

Hazen School District

Student Handbook

2025-2026

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PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE

4.44—NATIONAL ANTHEM

Each school in the District shall broadcast The Star-Spangled Banner at:

- The commencement of each school-sanctioned sporting event; however, if two (2) or more school-sanctioned sporting events occur on the same day at the same school, then the broadcast of The Star-Spangled Banner may be performed at only one (1) of the events; and
- At least one (1) time each week during school hours.

The broadcast of The Star-Spangled Banner shall be selected from any recording that adheres to the Division of Elementary and Secondary Education (DESE) Rules, or, when appropriate, performed from original sheet music that adheres to DESE rules by:

- A school-sanctioned band program;
- A school-sanctioned chorale program, vocal group, or vocalist; or
- The attendees of a school-sanctioned event led by a vocalist selected by the principal of the school hosting the school-sanctioned event.

Students shall not be compelled to participate in the performance of The Star-Spangled Banner, but students who choose not to participate in the performance of The Star-Spangled Banner shall not disrupt those students choosing to participate in the performance of The Star-Spangled Banner. Students choosing not to participate in the performance of The Star-Spangled Banner who do not disrupt the participation of performance of The Star-Spangled Banner shall not be subject to any comments, retaliation, or disciplinary action.

4.46—PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE

The Pledge of Allegiance shall be recited:

1. During the first class period of each school day;
2. At the commencement of each school-sanctioned after-school assembly; and
3. At the commencement of each school-sanctioned sporting event; however, if two (2) or more school-sanctioned sporting events occur on the same day at the same school, then the Pledge may be recited at only one (1) of the school-sanctioned sporting events.

Students choosing to participate in the recitation of the Pledge 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 either stand or sit quietly while the other students recite the Pledge.

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 who do not disrupt those students who choose to recite the Pledge shall not be subject to any comments, retaliation, or disciplinary action.

Following the recitation of the Pledge, there shall be an observance of one (1) minute of silence. During the one (1) minute of silence, each student may reflect, pray, meditate, or engage in any other silent activity that is not likely to interfere with or distract another student. Students who do not disrupt the one (1) minute of silence shall not be subject to any comments, retaliation, or disciplinary action

EQUAL EDUCATION OPPORTUNITY (BOARD POLICY 4.11)

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

The District has a limited open forum granting equal access to the Boy Scouts of America and other youth groups.

Inquiries on non-discrimination may be directed to the superintendent, who may be reached at 870-255-4549.

For further information on notice of non-discrimination or to file a complaint, visit <https://www2.ed.gov/about/offices/list/ocr/complaintintro.html>; for the address and phone number of the office that serves your area, or call 1-800-421-3481.

AUTHORITY DERIVED FROM ARKANSAS STATUTES

(A.C.A. §6-17-106) (Insult or abuse of personnel) makes it unlawful for any person to use profane, violent, vulgar, abusive or insulting language toward any public-school employee during the course of his/her duties. A person who violates this section shall be guilty of a misdemeanor and upon conviction be liable for a fine of not less than one hundred dollars (\$100) nor more than one thousand five hundred dollars (\$1,500).

A.C.A. (§6-17-113) “Act of Violence” means any violation of Arkansas law where a person purposely or knowingly causes or threatens to cause death or serious physical injury to another person. (b) Whenever the principal or other person in charge of a public school has personal knowledge or has received information leading to a reasonable belief that any person has committed or has threatened to commit an act of violence or any crime involving a deadly weapon on school property or while under school supervision, the principal or the person in charge shall immediately report the incident or threat to the superintendent of the school district and the appropriate local law enforcement agency.

ACT 1046 (Communicating a death threat) establishes that any person that commits the offense of communicating a death threat towards a school employee or student be charged with a Class D felony. The threat must meet the following criteria:

- 1) The threat involves the use of a firearm or other deadly weapon.

- 2) A reasonable person would believe the person making the threat intends to carry out the threat.
- 3) The person making the threat purposely engaged in conduct that constitutes a substantial step in a course of conduct intended to culminate in the commission of the threatened act.
- 4) There is a close temporal relationship between the threatened act and the substantial step.

VISITORS TO SCHOOL

(Board Policy 4.15, 4.16, 6.5, 6.10)

We welcome visitors to our building and have the following rules and expectations to ensure a pleasant experience occurs. Thank you in advance for your cooperation.

RULES FOR VISITORS

- Cell phones must be turned off and put away while on campus.
- Confidentiality of all employees and students will be maintained while on campus.
- The problem-solving order is:
 - the teacher or teachers involved
 - then the building administrator
- No raised voices.
- No cursing.
- No threatening behavior.

If any of the above rules are violated, you will be asked to leave. Refusal to leave when requested is considered trespassing. Repeated violations will result in restrictions to your school visits and could lead to being banned from all school property and events. Anyone who attempts to bypass, avoid, or refuse to cooperate with the Hall Pass program or has been identified as a sex offender and refuses to be escorted off the premises, is a trespasser, and will be dealt with accordingly.

Access to school events held during school hours requires that all visitors follow the above guidelines and receive a visitor's pass.

Although parents are welcome on campus during scheduled times please recognize that it is not possible for teachers to visit with you when they are responsible for providing instruction to the students. Visits and conferences will be arranged upon request. To request a conference with your child's teacher, please communicate with the teacher by sending a note with your child, emailing, or by leaving a message in the office. The teacher will contact you to set up an appointment as soon as possible.

Parents and guardians are invited to eat lunch with their student in the school cafeteria. An elementary student who has a lunch guest may sit with his/her guest; however, all other children should sit with their classmates in the order they receive their tray as duty teacher assigns. Immediately after lunch, guests should exit the building. (No hallways, classrooms, courtyard or playgrounds.)

Principals or designees are authorized to remove disruptive visitors from the school campus.

Clear background checks for school volunteers are only required for those individuals who wish to volunteer to work one-on-one unsupervised, or in small groups of five or fewer students, such as a tutor or mentor or who wish to accompany students on overnight school trips.

Arkansas law provides that, in order to avoid continuing child custody controversies from involving school personnel and to avoid disruptions to the educational atmosphere in the District's schools, the transfer of a child between his/her custodial parent and 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.

SUPERVISION OF STUDENTS

Supervision of students will begin at 7:30 a.m. Supervision will continue until the last bus leaves in the afternoon. No supervision will be provided for students, who arrive earlier or stay later except as described. Students who are at school at the request of a teacher, for practice, tutoring, rehearsal, a meeting, or other school activity will be supervised by school personnel and are subject to the rules and guidelines which apply to the regular school day.

WEATHER RELATED CLOSINGS

In the event of inclement weather or other emergencies, an inclement weather message may be sent out to parents via phone. In addition, all school information will be reported to our local radio stations (Country 97.3 FM, Oldies 105.5 FM, and KWAK 1240 AM). Inclement weather will also be reported to television stations KARK-4, KATV-7, KTHV-11 and FOX 16 out of Little Rock. **Please do not call the schools or the radio station. You may also check our website: www.hazen.k12.ar.us**

NUTRITION/MEAL PROGRAM

(Board Policy 4.50 and 4.51)

Our school district provides breakfast and lunch for all students. These meals meet the new regulations for nutrition.

Prices are as follows:

Student Paid Breakfast	No Cost	Student Paid Lunch	\$2.25
Student Reduced Breakfast	No Cost	Student Reduced Lunch	\$ no cost
Adult Breakfast	\$2.25	Adult Lunch	\$4.00
	Extra Milk		\$.50 per carton
	Visitors Lunch		\$5.00

For grades Pre-K-12th, Free or Reduced Meal Application Forms are available from your child's teacher and the school business office. A new application for each child must be **submitted yearly**. If your financial situation changes during any school year, you may reapply at that time. Outstanding balances will be sent home monthly.

We accept payments by cash or check in the cafeterias or the Administration Office/Food Service Department.

The district only provides modified meal components on menus to accommodate students with disabilities. A parent/guardian wishing to request dietary accommodations for their student with a disability must submit to the district's Director of Child Nutrition a medical statement completed by a State licensed healthcare professional, which includes:

- Physicians, including those licensed by:
 - The Arkansas State Medical Board;
 - The Arkansas State Board of Chiropractic Examiners (Chiropractors);
 - The Arkansas Board of Podiatric Medicine (Podiatrists);
- Nurse Practitioners (APRNs in family or pediatric practice with prescriptive authority);
- Physician Assistants (PAs who work in collaborative practice with a physician); and

General Information

- 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 Nutrition 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 Coordinator, 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.

Students who bring their lunch may not share that lunch with any student due to possible food allergy reaction.

For more information, please contact Katie Reynolds, Food Service Director at 255-1222.

FOOD, LUNCH DELIVERIES AND SCHOOL CELEBRATIONS *(Board Policy 5.29)*

To comply with our school's regulations for nutrition and ensure a healthy environment, please observe the following guidelines regarding celebrations and food:

1. **Approval Required:** All celebrations involving food must be approved by the building principal.
2. **Limit on Celebrations:** Classes are permitted no more than 9 celebrations per year that involve food.
3. **No Birthday Parties:** Birthday parties are not held at school. Students are not allowed to distribute personal invitations for parties.

4. **Prohibited Items:** Cupcakes, cookies, and other similar treats shall not be brought to school for birthdays or celebrations.
5. **Food Restrictions During Instruction:** Food is not allowed in classrooms during instructional time unless there is prior approval from the building administration.

For grades PK-12- Parents/Guardians who leave lunch in the office for a student must notify the student before school of the arrangement. School employees are not responsible for delivering. Any delivery must have the student's name identified. Staff is not responsible for food items delivered to the school.

CHECKING STUDENTS IN AND OUT OF SCHOOL

Your child's attendance in school is essential to his/her success. If an emergency should arise and a student needs to leave school, the parent or adult whose name appears on the information card must **come in** the school office and **sign the student out before he/she will be allowed to leave campus**. If a student returns to school during the school day, he/she must be accompanied to the school office by a parent or adult whose name appears on the student information card. No student shall be checked out of school during the day (morning, lunch or afternoon) and allowed to return without documentation, note from guardian, doctor/dental note, funeral or court documentation, drivers test, etc. or parents/guardians signature upon return. **No student may be signed in or out over the phone**. Please do not interrupt your child's education due to other children or work schedules. Early check-outs will prevent a student from earning perfect attendance each quarter.

At Hazen High School, interrupting class time to call a student to the office will not be allowed except in EMERGENCY situations and will only be done with administration approval. We must keep the classroom disruptions to a minimum in order to maximize instructional time. Students may come to the office on their own in between classes and retrieve items if they need to. They will not be called to the office.

For The Safety Of Our Students, We Do Not Accept Any Transportation Changes Over the Telephone. All changes in transportation must be in writing and sent to your child's teachers (elementary school) or the front office **PRIOR** to the date of the changes.

EMERGENCY DRILLS

The Hazen Board of Education recognizes that its responsibilities for the safety of students and staff extends to possible natural and man-made disasters and that such emergencies are best met by planning and preparation. The board has authorized a system of emergency preparation which ensures the health and safety of both students and staff. Students and staff will be trained to respond sensibly to emergency situations to ensure minimal disruption of educational programs.

The Hazen Public School District recognizes that a crisis or natural disaster could occur during school hours. It is the responsibility of each principal, teacher, support staff, custodian, secretary, and cafeteria worker to know and implement the crisis plan for the safety of the students. If a crisis plan is in effect, only a parent or emergency contact identified on the pupil data card may pick up a student.

General Information

Threats to the safety of the school district's facilities shall be identified by appropriate personnel and responded to promptly in accordance with the plan for emergency response. The superintendent or his/her designee shall develop a plan for the handling of emergencies, which includes a plan for the prompt and safe evacuation of the schools, if necessary.

Monthly FIRE drills are held at irregular intervals to train students for emergency evacuation of the building. The signal will be the regular fire alarm. Students should walk briskly with no talking.

The teacher will check roll at his/her outside station. Students out of their assigned classrooms should use the nearest exit and report to their assigned teacher when they are safely outside.

Tornado Drill will be held three times per year. In case of imminent danger from a TORNADO, a warning will be sounded over the intercom. Students will follow the directions of their teacher, moving in a quiet and orderly fashion.

Annually there will be a Lockdown drill at all schools in the district. District in collaboration with local law enforcement, and emergency management personnel. The lockdown drill training will include of the District's emergency communication method with law enforcement. 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.

Students who ride school buses, shall also participate in emergency evacuation drills at least twice each school year.

Because of our proximity to a major fault in the earth's crust, our area is likely to sustain major damage should an earthquake occur. For this reason, we will have one (1) EARTHQUAKE drill during the year. Students will usually be instructed to crawl under their desks during the main quake in order to prevent injury from falling objects. As soon as the initial shock has subsided, the building will be evaluated before aftershocks occur. In the event of an actual earthquake, students will remain at school under the supervision of their teachers until parents can arrange to pick them up. If evacuation is required in an emergency situation, the locations will be shared as needed for parent/student reunification.

SCHOOL TRIPS

When a student is on a school related trip whether it is a class trip, a club trip or an athletic trip, the student is under the direct supervision of the sponsoring teacher. If, for any reason, the student leaves the supervision of the teacher, it will be only after a parent or guardian has made face-to-face contact with the sponsoring teacher and put in writing that they are taking charge of their student. Under no circumstances will the student be released to anyone other than the parent or guardian. Parent/Guardian of elementary students must complete the school release form and turn in to homeroom teacher at least one day prior to the field trip. Forms will be sent home with the permission slip. The students **must** follow the dress code on school field trips.

APPEALS PROCEDURE

If a student or parent/guardian on behalf of their child has a concern regarding school, he or she should follow this procedure:

1. Contact your child's teacher.
2. Contact the building assistant principal, dean of students or program director.
3. Contact the building principal.
4. Contact the superintendent of schools.

Should a problem or concern arise concerning your child, please contact your child's teacher/coach immediately either by sending a note to school or by phone. If the situation needs further attention, immediately contact the dean of students, assistant principal, or the school principal.

If a student or the parent/guardian of a student has a complaint or grievance on any school action that cannot be resolved at the building level, the student or parent/guardian must state their grievance in writing to the building principal within thirty (30) days of the action.

If the complaint/grievance is not resolved at the building level, the student or parent/guardian has the right to appeal in writing within ten (10) days to the Superintendent.

LOCKERS

Lockers will be issued to students as needed and are not required. The school has locks available, but the students may bring their own locks.

BACKPACKS

Rolling backpacks are not allowed unless indicated in a student's 504 or IEP Plan.

CLOSED CAMPUS

(Board Policy 4.10)

1. Once a student comes on campus he/she is officially "at school" and will not be allowed to leave campus until the end of his/her regular school day.
2. No student shall be checked out of school during the day (morning, lunch or afternoon) and allowed to return without documentation, doctor/dental note, funeral documentation, court paperwork, drivers test, etc. If the student does not have documentation, they will not be allowed to re-enter the campus that day. Extenuating circumstances must be approved by the building principal.
3. Students who park their vehicles in the student parking lot must not get in them or drive them until they have finished their regular school day. Students are not allowed to remain in their vehicle once parked in the student parking lot. Students should leave their vehicle immediately. Vehicles can only be moved during the school day with special permission from the principal or his/her designee.
4. Students who leave campus during the day must check out through the office. The principal or assistant principal must approve this checkout.
5. Grades K-12: Lunch may be dropped off in the school office by the parent/guardian for students. We do not contact children for their lunch.

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

*Students must leave campus immediately after checking out.

*Students are not allowed to sit in their car at any time during the school day, this includes before, during and after school.

General Information

*Students who do not follow this policy will be considered truant.

PARENT-TEACHER CONFERENCES AND INTERIM REPORTS

Board Policy 3.30

To aid communication between home and school, and as required by Arkansas State Law, the Hazen Public School District conducts two formal Parent/Teacher Conferences per school year. One Parent/Teacher conference will be held each semester. Please refer to the District Calendar for conference dates.

Interim reports and report cards are also effective tools used to communicate student progress between home and school. Interim reports are sent home during the middle of each grading period and report cards are sent home at the conclusion of each grading period. Interim reports may be sent home on a more frequent basis, if deemed necessary by the teachers. Parents are also encouraged to access grades through HAC (Home Access Center) See your child's school for login information.

WITHDRAWAL FROM SCHOOL

Any student withdrawing from school must go through a formal withdrawal procedure. This will be initiated by the parent/guardian who may withdraw their student through the student's campus for grades K-12; all books and other school-owned materials/equipment must be returned to the proper teacher and all debts cleared through the office and library.

SOLICITATION POLICY

(Board Policy 6.6)

It is the policy of Hazen Public Schools; students representing the Hazen Public Schools shall not solicit donations or offer for sale any items or service within ten (10) feet of a state highway or on a public street or road.

DISTRIBUTION OF LITERATURE AND MEDIA BY STUDENTS

(Board Policy 4.14)

Student Publications

While the District recognizes a student's right of expression under the First Amendment of the Constitution of the United States, school-sponsored media does not provide an open forum for public expression. Student media, as well as the content of student expression in school-sponsored activities, shall be subject to the editorial review 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 media 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. Media may be regulated to prohibit communications determined by the appropriate teacher, student media advisor, and/or administrator, to be ungrammatical; poorly

written; inadequately researched, biased or prejudiced; vulgar or profane; or unsuitable for immature audiences.

3. Media may be regulated to prohibit the dissemination of material that may reasonably be perceived to advocate drug or alcohol use; irresponsible sex; conduct that is 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 media includes those that:
 - a. Are obscene as to minors;
 - b. Are libelous or slanderous, including material containing defamatory falsehoods about public figures or governmental officials, and made with knowledge of their falsity or a reckless disregard of the truth;
 - c. Constitute an unwarranted invasion of privacy as defined by state law;
 - d. Suggest or urge the commission of unlawful acts on the school premises;
 - e. Suggest or urge the violation of lawful school regulations;
 - f. Attacks ethnic, religious, or racial groups; or
 - g. Harass, threaten, or intimidate a student.

STUDENT PUBLICATIONS ON SCHOOL WEB PAGES

(Board Policy 5.20 & 4.14)

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.
2. Not contain any personally identifying information, as defined by “Directory Information” in **Policy 4.13** (Privacy of Student Records), without the written permission of the parent of the student or the student if over eighteen (18);
3. State that the views expressed are not necessarily those of the School Board or the employees of the district.

NONSCHOOL PUBLICATIONS

(Board Policy 4.14)

A student or group of students who distribute ten (10) or fewer copies of the same non-school-sponsored literature, publications, or 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-sponsored materials shall have school authorities review their non-school-sponsored materials at least three (3) school days in advance of their desired time of dissemination. School authorities shall review the non-school-sponsored materials, prior to their distribution and will bar from distribution those non-school-sponsored 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.

School building principals shall review non-school publications prior to their distribution and will bar from distribution those 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 disruption will likely result from the distribution.

Distribution of Literature

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

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 literature;
3. Allow no interference with classes or school activities;
4. Specify times and places 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.

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.

FAMILY RIGHTS AND PRIVACY *(Board Policy 4.13)*

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.

The form for **objecting** to making directory information available is located in the student forms section 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.

Upon request or referral, copies of Public Law 94-142 or Act 504 will be made available to parents/guardians or students of legal age.

NOTIFICATION TO PARENTS OF RIGHT TO RECEIVE TEACHER INFORMATION

Federal Legislation requires teachers to be highly-qualified and requires school districts receiving Title I funds to notify parents about their child's teachers. Certain information about General Information

the background and qualifications of their child’s classroom teacher will be provided upon request.

If a school receives federal funds for Title I, Part A programs, parents may request the following information regarding the professional qualifications of the classroom teacher working with their child.

1. Whether the teacher meets the state qualifications and licensing criteria for the grades and subjects he or she teaches.
2. Whether the teacher is teaching under emergency or provisional status because of special circumstances.
3. Whether the teacher has any advanced degrees and the field of discipline of the teacher’s certification or degree.

PARENT, FAMILY, AND COMMUNITY ENGAGEMENT *(Board Policy 6.11)*

The Hazen School District understands the importance of involving parents, families, and the community as a whole in promoting higher student achievement and general good will between the district and those it serves. Therefore, the district shall strive to develop and maintain the capacity for meaningful and productive parental, family, and community involvement engagement that will result in partnerships that are mutually beneficial to the school, students, parents, families, and the community. To achieve such ends, the district shall work to:

1. Involve parents, families, and the community in the development of the long range planning of the district;
2. Give the schools in the district the support necessary to enable them to plan and implement effective parental, family, and community engagement activities;
3. Have a coordinated engagement program where the engagement activities of the district enhance the involvement strategies of other programs such as Head Start, HIPPI, Parents as Partners, Parents as Teachers, ABC, ABC for School Success, area Pre-K programs, and Even Start;
4. Explain to parents, families, and the community the State’s academic and achievement standards, State and local student assessments and how the district’s curriculum is aligned with the state’s academic standards and assessments and how parents, families, and the community can work with the district to improve students’ academic achievement;
5. Provide parents and families with the materials and training they need to be better able to help their child achieve. The district may use parent resource centers or other community based organizations to foster parent and family engagement and provide literacy and technology training to parents.
6. Educate district staff, with the assistance of parents, in ways to work and communicate with parents and to know how to implement parent, family, and community engagement programs that will promote positive partnerships between the school and parents, families, and the community;
7. Keep parents, families, and the community informed about parental, family, and community engagement programs, meetings, and other activities they could be involved in. Such communication shall be, to the extent practicable, in a language the parents and families can understand;

8. Find ways to eliminate barriers that work to keep parents and families from being involved in their child's education. This may include providing transportation and child care to enable parents to participate, arranging meetings at a variety of times, and being creative with parent/teacher conferences;
9. Find and modify other successful parent, family, and community engagement programs to suit the needs of our district;
10. Train parents, families, and the community to enhance and promote the involvement of other parents, families, and members of the community;
11. Provide reasonable support for other parent, family, and community engagement activities as parents, families, and the community may reasonably request.

To ensure the continued improvement of the district's parent, family, and community engagement program, the district will conduct an annual review of its parent, family and community engagement policies to examine their effect on promoting higher student achievement. The review shall be done by a committee consisting of parents and other community members, certified and classified staff, and member(s) of the administration.

PARENTAL RIGHTS

Board Policy 4.13, 4.15, 4.16, 6.5

CONTACT BY PARENTS

Parents wishing to speak to their children during the school day shall register first with the office. Students will not be pulled from content classes unless it is an emergency.

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 unsupervised 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.

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 hour telephone number.

CONTACT BY INVESTIGATORS

Independent Investigators may meet with students during the school day without prior notification to the parent/guardian.

SECTION 2

ACADEMICS

(Board Policy 5.15)

Parents, legal guardians, persons having lawful control of a student, or persons standing in loco parentis shall be kept informed concerning the progress of their student. Parent-teacher conferences are encouraged and may be requested by parents, guardians, persons having lawful control of a student, persons standing in loco parentis, 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 (9) week grading period¹ to keep parents/guardians informed of their student's progress.

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

The grades of a child in foster care shall not be lowered due to an absence from school due to:²

1. A change in the child's school enrollment;
2. The child's attendance at a dependency-neglect court proceeding; or
3. The child's attendance at court-ordered counseling or treatment.

The grading scale for all schools in the district shall be as follows:

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

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

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

The grade point values for weighted accelerated learning courses that have been provided weighted credit from DESE in the course code approval system, shall be one (1) point greater than for regular courses with the exception that an F shall still be worth zero (0) points.

The final grades of students who transfer in for part of a semester will be determined by blending the grades earned in the district with those earned outside the district. Each final grade will be the sum of the percentage of days in the grading period transferred from outside the district times the transferred grade from outside the district plus the percentage of days in the grading period while in the district times the grade earned in the district.

For example: The grading period had forty (40) days. A student transferred in with a grade of eighty-three percent (83%) earned in ten (10) days at the previous school. The student had a grade of seventy-five percent (75%) in our district's school earned in the remaining thirty (30) days of the grading period. Ten (10) days is twenty-five percent (25%) of forty (40) days while thirty (30) days is seventy-five percent (75%) of forty (40) days. Thus the final grade would be $(0.25 \times 83) + (0.75 \times 75) = 77\%$.

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 8-12, will be counted toward the GPA.

TEXTBOOKS

The State of Arkansas furnishes an appropriation toward textbooks for all pupils in public schools. Students are responsible for the books issued them and must return them in acceptable condition at the end of the school year or when withdrawing from school. The building principal makes the final determination regarding the charge for damaged, lost or stolen books. Individual teachers issue books to students. If a student loses/damages a book beyond use, he/she must pay for full replacement cost.

SEMESTER TEST POLICIES

Hazen High School will not give semester tests.

The curriculum for each class at Hazen High School will be organized into units, and students will take unit assessments to demonstrate mastery of the Essential Standards of that unit.

Students enrolled in Virtual Arkansas or college concurrent classes are NOT eligible for exemptions.

CURRICULUM

4.45--- GRADUATION REQUIREMENTS FOR THE CLASS OF 2026

Graduation requirements 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. 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. All students are required to fulfill the Core curriculum or the Alternate Pathway to Graduation when required by their IEP to be eligible for graduation. Counseling by trained personnel shall be available to students and their parents or legal guardians as part of the creation of the student's Student Success Plan.

This policy, and the courses necessary for graduation shall be reviewed by staff, students, and parents as part of the annual school district strategic plan development process¹ to determine if changes need to be made to better serve the needs of the district's students. The superintendent, or the superintendent's designee, shall select the composition of the review panel.

Sufficient information relating to the district's graduation requirements shall be communicated to parents and students to ensure their informed understanding; this shall be accomplished through holding an informational meeting for parents, legal guardians, or persons standing in loco parentis to students enrolled in grades six through twelve (6-12) with the school counselor and may be accomplished through any or all of the additional following means:²

- Inclusion in the student handbook of the graduation requirements;
- Discussion of the 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; 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.³

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 and the Arkansas Military Child School Transitions Act of 2021 for all students who meet the definition of "eligible child" in Policy 4.2—ENTRANCE REQUIREMENTS including the waiving of specific courses that are required for graduation if similar coursework has been satisfactorily completed.

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. In addition to the twenty-two (22) units required for graduation by the Division of Elementary and Secondary Education (DESE), the district requires an additional -unit to graduate for a total of 23 units. The additional- required units may be taken from any electives offered by the district.⁴ Accelerated learning courses or career education courses that are determined by DESE to be eligible for use in the place of a listed course may be substituted for the course as designated by DESE.

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

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

Personal and Family Finance

All students shall receive credit in a course covering the Personal and Family Finance Standards in order to graduate.

Computer Science

All students shall earn one (1) unit of credit in a computer science or computer science related career and technical education course in order to graduate.

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~~ accelerated learning 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

a. DESE approved biology – 1 credit;

b. DESE approved physical science – 1 credit; and

c. A third unit that is either:

- An additional science credit approved by DESE; or
- A computer science flex credit may be taken in the place of a third science credit.
- Social Studies: three (3) units
 - Civics one-half (½) unit
 - World history, one (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.⁵

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.^{*6}

4.45.1—GRADUATION REQUIREMENTS FOR THE CLASS OF 2027 AND THEREAFTER

Graduation requirements 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. 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. All students are required to fulfill the Core curriculum or the Alternate Pathway to Graduation when required by their IEP to be eligible for graduation. Counseling by trained personnel shall be available to students and their parents or legal guardians as part of the creation of the student's Student Success Plan.

This policy, and the courses necessary for graduation shall be reviewed by staff, students, and parents as part of the annual school district strategic plan development process¹ to determine if changes need to be made to better serve the needs of the district's students. The superintendent, or the superintendent's designee, shall select the composition of the review panel.

Sufficient information relating to the district's graduation requirements shall be communicated to parents and students to ensure their informed understanding; this shall be accomplished through holding an informational meeting for parents, legal guardians, or persons standing in loco parentis to students enrolled in grades six through twelve (6-12) with the school counselor and may be accomplished through any or all of the additional following means:²

- Inclusion in the student handbook of the graduation requirements;
- Discussion of the 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; 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.³

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 and the Arkansas Military Child School Transitions Act of 2021 for all students who meet the definition of "eligible child" in Policy 4.2—ENTRANCE

REQUIREMENTS including the waiving of specific courses that are required for graduation if similar coursework has been satisfactorily completed.

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. In addition to the twenty-two (22) units required for graduation by the Division of Elementary and Secondary Education (DESE), the district requires an additional -unit to graduate for a total of 23 units. The additional required units may be taken from any electives offered by the district.⁴ Accelerated learning courses or career education courses that are determined by DESE to be eligible for use in the place of a listed course may be substituted for the course as designated by DESE.

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

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

Personal and Family Finance

All students shall receive credit in a course covering the Personal and Family Finance Standards in order to graduate.

Computer Science

All students shall earn one (1) unit of credit in a computer science or computer science related career and technical education course in order to graduate.

Community Service

Except as otherwise provided by this policy or the student's IEP, each student must receive seventy-five (75) clock hours of community service that is certified by the service agency or organization where the student volunteers or the student's parent. The community service must be in programs or activities, either in Arkansas or outside of Arkansas, that meet the requirements established by the State Board and the District Board of Directors and include preparation, action, and reflection components. A student who transfers into the District after ninth (9th) grade must receive at least the following documented clock hours of community service each year:

- o Fifteen (15) hours for students in grade nine (9);
- o Twenty (20) hours for students in grade ten (10);
- o Twenty (20) hours for students in grade eleven (11); and
- o Twenty (20) hours for students in grade twelve (12).

Students transferring into the District after grade nine (9) or students who are graduating early may receive a diploma provided that the minimum requirement for each year the student attends the District is met. The District Board of Directors may grant a waiver of the community service

requirement for extenuating circumstances on a case-by-case basis, which may include without limitation:

- A major illness associated with a student or a family member of a student;
- Student homelessness or housing insecurity; and
- Notice to the public school district board of directors if the student is a major contributor to family income.

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 accelerated learning 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

d. DESE approved biology – 1 credit;

e. DESE approved physical science – 1 credit; and

f. A third unit that is either:

o An additional science credit approved by DESE; or

o 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.⁵

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

Academics

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.

ADDITIONAL GRADUATION REQUIREMENTS

SENIORS: To be eligible to receive a diploma of graduation, a student must attend an accredited school for a minimum of eight (8) semesters. Seniors must attend school for the required courses needed to graduate.

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. 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 being allowed to walk in the graduation ceremonies.

Students may participate in senior activities ONCE while enrolled at Hazen High School.

5.17—HONOR ROLL AND HONOR GRADUATES

HONOR ROLL

Students in grades K-8 who maintain an A and/or B in all Core Subjects for the grading period will be recognized as honor roll students for that grading period. Semester grades will determine the honor roll at the end of each semester.

HONOR GRADUATES

A student who has met the requirements for and has enrolled into the accelerated pathway 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

Academics

The accelerated 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 accelerated classes in all four core content areas. Honor graduates must also successfully complete two years of the same foreign language.

All honor graduates must take and pass AP Language and Composition and at least four (4) other Advanced Placement, Concurrent Credit, or Accelerated classes. Of those four, at least one class must be from each core subject area (Math, Science, English, and History).

- AP Language and Composition
- AP U.S. History
- AP Calculus
- AP Chemistry
- AP Biology
- AP English Literature
- AP World History
- College Composition I & II
- College Western Civilizations
- College Algebra

Weighted Courses that have been provided weighted credit from DESE in the course code approval system will be granted.

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 accelerated courses must include classes in all four core areas (Math, English Language Arts, Science, and Social Studies).

The Valedictorian shall be the Honor 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 Honor 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 point computations will be carried to the third place.

Note: Although the grade point average for Honor Graduates, Valedictorian, and Salutatorian is calculated at the end of the first semester of the senior year, students must continue to fulfill all requirements and remain in good standing through the end of the school year to maintain their designation.

Students who drop a required accelerated course during the second semester of their senior year, which is necessary to meet the Honor Graduate designation, will no longer be eligible for Honor Graduate status.

To maintain this distinction, all course and program requirements must be fulfilled through the completion of the school year.

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.

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.

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. Second semester schedule changes will only be considered if needed for graduation, for the addition of a credit, or upon recommendation of the counselor or principal. 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.

Accelerated Classes

All accelerated classes that have been provided weighted credit from DESE in the course code approval system 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 onsite virtually at Hazen High School include:

- AP Language and Composition- On Campus not virtual
- 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.

HOMEWORK *(Board Policy 5.14)*

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.

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. Acceleration 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/school¹ Gifted and Talented Program Coordinator. The district/school¹ Gifted and Talented Program Coordinator shall convene the Acceleration Placement Committee² and communicate with the individuals necessary for the Acceleration Placement Committee to make an informed decision, which shall include the student's parents or guardians.³

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 Coordinator¹ 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 Coordinator¹. The District's GT Coordinator¹ 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.

SPECIAL EDUCATION

In accordance with the Individuals With Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973, the Americans With Disabilities Act, and Arkansas Statutes, the district shall provide a free appropriate public education and necessary related services to all children with disabilities who reside:

- Within the district boundaries; or
- Outside of the District boundaries but are enrolled in the District.

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.

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.

1. 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.
2. PLACEMENT COMMITTEE - The ALE Coordinator, High School Principal, Counselor, one or more teachers and the parent/guardian shall make up the Placement Committee.
3. REASONS FOR PLACEMENT –
 - The student is at risk of dropping out of school.
 - The student is at risk of failing course(s).
 - The student is significantly deficient in credits toward graduation.
 - The student's conduct inhibits participation in the regular classroom.
 - Other reasons as stated in the referral.

4. PARENT NOTIFICATION - Parents will be notified by letter or phone of Placement Committee conferences and recommendations.
5. 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.
6. ACADEMIC ASSESSMENT - ALE students will be assigned course work and grades by one or more of the following methods:
 - Assigned and graded by the classroom teacher.
 - Use classroom teacher's lesson plans and graded by ALE Coordinator or classroom teacher.
 - Computer delivered and assessed.

All course work will be monitored by the Coordinator.

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.

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.

EXTRACURRICULAR ACTIVITIES- *(Board Policy 4.56)*

The Hazen School 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 classroom academic achievement. Interruptions of instructional time in the classroom are to be minimal and absences from class to participate in extracurricular activities shall not exceed one per week per extracurricular activity (tournaments or other similar events subject to approval of the Superintendent).

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

For the purposes of 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, criticism or qualification for additional competition. Examples include, but are not limited to athletics, cheerleading, band, choral, academic competitions and club activities.

Homeless Students

Students who are determined to be experiencing homelessness by the school's homeless LEA shall be eligible for participation in interscholastic activities.

PROMOTION/RETENTION/COURSE CREDIT

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. Each school in the Hazen School District shall include in the student handbook, the criteria for promotion of students to the next grade as well as the criteria for being required to retake a course, if applicable. 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. If there is doubt concerning the promotion or retention of a student, or their 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, the final decision to promote or retain shall rest with the principal or his/her designee.

Grades K-4

A student's education must be built on a solid foundation of skills. The mastery of essential skills is the critical element in unhampered future learning.

Retention in grades K-4 will be based on data collected from a variety of sources which may include performance reports from the classroom teacher, goals of the IEP, work samples, standardized test scores, and Light's Retention Scale. Student traits, such as maturity level, attendance and potential to succeed at the next level will also be considered. A committee may be formed to review the data and make a recommendation to the principal for appropriate grade placement. Multiple retentions may result in students being ineligible for interscholastic athletics at the junior and senior high levels.

Grades 5-6

If a student has a grade in any class that is below average or failing, a committee may review and make recommendations on students to determine eligibility for promotion. Student traits such as maturity level, attendance and potential to succeed at the next level will also be considered.

Special Education students must meet the requirements set forth in their individual educational plans to be promoted. Multiple retentions may result in students being ineligible for interscholastic athletics at the junior and senior high levels.

Grades 7-8

Students in the 7th thru 8th grades will pass 75% of all classes to be promoted. A committee will review and make recommendations on students who do not meet the criteria. Special Education students must meet the requirements set forth in their individual educational plans to be promoted.

Grades 9-12

Students in grades 9 – 12 must pass all required courses in order to graduate.

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

SECTION 4

STUDENT BEHAVIOR

ATTENDANCE REQUIREMENTS

(Board Policy 4.3)

According to the Arkansas Compulsory Attendance Law, §6-18-201, every parent, legal guardian, person having lawful control of the child or person standing in loco parentis of any children age (5) through (17) years on August 1 of that year, both inclusive, shall enroll the child and ensure the attendance of the child or children at a public, private, or parochial school or provide a home school for the child or children as prescribed in ACA §6-18-201 and 6-18-207 under such penalty for noncompliance as shall be set by law unless the child has received a high school diploma or its equivalent or the child's parents have filed a kindergarten waiver.

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

4.7—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, whether in person or digitally, is essential to their social and cultural development and helps prepare them to accept responsibilities they will face as an adult. Interactions with other students and participation in the instruction within the classroom enrich the learning environment and promote a continuity of instruction which results in higher student achievement.

Absences for students enrolled in synchronous digital courses shall be determined in the same manner as for District students attending courses in person.¹

Excused Absences

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

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

7. Participation in an FFA, FHA, or 4-H sanctioned activity;⁴
8. Participation in the election poll workers program for high school students;
9. Absences granted to allow a student to visit his/her parent or legal guardian who is a member of the military and been called to active duty, is on leave from active duty, or has returned from deployment to a combat zone or combat support posting. The number of additional excused absences shall be at the discretion of the superintendent or designee;
10. Absences granted, at the Superintendent's discretion, to seventeen (17) year-old students who join the Arkansas National Guard while in eleventh grade to complete basic combat training between grades eleven (11) and (12);
11. Absences for students excluded from school by the Arkansas Department of Health during a disease outbreak because the student has an immunization waiver or whose immunizations are not up to date;⁵
12. Absences due to conditions related to pregnancy or parenting, including without limitation:
 - Labor, delivery, and recovery;
 - Prenatal and postnatal medical appointments and other medically necessary, pregnancy-related absences;
 - The illness or medical appointment of a child belonging to a parent who is enrolled at a District school;
 - A legal appointment related to pregnancy or parenting, including without limitation:
 - Adoption;
 - Custody; and
 - Visitation;
 - A reasonable amount of time to accommodate a lactating student's need to express breast milk or to breastfeed the student's child on the District's campus; and
 - At least ten (10) school days of absences for both a parenting mother and a parenting father after the birth of a child.⁶
13. Absences for a student who is the child of a fallen service member or fallen first responder:
 - Due to a mental health concern; or
 - To attend an event from a sponsoring organization that provides support to families of fallen service members or first responders or provides support for traumatic loss, grief, or resiliency.
14. Upon the written consent of a student's parent, legal guardian, person having lawful control of the student, or person standing in loco parentis to the student, the District shall grant an excused absence for the following purposes:
 - Social or public policy advocacy; or
 - Attempts to influence legislation or other governmental policy-making at the local, state, or federal level.

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.⁷

Up to one (1) time during each scheduled election, a student shall not be considered absent from school for the time the student accompanies the student's parent when the parent is exercising the parent's right to vote in a scheduled election.

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

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

A written statement presented or uploaded for an absence having occurred more than five (5) school days prior to its presentation or upload will not be accepted.

A student shall not be eligible to receive an excused absence for #13 above if:

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

Unexcused Absences

Absences that are not defined above; do not have an accompanying note from the parent, legal guardian, person having lawful control of the student, person standing in loco parentis, the student's treating physician, or a 4-H county extension agent, 4-H educator, or other appropriate entity associated with the 4-H activity or program; or have an accompanying note that is not presented or uploaded within the timeline required by this policy shall be considered as unexcused absences. Students with 12 unexcused absences in a course in a semester may not receive credit for that course. At the discretion of the principal, after consultation with persons having knowledge of the circumstances of the unexcused absences, the student may be denied promotion or graduation. Excessive absences shall not be a reason for expulsion or dismissal of a student.

When a student has 5 unexcused absences, his/her parents, legal guardians, persons with lawful control of the student, or persons standing in loco parentis shall be notified⁹. Notification shall be

by telephone or mail. When the student has 8 unexcused absences, his/her parents, legal guardians, persons with lawful control of the student, or persons standing in loco parentis shall be notified and a conference will be held.

Whenever a student exceeds 10 unexcused absences in a semester, the District shall notify the prosecuting authority and the parent, legal guardian, person having lawful control of the student, or persons standing in loco parentis shall be subject to a civil penalty as prescribed by law.

It is the Arkansas General Assembly's intention that students having excessive absences be given assistance in obtaining credit for their courses. Therefore, at any time prior to when a student exceeds the number of unexcused absences permitted by this policy, the student, or his/her parent, legal guardian, person with lawful control of the student, or person standing in loco parentis may petition the school or district's administration for special arrangements to address the student's unexcused absences. If formal arrangements are granted, they shall be formalized into a written agreement which will include the conditions of the agreement and the consequences for failing to fulfill the agreement's requirements. The agreement shall be signed by the student; the student's parent, legal guardian, person having lawful control of the student, or person standing in loco parentis; and the school or district administrator or designee.¹⁰

Students who attend in-school suspension shall not be counted absent for those days.¹¹

Days missed due to out-of-school suspension or expulsion shall be unexcused absences.¹¹

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 the former student meets certain requirements specified in the statute.

Attendance at Elementary School

Student absences and tardies will be documented accordingly at the K – 6 campus:

1. If a student arrives to school after the tardy bell at 7:55 a.m. but before 8:30 a.m. the student will be counted with a tardy.
2. If a student arrives to school after 8:30 a.m. and remains in attendance for the rest of the school day, the student will be counted with a morning absence (1/2 day).
3. If a student checks out before 11:00 a.m., the student is counted as absent all day.
4. If a student checks out between 11:00 a.m. and 2:45 p.m., the student will be counted with an afternoon absence (1/2 day).
5. If student checks out after 2:45 p.m. but before dismissal at 3:20 p.m., the student will be considered an early check-out which is equivalent to a tardy.
6. Three (3) tardies, three (3) early check-outs or a combination of three (3) tardies and early check-outs equal one (1) unexcused absence (half day).

EXCESSIVE TARDIES

The parent or guardian is responsible for getting their child to school on time and remaining at school each day. Every school day is an important learning opportunity for our students. Excessive tardiness and repeated early checkouts are detrimental to the student's educational growth and disruptive to the educational process in the student's classroom. Excessive tardiness or early checkouts (10 or more) are subject to prosecution, filing of a Family in Need of Services, conference or disciplinary action.

MAKE UP WORK GRADES K-12 ***(Board Policy 4.8)***

Students are responsible for making up his/her work. Students will have one class day for each class day missed to complete missed assignments. When students are absent parents may call the office and ask for homework assignments so that students may complete work during their absence. Parents may contact the teacher or the campus office by 9:00 am on the morning of the day the assignments are to be picked up. The assignments may be picked up in the school office after the end of the school day.

Students who miss school due to an excused absence or school approved activity shall be allowed to make up the work they missed during their absence. Work will be made up for each class day missed under the following rules:

1. Students/parents 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.
3. Assignments should be requested on the first day back at school or the first class day after their return if work was not requested while the student was absent.
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. (Ex. A student who is out ill on Monday, Tuesday, and Wednesday returns to school on Thursday. Assignments and work missed on the days of absence are to be completed and turned in by Tuesday of the following week.)
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.
8. Students who are absent on the day their make-up work is due must turn in their work the day they return to class.
9. As required/permitted by the student's Individual Education Program or 504 Plan.

Work for students serving an out-of-school suspension or expulsion shall be in accordance with the District's programs, measures, or alternative means and methods to continue student engagement and access to education during the student's period of suspension or expulsion.

All work must be completed during suspension.

In lieu of the timeline above, assignments for students who are excluded from school by the Arkansas Department of Health during a disease outbreak are to be made up as set forth in Policy 4.57—IMMUNIZATIONS.

4.25—STUDENT DRESS AND APPEARANCE

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.

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, tank tops, camis, are not permitted. Simply wearing a sweater, jacket, coat or other outerwear over these items is not acceptable.
- 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. (Allowed on approved spirit day)
- Any shorts, skirts or dresses above the knee must reach mid-thigh or finger-tip length/reach on the leg when arms are straight down one's side. Tennis, golf style skirts and biker shorts are not permitted. (This policy does not apply to cheerleader uniforms.)
- Leggings, jeggings, and yoga pants must be covered by a top that is finger-tip length/reach on the leg when arms are straight down one's side.
- Sweatpants 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 above finger tip length/ reach when the leg and arms are straight down one's side.
- 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 allowed. (Allowed on approved spirit day)
- Hoods or other head coverings are not permitted inside any school buildings. Students may receive disciplinary action for recurring offenses. Bandanas, skull caps or "do rags" are not allowed in any form.
- Sunglasses are not permitted inside any school building. They may be worn outside. A 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.
- **Any clothing, jewelry, attire, or belongings that disrupt the educational process will be addressed on an individual basis by school administrators.**
- **Dress code must be followed on spirit days or "dress up days" in regards to shirts, pants, skirts, shorts, etc....**

VIOLATION OF DRESS CODE

K- 12th grade

Student sent to change clothes and return to school/class (student will be sent to ISS if parent or anyone listed on student information card is unavailable to bring a change of clothing.)

Failure to comply will result in disciplinary action taken.

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.

HONOR CODE

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.

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

Each 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.

4.17—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; and
- Going to and from school or a school activity.

The District's administrators may also take disciplinary action against a student for off-campus conduct occurring at any time that would have a detrimental impact on school discipline, the educational environment, or the welfare of the students and/or staff. A student who has committed a criminal act while off campus and whose presence on campus could cause a substantial disruption to school or endanger the welfare of other students or staff is subject to disciplinary action up to and including expulsion. Such acts could include, but are not limited to:

- o A felony or an act that would be considered a felony if committed by an adult;
- o An assault or battery;
- o Drug law violations; or
- o 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.¹

WHO IS RESPONSIBLE FOR STUDENT CONDUCT?

STANDARD 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 on the rights of others. School district officials attempt to include prevention, intervention, and conflict resolution whenever dealing with student problems; however, school staff 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. A student who is well informed concerning his/her rights and responsibilities and the standards of behavior expected should not require disciplinary action. However, the Rules of Conduct set forth below are considered major infractions of proper conduct and will subject the student to disciplinary action.

If a student is assigned discipline by the building administration and the student refuses to accept the assigned discipline the parents will be contacted by the building administration. If the parent agrees with the student and refuses to accept the assigned discipline the student will be suspended for three days. This will then count toward the number of unexcused days absent for the student, which may trigger a Family in Need of Services (F.I.N.S.) petition being filed against the student and parents, and possible loss of credit due to excessive absences. This may result in the student and parents being required to attend court and facing possible fines. The outcome of the court appearance will be subject to the judge's discretion within the law.

School discipline is the system of rules, punishments and behavioral strategies appropriate to the regulation of children and the maintenance of order in schools. Its aim is to create a safe and conducive learning environment in the classroom. Disciplinary infractions may range from a minimum of a warning to a maximum of recommendation for expulsion.

When a student is suspended from school, the child may be delivered to the parent/guardian's place of employment. Consequences for discipline referrals may range from a minimum of a warning to a maximum of recommendation for expulsion. All disciplinary consequences are assigned by the principal or designee. The principal or designee has the right to assign lesser or greater consequences for any infraction.

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.

4.18—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 and use of a personal electronic device except as authorized by Policy 4.47 or by the student's IEP or 504 Plan;
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, sexual orientation, gender identity, 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;
22. Bullying;
23. Operating a vehicle on school grounds while using a wireless communication device;
24. Theft of another individual’s personal property; and
25. Antisemitism.

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.¹ 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

SEVERITY OF INCIDENT/ EXCEPTION CLAUSE

In most instances, disciplinary guidelines will be followed in sequential order; however, in instances that involve a severe infraction of the rules, violent or potentially dangerous behavior, disrespect, etc., the student(s) involved will be removed immediately from the regular school setting. The teacher or administrator will take appropriate disciplinary action that may also include referral to legal authorities. **BASED ON THE SEVERITY OF THE BEHAVIOR, THE ADMINISTRATOR MAY SKIP SEQUENTIAL STEPS IN CONSEQUENCES.**

Principals or designees will consider suggested consequences initially. Based on the severity of the behavior, the administrator or his/her designee may skip sequential steps or suggested consequences. The administrator or his/her designee may administer the suggested consequences to a lighter or more severe degree.

DISCIPLINE FOR THE DISABLED

Students with disabilities who engage in misbehavior are subject to normal disciplinary rules and procedures so long as such treatment does not abridge the right to a free, appropriate public education. The individual education plan (IEP) team for a disabled student should consider whether particular discipline procedures should be adopted for that student, and included in the IEP.

After an emergency suspension is imposed on a disabled student, an immediate meeting of the student's IEP team should be held to determine the cause and effect of the suspension with a view toward assessing the effectiveness and appropriateness of the student's placement and toward minimizing the harm resulting from the exclusion. When a student with disabilities is suspended beyond 10 days during a school year, the student should be offered alternate educational programming for the duration of the exclusion.

The building principal shall deal with any grievance relating to students with disabilities. All actions and procedures shall be in accordance with the Individuals With Disabilities Education Act (IDEA), as revised in 1997 and Act 102 of 1973.

GROUND FORS SUSPENSION OR EXPULSION

Any conduct that tends to be disruptive of the education program will be grounds for suspension or expulsion.

- Participation in disruptive demonstrations, walkouts, sit-ins, marches.
- A person who brings to school or onto school property, holds, transports, or has in his/her possession a firearm, knife, club, razor or any other weapon as defined by administration may be expelled. The weapon will be confiscated and may be turned over to the police or authorities.
- Disrespect or disobedience toward school personnel, such as vulgar or profane language, refusal to obey rules or striking a school employee.
- School attendance under the influence or in possession of alcoholic beverages, drugs or narcotics other than legally dispensed.
- Fighting at school, on school buses or at school functions.
- Malicious destruction of school property.

- Violation of Dress Code
- Theft of Property

DUE PROCESS

Every student is entitled to due process in every instance of disciplinary action for which the student may be subjected to penalties of suspension or expulsion. (See AR State, Ann. 80-1516).

Due process is afforded to students in disciplinary cases involving:

- (1) Suspension
- (2) Expulsion
- (3) A statement being removed from the student's records, and
- (4) Clearing student's reputation.

Due process is, at a minimum:

- (1) Notice of charge
- (2) Opportunity for denial
- (3) Evidence against a student if charges are denied
- (4) Opportunity to tell his/her side, and
- (5) Decision and timely notice and an opportunity for a fair hearing.

The degree of due process required is directly proportional to the degree of loss to the student

SUSPENSION AND EXPULSION PROCEDURES

Out-of-School Suspension: Exclusion from school for a period of ten (10) days or less. While under out of school suspension, students have the opportunity to make up work according to the make-up work policy. Students shall be permitted on campus only to attend a student/parent/administrator conference. While under an out of school suspension, the student will not be allowed to attend any after school activities.

Expulsion: A suspension of more than 10 days that is imposed by the school board. While under expulsion, students can continue their education using alternative method of instruction as provided by the school.

Any conduct that tends to be disruptive of the educational process will be grounds for suspension or expulsion. This will include bringing on campus any object that is generally considered offensive.

The principal or his/her designee will make this determination. All infractions listed in the current, board-approved student handbooks for the school district are grounds for suspension or expulsion.

DUE PROCESS AND PROCEDURES FOR SUSPENSION *(Board Policy 4.30)*

A school administrator may suspend a student from school for periods of time not to exceed ten (10) days. Prior to making the decision to suspend, the school administrator will informally advise the student of the nature of the student's misconduct and will allow the student to express his viewpoint in defense of mitigation. Unless the school administrator has personally witnessed the infraction, he/she will conduct such investigation, as he/she deems necessary.

The custodial parent/guardian will be given written notice of each suspension, which will include the reason(s) for suspension, its duration, and the manner in which the student may be readmitted

to school. When possible, this notice will be given to the parent/guardian prior to the suspension. Such notice shall be handed to the parent/guardian or mailed to the last address reflected in the school records (Student Information Form). A student returning to school after a suspension must be accompanied by a parent/guardian in order to be readmitted.

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.

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.

DUE PROCESS AND PROCEDURES FOR EXPULSION *(Board Policy 4.31)*

Only the school board is authorized to expel a student, either permanently or for the remainder of the semester, for conduct it deems to be of such gravity as to make a short temporary suspension inappropriate, or where it finds that a student's continued attendance at school would be disruptive to the education process or unreasonably endanger other students or school personnel. The superintendent or his/her designee will hand deliver written notice to the parent/guardian (hand delivered to the address recorded on the school district records) that he/she has recommended to the board that the student be expelled. The notice will state the reason(s) for the recommendation, the duration of the proposed expulsion, and the date, hour, and place at which the board will consider and may dispose of the recommendation.

The board hearing will be conducted not later than ten (10) school days following the date of the notice, unless representatives of the board and of the student agree in writing to a date that does not conform 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 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 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.

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

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

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

REGULATIONS CONCERNING AN EXPULSION ***(Board Policy 4.31)***

1. The Board is authorized to expel a student, either permanently or for the remainder of the semester or school year, for conduct it deems to be of such gravity as to make a short temporary suspension inappropriate, or where it finds that the student's continued attendance at school would be unacceptable or disruptive to the education program of would involve unreasonable danger to other students and faculty members. (A.C.A. §6-18-507)
2. The Superintendent or his/her designee will hand deliver written notice to the parent or guardian (hand deliver to the address of record on file in the school office) that he/she has recommended to the Board that the student be expelled, the duration of the proposed expulsion, and the date, hour and place at which the Board will consider and dispose of the recommendation.
3. The Board hearing will be conducted not later than ten (10) school days, unless representatives of the Board and the student agree in writing to a date which does not conform to this limitation.
4. Conduct of the hearing:
 - a. The President of the Board (or, in his absence, a member selected by the Board) shall preside at the hearing, which may be open or closed.
 - b. A lawyer or lay counsel may represent the student.
 - c. The Superintendent or his/her designee may present any evidence at the hearing, including statements of persons having personal knowledge or event or circumstances giving rise to the expulsion recommendation.
 - d. The student or his/her representative may then present statements of any persons with personal knowledge of events or circumstances relevant to the issues.
 - e. Normally, formal cross-examination will not be permitted. However, if the President determines during the course of the hearing that the credibility of a

witness is at issue or that other good cause exists, he/she may permit cross-examination.

5. A parent or guardian must accompany a student returning to school after expulsion for the student to be readmitted. A re-entry conference must be held with the Superintendent (or designee) and School Principal (or designee) before returning to school.

4.43—BULLYING

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:

1. May address an attribute of the other student, public school employee, or person with whom the other student or public school employee is associated;
2. Involves an actual or reasonably perceived power imbalance;
3. Is repeated or has a high likelihood of repetition; and
4. Causes or creates actual or reasonably foreseeable:
 - Physical harm to a public school employee or student or damage to the public school employee's or student's property;
 - Substantial interference with a student's education or with a public school employee's role in education;
 - A hostile educational environment for one (1) or more students or public school employees due to the severity, persistence, or pervasiveness of the act; or
 - Substantial disruption of the orderly operation of the school or educational environment;

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

1. Cyberbullying;
2. Sarcastic comments "compliments" about another student's personal appearance or actual or perceived attributes;
3. Pointed questions intended to embarrass or humiliate;
4. Mocking, taunting or belittling;
5. Non-verbal threats and/or intimidation such as “fronting” or “chesting” a person;
6. Demeaning humor relating to a student's actual or perceived attributes;
7. Blackmail, extortion, demands for protection money or other involuntary donations or loans;
8. Blocking access to school property or facilities;
9. Deliberate physical contact or injury to person or property;
10. Stealing or hiding books or belongings;
11. Threats of harm to student(s), possessions, or others;

12. Sexual harassment, as governed by policy 4.27, is also a form of bullying; and/or
13. Teasing or name-calling related to sexual characteristics or the belief or perception that an individual is not conforming to expected gender roles or conduct or is homosexual, regardless of whether the student self-identifies as homosexual or transgender (Examples: “Slut”, “You are so gay.”, “Fag”, “Queer”).

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

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

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

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

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

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

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

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

- Severe or repetitive disciplinary measures are needed in the classroom or during educational activities; or
- Exhibition of other behaviors by students or educational staff that substantially interfere with the learning environment.

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

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

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

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

1. As soon as reasonably practicable, but by no later than the end of the school day following the receipt of the credible report of bullying:
 - a. Report to a parent, legal guardian, person having lawful control of a student, or person standing in loco parentis of a student that their student is the victim in a credible report of bullying; and
 - b. Prepare a written report of the alleged incident of bullying;
2. Promptly investigate the credible report or complaint of bullying, which shall be completed by no later than the fifth (5th) school day following the completion of the written report.
3. Notify within five (5) days following the completion of the investigation the parent, legal guardian, person having lawful control of a student, or person standing in loco parentis of a student who was the alleged victim in a credible report of bullying whether the investigation found the credible report or complaint of bullying to be true and the availability of counseling and other intervention services.
4. Notify within five (5) days following the completion of the investigation the parent, legal guardian, person having lawful control of the student, or person acting in loco parentis of the student who is alleged to have been the perpetrator of the incident of bullying:
 - a. That a credible report or complaint of bullying against their student exists;
 - b. Whether the investigation found the credible report or complaint of bullying to be true;

- c. Whether action was taken against their student upon the conclusion of the investigation of the alleged incident of bullying; and
 - d. Information regarding the reporting of another alleged incident of bullying, including potential consequences of continued incidents of bullying;
5. Make a written record of the investigation, which shall include:
 - a. A detailed description of the alleged incident of bullying, including without limitation a detailed summary of the statements from all material witnesses to the alleged incident of bullying;
 - b. Any action taken as a result of the investigation; and
 6. Discuss, as appropriate, the availability of counseling and other intervention services with students involved in the incident of bullying.

Students found to be in violation of this policy shall be subject to disciplinary action up to and including expulsion. In determining the appropriate disciplinary action, consideration may be given to other violations of the student handbook which may have simultaneously occurred.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.² Parents, legal guardians, person having lawful control of a student, persons standing in loco parentis, students, school volunteers, and employees shall be given copies of the notice annually.³

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

To prevent multiple, simultaneous investigations into the same alleged conduct, if the facts that support an alleged incident of bullying may also constitute a violation of another District policy; State or Federal law; State rule; or Federal regulation, then the District shall investigate and dispose of the alleged incident of bullying in accordance with the other applicable District policy; State or Federal law; State rule; or federal regulation in lieu of the requirements of this policy.

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

Consequences for discipline referrals may range from a minimum of a warning to a maximum of a recommendation for expulsion. All disciplinary consequences are assigned by the principal or his/her designee. The principal has the right to assign lesser or greater consequences for any infraction.

REFUSAL TO TAKE ANY DISCIPLINARY PROCEDURE

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

1. Suspension until parent conference.
2. 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.

Hazen High School Lunch Detention Hall-

LUNCH Detentions are an on campus detention served during lunch on Monday- Friday. Time starts when students begin working.

A student may be assigned to detention as punishment for minor infraction. Failure to attend detention will result in immediate disciplinary action.

The following are rules for detention hall:

1. Students are required to study.
2. Students are not allowed to sleep or have their head on a desk.
3. Students are not allowed to talk.
4. If a student is assigned 2 or more detention halls in one day, they must serve a day of detention for each detention hall received.
5. If a student misses school the day of an assigned detention hall the detention hall will be served the day the student returns to school.
6. It is the student's responsibility to notify their guardian of a detention hall.

Failure to attend Detention Hall

Students must attend the original detention hall assigned.

1st offense: additional detention in addition to the original detention

2nd offense: AFTER SCHOOL DETENTION FROM 3:15-4:15 ONCE A WEEK, TYPICALLY ON WEDNESDAY AFTERNOONS.

3rd offense: 1/2 day Saturday School (7:00 am- 9:00 am)

4th offense: 1 day of Saturday School. (7:00am-11:00am)

5th offense: 1 Day of ISS

6th offense: 2 Days of ISS

7th offense: 1 OSS Parent Conference (Student may be referred to ALE for Insubordination)

*Detentions start over each semester. Students will not carry a detention from a previous semester.

HIGH SCHOOL- AFTER SCHOOL DETENTION WILL BE HELD EACH WEDNESDAY AFTERNOON.

HAZEN ELEMENTARY- AFTER SCHOOL DETENTION WILL BE HELD EACH TUESDAY AND THURSDAY AFTERNOON

PARENTS WILL BE NOTIFIED IF A STUDENT HAS AFTER SCHOOL DETENTION. TRANSPORTATION WILL NOT BE PROVIDED.

SATURDAY SCHOOL

Saturday School Saturday School is a supervised study period held on Saturday mornings in the high school building.

- Half day Saturday School will be from 7:00 a.m. until 9:00 a.m.
- All day Saturday School will be from 7:00 a.m. until 11:00a.m.

Attendance is mandatory.

Failure to attend half-day Saturday School will result in 1 day ISS.

Failure to attend a full day Saturday School will result in 2 days ISS.

The following rules must be followed while in Saturday School or the students will be subject to in school suspension.

1. Students will arrive on time. Students who arrive late will not be admitted and will be counted absent.
2. Students are required to have a textbook, book, computer or appropriate material along with paper, pencil or pen.
3. Students are required to study.
4. Students are not allowed to sleep or have their head on a desk.
5. Students are not allowed to talk.
6. Transportation to and from Saturday School will be the responsibility of the students and their parents.
7. Parents of students assigned to Saturday School that have a conflict for attending the designated day must present a written note or other documentation to the Building Principal or designee for consideration prior to 4:00 pm on the Friday before the assigned Saturday School.

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. **SLEEPING IS NOT ALLOWED**

10. 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.
11. 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.
12. 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.
13. **STUDENTS MUST TURN IN THEIR PHONE TO THE ISS TEACHER UPON ENTERING THE ISS CLASSROOM. FAILURE TO COMPLY WILL RESULT IN ONE DAY OF SUSPENSION. THE STUDENT WILL BE REQUIRED TO MAKE UP THE ISS DAY.**

Offenses and Punishment Range

1. Assaulting a student, teacher, principal, superintendent, or other employee of Hazen Public Schools.
Punishment Range – Up to 10 day suspension and could be recommended for expulsion depending on severity of assault. Police notified.
2. Threatening (verbally or physically) to assault or abuse any student, teacher, principal, Superintendent, or other employee of Hazen Public Schools.
Punishment Range – Up to 10 day suspension and recommend probation for remainder of school year. Police notified.
3. Possession of firearms, weapons, or facsimile (any object used for a weapon).
Punishment Range – Up to 10 day suspension and recommend expulsion. Possession of a firearm is a minimum of one year expulsion. Police notified.
4. Possession of or under the influence of any alcoholic beverages or any illegal drug by students or possession of drug paraphernalia on school property or at any school-sponsored activity.
Punishment Range– up-to 10 day suspension and recommend expulsion. Police notified.
5. Students found not following handbook guidelines or board policy regarding the possession of, selling distributing, or attempting to sell or distribute, or using over-the-counter or prescription drugs are subject to the following consequences.
Punishment Range- Detention Hall to OSS possible Expulsion Parents Notified and Police Notified
6. Terroristic Threatening
Punishment Range – up-to 10 days out-of-school suspension and recommend expulsion. Police notified.

7. Sexual Harassment or Sexual Misconduct
Any student found, after a grievance process, to have engaged in sexual harassment will be subject to disciplinary action up to, and including, expulsion (**Board Policy 4.27**)
Punishment Range- Student conference up to expulsion. Police Notified.-
8. Vandalism: Willfully or intentionally damaging, destroying school or student property
Punishment Range – Parental conference and paying for damages to a 10-day Suspension with recommendation for expulsion. Police notified.
9. Stealing
Punishment Range – Parental conference and paying for damages to a 10-day suspension with recommendation for expulsion. Police notified.
10. Disorderly Conduct – (significantly disrupts all or portions of the campus activities, school sponsored events or school bus transportation) – Disruptive behavior that poses a serious threat to the learning environment, health, safety or welfare of others.
Punishment Range

1 st offense:	3 day out of school suspension
2 nd offense:	5 day out of school suspension
3 rd offense:	7 day out of school suspension
4 th offense:	10 day out of school suspension and recommendation for expulsion
11. Disruption/Disruptive Behavior

Disruptive behavior includes any actions that interrupt or interfere with classroom activities, school procedures, or the overall learning environment. Such behaviors encompass, but are not limited to:

- Sleeping in Class: Falling asleep during instructional time.
- Interference and Noncompliance: Failure to follow classroom and school procedures.
- Loud Talk/Yelling/Screaming: Engaging in excessively loud verbal behavior.
- Noise with Materials: Making disruptive noises with classroom materials.
- Horseplay/Roughhousing: Engaging in physical play that is disruptive or dangerous.

These behaviors are unacceptable anywhere and at any time on the school campus.

Punishment Range: Consequences for disruptive behavior can range from a warning to out-of-school suspension, depending on the severity and frequency of the behavior.

12. Fighting/Physical Aggression: Student engages in actions involving serious physical contact where injury may occur, includes but is not limited to: hitting, punching, hitting with an object, kicking, hair pulling, scratching. Fighting: student is involved in mutual participation in an incident involving physical violence.
Punishment Range

1 st offense:	3 days out-of-school suspension (Police notified)-In addition to suspension the student must attend mandatory counseling with one session required before allowed to return to school & further
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sessions may be mandated as determined by the administration based on severity of offense.

- 2nd offense: 5 days out-of-school suspension (Police notified)
- 3rd offense: 10 days out-of-school suspension & recommend for expulsion.
Police notified

13. High School-Unexcused Tardies – Per Semester -Tardy shall be defined as a student not being in his/her classroom when the tardy bell rings. A student who is more than 10 minutes late to class without a valid excuse will be marked absent and will be dealt with under truancy. Excessive tardies could result in a truancy referral.
Punishment Range-Every tardy will result in detention hall. Excessive Tardies will result in FINS

14. Truancy- Conference with parents.

Punishment Range

- 1st offense: 1 day Saturday School
- 2nd offense: 2 days in-school suspension
- 3th offense: FINS referral and 3 days ISS

You are truant if you:

- a. Are absent without the consent of your parents.
 - b. Leave school without properly checking out in the office at any time. (Note proper check-out procedure.) Once a student has come on school property they must check out before leaving.
 - c. Leave class without receiving verbal or written consent of the teacher.
 - d. Forging or using a forged document.
 - e. Are on campus without checking in upon arrival when late to school.
 - f. Have not received permission from the office to go to the parking lot.
 - g. Fail to follow procedure for off campus transportation as designated by instructor or administrator.
 - h. If you are in the gym or hallway during lunch or before school
 - i. If you are in an area of the campus that you are not authorized to be.
 - j. Skip a class
15. Defiance/Insubordination/Non-Compliance –Student engages in refusal to follow direction and procedures or, is unwilling to submit to authority; or failure to follow directions **Punishment Range –ISS to out-of school suspension**
16. Disrespectful, rude or verbal abuse to a staff member and/or student-Student uses socially rude or dismissive language to adults or students.
Punishment Range –In-School Suspension to out-of-school suspension
17. Use of profanity or slang profanity –Students swearing/slang, profanity, name calling or use of words in an inappropriate way towards adults or students.
Punishment Range – Detention hall to out-of-school suspension
18. Use of profanity or slang profanity toward staff member
Punishment Range – Suspension until parent conference to out-of-school suspension

19. Possession of tobacco, nicotine products and any nicotine devices or paraphernalia.
 Ex: Ecigs, vapors, etc.
Punishment Range - In-school suspension to out-of-school suspension and parent notified.
 Police notified.
 1st offense: vaping course must receive certificate of completion turned into the designee, 3 days of ISS, Citation filed by SRO, referred to school counselor
 2nd offense: 2 days OSS and additional citation filed by SRO, referral to counselor
 3rd offense: 3 days OSS and additional citation filed by SRO, referral to counselor
20. Gambling where money or other objects are taken
Punishment Range -Saturday School to out-of-school suspension
21. Possession or shooting of fireworks on school property-(Pop-Its)
Punishment Range – Saturday School to out-of-school suspension. Depending on the severity and disruption to the school day.
22. Coercion – Compelling another person to engage in a conduct that he/she would not normally do usually by threat of physical injury or property damage.
 Inciting Violence – To urge on, or stimulate to violence through verbal, non-verbal or physical activity.
Punishment Range
 1st offense: 3 days out-of-school suspension
 2nd offense: 5 days out-of-school suspension
 3rd offense: 10 days out-of-school suspension and recommended expulsion
23. Violation of dress code
 Students will be sent to ISS each time until a change of clothes is provided.
 Restricted items may be taken up until the end of the school day or for the remainder of the semester if there is a recurring issue. Items will be returned to the parent/guardian.
24. Student Parking – Any student who is guilty of misbehaving in a vehicle on school grounds may lose his/her parking privileges for a period ranging from one week or the remainder of the year
25. Bullying
Punishment Range – Students found to be in violation of this policy shall be subject to disciplinary action up to out of school suspension and including expulsion.
26. Public Display of Affection (PDA) Holding hands, kissing
Punishment Range
 Detention Hall -Out of School Suspension -

27. Eating and Drinking in the hallway and classrooms: Drinks must be brought to school in sealed containers. NO drinks or food can be taken outside from the cafeteria. No soliciting or selling of candy, food, drinks or other items with permission from the Principal or designee.

Punishment Range

- 1st offense: Detention Hall
- 2nd offense 1 days ISS
- 3rd offense 2 days ISS

28. Pulling Fire Alarm:

Punishment Range -Up to ten day suspension from school with a recommendation for expulsion from school and referral made to the appropriate legal authorities.

29. Indecent Exposure:

Punishment Range

- 1st Infraction: 3 days out-of-school suspension
- 2nd Infraction: 5 days out-of-school suspension
- 3rd Infraction: 10 days suspension with possible ALE placement

30. Violation of Cell Phone/Electronic Device Infraction

First Offense

- o Device confiscated and turned into the office.
- o Student may pick up the device **at the end of the school day**.
- o **Consequence:** Lunch Detention.

2. Second Offense

- o Device confiscated and turned into the office.
- o **Parent/ guardian or designee must pick up the device.**
- o **Consequence:** 1 day of In-School Suspension (ISS).

3. Third Offense

- o Device confiscated and turned into the office.
- o **Consequence:** Confiscated to office; parent pick-up required; behavior contract signed by parents and student; restorative meeting. 2 Days of ISS

4. Fourth Offense

- o Device confiscated and turned into the office. Parents pick up required;
- o **Consequence:** Student suspended

4.47— POSSESSION AND USE OF PERSONAL ELECTRONIC DEVICES

Definitions

“Emergency” means a serious, unexpected, and dangerous situation that requires immediate action, including without limitation:

- An active fire;
An active tornado or earthquake;
An active shooter;
An evacuation of school grounds; or
A medical emergency

“Personal electronic device” means without limitation a:

- a. Cellular telephone;
- b. Paging device;
- c. Beeper;
- d. Mobile telephone that offers advanced computing and internet accessibility;
- e. Digital media player;
- f. Portable game console;
- g. Tablet, notebook, or laptop computer;
- h. Digital camera;
- i. Digital video or audio recorder;
- j. Smart watch; and
- k. Headphones or earbuds
- l. Any device that can connect and transmit data through Bluetooth technology.
- m. Any device that has communication capability

“School day” means from the time students are required to be at school until the time students are dismissed from school.

Possession of Personal Electronic Device

Except as permitted under this policy, a student shall not be in possession of a personal electronic device during the school day. A student may possess a personal electronic device during the school day if:

- o The personal electronic device is required by the student’s individual education plan (IEP), 504 Plan, or Individual Health Plan for health reasons;¹
 - o The possession of the personal electronic device is during an emergency as defined by this policy;
 - o The personal electronic device is issued by the District for the student’s use during the school day; or
 - o The possession of the personal electronic device is during a special event during the school day.

Device Collection:

- Elementary School
 - Upon entering their homeroom class, students will **turn in their phones and electronic devices** to a designated area as determined by their teacher.
- High School
 - Upon entering the school each morning, students will **turn in their phones and electronic devices** to a designated area labeled by their **8th period teacher's name**.
- Students who **check in late** will **surrender their device in the main office** upon arrival.
- Devices will be **secured and returned**:
 - At the **end of the school day** for students staying all day.
 - When a student **checks out early**.

Access:

- Students are **not permitted to access their personal phones or any electronic devices** while on school grounds:
 - From the time they enter the building in the morning.
 - Until they leave the premises after school or upon checkout.

Use Of Personal Electronic Device

Except as permitted by this policy, a student shall not use a personal electronic device during the school day. A student may use a personal electronic device during the school day if:

- The personal electronic device is required by the student's individual education plan (IEP), 504 Plan, or Individual Health Plan for health reasons;¹
- The use of the personal electronic device is during an emergency as defined by this policy;
- The personal electronic device is issued by the District for the student's use during the school day; or
- The use of the personal electronic device is during a special event during the school day.

A student may possess and use a personal electronic device at a special school event for the purpose of taking photographs. The District shall inform the students and students' parents, legal guardians, persons having lawful control of the student, and persons standing in loco parentis the following before a special school event takes place:

- When and where the special school event will take place;
- Whether or not personal electronic devices shall be allowed at the special school event; and
- Where personal electronic devices may be used at the special school event.

The use of personal electronic 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.

Misuse of Personal Electronic Devices

Even if a student is allowed to possess or use a personal electronic device under this policy, the misuse of a personal electronic device is prohibited. Misuse of personal electronic devices includes, but is not limited to:

1. Using personal electronic devices issued by the District during class time in any manner other than specifically permitted by the classroom instructor;
2. Permitting any audible sound to come from the personal electronic 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 personal electronic device to record audio or video or 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 regardless of whether the image is real or created through the use of artificial intelligence;
6. Using a personal electronic device issued by the District in a manner that violates the Electronic Device and Internet Use Agreement regardless of whether the violation occurred on or off campus;
7. Using a personal electronic device at an event during the school day that was not designated as a special school event or in a manner or location that was not authorized as part of the special school event;
8. Using personal electronic devices issued by the District while driving any vehicle at any time;³ or
9. Using a personal electronic 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.⁴

Discipline

A student may have a personal electronic device confiscated if:

- The student is found to possess or use a personal electronic device when the use or possession is not authorized by this policy and the personal electronic device was not issued by the District;
- The student misuses a personal electronic device as defined by this policy; or
- The student's parent, legal guardian, person having lawful control of the student, or person standing in loco parentis uses the remote recording or listening capabilities of a personal electronic device, either through an app installed on the personal electronic device or the built-in capacity of the personal electronic device, except when authorized by the District.^{1,5}

Confiscated personal electronic devices may be picked up at the school's administration office by the student's parent, legal guardian, person having lawful control of the student, or person standing in loco parentis.² Students have no right of privacy as to the content contained on any personal electronic devices that have been confiscated.³ A search of a confiscated device shall meet the reasonable individualized suspicion requirements of Policy

4.32—Electronic Device: SEARCH, SEIZURE, AND INTERROGATIONS.⁶

A student and the student’s parents, legal guardians, persons having lawful control of the student, or persons standing in loco parentis expressly assume any risk associated with a student’s possession or use of a student’s personal electronic device that is not issued by the District. The District shall not be liable for a personal electronic device that is confiscated if the personal electronic device is lost, stolen, or damaged.

In addition to the confiscation of a personal electronic device for a violation of this policy, a student may be subject to the following discipline.

Consequences for Violating the Policy

5. First Offense

- o Device confiscated and turned into the office.
- o Student may pick up the device **at the end of the school day.**
- o **Consequence:** Lunch Detention.

6. Second Offense

- o Device confiscated and turned into the office.
- o **Parent/ guardian or designee must pick up the device.**
- o **Consequence:** 1 day of In-School Suspension (ISS).

7. Third Offense

- o Device confiscated and turned into the office.
- o **Consequence:** Confiscated to office; parent pick-up required; behavior contract signed by parents and student; restorative meeting. 2 Days of ISS

8. Fourth Offense

- o Device confiscated and turned into the office. Parents pick up required;
- o **Consequence:** Student suspended

To protect the integrity of the administration of the assessments under the Arkansas Educational Support and Accountability Act, a student who is found to be in possession of or to use a personal electronic device during the administration of a statewide assessment that is not required by the student’s IEP, 504 Plan, or issued by the District shall have the discipline the student is subject to increase by an additional level.

USE OF COMPUTERS, INTERNET AND ELECTRONIC MAIL ***(Board Policy 4.18 and 4.29)***

The Hazen School 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 device is for educational and/or instructional purposes only. It is the policy of this school district to equip each computer with Internet filtering software designed to prevent users from accessing material that is harmful to minors. No student will be granted Internet access until and unless an electronic device and internet 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 electronic device internet

use agreement is incorporated by reference into board policy and is considered part of the student handbook.

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 (s)** use, including email, and that monitoring of student **electronic device (s)** use is continuous. Students must not disable or bypass security procedures, compromise, attempt to compromise, or defeat the district’s technology network security or Internet filtering software, alter data without authorization, or disclose passwords to other students. Students who misuse district-owned **electronic device (s)** or Internet access in any way, including using **electronic device (s)** to violate any other policy or contrary to the **electronic device internet** use agreement, or using the **electronic device(s)** to access or create sexually explicit or pornographic text or graphics, will face disciplinary action, as specified in the student handbook and/or **electronic device internet** use agreement

In an effort to help protect student welfare when they navigate the Internet, the district will work to educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response.

4.64—STUDENT USE OF ARTIFICIAL INTELLIGENCE

Definitions

“Artificial Intelligence (AI) Tools” means Software applications or platforms that utilize machine learning algorithms to perform tasks typically requiring human intelligence, such as generating content, providing recommendations, or solving problems. For purposes of this policy, AI tools does not include the use of spell check or grammar check.

The purpose of this policy is to establish guidelines for the responsible use of AI tools by District students. The policy applies to all students enrolled in the District and covers the use of AI tools when completing District assignments or projects.

The district shall provide teachers and students resources and education on AI literacy and digital citizenship. The District shall establish a committee who shall be responsible for the review and selection of AI tools that shall be available for students to use. All AI tools selected by the committee shall comply with applicable state and federal data privacy laws. Students shall only use AI tools that were approved by the District committee for classroom assignments or projects.

Teachers are responsible for providing instructions on when and how AI tools may be used for classroom assignments. Students may use AI tools as approved by their classroom teacher to enhance learning and develop future-ready skills.

Students should use AI tools ethically and responsibly, aligning with the district’s educational objectives, and in a manner that does not harm themselves or others. As part of using AI tools responsibly, students should be cautious about the information they provide to AI tools and

consult with a teacher if unsure. At no time shall Students share personal, sensitive, or confidential information with AI tools, especially AI tools requiring data input.

When a student uses AI tools, a student shall:

1. Review and verify the accuracy of content that is generated by an AI tool;
2. Cite AI tools used as part of an assignment or project as a source, following District citation guidelines; and
3. Be transparent about their use of AI in completing assignments.

Students must ensure all submitted work is their own and properly acknowledge or cite any assistance from AI tools. Students are encouraged to ask questions if they are unsure about the acceptable use of AI tools.

The following actions regarding AI tools are strictly prohibited:

- Misuse of AI tools for cheating, plagiarism, or any form of academic dishonesty, including the submission of assignments that were fully generated by an AI tool and presented as original student work;
- Altering or falsifying academic documents or records using AI tools;
- Using AI tools to:
 - Gain unauthorized access to District systems; or
 - Bypass District security measures;
- Using AI tools to produce misleading or false information, imagery, or any form of false outputs about themselves, other students, or staff members.

Students should report any inappropriate content or security concerns encountered while using AI tools to a teacher or administrator.

Violations of this policy shall be handled in accordance with the District's disciplinary procedures.

USE OF CANINES ***(Board Policy 4.32)***

The administration is authorized to utilize canines whose reliability and accuracy for sniffing out contraband has been established to aid in the search for contraband in school owned property and automobiles parked on school property. Canines shall not be used to search students unless school officials have established independently that there is reasonable suspicion to believe the student possesses contraband on his/her person. A qualified and authorized trainer who will be responsible for the dog's actions must accompany the canines. An indication by the dog that contraband is present on school property or an automobile will warrant a further search by school officials or appropriate legal authorities.

If during a search by trained dogs a student chooses to leave campus without proper authority, that action will constitute the same consequences as being found in possession of a controlled substance

STUDENT RIGHTS, RESPONSIBILITIES AND LIMITATIONS *(Board Policy 6.7)*

A public-school functions similar to a community with rules and regulations of the school similar to the laws of the community. Students have both rights and responsibilities.

Administrators and teachers, as members of this community, also have rights and responsibilities. They have the rights afforded all citizens and the added responsibility of creating and maintaining an environment conducive to learning. Teachers and administrators are authorized to enforce the rules with disciplinary action. The principal and superintendent and/or his/her designee are authorized to temporarily suspend students for cause. The following regulations are designed to protect all members of the educational community in the exercise of their rights and duties:

1. Identification requirement: All persons on school grounds, in school buildings, or at school-sponsored events must, upon request, identify themselves to school authorities.
2. Disruptive conduct: Students are responsible for their behavior. Blaming others for one's behavior is unacceptable. All conduct which disrupts or interferes with the educational purposes of the school will result in disciplinary action, including suspension and/or expulsion.
3. Students are expected to cooperate with school personnel. Students must obey the reasonable instructions of school personnel.
4. On/off campus events: Students at school-sponsored events, both on and off campus, shall be governed by school regulations and are subject to the authority of school personnel. Students that violate these regulations or the refusal to obey reasonable instructions of school personnel shall result in the loss of privilege to attend these events and may result in disciplinary action or arrest.
5. Surveillance cameras are utilized by the school.
6. Legal means will be used to secure school property or money owed to the school by the student.

4.26—GANGS AND GANG ACTIVITY

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

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

1. Wearing or possessing any clothing, bandanas, jewelry, symbol, or other sign associated with membership in, or representative of, any gang;

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

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

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

Altercations that are determined to be gang-related could result in suspension of up to 10 days and recommended for expulsion.

4.28—LASER POINTERS

Students shall not possess any hand held laser pointer while in school; on or about school property, before or after school; in attendance at school or any school-sponsored activity; on 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.

BUS TRANSPORTATION POLICY

Riding the school bus is a privilege. Each student extended this privilege has a right to a safe, non-coercive environment on the school bus while riding to and from school or school related events. Each student has the responsibility of following the directions of the driver and the established safety guidelines. Students who fail to do so adversely affect the safety of all passengers and will result in action being taken. This action may include but is not limited to reassigned seating and/or suspension of riding privileges.

Safety is a top priority! The school bus driver has the sole responsibility for the safety of the passengers and the condition of the vehicle. With this, the driver is given the authority and responsibility to enforce the safety guidelines as established by the Hazen Public Schools.

Below are the guidelines and consequences established by the Hazen Public School District. Any questions or comments can be directed to your building principal or the transportation director.

At the bus stop students will:

- Arrive at the bus stop five minutes before your scheduled pick up time,
- Respect the property of others while waiting,
- Keep your arms, legs, and belongings to yourself,
- Use appropriate language,
- Stay away from the street while waiting,

- Wait until the bus completely stops before approaching the bus,
- Move away from the bus when getting off,
- Cross in front of the bus when the driver signals for you,
- Not fight, harass, intimidate or horseplay, and
- Not possess or use alcohol, tobacco, or drugs.

On the bus students will:

- Follow the directions of the driver,
- Sit in your designated seat, facing forward,
- Talk quietly using appropriate language,
- Keep all body parts in the bus and to yourself,
- Keep all belongings to yourself,
- Refrain from fighting, harassment, intimidation, or horseplay,
- Refrain from throwing objects in or out of the bus,
- Refrain from eating or drinking,
- Refrain from bringing weapons or dangerous objects,
- Refrain from causing damage to the bus, and
- Keep the aisles clear.

To help you remember the bus rules, think of BUS:

B – bottom on your bus seat,

U – upright and facing forward, and

S – speak softly and sit still.

Consequences:

- First incident – Bus driver will give a verbal reprimand to the student(s) and a written report to the building administrator.
- Second incident – Parents will be contacted by the building administrator or designee; administrative conference with student.
- Third incident – Student will be suspended from riding the Hazen Public School District bus for ten (10) school days
- Fourth incident – Student will be suspended from riding the Hazen Public School District bus for twenty (20) school days.
- Fifth incident – Student will be suspended from riding the Hazen Public School District bus for the remainder of the year.

The following are examples of serious behaviors which may result in an automatic suspension of riding privileges for the remainder of the school year in addition to consequences in accordance with the guidance of the handbook.

- Using tobacco, alcohol, illegal drugs, fighting, hitting, biting, or spitting
- Threatening, harming, or harassing anyone
- Possessing any dangerous object

- Vandalizing the bus
- Arguing with or defying the bus driver
- Unauthorized exiting from any emergency exit
- Throwing objects in or out of the bus
- Hanging out of the bus
- Using profanity

Principal or designee has the right to assign lesser or greater consequences for any infraction. Disciplinary infractions may range from a minimum of a warning to a maximum of recommendation for expulsion.

***FOR THE SAFETY OF OUR STUDENTS, WE DO NOT ACCEPT ANY TRANSPORTATION CHANGES OVER THE PHONE. All changes in transportation must be in writing and sent to your child’s teachers PRIOR to the date of the change.

The transportation to and from school of students who have lost their bus transportation privileges is the responsibility of the student’s parent or guardian.

Questions concerning transportation should be addressed to the Transportation Director.

TOBACCO, ELECTRONIC NICOTINE DELIVERY SYSTEMS, AND RELATED PRODUCTS
(Board Policy 4.23)

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 at any sponsored events on or off campus. 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-pips, or under any other name or descriptor.

4.24—DRUGS AND ALCOHOL

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

Therefore, no student in the 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 on route to or from school or any school sponsored activity.

Prohibited substances shall include, but are not limited to:

- o Alcohol, or any alcoholic beverage;
- o Inhalants or any ingestible matter that alter a student’s ability to act, think, or respond;
- o LSD or any other hallucinogen;
- o Marijuana;¹
- o Cocaine, heroin, or any other narcotic drug;
- o PCP;
- o Amphetamines;
- o Steroids;
- o “Designer drugs”;
- o Look-alike drugs; or
- o Any controlled substance.

The sale, distribution, or attempted sale or distribution of over-the-counter (OTC) medications, dietary supplement or other perceived health remedy not regulated by the US Food and Drug Administration, or prescription drugs is prohibited. The possession or use of OTC medications, dietary supplement or other perceived health remedy not regulated by the US Food and Drug Administration, or prescription drugs is prohibited except as permitted under Policy 4.35—STUDENT MEDICATIONS.

USE OF METAL DETECTORS (MAGNETOMETERS)

School policy and state law prohibits weapons of any nature on school property or at a school function. The presence of weapons is inherently dangerous to all persons in the school setting. When the administration has reasonable suspicion to believe that weapons are in the possession of unidentified students, when there has been a pattern of weapons found at school or when violence involving weapons has occurred at a school, the administration is authorized to use stationary or mobile metal detectors.

When a metal detector is being used, students will be allowed to use only the entries designated. If a metal detector activates on a student, the student will be asked to remove metal objects from his/her person and walk through or be scanned again.

After the removal of other metal objects and a third activation by a metal detector on the student, the student will be taken to a room out of view from the other students where procedures for search and seizure found above will be followed.

Metal detectors may be used at any time or place on school property when the administration feels that it is necessary. Failure to submit to search may result in a recommendation for expulsion.

4.22—WEAPONS AND DANGEROUS INSTRUMENTS

Definitions

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

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

“Weapon” means any:

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

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

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

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

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

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.² 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.

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 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 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.

4.27—STUDENT SEXUAL HARASSMENT

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

The District believes the best policy to create an educational environment free from sexual harassment is prevention; therefore, the District shall provide informational materials and training to students, parents/legal guardians/other responsible adults, and employees on sexual harassment. The informational materials and training on sexual harassment shall be age

appropriate and, when necessary, provided in a language other than English or in an accessible format. The informational materials and training shall include, but are not limited to:

- o The nature of sexual harassment;
- o The District's written procedures governing the formal complaint grievance process;¹
- o The process for submitting a formal complaint of sexual harassment;
- o That the district does not tolerate sexual harassment;
- o That students can report inappropriate behavior of a sexual nature without fear of adverse consequences;
- o The supports that are available to individuals suffering sexual harassment; and
- o The potential discipline for perpetrating sexual harassment.

Within the educational environment, sexual harassment is prohibited between any of the following: students; employees and students; and non-employees and students.

Actionable sexual harassment is generally established when an individual is exposed to a pattern of objectionable behaviors or when a single, serious act is committed. What is, or is not, sexual harassment will depend upon all of the surrounding circumstances and may occur regardless of the sex(es) of the individuals involved. Depending upon such circumstances, examples of sexual harassment include, but are not limited to:

- Making sexual propositions or pressuring for sexual activities;
- Unwelcome touching;
- Writing graffiti of a sexual nature;
- Displaying or distributing sexually explicit drawings, pictures, or written materials;
- Performing sexual gestures or touching oneself sexually in front of others;
- Telling sexual or crude jokes;
- Spreading rumors related to a person's alleged sexual activities;
- Discussions of sexual experiences;
- Rating other students or employees as to sexual activity or performance;
- Circulating or showing e-mails or Web sites of a sexual nature;
- Intimidation by words, actions, insults, or name calling; and
- Teasing or name-calling related to sexual characteristics or the belief or perception that an individual is not conforming to expected gender roles or conduct or is homosexual, regardless of whether or not the individual self-identifies as homosexual or transgender.

Students who believe they have been subjected to sexual harassment, or the parent/legal guardian/other responsible adult of a student who believes their student has been subjected to sexual harassment, are encouraged to bring their concerns to **any** District staff member, including a counselor, teacher, Title IX coordinator, or administrator.

Formal complaint procedures may be found on the Hazen School District website.
<https://www.hazen.k12.ar.us/o/hsd/page/state-required-info>

STUDENT PARKING /STUDENTS' VEHICLES (Board Policy 4.33)

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.

Students who park off campus in areas such as street parking, city-designated parking, or lots where local businesses or nearby churches allow parking are expected to follow all city ordinances and the rules established by the property owners. Students are also subject to all school rules and the Student Code of Conduct while parked in these areas before, during, and after the school day. The District assumes no responsibility for vehicles parked off campus.

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 cameras¹, 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 customary².

Signs shall be posted on campus buildings and in district vehicles to notify students, staff, and visitors that video cameras may be in use³. 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 vehicles⁴. 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 erased⁵ 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 14 days after they were created⁶.

Videos⁷, 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;^{8,9} 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 equipment¹, automatic identification, or data compilation devices shall be subject to appropriate disciplinary action and referral to appropriate law enforcement authorities.

PROSECUTION UNDER CRIMINAL CODE

A.C.A. §5-71-206 It shall be the policy of the board that the Hazen Schools shall be conducted in an orderly manner in an atmosphere conducive to education, and this policy shall be enforced with all tools at the command of the school district, including the prosecution of those individuals and/or students who disrupt the orderly operation to the school system and educational process under Section 41-1447, Arkansas Statutes (02-22-72).

"It shall be unlawful for any group composed of two (2) or more persons to act jointly with one another, or attempt any action in conjunction with one another, to obstruct or bar any hallway or door of any campus building or facility, seize control of said building or campus facilities, prevent the meeting of or cause the disruption of any classes, or erect any type of barricades aimed at obstructing the orderly passage of persons or vehicles onto or off of campus grounds at the public, private, parochial schools and colleges of this state. Provided, however, that nothing herein shall apply to the activities of any labor organization or teacher's organization." (Section 41-2969, formerly 41-1447, Arkansas Criminal Code. Section 41-2970, formerly 41-1448, deals with penalties for violations.)

FAILURE TO REPORT ACTIONS OR PLANS TO HARM PEOPLE OR DAMAGE PROPERTY

Any student, parent, guardian who fails to report the actions or plans of another person to a teacher or administrator where actions or plans, if carried out, could result in harm to another person or persons or cause damage of property when the student has informed about such actions or plans could face liability issues.

RECOVERY OF DAMAGES FOR DESTRUCTION OF PROPERTY

A.C.A. §9-25-102 "The State, or any county, city, town, or school district, or any person, corporation or organization shall be entitled to recover damages in an amount not in excess of five thousand dollars (\$5,000) in a court of competent jurisdiction from the parents of any minor under the age of eighteen (18), living with the parents, who shall maliciously or willfully destroy, damage or deface real, personal or mixed property, belonging to the State or any such county, city, town, or school district, or any person, corporation or organization

HOMECOMING GUIDELINES AND PROCEDURES

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 in 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 Spirit Days and the pep rally with the approval of the High School Administration. Spirit days will be for pre-k through 12th grade.

Selection of the Court

The Homecoming Court will consist of 16 girls.
There will be two (2) girls selected from the 7th Grade;
There will be two (2) girls selected from the 8th Grade;
There will be three (3) girls selected from the 9th Grade;
There will be two (2) girls selected from the 10th Grade;
There will be three (3) girls selected from the 11th Grade;
There will be four (4) girls selected from the 12th Grade.

All girls in grades 7-12 will be eligible to be elected to the court in their respective grades. Any girl may request that her name be removed from consideration, but this request must be in writing and contain a parent/guardian signature.

Students will only be allowed to vote for the court representative in their respective grades. The top 2 vote-getting girls in the 7th Grade, the top 2 vote-getting girls in the 8th Grade, the top 3 vote-getting girls in the 9th Grade, the top 2 vote getting girls in the 10th Grade, the top 3 vote-getting girls in the 11th Grade, and the top 4 vote-getting girls in the 12th Grade will be selected for the Court.

In the event of a tie for the final Court position in each grade, a runoff election between the two finalists. All voting times and procedures will remain the same.

Selection of the Queen

The Queen will be chosen from the four 12th Grade girls who were elected to the Court.

Only students in grades 10-12 may vote for Queen. The girl with the most votes will be named Queen.

In the event of a tie a runoff election will be held. All voting times and procedures will remain the same.

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 cheer captain will pass down the scepter. The Student Council will provide the scepter. The scepter will be returned to the Student Council each year at the conclusion of homecoming festivities Friday evening. Flowers will be provided to the Queen. All other Court members in grades 10-12 are responsible for purchasing their own flowers.

Selection of the Princess

The Princess will be chosen from the three 9th Grade girls who were elected to the Court.

Only students in grades 7-9 may vote for Princess. The girl with the most votes will be named Princess. In the event of a tie a runoff election will be held. All voting times and procedures will remain the same.

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. Flowers will be provided to the Princess. All other Court members in grades 7-9 are responsible for purchasing their own flowers.

Escorts

All 12th and 9th Grade football players will walk in the Coronation Ceremony. The Queen will choose the King from among the 12th Grade football players. The Princess will choose her escort from among the 9th Grade football players. The remainder of the boys will be chosen lottery-style and assigned to the Princess and other Court members. Some girls may be escorted by two football players.

Flower Girl and Ring Bearer

The King and Queen may choose to have attendants – one boy and one girl. These attendants must be students at Hazen Elementary in Pre-K, Kindergarten, or 1st Grade.

Dress Code

- All Court members will wear long dresses. 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 8:50 a.m. They must be at school one full period before leaving or will forfeit any and all participation privileges in the Homecoming Ceremony. Exceptions to this may only be approved by the High School Principal.

Eligibility

Walking in homecoming is an honor and a privilege, not a right. Every player, queen, princess, 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.

Crowning Ceremony

Students participating in the Homecoming Ceremony must attend first period, but will be dismissed at 8:50 a.m.

The Hazen Alumni Association will decorate the Hornets' Nest Arena for the ceremony and, along with Court parents, will clean up the arena after the ceremony.

Homecoming Parade and Floats

The parade will begin immediately after the Crowning Ceremony, once the Court members are ready.

The parade will be under the direction of the Student Council. Participation in the parade is voluntary, at your own risk, and not required.

Floats for grades 7–12 will be organized by the parents of the respective grade levels.

The parade line-up will take place on North Hazen Avenue. The Superintendent will contact the police to request that the street be blocked off for parade staging.

Evening Ceremony

Photography will begin on the field at 5 p.m., and the ceremony will begin at 6 p.m.

All Court members will be escorted by one male family member.

All Court members must remain on the track throughout the entire game, but are welcome to cheer during the 3rd quarter of the football game. In the event of inclement weather, the principal will decide when or if the Court may be dismissed early.

In the event of rain or inclement weather, the Evening Ceremony will be held in the Hornets' Nest Arena. The principal will make this announcement to all district parents.

JUNIOR AND SENIOR PROM

Rules to be read and signed by parent/guardian and student: Rules are subject to change each year. Contact the High School 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 6:45 p.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. Prom Dates:
 - Must be in at least the 10th grade and cannot have turned 21 by the date of prom.
 - Must furnish a valid ID if they do not attend Hazen.

- Are subject to approval by the administration.
3. 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.
 4. Students who leave the prom will not be readmitted!
 5. 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.
 6. 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.
 7. Senior class members will be excused after 3rd period. Seniors must be at school 3 full periods or they will not be allowed to attend prom activities.
 8. 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.
 9. Seniors, servers and 10th grade dates will be allowed to sign themselves out the day of prom once this contract and permission slip is returned and parent/guardian signature is verified by the office.
 10. Any student who does not return their contract/ permission slip will not be allowed to attend prom activities.

SCHOOL/CLASS/CLUB SPONSORED EXTRACURRICULAR ACTIVITIES

- 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.
- 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.
- Every school sponsored activity/party/celebration 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 in advance. Every school activity/party/celebration 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.

FORMS

**Use this section as a reference only.
(DO NOT DUPLICATE)**

RECEIPT OF STUDENT HANDBOOK

Dear Student and Parent:

This handbook has been prepared to provide you with information that you need so that you are familiar with the policies, procedures and expectations of Hazen Public School District. This handbook is in compliance with current laws governing Arkansas public schools and the adopted board policies of the Hazen Public School District. In the event that there is a conflict between the local school parent/student handbook and the district board policy, the one with the more recently adopted language will be considered binding and controlling on the matter.

This handbook has been prepared for the purpose of outlining for you the expectations of Hazen Public School District in regard to student conduct, and providing you with information concerning the operation of the total school program.

Hazen School District will provide electronic handbooks. Handbooks will be available online at www.hazen.k12.ar.us. Parents/guardians who do not have electronic devices to access the online handbook or who wish to receive a paper copy may do so by requesting one from your student's building.

Students who lose their paper copy handbook may purchase additional handbooks for \$5.00 a copy.

Please make sure you receive a packet of information documents to sign and return to school. We must have all of these documents on file for each student in our district.

The signatures below reflect the individuals acknowledge they have received a Hazen School District Parent/Student handbook (either electronic or paper) with the following policies:

1. Homework
2. Discipline Policy/Student Behavior
3. Weapons and Firearms
4. Attendance and Absences
5. Retention
6. Bus Policy
7. Bullying
8. Objection to Media of Directory Material
9. Internet Use
10. Photo Display
11. Participation of Surveys
12. Medication
13. Grading
14. Use of Cell Phone and Electronic Devices

We have received a Hazen Public School District Handbook (either electronically or paper), and a packet of required information documents to sign and return to school.

Student Signature: _____

Parent/Guardian Signature: _____

Date: _____

Permission to Display Photo of Student YES or NO
HAZEN PUBLIC SCHOOLS

Dear Parent/Guardian:

Your child's vision and hearing may be screened by a school nurse this school year. With parental consent, Hazen Public Schools can seek federal Medicaid/ARKids First reimbursement for the cost of health services provided for students who have Medicaid/ARKids First.

If your child is covered by Medicaid/ARKids, please complete the form below and return it to the school by October 1, 2024.

Your cooperation is greatly appreciated.

In compliance with the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 123g; 34 CFR Part 99)

I, _____, give permission for my child, _____'s,
(Parent/Guardian Name) (First and Last Name)

personally identifiable information/student education records to be disclosed to a Third Party Billing Agent for the purpose of billing Medicaid and/or private insurance.

Printed Name of Parent/Guardian _____

Parent/Guardian Signature _____ Date Signed _____

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)

5.20 F1—PERMISSION TO DISPLAY PHOTO OF STUDENT ON WEB SITE

I hereby grant permission to the Hazen School District to display the photograph or video clip of me/my student (if student is under the age of eighteen {18}) on the District's web site, including any page on the site, or in other District publications without further notice. I also grant the Hazen School District the right to edit the photograph or video clip at its discretion.

The student's first name and first initial of his/her last name may be used in conjunction with the photograph or video clip. The home address of the student, telephone number, or parent's names will not be displayed on any Hazen School District web page. It is understood, however, that once the photograph or video clip is displayed on a web site; the District has no control over how the photograph or video clip is used or misused by persons with computers accessing the District's web site.

I (we) agree to defend and hold harmless the members of the Hazen School Board, the Hazen School District, its officers, employees, agents, successors and assignees from and against any and all claims and liabilities resulting from displaying my/my student's photograph or video clip.

YES, I Give Permission

NO, I Do Not Give Permission

5.24F1—PERMISSION TO PARTICIPATE IN A SURVEY, ANALYSIS, OR EVALUATION

PLEASE CHOOSE ONE

I, the undersigned, being a parent or guardian of a student, or a student eighteen (18) years of age or older, hereby grant my permission for the student named below to participate in the following survey, analysis, or evaluation.

YES, I Give Permission

NO, I Do Not Give Permission

Name of student (Printed)

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

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

4.29F—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 laws and regulations and any State laws and rules. 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;
- 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; or
- 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 _____

