modify them as needed.

Minimum: Warning

Maximum: Denying access to bus transportation

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

Date Adopted: 8-25-2014

Last Revised: 7-30-2015

RULE 40: Night Locks-Severe Behavior

In order to provide additional security to students and staff in the Hazen School District, NightLocks have been installed in each of the classrooms throughout the district. These systems are to be used only by adults for student and staff safety. Students are not to touch these systems, unless directly instructed to by an adult. Students who play with the NightLock components or use the NightLock system to lock a teacher/staff member out of the classroom will be written up and sent to the office.

Minimum punishment: suspension

Maximum punishment: expulsion

RULE 41: Behavior not Covered Above

The Hazen School District reserves the right to pursue disciplinary or legal action for behavior which is subversive to good order and discipline in the schools even though such behavior is not specified in the preceding written rules.

Minimum punishment: warning

Maximum punishment: expulsion

DISCIPLINE OF HANDICAPPED STUDENTS

Handicapped students are to follow all school rules and are subject to regular school disciplinary procedures as long as there is no denial of free, appropriate public education (94-142)

Special Education due process procedures will be utilized in the suspension and/or expulsion of handicapped students. These due process procedures will include the following:

1. Carefully follow placement procedures. IEP's should include statements that anticipate disciplinary problems and action. (These statements are to be based on past behavior and successful or unsuccessful efforts to correct misbehavior. If inappropriate educational placement leads to disruptive behavior by a handicapped student, suspension and/or expulsion is inappropriate.
2. Review records of Special Education student with IEP committee upon making a decision about a disciplinary action. IEP committee may recommend a different educational placement (ex: home) for handicapped students who disrupt the school educational program for other students or who pose a real danger to others or themselves.
3. Provide an alternate educational program after suspension.
4. Expulsion of a handicapped student will be considered after an expert examination and hearing.
5. Any unacceptable behavior that may be dangerous and makes necessary suspension or expulsion should be documented and filed with the appropriate school officials.
6. The school district will follow the guidelines established by the Arkansas Department of Education concerning the use of a time-out seclusion room as disciplinary action.
7. Due process requires that students and parents be informed of all discipline policies.

4.29—INTERNET SAFETY and ELECTRONIC DEVICE USE POLICY

Definition

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

The District makes electronic device(s) and/or electronic device Internet access available to students, to permit students to perform research and to allow students to learn how to use electronic device technology. Use of district electronic devices is for educational and/or instructional purposes only. Student use of electronic device(s) shall only be as directed or assigned by staff or teachers; students are advised that they enjoy no expectation of privacy in any aspect of their electronic device use, including email, and that monitoring of student electronic device use is continuous.

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

Technology Protection Measures

The District is dedicated to protecting students from materials on the Internet or world wide web that are inappropriate, obscene, or otherwise harmful to minors; therefore, it is the policy of the District to protect each electronic device with Internet filtering software that is designed to prevent students from accessing such materials. For purposes of this policy, "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:

- (A) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
- (B) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
- (C) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

Internet Use and Safety

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

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

Misuse of Internet

The opportunity to use the District's technology to access the Internet is a privilege and not a right. Students who misuse electronic devices or Internet access in any way will face disciplinary action, as specified in the student handbook and/or Internet safety and electronic device use agreement. Misuse of the Internet includes:

- The disabling or bypassing of security procedures, compromising, attempting to compromise, or defeating the district's technology network security or Internet filtering software;
- The altering of data without authorization;

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

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

Date Adopted: 8-25-2014

Last Revised: 7-30-2015

ADDITIONAL INTERNET INFORMATION

All information (including personal information) placed on a Hazen School District computer or sent over the Hazen School District network (including but not limited to computers or network equipment) may be monitored and/or recorded. By using the school/state network, YOU consent to network and data interception, monitoring, recording, copying, auditing, inspection, and disclosure at the discretion of Hazen Public School District personnel. YOU have no explicit or implicit expectation of privacy. Unauthorized or improper use of the Hazen School District network may result in administrative disciplinary action, civil and/or criminal penalties. By continuing to use the school/state system YOU indicate YOUR awareness of and consent to these terms and conditions of use.

Educational Purpose

The Hazen School District Computer Network system has been established for a limited educational purpose. The term “educational purpose” includes classroom activities, career development, and limited high-quality self-discovery activities.

The Hazen School District Computer Network system has been established as a faculty/student access service. The Hazen School District has the right to place reasonable restrictions on the material students access or post through the system. Your image may be placed on the network much like the yearbook. If parents or guardians do not want their child’s image on the network, notice in writing must be given to the system administrator or principal. Student’s actions on school computers may be noted and recorded. You are expected to follow the rules set forth in the Hazen School Handbook, the Acceptable Use Policy, and the laws of Arkansas.

You may not use the Hazen Schools network access for commercial purposes. This means you may not offer, provide, or purchase products or services through the Hazen School network.

You may not use the network for political lobbying, but you may use the system to communicate with elected representatives and to express your opinion on political issues.

Student Internet Access

All students will have access to internet information resources through the use of school computers. Internet access is a privilege, not a right, and may be suspended by the Hazen School District.

Students will have school-provided e-mail account.

E-mail access is a privilege, not a right, and may be suspended by the Hazen School District. Students in certain classes may be given more privileges/rights in their e-mail accounts.

Students and parents must sign an Internet Usage Agreement to be granted use of the internet. This agreement must be renewed on an annual basis. Parents can withdraw their approval at any time.

Personal Safety

You will not post personal contact information about yourself or other people. Personal contact information includes your address, telephone numbers, school address, work address, etc.

You will not agree to meet with anyone you have met online.

You will promptly disclose to your teacher or other school employee any message you receive that is inappropriate or makes you feel uncomfortable.

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

Electronic acts of bullying are prohibited whether or not the electronic act originated on school property or with school equipment, if the electronic act is directed specifically at students or school personnel and maliciously intended for the purpose of disrupting school.

Illegal Activities

You will not attempt to gain unauthorized access to the Hazen School District network or to any other computer system through the Hazen School District network or go beyond your authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purpose of "browsing".

You will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.

You will not use the Hazen School District network to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of persons, etc.

You will not attempt to access sites that have been blocked.

System Security

You are responsible for your individual account and should take all reasonable precautions to prevent others from being able to use your account. Under no conditions should you provide your password to another person.

You will immediately notify a teacher or the system administrator if you have identified a possible security problem. Do not go looking for security problems, because this may be construed as an illegal attempt to gain access.

Inappropriate Language and/or Graphics

Restrictions against inappropriate language apply to public messages, and material posted on web pages. Any graphics that you access whether pictures, drawings, clipart, models, caricatures, art or any medium that gives an image or likeness that is offensive to others that may see it, whether against regulations and rules set forth here or not, will not be accessed.

You will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.

You will not post information that could cause damage or a danger of disruption.

You will not engage in personal attacks.

You will not harass another person. If you are told by a person to stop sending those messages, you must stop.

You will not knowingly or recklessly post false or defamatory information about a person or organization.

Respect for Privacy

You will not repost a message that was sent to you privately without permission of the person who sent you the message.

You will not post private information about another person.

Respecting Resource Limits

You will use the system for educational and career development activities and limited, high quality, self-discovery activities. Chat rooms and/or games are not to be accessed without permission. No online gambling or bidding on auctions will be allowed without permission. No online games will be allowed without permission. No games from home will be allowed without permission. No games will be played on the computer without permission. No social networking sites will be accessed without teacher

authorization. No chat sites that have a chat function can be accessed without permission. Only school authorized e-mail will be accessed.

You will not download any computer programs of any type to your computer without direct written authorization from the system administrator or teacher. No file sharing programs will be downloaded or used on Hazen School District computers or network.

You will not post chain letters or engage in “spamming”.

You will check your e-mail and network folder frequently, deleting unwanted materials promptly and stay within your space usage quota.

Plagiarism and Copyright Infringement

You will not plagiarize works that you find on the internet or use unauthorized copyrighted materials. Plagiarism is taking the ideas or writings of others and presenting them as your own.

Inappropriate Access to Material

You will not use Hazen Schools Network to access material that is profane or obscene (pornography) or inappropriate, that advocate illegal acts, or that advocates violence or discrimination towards other people (hate literature). If you are accessing material that someone that can see your screen finds offensive you must leave the offending site(s).

If you mistakenly access inappropriate information or materials, you should tell your teacher or a district employee to protect yourself from claims of intentionally violating this policy.

Your parents should instruct you if there is additional material that they think it would be inappropriate for you to access. The district fully expects that you will follow your parent’s instructions in the matter.

Parental Involvement

Student grades are placed in a password protected online gradebook for parents’ and students’ inspection of student grades.

Children's Internet Protection Act and Internet Safety

Pursuant to the Children's Internet Protection Act, Hazen School District employs internet filtering to screen internet sites for offensive material. The nature of the internet is global and dynamic. Therefore, users (and parents of minor users) must understand that neither the Hazen School District nor any staff member controls the content of the information available on systems outside the district network that might be accessed via the internet.

The safety and security of minors when using email, chat rooms and other forms of direct electronic communication will be monitored.

Unauthorized access including hacking and other unlawful activities by minors is prohibited.

Unauthorized disclosure, use and dissemination of personal information regarding minors is prohibited.

Hazen School District will educate students about appropriate online behavior and cyber bullying.

Free Speech

Your right to free speech, as set forth in the Hazen Student Handbook, applies also to your communication on the internet. The Hazen School District network is considered a limited forum, similar to the school newspaper, and therefore the District may restrict your speech on the basis of a disagreement with opinions you are expressing.

Search and Seizure

You should expect only limited privacy in the contents of your personal files on the District system. The situation similar to the rights you have in the privacy of your locker. Routine maintenance and monitoring of the network may lead to discovery that you have violated this policy, the Hazen Student Handbook, or the law. An individual search will be conducted if there is reasonable suspicion that you have violated any rule or law.

4.29F—STUDENT ELECTRONIC DEVICE and INTERNET USE AGREEMENT

Student’s Name (Please Print) _____ Grade Level _____

School _____ Date _____

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

1. Conditional Privilege: The Student’s use of the district’s access to the Internet is a privilege conditioned on the Student’s abiding to this agreement. No student may use the district’s access to the Internet whether through a District or student owned electronic device unless the Student and his/her parent or guardian have read and signed this agreement.
2. Acceptable Use: The Student agrees that he/she will use the District’s Internet access for educational purposes only. In using the Internet, the Student agrees to obey all federal and state laws and regulations. The Student also agrees to abide by any Internet use rules instituted at the Student’s school or class, whether those rules are written or oral.
3. Penalties for Improper Use: If the Student violates this agreement and misuses the Internet, the Student shall be subject to disciplinary action. [Note: A.C.A. § 6-21-107 requires the district to have “...provisions for administration of punishment of students for violations of the policy with stiffer penalties for repeat offenders, and the same shall be incorporated into the district’s written student discipline policy.” You may choose to tailor your punishments to be appropriate to the school’s grade levels.]

4. “Misuse of the District’s access to the Internet” includes, but is not limited to, the following:

- a. using the Internet for other than educational purposes;
- b. gaining intentional access or maintaining access to materials which are “harmful to minors” as defined by Arkansas law;
- c. using the Internet for any illegal activity, including computer hacking and copyright or intellectual property law violations;
- d. making unauthorized copies of computer software;
- e. accessing “chat lines” unless authorized by the instructor for a class activity directly supervised by a staff member;
- f. using abusive or profane language in private messages on the system; or using the system to harass, insult, or verbally attack others;
- g. posting anonymous messages on the system;
- h. using encryption software;
- i. wasteful use of limited resources provided by the school including paper;
- j. causing congestion of the network through lengthy downloads of files;
- k. vandalizing data of another user;
- l. obtaining or sending information which could be used to make destructive devices such as guns, weapons, bombs, explosives, or fireworks;
- m. gaining or attempting to gain unauthorized access to resources or files;
- n. identifying oneself with another person’s name or password or using an account or password of another user without proper authorization;
- o. invading the privacy of individuals;
- p. divulging personally identifying information about himself/herself or anyone else either on the Internet or in an email unless it is a necessary and integral part of the student's academic endeavor. Personally identifying information includes full names, address, and phone number.
- q. using the network for financial or commercial gain without district permission;
- r. theft or vandalism of data, equipment, or intellectual property;
- s. attempting to gain access or gaining access to student records, grades, or files;
- t. introducing a virus to, or otherwise improperly tampering with the system;
- u. degrading or disrupting equipment or system performance;
- v. creating a web page or associating a web page with the school or school district without proper authorization;
- w. providing access to the District’s Internet Access to unauthorized individuals;
- x. failing to obey school or classroom Internet use rules; or
- y. taking part in any activity related to Internet use which creates a clear and present danger of the substantial disruption of the orderly operation of the district or any of its schools.
- z. Installing or downloading software on district computers without prior approval of the technology director or his/her designee.

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

6. No Expectation of Privacy: The Student and parent/guardian signing below agree that if the Student uses the Internet through the District’s access, that the Student waives any right to privacy the Student may have for such use. The Student and the parent/guardian agree that the district may monitor the Student’s use of the District’s Internet Access and may also examine all system activities the Student

participates in, including but not limited to e-mail, voice, and video transmissions, to ensure proper use of the system. The District may share such transmissions with the Student's parents/guardians.

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

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

Student's Signature: _____ Date _____

Parent/Legal Guardian Signature: _____ Date _____

COMMUNITY

4.46—PLEDGE OF ALLEGIANCE

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

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

Students choosing not to recite the Pledge shall not be subject to any comments, retaliation, or disciplinary action.

Legal Reference: A.C.A. § 6-16-108

Date Adopted: 8-25-2014

Last Revised: 7-30-2015

CLASS POLICIES

*The senior class is responsible for the Senior High Homecoming.

*The junior class is responsible for providing the Junior-Senior Prom/Banquet and the preparations for the graduation exercises.

*The sophomore class is responsible for the annual auction.

*The freshman class is responsible for the football cake raffle.

Individual classes will vote on policies regarding participation in activities, fees, etc. **Students must participate in these activities to be eligible to attend the Junior/Senior prom.**

SENIOR PRIVILEGES

1. Seniors will be allowed to cut in line for lunch during the second semester.
2. Seniors may have a senior table in cafeteria if they desire.
3. If proper conduct has been observed during the school year, seniors may leave campus to eat lunch during the second semester of school. A signed permission slip from a student's parents must be in the principal's possession before this privilege is extended.
4. School administrators reserve the right to revoke any or all of the above privileges.

CLOSING SCHOOL UNDER EMERGENCY CONDITIONS

When school in the Hazen School District are not to be open due to inclement weather or other emergency conditions, public announcement will be made no later than 7 a.m. by the superintendent of schools or the principal through the local radio stations and the School Reach telephone system. Parents and students are encouraged to listen to the radio broadcast rather than call the offices or homes of the administration. Parents may also be assured that when schools close early, students may remain in the building under supervision until they can be picked up.

USE OF OFFICE TELEPHONES

The office phone is a business phone and may be used by students only in an **emergency**. Leaving books or school work at home is not considered an emergency. Likewise, pupils will not be called from classes to answer the telephone except in the case of an emergency. Parents and friends are asked to cooperate with the school by not calling students during school hours unless there is an **EMERGENCY**. Abuse of this privilege will result in the loss of this privilege.

ASSEMBLIES

Assemblies are designed to create national and school spirit, to promote culture and to entertain. These assemblies are designed to use a balance of student participation, outside speakers, and professional programs. The president of the Student Council will preside at all assemblies. Students are expected to show courtesy and good behavior during assemblies.

BUS TRANSPORTATION

School buses are owned and operated by the school district for the purpose of transporting to and from school students who live too great a distance from the school to walk. **The drivers have the same authority and responsibility on the bus that teachers have in the classroom.**

Policies for Students Riding School Buses

All students who use school buses, either regularly or occasionally, should be familiar with the following rules. These rules apply to all schools in the Hazen School District.

1. Be at the bus stop at the scheduled time. Stand back about ten feet from the bus stop and wait until the door is open before moving closer to the bus; do not attempt to hitch-hike or walk to or from school.
2. While entering or leaving the bus, be orderly and quick.
3. While riding the bus, you are under the supervision of the driver and must obey the driver at all times. The driver has the authority to temporarily suspend a student from riding the bus. Students causing disciplinary problems will be identified and the following actions will be taken:
 - Parents will be notified by letter.
 - A second incident will result in suspension from riding the bus, and parents will again be notified and asked to come to school to personally discuss it with the principal.
 - Further incidents on the part of the student will make it necessary for the school to refuse bus service to that student.
4. Students are expected to conduct themselves in such a manner that they will not distract the attention of their driver or disturb other riders. This means keep your hands to yourself, attend to your own business, leave other students alone, and be reasonably quiet.
5. No food or drink except lunches will be brought aboard buses without the driver's permission.

Riding a bus is a privilege, not a right. Any student who chooses to be insubordinate on a bus is endangering the lives of the other students and will be suspended from riding the bus. The length of the suspension will be determined by the principal and may be anywhere from 3 days up to a year.

STUDENT VEHICLES

Students who have presented a valid driver's license and proof of insurance to the appropriate office personnel, may drive their vehicle to school. Vehicles driven to school shall be parked in the area designated for student parking.

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

It is understood that there is no expectation of privacy in vehicles in parking areas. Drivers of vehicles parked on a school campus will be held accountable for illegal substances or any other item prohibited by District policy found in their vehicle.

SPECIFIC SCHOOL INFORMATION AND RULES

1. The Pledge of Allegiance will be recited each morning before announcements. The flag will be raised at the beginning of each day and lowered at the end of each day.
2. School sponsored dances and parties will be terminated at 11:45 p.m.
3. The secretary and treasurer of each organization in school will be responsible for collecting and depositing money in the school activity fund. Receipt books are available in the office. The school secretary will give you a receipt for deposit.
4. Senior rings are usually ordered the 1st semester of the junior year.

5. Lost items including books, clothing, glasses, etc. will be placed in a box in the hallway. This is the first place to look for lost articles.
6. You are responsible for the locker issued to you at the beginning of the year; it is also your responsibility to keep the locker clean and to keep the door closed and preferably locked. The cost of the lock is \$6. Once a lock is bought it belongs to the student. Lost locks must be replaced at replacement value.
7. All solicitations for money and all advertising must have the approval of the principal.
8. No checks on school organizations will be written unless a requisition is made out and signed by the teacher/sponsor.

FUNDRAISING PROJECTS

All clubs, organizations, or classes wishing to raise money must have approval from the principal's office before starting a project. Any representative of a company must receive the principal's approval before approaching a class, club, organization, or its sponsor. Money derived from the sale of products must be turned in and handled through the activities account in the administrative office.

SCHOOL PARTIES

Every school party must be approved by the principal and given a definite date, place, and time on the activity calendar and must be scheduled at least two weeks before the end of school. Every school party must have a faculty sponsor plus other sponsors that the principal may require. Students will be expected to conduct themselves at school parties and activities the same as they would during regular school hours. Violations of this code of conduct will be punished the same as they would during the regular school day.

4.12—STUDENT ORGANIZATIONS/EQUAL ACCESS

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

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

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

Fraternities, sororities, and secret societies are forbidden in the District's schools. Membership to student organizations shall not be by a vote of the organization's members, nor be restricted by the student's race,

religion, sex, national origin, or other arbitrary criteria. Hazing, as defined by law, is forbidden in connection with initiation into, or affiliation with, any student organization, extracurricular activity or sport program.

Students who are convicted of participation in hazing or the failure to report hazing shall be expelled.

Legal References: A.C.A. § 6-5-201 et seq.
 A.C.A. § 6-10-132
 A.C.A. § 6-18-601 et seq.
 A.C.A. § 6-21-201 et seq.
 20 U.S.C. 4071 Equal Access Act
 Board of Education of the Westside Community Schools v. Mergens, 496
 U.S. 226 (1990)Theft of another individual's personal property.

Date Adopted: 8-25-2014 Last Revised: 7-30-2015

4.13—PRIVACY OF STUDENTS' RECORDS/ DIRECTORY INFORMATION

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

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

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

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

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

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

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

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

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

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

If there exists a court order which directs that a parent not have access to a student or his/her records, the parent, guardian, person acting in loco parentis, or an agent of the Department of Human Services must present a file-marked copy of such order to the building principal and the superintendent. The school will make good-faith efforts to act in accordance with such court order, but the failure to do so does not impose legal liability upon the school. The actual responsibility for enforcement of such court orders rests with the parents or guardians, their attorneys and the court which issued the order.

A parent or guardian does not have the right to remove any material from a student's records, but such parent or guardian may challenge the accuracy of a record. The right to challenge the accuracy of a record does not include the right to dispute a grade, **disciplinary rulings, disability placements, or other such determinations**, which must be done only through the appropriate teacher and/or administrator, the

decision of whom is final. A challenge to the accuracy of material contained in a student's file must be initiated with the building principal, with an appeal available to the Superintendent or his/her designee. The challenge shall clearly identify the part of the student's record the parent wants changed and specify why he/she believes it is inaccurate or misleading. If the school determines not to amend the record as requested, the school will notify the requesting parent or student of the decision and inform them of their right to a hearing regarding the request for amending the record. The parent or eligible student will be provided information regarding the hearing procedure when notified of the right to a hearing. Unless the parent or guardian of a student (or student, if above the age of eighteen [18]) objects, "directory information" about a student may be made available to the public, military recruiters, post-secondary educational institutions, prospective employers of those students, as well as school publications such as annual yearbooks and graduation announcements. "Directory information" includes, but is not limited to, a student's name, address, telephone number, electronic mail address, photograph, date and place of birth, dates of attendance, his/her placement on the honor roll (or the receipt of other types of honors), as well as his/her participation in school clubs and extracurricular activities, among others. If the student participates in inherently public activities (for example, basketball, football, or other interscholastic activities), the publication of such information will be beyond the control of the District. "Directory information" also includes a student identification (ID) number, user ID, or other unique personal identifier used by a student for purposes of accessing or communicating in electronic systems and a student ID number or other unique personal identifier that is displayed on a student's ID badge, provided the ID cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN), password or other factor known or possessed only by the authorized user.

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

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

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

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

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

Legal References: A.C.A. § 9-29-113(b)(6)
 20 U.S.C. § 1232g
 20 U.S.C. § 7908 (NCLB Section 9528)
 34 CFR 99.3, 99.7, 99.21, 99.22, 99.30, 99.31, 99.32, 99.33, 99.34, 99.35,
 99.36, 99.37, 99.63, 99.64

Date Adopted: 8-25-2014

Last Revised: 7-30-2015

4.13F—OBJECTION TO PUBLICATION OF DIRECTORY INFORMATION
(Not to be filed if the parent/student has no objection)

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

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

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

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

Deny disclosure to military recruiters _____

Deny disclosure to Institutions of postsecondary education _____

Deny disclosure to Potential employers _____

Deny disclosure to all public and school sources _____

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

Deny disclosure to all public sources _____

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

Name of student (Printed)

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

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

4.14—STUDENT PUBLICATIONS AND THE DISTRIBUTION OF LITERATURE

Student Publications

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

1. Advertising may be accepted for publications that does not condone or promote products that are inappropriate for the age and maturity of the audience or that endorses such things as tobacco, alcohol, or drugs.
2. Publications may be regulated to prohibit writings which are, in the opinion of the appropriate teacher and/or administrator, ungrammatical, poorly written, inadequately researched, biased or prejudiced, vulgar or profane, or unsuitable for immature audiences.
3. Publications may be regulated to refuse to publish material which might reasonably be perceived to advocate drug or alcohol use, irresponsible sex, or conduct otherwise inconsistent with the shared values of a civilized social order, or to associate the school with any position other than neutrality on matters of political controversy.
4. Prohibited publications include:

- a. Those that are obscene as to minors;
- b. Those that are libelous or slanderous, including material containing defamatory falsehoods about public figures or governmental officials, which are made with knowledge of their falsity or reckless disregard of the truth;
- c. Those that constitute an unwarranted invasion of privacy as defined by state law,
- d. Publications that suggest or urge the commission of unlawful acts on the school premises;
- e. Publications which suggest or urge the violation of lawful school regulations;
- f. Hate literature that scurrilously attacks ethnic, religious, or racial groups.

Student Publications on School Web Pages

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

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

Student Distribution of Non-school Literature, Publications, and Materials

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

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

The regulations shall:

1. Be narrowly drawn to promote orderly administration of school activities by preventing disruption and may not be designed to stifle expression;
2. Be uniformly applied to all forms of non-school materials;
3. Allow no interference with classes or school activities;
4. Specify times, places, and manner where distribution may and may not occur; and
5. Not inhibit a person's right to accept or reject any literature distributed in accordance with the regulations.

6. Students shall be responsible for the removal of excess literature that is left at the distribution point for more than 3 days.

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

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

Date Adopted: 8-25-2014

Last Revised: 7-30-2015

Students are entitled to express in writing their personal opinions. The distribution of handwritten, duplicated, or printed material on school premises must be with the prior consent of the principal and may not interfere with or disrupt the educational process. Written expressions which are distributed must be signed by the author.

Students who edit, publish, distribute handwritten, printed or duplicated matter among their fellow students within the schools must assume responsibility for the content of such publications.

Libelous or obscene matter and personal attacks are prohibited in all publications.

4.33—STUDENTS’ VEHICLES

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

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

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

Date Adopted: 8-25-2014

Last Revised: 7-30-2015

4.56—EXTRACURRICULAR ACTIVITIES

Definitions:

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

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

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

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

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

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

EXTRACURRICULAR ELIGIBILITY

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

Interscholastic Activities

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

ACADEMIC REQUIREMENTS: Junior High

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

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

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

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

ACADEMIC REQUIREMENTS: Senior High

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

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

STUDENTS WITH AN INDIVIDUAL EDUCATION PROGRAM

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

ARKANSAS ACTIVITIES ASSOCIATION

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

Intrascholastic Activities

AAA Governed Activities

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

Non-AAA Governed Activities

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

Legal References: State Board of Education Standards for Accreditation 10.05 and 10.06
 Arkansas Activities Association Handbook

Date Adopted: 8-25-2014

Last Revised: 7-30-2015

4.56.2—EXTRACURRICULAR ACTIVITY ELIGIBILITY FOR HOME SCHOOLED STUDENTS

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

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

Each school in the District shall post on its website its schedule of interscholastic activities, including sign-up, tryout, and participation deadlines, at least one semester in advance of those activities. A hard copy of the schedule shall be available upon request.¹

Home-schooled students whose parents or guardians are legal residents of the school district will be permitted to pursue participation in an interscholastic activity in the student's resident school zone² as permitted by this policy.

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

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

reasonable alternative to any prerequisite for eligibility to participate in an interscholastic activity that the home-schooled student is unable to meet because of his or her enrollment in a home school.

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

A student who meets the requirements for eligibility to participate in an interscholastic activity is required to register for no more than one course³ in the District's school where the student is intending to participate in an interscholastic activity.

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

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

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

- standards of behavior and codes of conduct;
- attend the practices for the interscholastic activity to the same extent as is required of traditional students;
- required drug testing;⁴
- permission slips, waivers, physical exams; and
- participation or activity fees.

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

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

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

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

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

Legal References:
Arkansas Activities Association Handbook
A.C.A. § 6-4-302
A.C.A. § 6-15-2907
A.C.A. § 6-18-713
Commissioner's Memo COM-18-009
Commissioner's Memo LS-18-015

Date Adopted: 8-25-2014
Last Revised: 7-24-2017

4.56.2F— HOME SCHOOLED STUDENTS' LETTER OF INTENT TO PARTICIPATE IN AN EXTRACURRICULAR ACTIVITY AT RESIDENT DISTRICT

Student's Name (Please Print) _____

Parent or Guardian's Resident Address

Street _____ Apartment _____

City _____ State _____ Zip Code _____

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

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

Name of test, Date taken, and score achieved _____

Extracurricular activity(ies) the student requests to participate in _____

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

Proof of identity _____

Date Submitted ___/___/___

Parent's Signature _____

Date Adopted: 7-24-2017

Last Revised: 7-24-2017

4.59—ACADEMIC COURSE ATTENDANCE BY PRIVATE SCHOOL AND HOME SCHOOL STUDENTS

The District allows private school and home school students whose parents, legal guardians, or other responsible adult with whom the student resides are residents of the District to attend academic courses offered in grades 7-12¹. The District will place a list of courses that a private school or home school student may request to attend on its website by:²

1. June 1 for courses to be offered during the Fall semester; and
2. November 1 for courses to be offered during the Spring semester.

A private school or home school student who desires to attend one or more of the available academic courses shall submit a written request to attend the academic course(s) to the superintendent, or designee, no later than:²

- a. August 1 for Fall semester courses; or
- b. December 1 for Spring semester courses.

The District may reject a private school or home school student's request for attendance if the District's acceptance would:³

- Require the addition of staff or classrooms;
- Exceed the capacity of a program, class, grade level, or school building;
- Cause the District to provide educational services the District does not currently provide; or
- Cause the District to be out of compliance with applicable laws and regulations regarding desegregation.

Requests to attend an academic course will be granted in the order the requests are received. Upon the receipt of a private or home school student's request to attend academic course(s), the District will date and time stamp the request for attendance. If a private school or home school student is denied attendance based on a lack of capacity and an opening in the requested course occurs prior to the start of the course, the District will use the date and time stamp on the request for attendance to determine the private school or home school student who will be notified of an opening in the requested course.

As part of the request to attend academic courses in the District, a private school or home school student shall:

- Indicate the course(s) the private school or home school student is interested in attending;
- If the course(s) the private school or home school student is interested in attending is being offered by the District in both a physical and a digital format, whether the private school or home school student intends to attend the physical course or the digital course;
- Agree to follow the District's discipline policies; and
- Submit immunization documentation required by Policy 4.57—IMMUNIZATIONS. In addition to the documentation methods provided in Policy 4.57, a home school student may submit a letter to the superintendent, or designee, stating an objection to immunizations and listing the immunizations the student has received, if any.

A private school or home school student who fails to attend an academic course by the eleventh (11) day of class shall be dropped from the course.

The responsibility for transportation of any private school or home school student attending academic courses in the District shall be borne by the student or the student's parents.

The opportunity provided to home school students under this policy is in addition to the opportunity provided in Policy 4.56.2—EXTRACURRICULAR ACTIVITY ELIGIBILITY FOR HOME SCHOOLED STUDENTS.

Legal References: A.C.A. § 6-18-233
 A.C.A. § 9-28-113

Date Adopted: 7-24-2017
Last Revised: 7-24-2017

CARING

4.34—COMMUNICABLE DISEASES AND PARASITES

Students with communicable diseases or with human host parasites that are transmittable in a school environment shall demonstrate respect for other students by not attending school while they are capable of transmitting their condition to others. Students whom the school nurse determines are unwell or unfit for school attendance or who are believed to have a communicable disease or condition will be required

to be picked up by their parent or guardian. Specific examples include, but are not limited to: chicken pox, measles, scabies, conjunctivitis (Pink Eye), impetigo/MRSA (Methicillin-resistant Staphylococcus aureus), streptococcal and staphylococcal infections, ringworm, mononucleosis, Hepatitis A, B, or C, mumps, vomiting, diarrhea, and fever (100.4 F when taken orally). A student who has been sent home by the school nurse will be subsequently readmitted, at the discretion of the school nurse, when the student is no longer a transmission risk. In some instances, a letter from a health care provider may be required prior to the student being readmitted to the school.

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

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

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

The parents or legal guardians of students found to have live human host parasites that are transmittable in a school environment will be –immediately notified to pick their student up from school. The parents or legal guardians will be given information concerning the eradication and control of human host parasites. A student may be readmitted after the school nurse or designee has determined the student no longer has live human host parasites that are transmittable in a school environment. Re-occurrence of head lice (3 or more flare ups in a semester) may result in a FINS (Family in Need of Services) with the appropriate authorities.

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

Legal References: A.C.A. § 6-18-702
 Arkansas State Board of Health Rules and Regulations Pertaining To
 Immunization Requirements

Date Adopted: 8/25/2014

Last Revised: 7/30/2018

4.35—STUDENT MEDICATIONS

Prior to the administration of any medication, including any dietary supplement or other perceived health remedy not regulated by the US Food and Drug Administration, to any student under the age of eighteen (18), written parental consent is required. The consent form shall

include authorization to administer the medication and relieve the Board and its employees of civil liability for damages or injuries resulting from the administration of medication to students in accordance with this policy. All signed medication consent forms are to be maintained by the school nurse.

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

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

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

Option One

The only Schedule II medications that shall be allowed to be brought to the school are methylphenidate (e.g. Ritalin or closely related medications as determined by the school nurse), dextroamphetamine (Dexedrine), and amphetamine sulfate (e.g. Adderall or closely related medications as determined by the school nurse).¹

For the student's safety, no student will be allowed to attend school if the student is currently taking any other Schedule II medication than permitted by this policy. Students who are taking Schedule II medications which are not allowed to be brought to school shall be eligible for homebound instruction if provided for in their IEP or 504 plans.²

Option Two

Students taking Schedule II medications methylphenidate (e.g. Ritalin or closely related medications as determined by the school nurse), dextroamphetamine (Dexedrine), and amphetamine sulfate (e.g. Adderall or closely related medications as determined by the school nurse)¹ shall be allowed to attend school.

Students taking Schedule II medications not included in the previous sentence¹ shall be allowed to bring them to school under the provisions of this policy and shall be permitted to attend and

participate in classes **only** to the extent the student's doctor has specifically authorized such attendance and participation.² A doctor's prescription for a student's Schedule II medication is **not** an authorization. Attendance authorization shall specifically state the degree and potential danger of physical exertion the student is permitted to undertake in the student's classes and extracurricular activities. Without a doctor's written authorization, a student taking Schedule II medications, other than those specifically authorized in this policy, shall **not** be eligible to attend classes, but shall be eligible for homebound instruction if provided for in their IEP or 504 plans.³

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

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

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

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

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

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

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

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

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

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

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

Emergency Administration of Epinephrine

The school nurse or other school employees designated by the school nurse as a care provider who have been trained¹ and certified by a licensed physician may administer an epinephrine auto-injector in emergency situations to students who have an IHP developed under Section 504 of the Rehabilitation Act of 1973 which provides for the administration of an epinephrine auto-injector in emergency situations.

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

Students with an order from a licensed health care provider to self-administer auto-injectable epinephrine and who have written permission from their parent or guardian shall provide the school nurse an epinephrine auto-injector. This epinephrine will be used in the event the school nurse, or other school employee certified to administer auto-injector epinephrine, in good faith professionally believes the student is having a life-threatening anaphylactic reaction and the student is either not self-carrying his/her /epinephrine auto-injector or the nurse is unable to locate it.

The school nurse for each District school shall keep epinephrine auto-injectors on hand that are suitable for the students the school serves. The school nurse or other school employee designated by the school nurse as a care provider who has been trained¹ and certified by a licensed physician may administer auto-injector epinephrine to those students who the school nurse, or other school employee certified to administer auto-injector epinephrine, in good faith professionally believes is having a life-threatening anaphylactic reaction.

The school shall not keep outdated medications or any medications past the end of the school year. Parents shall be notified ten (10) days in advance of the school's intention to dispose of any

medication. Medications not picked up by the parents or legal guardians within the ten (10) day period shall be disposed of by the school nurse in accordance with current law and regulations.²

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

Date Adopted: 8-25-2014

Last Revised: 7-30-2018

4.35F—MEDICATION ADMINISTRATION CONSENT FORM

Student's Name (Please Print) _____

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

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

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

Name(s) of medication(s) _____

Name of physician or dentist (if applicable) _____

Dosage _____

Instructions for administering the medication _____

Other instructions _____

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

Parent or legal guardian signature _____

Date _____

Date Adopted: 8-25-2014

Last Revised: 7-30-2015

4.35F2—MEDICATION SELF-ADMINISTRATION CONSENT FORM

Student's Name (Please Print) _____

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

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

- a written statement from a licensed health-care provider who has prescriptive privileges that he//she has prescribed the rescue inhaler and/or auto-injectable epinephrine for the student and that the student needs to carry the medication on his/her person due to a medical condition;
- the specific medications prescribed for the student;
- an individualized health care plan developed by the prescribing health-care provider containing the treatment plan for managing asthma and/or anaphylaxis episodes of the student and for medication use by the student during school hours; and
- a statement from the prescribing health-care provider that the student possesses the skill and responsibility necessary to use and administer the asthma inhaler and/or auto-injectable epinephrine.

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

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

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

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

Parent or legal guardian signature _____ Date _____

Date Adopted: 8-25-2014

Last Revised: 7-30-2015

4.35F3—GLUCAGON AND/OR INSULIN ADMINISTRATION CONSENT FORM

Student's Name (Please Print) _____

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

The school has developed an individual health plan (IHP) acknowledging that my child has been diagnosed as suffering from diabetes. The IHP authorizes the school nurse; to administer Glucagon or insulin to my child in an emergency situation.

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

Glucagon _____

Insulin _____

I hereby authorize the school nurse to administer Glucagon and insulin to my child, or, in the absence of the nurse, trained volunteer district personnel designated as care providers, to administer the medication(s) I selected above to my child in an emergency situation. I will supply the medication(s) I selected above to the school nurse in the original container properly labeled with the student's name, the ordering provider's

name, the name of the medication, the dosage, frequency, and instructions for the administration of the medication (including times). Additional information accompanying the medication shall state the purpose for the medication, possible side effects, and any other pertinent instructions (such as special storage requirements) or warnings.

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

Parent or legal guardian signature _____

Date _____

Date Adopted: 8-25-2014

Last Revised: 7-30-2015

4.35F4—EPINEPHRINE EMERGENCY ADMINISTRATION CONSENT FORM

Student's Name (Please Print) _____

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

My child has an IHP developed under Section 504 of the Rehabilitation Act of 1973 which provides for the administration of epinephrine in emergency situations. I hereby authorize the school nurse or other school employee certified to administer auto-injectable epinephrine in emergency situations when he/she believes my child is having a life-threatening anaphylactic reaction.

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

Date of physician's order _____

Circumstances under which Epinephrine may be administered

Other instructions

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

Parent or legal guardian signature _____

Date _____

Date Adopted: 8-25-2014

Last Revised: 7-30-2015

4.36—STUDENT ILLNESS/ACCIDENT

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

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

Date Adopted: 8-25-2014

Last Revised: 7-30-2015

4.41—PHYSICAL EXAMINATIONS OR SCREENINGS

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

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

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

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

Date Adopted: 8-25-2014

Last Revised: 7-30-2015

4.41F—OBJECTION TO PHYSICAL EXAMINATIONS OR SCREENINGS

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

Physical examination or screening being objected to:

____ Vision test

____ Hearing test

____ Scoliosis test

____ Other, please specify

Comments:

Name of student (Printed)

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

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

Date Adopted: 8-25-2014

Last Revised: 7-30-2015

4.50—SCHOOL MEAL MODIFICATIONS

The district only provides modified meal components on menus to accommodate students with ~~of~~ a disability. A parent/guardian wishing to request ~~such a~~ dietary accommodations for their student with a disability must submit to the district's Director of Child Nutrition¹ a medical statement completed by a State licensed healthcare professional, which includes:²

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

The medical statement should include:

1. A description of the student's disability that is sufficient to understand how the disability restricts the student's diet;
2. An explanation of what must be done to accommodate the disability, which may include:
 - a. Food(s) to avoid or restrict;
 - b. Food(s) to substitute;
 - c. Caloric modifications; or
 - d. The substitution of a liquid nutritive formula.

If the information provided in the medical statement is unclear, or lacks sufficient detail, the district's Director of Child Nutrition¹ shall request additional information so that a proper and safe meal can be provided.

When choosing an appropriate approach to accommodate a student's disability, the District will consider the expense and efficiency of the requested accommodations. The District will offer a reasonable modification that effectively accommodates the child's disability and provides equal opportunity to participate in or benefit from the program, which may include a generic version of a product.

Parents may file a grievance regarding the request for accommodations with the District's 504 Coordinator³, who will schedule a hearing on the grievance to be held as soon as possible. The 504 coordinator shall provide a copy of the procedures governing the hearing, including that the parent has the right to be accompanied by counsel, and the appeal process upon request.

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

Legal References: Commissioner's Memo FIN-09-044
 Commissioner's Memo FIN-15-122
 Commissioner's Memo CNU-17-051

Date Adopted: 8-25-2014

Last Revised: 7-23-2018

4.51.1 HAZEN—LUNCH CHARGES

After a debt of unpaid lunch charges has accumulated to \$25, the following procedures will happen: the student will be informed, a letter and/or email or text will be sent to the parent/guardian.

After a debt of unpaid lunch charges has accumulated to \$50 or above, the following procedures will happen: the student will be informed, a letter and/or email or text will be sent to the parent/guardian, the Child Nutrition Director will call the parent/guardian.

All charges need to be paid in full in order for the student to qualify for being exempt from semester test, be allowed to participate in the Kindergarten recognition ceremony or the 8th grade recognition ceremony.

Date Adopted: 8-25-2014

Last Revised: 7-30-2018

4.37—EMERGENCY DRILLS

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

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

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

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

Legal References: A.C.A. § 12-13-109
 A.C.A. § 6-10-110

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

Date Adopted: 8-25-2014

Last Revised: 7-30-2015

4.38—PERMANENT RECORDS

Permanent school records, as required by the Arkansas Department of Education (ADE), shall be maintained for each student enrolled in the District until the student receives a high school diploma or its equivalent or is beyond the age of compulsory school attendance. A copy of the student's permanent record shall be provided to the receiving school district within ten (10) school days after the date a request from the receiving school district is received.

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

Date Adopted: 8-25-2014

Last Revised: 7-30-2015

COMPLAINTS AND GRIEVANCES POLICY

The Hazen School District recognizes that there are times when parents/guardians do not agree with the actions taken by school personnel regarding a student's behavior or academic work. If such a situation occurs, parents must appeal the action at the level at which the action was taken. The levels in the system are as follows:

- Level 1: Teacher
- Level 2: Building Principal
- Level 3: District Superintendent
- Level 4: School Board

Complaints and Grievances will be referred back to the appropriate level if the person at that level has not had an opportunity to hear the appeal.

If parents/guardians are not satisfied with the results of the appeal, they have the right to appeal at the next level. If a student or the parent of a student involved in a disciplinary ruling wishes to contest a disciplinary ruling or a condition or circumstance imposed by a teacher or school administrator, the procedure which follows should be used by the person filing the complaint. Normally the complaint is oral; however, any party to a complaint may at any time request that a complaint be made in writing.

6. The complaint must be directed to the person who originally took the action upon which the complaint is based. The person should reconsider his/her action and give his/her decision to the complainant.

7. If the complainant is not satisfied with the decision of the person who originally took the action, the complaint must be directed to the principal. The principal shall review the original action which was taken and render a decision or suggest a solution which might be mutually satisfactory to all parties. If either party is not satisfied with the decision of the principal, the complaint may be directed to the superintendent.
8. The superintendent shall review the complaint and shall issue a decision regarding the complaint. Any further appeal must be made to the board of education through regular procedures (provided by the superintendent) for appearing before the board.

DUE PROCESS

Students have the right to be immediately informed of alleged violations of standards of behavior as established by board policy and/or school regulations and to be informed of appeal procedures.

Students have the responsibility to know and obey school rules, to express grievances in a polite and hospitable manner, and to give parents correct information concerning misconduct. Principals and teachers have the responsibility to follow board established procedures in disciplinary actions against students.

Principals are responsible for notifying and conferring with parents and students in cases involving suspension and expulsion recommendations. Parents have the responsibility to call principals for conferences when needed and to arrange with proper school authorities for desired student hearings.

4.42—STUDENT HANDBOOK

It shall be the policy of the Hazen School District that the most recently adopted version of the Student Handbook be incorporated by reference into the policies of this district. In the event that there is a conflict between the student handbook and a general board policy or policies, the more recently adopted language will be considered binding and controlling on the matter provided the parent(s) of the student, or the student if 18 years of age or older have acknowledged receipt of the controlling language.

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

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

Date Adopted: 8-25-2014

Last Revised: 7-30-2015

Homecoming

School administration will select which home senior high football game will be designated as homecoming. Homecoming will be senior high and junior high together with one week of festivities. Royalty will be nominated, voted on and announced prior to homecoming day. This allows adequate time to get t-shirts printed, shop for what to wear, make plans for decorations, order flowers and royalty can enjoy their reign longer. Junior high and senior high cheerleaders will work together to plan each spirit day and the pep rally. Spirit days will be for pre-k through 12th grade.

Nominees for Queen

Each 12th grade football player may ask the girl of their choosing to walk with them in homecoming. The girl must be in grades 10 through 12. To be a nominee in the running for homecoming queen the girl must be in 12th grade. All 12th grade girls walking in homecoming will decide if they want to have their name placed on the ballot to be voted on for queen or if they choose not to be on the ballot they will walk as a senior maid. A ballot will be made up listing all the nominees.

Election of Queen

The student body grades 10 through 12 will vote individually on the girl they want to represent Hazen High as homecoming queen. The girl receiving the most votes will be named Hazen High's homecoming queen. The runner-up will be named as maid-of-honor.

The queen will be given her crown when she checks out on Friday so it can be secured and hair styled with it in place. A scepter for the queen will be passed down each year. The reigning queen will return to pass the scepter on to the newly named queen. If the reigning queen cannot attend the captain will pass down the scepter. Student Council will provide the scepter. The scepter will be returned to Student Council each year at the conclusion of homecoming festivities Friday evening.

Nominees for Princess

Each 9th grade football player may ask the girl of their choosing to walk with them in homecoming. The girl must be in grades 7 through 9. To be a nominee in the running for homecoming princess the girl must be in 9th grade. All 9th grade girls walking in homecoming will decide if they want to have their name placed on the ballot to be voted on for princess or if they choose not to be on the ballot they will walk as a freshman maid. A ballot will be made up listing all the nominees.

Election of Princess

The 9th grade class will vote individually on the girl they want to represent their class as homecoming princess. The girl receiving the most votes will be named Hazen's homecoming princess.

The princess will be given her tiara when she checks out on Friday so it can be secured and hair styled with it in place.

Flower Girl and Ring Bearer

Queen and her escort choose if they want these and if they do they choose who they want these attendants to be. No older than 2nd Grade.

Dress Code

- All gowns will be just above the knee or longer. The same gown will be worn for the day ceremony and the evening ceremony.
- The queen will designate her color choice, purple or white. The princess will wear the same color as the queen. Both maids-of-honor will wear the off-setting color of the royalty.
- Senior maids and junior maids will wear a gown any color but purple or white.
- For the day ceremony 12th grade football escorts will wear a suit and tie.
- For the evening ceremony the senior high court will be escorted by a male family member of their choice. Family escorts will wear a suit and tie.
- For the day ceremony 9th grade football escorts will wear dress pants, a long sleeve button-up shirt with a collar and a tie. For the evening ceremony they will wear khaki pants with their purple football jersey.

Checking out

Students walking in homecoming are allowed check out no earlier than 9:30 a.m. They must be at school 2 full periods before leaving.

Eligibility

Walking in homecoming is an honor and a privilege, not a right. Every player, queen, princess, maid-of-honor and maid must be a student in good standing at Hazen Schools. Students who have been written up for being a severe disciplinary problem will not be eligible.

Date Adopted: 7-30-2018

Last Revised:

Junior and Senior Prom

The Junior-Senior Prom will be normally be held on Friday from 7:00p.m. to 11:30p.m. at the Hazen Community Center. Security officers will be on duty.

Rules to be read and signed by parent/guardian and student - Rules are subject to change each year. Contact Mr. Williams, Principal, or a Junior Class sponsor if you have any questions.

Parents/Guardians and Guests: The prom is a closed party. Due to potential liability for accidents and the difficulty in supervising the number of people involved, we must ask for your full cooperation in accordance with the following rules:

1. **Prom is a major event in a high school student's life and we should respect the student's request for privacy.** Parents/guardians and guests may view the prom and take pictures from 5:30 until 6:45. At 6:45p.m., **ALL** parents/guardians and guests are asked to promptly leave the building (junior class parents/guardians assisting in food preparation stay in the kitchen area and leave when done.)
2. **DATES:**
 1. Must be in at least the 10th grade and cannot have turned 21 by the date of prom.
 2. Must furnish a valid ID if they do not attend Hazen.
 3. Are subject to approval by the administration.
3. **ALL** Hazen students must be in good standing with the school and their class in order to be eligible to attend prom. "Eligible" and "good standing" means class dues paid, participated in class fundraising activities, no severe write-ups and good attendance.
4. Policies of the Hazen High School Student/Parent Handbook will apply to **ALL** students and their dates. Any violations of those policies will be dealt with accordingly.
5. **Students who leave the prom will not be readmitted!**
6. Tobacco products, vape pens, alcohol and drugs are strictly prohibited. Anyone showing **ANY** signs of alcohol or drug use will be arrested AND subject to school discipline and policy.
7. **Junior class members will be excused from class the day of prom** to work on final preparations, set-up, slide show, etc. Any junior not reporting for work will be counted absent and will not be allowed to attend prom activities.
8. **Senior class members will be excused after 3rd period** to attend the Senior Picnic. Seniors must be at school 3 full periods or they will not be allowed to attend prom activities.
9. **Servers and 10th grade dates will be excused after 4th period**, they must be at school 4 full periods or they will not be allowed to attend prom activities.
10. Seniors, servers and 10th grade dates will be allowed to sign themselves out the day of prom once this contract is returned and parent/guardian signature is verified by the office.
12. Any student who does not return their contract **will not** be allowed to attend prom activities.

Please be on your best behavior. Your cooperation will assure a safe and enjoyable prom.

Date Adopted: 7-30-2018

Last Revised:

Senior leave Police for Second Semester

If proper conduct has been observed during the school year seniors may leave campus for lunch beginning with date deemed appropriate by the building principal. This date will be later for seniors who have been written up for any reason during the school year and/or are currently failing any classes. The date they may start leaving is dependent on earning a passing grade and the number of write-ups they have and/or the severity of their write-ups, **severe write-ups may result in a later start date:**

1 – 2 write-ups – loss of 1 week

3 – 4 write-ups – loss of 2 weeks

4 – 6 write-ups – loss of 3 weeks

Permission slip will be sent out and must be signed and returned to the school before the privilege is extended. Students must return to school on time and sign back in following lunch. Students returning late and/or failing to sign back in will lose their privilege. Seniors may leave at 11:50 with permission from their teacher, they may NOT leave without permission.

School administrators reserve the right to revoke the above privilege at any given time deemed necessary. If students are written for any reason during the second semester the following could consequences happen.

- If a student is late returning from lunch, that student will lose their privilege for one week.
- If a student is written-up for anything, they lose their privilege for one week.
- If a student gets suspended during 2nd semester, they lose their privilege for the rest of the year, excluding tardies.

Date Adopted: 7-30-2018

Last Revised: