**WEINER ELEMENTARY SCHOOL**

**Student Handbook ~ Grades K-6**

**2013-2014**

“Working Toward

Excellence and Success!”



**Dear Parents & Students of Weiner Elementary,**

**We are excited that you are a part of Weiner Elementary School! We have a great year planned and the faculty and staff is looking forward to working with your family this year.**

**Our goal in preparing this handbook is to help you become familiar with the procedures and rules of our school. We hope it will answer many questions you may have. *Please read the information within, sign page 1, and return it to school by the end of the first week of school.* This will help us work with you and provide you the best school service we can.**

**Please do not hesitate to call, email, or stop by the school office if you have specific concerns or questions.**

 **Telephone: 870-684-2252**

 **Office Fax: 870-684-2684**

 **Harrisburg School District Web Site:** [**http://sting.k12.ar.us**](http://sting.k12.ar.us)

 **Weiner Elementary Web Site:** [**http://cardinal.k12.ar.us**](http://cardinal.k12.ar.us)

 **Pam Hogue, Principal**

 phogue@hbgsd.org

**WEINER ELEMENTARY SCHOOL**

**STUDENT HANDBOOK RECEIPT - 2013/2014**

**STUDENT NAME:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_GRADE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

My signature below is acknowledgment that I have received a copy of the 2012/2013 Weiner Elementary School Handbook outlining school Internet policy, bus regulations, detailing the overall discipline plan, including the guidelines for suspension/expulsion of students and for possession of any firearm or other prohibited weapon.

\*My signature also indicates that I have received information regarding the Smart Core curriculum and Graduation requirements.

1. Current state law and local school board policy permit the use of corporal punishment as a disciplinary action for problems occurring in the school. Please check one of the following:

* My child MAY receive corporal punishment as one of the discipline measures.

Parent/Guardian will **not** be called prior to paddling.

* My child MAY NOT receive corporal punishment as one of the discipline measures. I understand that the alternative punishment is one day out-of-school suspension for each swat refused.

2. I have been provided the opportunity to purchase student accident insurance.

* Yes No

3. I have been provided the opportunity to apply for Free or Reduced Price School Meals.

* Yes No

4. My child has permission to attend events away from school which require travel by school bus.

* Yes No

5. I grant permission to Harrisburg School District to display and/or edit a photo/video clip of my child on the school web sites.

* Yes No

6. I grant permission to Harrisburg School District to display my child’s name in conjunction with their photograph on the school web sites.

* Yes No

7. I have received a copy of the district parental/community involvement policy detailed in this handbook.

 Yes No

8. I grant permission to Harrisburg School District to post my child’s name and/or picture in the local newspapers for honor roll, school activities etc.

 Yes No

**I will abide by the policies/rules as directed by the Harrisburg Board of Education, Administration and Teachers**.

[Privacy of Student’s Records: The form for objecting to the release of directory information and district web site permission is located in the back of this book.]

**STUDENT SIGNATURE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PARENT SIGNATURE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PLEASE COMPLETE, SIGN, AND RETURN TO YOUR CHILD’S TEACHER**

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**Weiner Elementary School Calendar**

**2013-2014**

**“WORKING TOWARD EXCELLENCE AND SUCCESS”**

|  |  |
| --- | --- |
| June 4-5August 6-7 & 12-15August 15August 19September 2October 18October 24October 25November 27-29December 19December 20-January 3January 6January 20February 17March 14March 20March 21March 24-28May 26May 28May 29May 30June 2 | Teacher InserviceTeacher InserviceOpen HouseFirst Student DayHolidayEnd of 1st Nine WeeksParent Teacher ConferencesTeacher InserviceHolidayEnd of 2nd Nine WeeksHolidayStudents returnHoliday – Snow DayHoliday – Snow DayEnd of 3rd Nine WeeksParent Teacher conferencesTeacher InserviceSpring BreakHolidayEnd of 4th Nine Weeks – Last Student DaySnow DaySnow DaySnow DayAdditional Snow Days may be added to the end of the Calendar if necessary. |

 Additional special events and parent/community activities for the school year will be announced by weekly teacher notices, administrator’s notes, newsletters, and/or notices in the local papers.

**WEINER ELEMENTARY SCHOOL MISSION STATEMENT**

Believing all students can learn, the staff of Weiner Elementary School is committed to providing equitable opportunities for successful learning, enabling students to become contributing members of society.

**ADVISORY COMMITTEE**

\*\*Elementary student input was gained from parent/child recommendations.

According to Act 706 of 1997, guidelines for school district discipline policies shall include the following:

Parents, students and school district personnel, including teachers, shall be involved in the development of school district student discipline policies.

The student discipline policies shall be reviewed by the school district's committee on personnel policies annually. The committee may recommend changes in the policies to the board of directors of the local school district.

In the event that there is a conflict between the student handbook and a general board policy or policies, the more recently adopted language will be considered binding and controlling on the matter.  For further details see District Policy 4.42.

**EQUAL EDUCATION OPPORTUNITIES**

The focus of all school activities shall center on the development of the student. All policies of the board shall be directed toward the educational development of those students enrolled in the schools of the district.

It shall be the policy of the board that no person shall be denied of any educational program or activity on the basis of race, color, handicap, creed, national origin, age or sex. All programs offered by schools within the district will be open to all students in compliance with statutory judicial requirements.

**PARENT AND COMMUNITY INVOLVEMENT**

The Harrisburg School District recognizes the powerful influence of parent and community involvement. When community, parents, family and supporting agencies join together, students achieve greater success. Numerous activities and special programs are provided throughout the school year in an effort to involve parents and community in a full partnership with the school. The Parent Center is housed in the home economics/ISS building on the Weiner Campus. The parent center coordinator can be contacted through the elementary office.

**STUDENT HANDBOOK**

It shall be the policy of the Harrisburg school district that the most recently adopted version of the Student Handbook be incorporated by reference into the policies of this district. In the event that there is a conflict between the student handbook and a general board policy or policies, the more recently adopted language will be considered binding and controlling on the matter provided the parent(s) of the student, or the student if 18 years of age or older have acknowledged receipt of the controlling language.

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

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

**SCHEDULE**

The school day begins at 7:55 a.m. and ends at 3:05 p.m. Breakfast is served from 7:30 to 8:00 a.m. Car riders eating breakfast at school should arrive at the cafeteria no later than 7:45 a.m. in order to be in the classroom on time. Students are not supervised before 7:30 a.m. Students should NEVER be dropped off at school before this time! For the safety of the students it is imperative that parents monitor drop off time carefully. **The daily schedule may have be altered to accommodate bus routes.**

\*PARENTS WILL RECEIVE A DAILY CLASSROOM SCHEDULE AT THE BEGINNING OF THE SCHOOL YEAR.

**ATTENDANCE**

Every parent, guardian, or other person having custody or charge of any child age five (5) through seventeen (17) years on or before August 1 of that year who resides, as defined by policy (4.1—RESIDENCE REQUIREMENTS), within the District shall enroll and send the child to a District school with the following exceptions.

The child is enrolled in private or parochial school.

The child is being home-schooled and the conditions of policy (4.6—HOME SCHOOLING) have been met.

The child will not be age six (6) on or before August 1~~5~~ of that particular school year and the parent, guardian, or other person having custody or charge of the child elects not to have him/her attend kindergarten. A kindergarten wavier form prescribed by regulation of the Department of Education must be signed and on file with the District administrative office.

The child has received a high school diploma or its equivalent as determined by the State Board of Education.

The child is age sixteen (16) or above and is enrolled in a post-secondary vocational-technical institution, a community college, or a two-year or four-year institution of higher education.

The child is age sixteen (16) or seventeen (17) and has met the requirements to enroll in an adult education program as defined by A.C.A. § 6-18-201 (b).

**ABSENCES**

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

Education is more than the grades students receive in their courses. Important as that is, students’ regular attendance at school is essential to their social and cultural development and helps prepare them to accept responsibilities they will face as an adult. Interactions with other students and participation in the instruction within the classroom enrich the learning environment and promote a continuity of instruction which results in higher student achievement. In recognition of the need for students to regularly attend school, the district’s policy governing student absences is as follows.

**Excused Absences**

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

1. The student’s illness or when attendance could jeopardize the health of other students. A maximum of five (5) such days are allowed per semester unless the condition(s) causing such absences is of a chronic or recurring nature, is medically documented, and approved by the principal;
2. Death or serious illness in their immediate family;
3. Observance of recognized holidays observed by the student’s faith;
4. Attendance at an appointment with a government agency;
5. Attendance at a medical appointment;
6. Exceptional circumstances with prior approval of the principal; or
7. Participation in an FFA, FHA, or 4-H sanctioned activity;
8. Participation in the election poll workers program for high school students.
9. Absences granted to allow a student to visit his/her parent or legal guardian who is a member of the military and been called to active duty, is on leave from active duty, or has returned from deployment to a combat zone or combat support posting. The number of additional excused absence 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 and twelve.
11. 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.

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

**Unexcused Absences**

Absences not defined above or not having an accompanying note from the parent or legal guardian, presented in the timeline required by this policy, shall be considered as unexcused absences. Students with eleven (11) unexcused absences in a course in a semester shall not receive credit for that course. At the discretion of the principal after consultation with persons having knowledge of the circumstances of the unexcused absences, the student may be denied promotion or graduation. Excessive absences shall not be a reason for expulsion or dismissal of a student.

When a student has five (5) unexcused absences, his/her parents, guardians, or persons in loco parentis shall be notified. Notification shall be by telephone by the end of the school day in which such absence occurred or by regular mail with return address sent no later than the following school day.

Whenever a student exceeds ten (10) unexcused absences in a semester, the District shall notify the prosecuting authority and the parent, guardian, or persons in loco parentis shall be subject to a civil penalty as prescribed by law.

At any time prior to when a student exceeds the number of unexcused absences permitted by this policy, the student, or his/her parent, guardian, or person in loco parentis may petition the school or district’s administration for special arrangements to address the student’s unexcused absences. If formal arrangements are granted, they shall be formalized into a written agreement which will include the conditions of the agreement and the consequences for failing to fulfill the agreement’s requirements. The agreement shall be signed by the student, the student’s parent, guardian, or person in loco parentis, and the school or district administrator or designee.

**The principal has the right to determine and make allowances for extenuating circumstances.**

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

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

**CLOSED CAMPUS**

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

**STUDENT DISCIPLINE**

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

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

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

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

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

**BUS REGULATIONS**

Students needing to ride a different bus or car in the afternoon should have a note from the parent. Bus information must indicate the name and physical address of the student’s destination. When parents call the office to inform students of a change in regular routine the student password will be required and then the elementary office will provide a note to the teacher and/or bus driver. It is the parent’s responsibility to know the animal name of the bus. That information can be obtained from the Bus Shop (870-578-2415). IF A STUDENT DOES NOT HAVE A WRITTEN NOTE, HE/SHE WILL BE PLACED ON THE BUS ACCORDING TO HIS/HER ROUTINE DEPARTURE PROCEDURE.

Students shall be instructed in safe bus riding practices and emergency evacuations.

**CONDUCT ON SCHOOL BUSES**

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

The bus driver is in full charge of the bus and riders. Riders should show respect for the bus driver and obey him promptly and cheerfully. The school district supports the following specific bus regulations. It is the responsibility of the each student riding the bus to obey the driver and following rules:

While riding the bus, students are under the supervision of the driver and must obey the driver at all times.

Be at the bus stop at the scheduled time. Stand back about ten feet from the bus stop and wait until the door is opened before moving closer to the bus. Do not play on the highway. If you miss the bus, do not attempt to hitch-hike or walk to or from school.

While loading or unloading, enter or leave the bus orderly and quickly.

Students are expected to conduct themselves in a manner such that they will not distract the attention of the bus driver or disturb other riders on the bus (which includes keeping your hands to yourself, attend to your own matters, leave other pupils alone and be reasonably quiet).

No knives or sharp objects of any kind are allowed: neither firearms, pets nor other living animals, etc.

Pupils must keep seated while the bus is in motion.

Every passenger must be seated before the driver will operate the bus. Do not change seats while the bus is in motion. If someone leaves the bus and you wish to change seats, do so while the bus is stopped and only with the approval of the bus driver.

You are not to tamper with any of the safety devices such as door latches, fire extinguishers, etc.

Pupils are not to put their hands, arms, heads or bodies out of the window. Do not yell at anyone outside of the bus.

Students are not to deface the bus or any school property. Do not write on the bus or damage seats, etc. Do not throw paper, food or any other objects on the floor of the bus. Do not eat, drink or chew gum on the bus. Keep aisle of the bus clear of books, lunches, coats, etc.

Bullying is prohibited at designated bus stops and in school vehicles/buses.

Do not ask the bus driver to let you off anywhere but at your regular bus stop.

If the pupil must cross the highway to enter the bus, try to be on the right side of the road waiting for the bus. Wait until the bus comes to a complete stop and driver signals you to cross the highway.

Pupils who must cross the road after leaving the bus in the afternoon must go to a point on the shoulder of the road ten feet in front of the bus. Cross the highway only after the driver or the student patrol has signaled you to do so.

Do not damage road signs or warning signs placed on the highway by the Highway Department.

Pupils cannot ride any bus except their own without permission. Adult visitors are not allowed except in the case of extenuating circumstances. Permission must be secured from the superintendent or principal for extenuating circumstances.

The driver has the same authority as a teacher in disciplining children on the bus, but he/she is not to administer corporal punishment. Incidents on the bus must be reported promptly. The driver has the authority to suspend a student’s privilege to ride the bus, temporarily, for serious misconduct.

This is not intended to cover all of the “do’s and don’ts” but it is a very specific guide. The driver may find it necessary to interpret these policies in light of his or her own bus needs.

Remember: Riding the school bus is a privilege. Improper conduct, disobeying school or bus driver rules will result as follows:

 Minimum Penalty—Reprimand Maximum Penalty—Expulsion

Disciplinary measures for problems related to bus behavior shall include suspension or expulsion from school, or suspending or terminating the student’s bus transportation privileges. Transporting students to and from school who have lost their bus transportation privileges shall become the responsibility of the student’s parent or legal guardian.

Students are eligible to receive bus transportation if they meet the district requirements. Copies of the district bus transportation policy for student eligibility are available at the superintendent’s office. Bus routes and/or stops may be modified for reasons due to safety or necessity as determined by the superintendent. Bus snow routes may be designated as needed.

First Bus Offense: Student is counseled by the principal or her designee, and a copy of the Bus Incident Report sent home with the student. A copy of the Bus Incident Report must be signed by the parent and returned to school. Student’s teacher is notified of incident.

Second Bus Offense: Student is counseled by the principal or her designee and punishment (including, but not limited to, loss of recess, detention, written assignments, corporal punishment) is assigned. A copy of the Bus Incident Report must be signed by the parent and returned to school. Student’s teacher is notified of incident.

REPEATED OFFENSES WILL RESULT IN THE LOSS OF THE PRIVILEGE TO RIDE THE SCHOOL BUS!! !

NOTE: Depending on the severity of the offense, the principal or her designee reserve the right to administer corporal punishment or to deny the student the privilege to ride the bus on the first offense. If a student loses the privilege to ride the bus, they are still expected to attend school and it is the responsibility of the parent or guardian to see the child gets to and from school.

Parents should not enter the bus nor attempt to discuss any complaint or grievance with the bus driver while he/she is performing his/her duty. Any such complaint or grievance concerning students should be taken to the principal. Concerns regarding the bus driver must be directed to the transportation department (578-2415) and/or superintendent (578-2416). State law prohibits harassment of bus drivers while performing their duty. Act 247 of 2005 specifically states persons over 18 years of age that make unauthorized entry of a school bus are in violation of state law!

**SECURITY PASSWORD**

To increase the security level of taking telephone messages from parents/guardians through our office, we require a security PASSWORD for your child/children. You determine the word to be used as your password. Passwords can be changed by coming to the office or sending a written note to keep on file in the office. They cannot be changed over the telephone. The same password can be used for all children in your family to help you easily recall your password information. Please do not share your password with others. Emergency situations when the password is not available will be handled on a need basis. For the safety of your child, please promptly provide your password when calling the office!

**CAR RIDERS DROP-OFF AND PICK-UP PROCEDURE**

**MORNING DROP-OFF**:

Buses and private vehicles are not allowed to drop off students in the same area. Parents/guardians may drop off students at the side of the school (road next to the ball parks) in the morning. For the safety of the students, cars are to remain in a single line as students exit their vehicles. Passing other vehicles creates a dangerous situation for the children and therefore cannot be allowed. Do NOT drive through the campus parking lots where teachers/staff park. Do NOT drive in the driveway directly in front of the elementary school between the school and the playground or between the school and the cafeteria.

If a student is dropped off after 8:05 a.m., the parent/guardian must park in the area beside the school (road next to the ball parks) and walk the child inside through the front entrance by the office. A tardy notice must be completed at that time. All other elementary exit doors will be locked until the end of the school day.

**AFTERNOON PICK-UP**:

Bus loading and car rider student pick-up is required in separate locations. A car pick-up line will be formed in the area at the side of the school (road next to ball parks). Parents are to remain in the vehicles and teachers/staff will place the students inside as they approach the waiting area. For the safety of the children and staff all vehicles must remain in a single file with no passing, backing up, or turning around allowed.

If a student is picked up from inside the building by any person in a vehicle parked in the car loading/unloading areas before 3:00, an adult must enter the building and sign the student out from the office. This is considered an afternoon tardy.

Your cooperation and compliance with these pick-up procedures are essential for our dismissal plan. PLEASE REMEMBER - THE SAFETY OF OUR STUDENTS IS THE MOST IMPORTANT GOAL/OBJECTIVE OF OUR PLAN!!

**CONDUCT/BEHAVIOR**

All students are expected to conduct themselves at all times in a manner that will contribute to the best interest of the school system and not infringe on the rights of others. Students are NOT to chew gum during the school day or on school buses unless teachers and/or bus drivers give special permission to do so.

Individualized Assertive Discipline programs are used in the classrooms. Students are given the rules to follow and are told, in advance, the consequences of violating the rules. Consequences include; but are not limited to, the following: loss of classroom or extracurricular privileges, corporal punishment, detention, in-school suspension and home suspension. Parents are routinely notified when frequent or serious violations occur. Conferences including parent, student, principal and teacher may be required before reentry into the classroom when serious and/or repeated violations occur. Consequences include:

 Minimum Penalty—Reprimand Maximum Penalty—Expulsion

At all times students are expected to behave in a satisfactory manner. A school-wide policy is in effect concerning:

**PLAYGROUND/CARDINAL COURT BEHAVIOR RULES**

Follow directions of duty teacher/instructional assistant.

Stay in assigned area.

Stay where a duty teacher/instructional assistant can see you at all times.

Use equipment properly.

Do not go up the slide backward. Go down the slide face forward in a seated position.

Only one person per swing, no twisting swings, no jumping from swings and no standing in swings.

No sitting or standing on top of horizontal climbing ladders.

Basketball/Kickball/soccer must be played in a safe manner or the privilege will be taken away.

No wrestling, chasing, footballs or hard balls allowed.

Hold all play equipment when bell rings and go immediately to assigned area to line up.

NO dangerous objects, throwing rocks, sand, dirt or sticks.

No cruel teasing, bad language/profanity, rude gestures or put-downs.

NO BULLYING!! !

NO FIGHTING!! ! Fighting will simply not be tolerated.

If activity time is being held in Cardinal Court, use inside –moderate voices.

Do not leave the Cardinal Court area without permission of the duty teacher/para-professional.

CONSEQUENCES (Minimum Penalty—Reprimand Maximum Penalty—Expulsion)

For Rules 1—7 Time out at recess and/or detention. (Time determined by the duty teacher and/or principal or her designee).

For Rule 8-10—Severe—Go to office. Fighting is unacceptable behavior and both parties will be punished unless the incident involves an unprovoked attack. Fighting, profanity, bullying, rude or vulgar gestures, and bad language will be punished by loss of recesses for 1 to 3 days, paddling or suspension.

Any problem that arises on the playground should be immediately reported to the duty teacher/instructional assistant. If the problem is serious enough; then, the duty teacher should refer it to the principal.

**CAFETERIA BEHAVIOR**

In the cafeteria, each student is expected to practice the general rules of good manners which one should find when dining in the home or in public. Simple rules of courteous behavior make the lunch period pleasant and relaxed. Students should assist in cleaning up spills or dropped food items. However; if students PURPOSEFULLY throw food or drop trays, they will be responsible for cleaning up in the area where the incident occurred in the cafeteria and may be temporarily removed from the cafeteria.

Lunch behavior reports will be given to the classroom teachers daily. Students/classes exhibiting exceptionally good manners/behavior will be presented individual and classroom awards. Classroom teachers also provide numerous positive incentives and/or rewards for exemplary cafeteria behavior.

**CAFETERIA RULES**

Walk at all times.

Keep hands, feet and objects to yourself.

Use appropriate manners and conversation.

Use a calm, peaceful voice at all times.

Follow directions.

**CONSEQUENCES**

 Warning/Verbal Reprimand

 Relocate student to a different table to eat lunch silently.

 Remove student from cafeteria to complete lunch in time-out area.

 Continual or more serious infractions will result in a 2—3 day suspension from the cafeteria. In such instance, student will have lunch in a designated area under the supervision of a lunch monitor.

Serious behavior incidents, as determined by the duty teacher/instructional facilitator, will be referred to the principal.

**HALL AND RESTROOM BEHAVIOR RULES**

Students should conduct themselves in a quiet, orderly manner while in the hallways and restrooms.

**CONSEQUENCES**

Any teacher or instructional facilitator who observes a student misbehaving enough to be corrected should correct the student and notify the student’s teacher. The classroom teacher should then have that student pull his or her card for the offense or assign appropriate consequences.

**DAMAGING OR STEALING SCHOOL PROPERTY**

Theft or destruction of school property will be viewed as a serious breach of discipline and will be treated as such. Students willfully or intentionally damaging, destroying, defacing or stealing school property shall face disciplinary action. Parents will be notified and expected to pay for repair/replacement of the school property. Appropriate consequences including loss of recess, detention, suspension or expulsion will be assigned depending upon the severity of the damage or the cost of the property to be replaced. Legal action will result for criminal offenses regarding theft or destruction of school property and suspension or expulsion may be recommended by the principal.

**ALCOHOL AND DRUGS**

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 Harrisburg 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; is en route to or from school or any school sponsored activity.

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

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

**BULLYING** (Minimum Penalty—Reprimand Maximum Penalty—Expulsion)

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

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

**Definitions:**

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

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

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

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

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

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

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

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

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

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

Necessary cessation of instruction or educational activities;

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

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

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

Examples of “Bullying” may include but are not limited to a pattern of behavior involving the following:

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

Pointed questions intended to embarrass or humiliate,

Mocking, taunting or belittling,

Non-verbal threats and/or intimidation such as “fronting” or “chesting” a person,

Demeaning humor relating to a student’s race, gender, ethnicity or actual or perceived attributes,

Blackmail, extortion, demands for protection money or other involuntary donations or loans,

Blocking access to school property or facilities,

Deliberate physical contact or injury to person or property,

Stealing or hiding books or belongings, and/or

Threats of harm to student(s), possessions, or others.

Sexual harassment, as governed by policy 4.27, is also a form of bullying,

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

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

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

Notice of what constitutes bullying, the District’s prohibition against bullying, and the consequences for students who bully shall be conspicuously posted in every classroom, cafeteria, restroom, gymnasium, auditorium, and school bus. Parents, students, school volunteers, and employees shall be given copies of the notice. Note: Different consequences depending on the age or grade of the bullying student are permissible. Example: A student might be disciplined both for bullying and sexual harassment, in an appropriate situation, or bullying and assault.

A copy of the district bullying policy shall be available upon request.

**THREATS**

Threat is defined as an intention (verbal, written or by gesture) to inflict bodily harm or death. Act 1046 of 2001: A person commits the offense of communicating a DEATH THREAT (Class D Felony) concerning a school employee or student if:

The person communicates to any other person a threat to cause the death of a school employee or student;

The threat involves the use of a firearm or other deadly weapon;

A reasonable person would believe the person making the threat intends to carry out the threat;

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.

Any student willfully and intentionally assaulting or threatening to assault or abuse any student, teacher, principal, superintendent or other school employee is subject to disciplinary action which may include suspension, expulsion and legal action. We are required by law to report threats to the superintendent of schools and local law enforcement. Consequences for threats will include removal from classroom, suspension and parent notification. Consequences for second and/or repeated threats will include home suspension, and a parent conference will be required before the student will be allowed to return to class. The principal of a public school is required to report all felonies or other violent criminal acts committed against a student, teacher or other school employee to the appropriate local law enforcement agency and to the superintendent of the school district.

Act 207 of 1997 redefines the crime of second degree battery (a Class D felony). A person commits battery in the second degree if: (1) With the purpose of causing physical injury to another person, he causes serious injury to any person; (2) With the purpose of causing physical injury to another person, he causes physical injury to any person by means of a deadly weapon other than a firearm; (3) He recklessly causes serious physical injury to another person by means of a deadly weapon or (4) He intentionally or knowingly without legal justification causes physical injury to one he knows to be: A teacher or other school employee while acting in the course of employment or an individual twelve (12) years of age or younger.

**STUDENT SEXUAL HARASSMENT**

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

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

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

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

Submission to the conduct is made, either explicitly or implicitly, a term or condition of an individual’s education;

Submission to, or rejection of, such conduct by an individual is used as the basis for academic decisions affecting that individual; and/or

Such conduct has the purpose or effect of substantially interfering with an individual’s academic performance or creates an intimidating, hostile, or offensive academic environment.

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

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

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

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

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

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

**PROHIBITED ARTICLES**

Students are not to bring articles to school that are considered to be hazardous to the safety of others or to interfere with the school procedure. Such items are undesirable and will be impounded or confiscated. Such items include but are not limited to: cigarette lighters, chains, pocket knives and sharp objects of any kind are prohibited, as well as controlled substances/tobacco, fireworks, undesirable literature/printed materials, shaving cream and water toys.

Possession by a student of a paging device, beeper or similar electronic communication device on the elementary school campus is prohibited unless required by a physician for health purposes or other compelling reason. Such devices will be immediately confiscated, turned in to the principal or her designee and held until the student’s parent attends a conference with the principal and/or her designee. Such prohibited devices and required conferences will be documented in the student’s annual disciplinary folder.

Hand-held laser pointers are prohibited for persons under 18 years of age, according to Act 1408 of 1999. Hand-held laser pointers shall be confiscated and held by the principal until the parent/guardian attends a conference with the principal. If the parent does not attend the conference within a week, the device will be discarded.

**POSSESSION AND USE OF CELL PHONES AND OTHER ELECTRONIC DEVICES**

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

To protect the security of state originated tests that are administered as part of the Arkansas Comprehensive, Testing, Assessment and Accountability Program (ACTAAP), no electronic, device as defined in this policy shall be accessible by a student at any time during test administration unless specifically permitted by a student's IEP or individual health plan,.**1** This means that when a student is taking an ACTAAP assessment, the student shall not have his/her electronic device in his/her possession. Any student violating this provision shall be subject to this policy's disciplinary provisions.

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

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

1. Using electronic devices during class time in any manner other than specifically permitted by the classroom instructor;
2. Permitting any audible sound to come from the device when not being used for reason #1 above;
3. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, or wrongfully obtaining test copies or scores;
4. Using the device to take photographs in locker rooms or bathrooms;
5. Creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person.

Use of an electronic device is permitted to the extent it is approved in a student’s individualized education program (IEP) or it is needed in an emergency that threatens the safety of students, staff, or other individuals.

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

The student and/or the student’s parents or guardians expressly assume any risk associated with students owning or possessing electronic devices. Students misusing electronic devices shall have them confiscated. Confiscated devices may be picked up at the school’s administration office by the student’s parents or guardians.Students have no right of privacy as to the content contained on any electronic devices that have been confiscated.

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

Violation may result in disciplinary action up to and including expulsion. All confiscated cell phones must be turned into the office immediately.

MINIMUM: Principal Conference/ Device confiscated

1st Offense: Adult pick up

2nd Offense: Adult Pick up at end of semester.

3rd Offense: Adult Pick up last day of school.

Maximum: Expulsion

**PROHIBITED CONDUCT**

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

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

**WEAPONS AND DANGEROUS INSTRUMENTS**

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

A weapon is defined as any knife, gun, pistol, revolver, shotgun, BB gun, rifle, pellet gun, razor, ice pick, dirk, box cutter, numchucks, pepper spray or other noxious spray, explosive, or any other instrument or substance capable of causing bodily harm.

Possession means having a weapon, as defined in this policy, on the student’s body or in an area under his/her control. If, prior to any questioning or search by any school personnel, a student discovers that he/she has accidentally brought a weapon to school including a weapon that is in a 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. 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**1** shall be recommended for expulsion for a period of not less than one year. The superintendent shall have the discretion to modify such expulsion recommendation for a student on a case-by-case basis.**2** 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.**3** 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 visibly stored inside a locked vehicle on school property nor to 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.**4**

A firearm brought inadvertently to school by a student shall be grounds for disciplinary action against the student, but the School Board of Directors may consider the “inadvertent circumstances” of the incident in determining the student’s discipline.

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.

**STUDENT/PERSONAL BELONGINGS**

The school is not responsible for personal property that students give away, trade or sell. Such actions cause disruptive behavior and are discouraged. Parents will be responsible for contacting parent of other student involved if personal belongings need to be returned to the owner. The principal, teachers or school personnel will *not* serve as mediators or contact persons in such incidents. Students simply should NOT SELL, TRADE OR GIVE AWAY their personal belongings.

Toys, trading cards (Pokémon or baseball cards, for example) electronic games, radios, remote control cars and CD players should NOT be brought to school. If such items are brought to school, they will be confiscated and parents must pick them up.

**CORPORAL PUNISHMENT AND OTHER DISCIPLINE**

Disciplinary measures that may be used by school officials to maintain discipline and order within the school may include, but are not limited to, the following: Minimum Penalty—Reprimand Maximum Penalty—Expulsion

Verbal reprimand/Conference with student.

Time out.

Loss of activity time.

Written punishment assignment.

Phone call or letter/note to parent.

Referral to counselor or other staff member.

Detention.

Parent conference.

Corporal punishment.

Suspension (Class, Temporary, In-School or Home).

Notification of superintendent and/or law officials.

Expulsion.

\*\*The above items are listed as informational and are NOT listed in specific order of consequences.

**CORPORAL PUNISHMENT**

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

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

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

In each case, a written report will be submitted to the principal or her designee and placed in the student’s disciplinary folder. Refusals to accept corporal punishment will be handled on an individual basis; but, in general, the student can expect to be suspended from school one day for each swat refused.

The teacher may remove a student from class when the student has repeatedly interfered with the teacher’s ability to teach the students in the class or with the ability of the student’s classmates to learn or whose behavior the teacher determines is so unruly, disruptive or abusive that it seriously interferes with the teacher’s ability to teach the students in the class or with the ability of the student’s classmates to learn.

If a teacher removes a student from class twice during any nine (9) week grading period, the principal or her designee may not return the student to the teacher’s class unless a conference is held for purposes of determining the causes of the problem and possible solutions.

**DETENTION**

Individual classroom discipline plans are provided to parents at the beginning of the school year. Students in Grades K and 6 will be assigned detention according to the individual classroom policies. Detention may be used as a disciplinary tool for rule infractions that are considered severe or for minor reoccurring misbehavior. Detention will be a loss of free time (break, activity time, special class etc.) The student will report to a supervised area away from the student body and will study or work (without talking) during this time. When students receive detention three days in a one-week period, in-school suspension will be assigned by the principal or the principal’s designee. Only one in-school suspension will be assigned per semester for reoccurring detentions. Subsequent three-day detentions in one week will result in home suspension. Parents have the right to request a hearing before the superintendent and/or board of directors when home suspensions occur. The principal should be contacted in order to schedule the hearing.

**SUSPENSIONS**

Students not present at school cannot benefit from the educational opportunities the school environment affords. Administrators, therefore, shall strive to find ways to keep students in school as participants in the educational process. There are instances, however, when the needs of the other students or the interests of the orderly learning environment require the removal of a student from school. The Board authorizes school principals or their designees to suspend students for disciplinary reasons for a period of time not to exceed ten (10) school days,1 including the day upon which the suspension is imposed. The suspension may be in school or out of school. Students are responsible for their conduct that occurs: at any time on the school grounds; off school grounds at a school-sponsored function, activity, or event; going to and from school or a school activity. A student may be suspended for behavior including, but not limited to that which:

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

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

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

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

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

It is the parents’ or legal guardians’ responsibility to provide current contact information to the district which the school shall use to immediately notify the parent or legal guardian upon the suspension of a student. The notification shall be by one of the following means, listed in order of priority:2

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

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

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

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

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

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

**Types of Suspension at Weiner Elementary** consist of the following:

Class Suspension—Time Out in the Office Area.

In-School—This is given when it is necessary to remove students from the class for a period of time. In-School suspension is served in a supervised area on the Weiner Campus isolated from the student body.

Out-of-School (Home)—This is given when it is necessary to remove students from the school for a period of time. A student may not attend classes, come to the school campus, participate in extra-curricular activities or attend any school function while suspended. Exceptions to attend a school function may only be granted by the principal.

Actions which may result in a student being suspended:

Assaults/Threats.

Leaving school without permission.

Truancy.

Fighting.

Vandalism/Destruction of school property.

Excessive violation of school rules.

Insubordination, defiance, hostile or threatening acts.

Immoral or obscene behavior or language.

Disrespect for those in authority or toward other students.

Possession of dangerous weapons or objects.

Possession of illegal drugs or alcohol.

Disobedience of rules on school trips.

Possession or use of tobacco products.

Theft.

Gambling.

Inappropriate public displays of affection.

Cheating, copying or claiming another person’s work to be his/her own.

Inappropriate student dress.

Refusing corporal punishment.

Bullying.

Sexual/Verbal harassment.

Engaging in behavior designed to taunt, degrade or ridicule another person on the basis of race, ethnicity, national origin, sex or disability.

Any other behavior that disrupts the education process and the good order and discipline of the school.

Bus Violations

**EXPULSION**

The Board of Education may expel a student for a period longer than ten (10) school days for violation of the District’s written discipline policies. The Superintendent may make a recommendation of expulsion to the Board of Education for student conduct deemed to be of such gravity that suspension would be inappropriate, or where the student’s continued attendance at school would disrupt the orderly learning environment or would pose an unreasonable danger to the welfare of other students or staff.

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

The hearing shall be conducted not later than ten (10) school days following the date of the notice, except that representatives of the Board and student may agree in writing to a date not conforming to this limitation. The President of the Board, Board attorney, or other designated Board member shall preside at the hearing. The student may choose to be represented by legal counsel. Both the district administration and School Board also may be represented by legal counsel. The hearing shall be conducted in open session of the Board unless the parent, or student if age 18 or older, requests that the hearing be conducted in executive session. Any action taken by the Board shall be in open session. During the hearing, the Superintendent, or designee, or representative will present evidence, including the calling of witnesses that gave rise to the recommendation of expulsion. The student, or his/her representative, may then present evidence including statements from persons with personal knowledge of the events or circumstances relevant to the charges against the student. Formal cross-examination will not be permitted. However, any member of the Board, the Superintendent, or designee, the student, or his/her representative may question anyone making a statement and/or the student. The presiding officer shall decide questions concerning the appropriateness or relevance of any questions asked during the hearing.

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

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

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

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

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

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

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

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

Harrisburg Schools, school personnel, teacher, principal or other school employee shall cooperate with and not impede any investigation by officials on school property under Arkansas law. The principal, her designee, or the dean of students has the responsibility to initiate proceedings to remove a student from school by legal authorities if the student becomes uncontrollable, disruptive or is considered harmful to self or others.

TEACHERS' REMOVAL OF STUDENT FROM CLASSROOM

A teacher may remove a student from class whose behavior the teacher has documented to be repeatedly interfering with the teacher's ability to teach the students in the class or whose behavior is so unruly, disruptive or abusive that it interferes with the ability of the student's other classmates to learn. Students who have been removed from their classroom by a teacher shall be sent to the principal's or principal's designee's office for appropriate discipline.

The teacher's principal or the principal's designee may:

1. Place the student into another appropriate classroom;
2. Place the student into in-school suspension;
3. Place the student into the District's alternative learning environment;
4. Return the student to the class; or
5. Take other appropriate action consistent with the District's student discipline policies and state and federal law.

If a teacher removes a student from class two (2) times during any nine-week grading period, the principal or the principal's designee may not return the student to the teacher's class unless a conference has been held for the purpose of determining the cause of the problem and possible solutions. The conference is to be held with the following individuals present:

1. The principal or the principal's designee;
2. The teacher;
3. The school counselor;
4. The parents, guardians, or persons in loco parentis; and
5. The student, if appropriate.

However, the failure of the parents, guardians, or persons in loco parentis to attend the conference does not prevent any action from being taken as a result of the conference.

**VIDEO SURVEILLANCE AND OTHER STUDENT MONITORING**

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

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

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

The district shall retain copies of video recordings until they are erased1 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 two weeks after they were created.

Videos, automatic identification, or data compilations containing evidence of a violation of student conduct rules and/or state or federal law shall be retained until the issue of the misconduct is no longer subject to review or appeal as determined by board policy or student handbook;2 any release or viewing of such records shall be in accordance with current law.

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

**DISCIPLINE FOR STUDENTS WITH DISABILITIES**

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

**DISCIPLINE NOT COVERED IN THIS BOOKLET**

Parents may appeal to the principal for established procedures concerning student charges, hearings and other due process proceedings to be applicable in the enforcement and administration of the school policies.

Further details and specific items not covered in this handbook concerning elementary students may be covered in the school’s “Board of Administrative Policies”. The school reserves the right to discipline any behavior which is subversive to good order and discipline even if the behavior is not specifically mentioned in this handbook or in the administrative policies.

**DUE PROCESS PROCEDURES**

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. The principal of any school may suspend, for good cause, the pupil from school for a period of up to ten (10) days.

Prior to any serious disciplinary action, the school principal or his/her designee shall advise the pupil in question of the particular misconduct of which he/she is accused as well as the basis for such accusation.

The pupil shall be given an opportunity at that time to explain his/her version of the facts to the school principal or his/her designee.

The principal, upon suspending a student, shall notify the parents/guardians and may notify the superintendent.

When a pupil has been notified of suspension, he/she is suspended from school premises and all school functions until reinstated by the principal.

Upon request of the parents/guardians, a conference concerning the suspension will be arranged with the principal.

If parents/guardians are not satisfied with Step 5, a hearing may be requested with the superintendent within five (5) days.

If parents are not satisfied with Step 6, a hearing may be scheduled with the school board within five (5) days.

The school board shall determine whether or not a suspension should be revoked, affirmed or altered and may expel (for good cause) any pupil in the district.

**COMPLAINTS**

It is a goal of the Board and the District to be responsive to the community it serves and to continuously improve the educational program offered in its schools. The Board or the District welcomes constructive criticism when it is offered with the intent of improving the quality of the system’s educational program or the delivery of the District’s services.

The Board formulates and adopts policies to achieve the District’s vision and elects a Superintendent to implement its policies. The administrative functions of the District are delegated to the Superintendent who is responsible for the effective administration and supervision of the District. Individuals with complaints concerning personnel, curriculum, discipline (including specific discipline policies), coaching, or the day to day management of the schools need to address those complaints according to the following sequence:

Teacher, coach, or other staff member against whom the complaint is directed

Principal or designee

Superintendent

Other than in the few instances where statutorily allowed or required, student discipline and personnel matters may not be discussed in Board meetings. Individuals with complaints regarding such matters need to follow the sequence outlined above.

Unless authorized by the Board as a whole for a specific purpose, no individual Board member has any authority when acting alone. District constituents are reminded that the Board serves as a finder of fact; not unlike a jury, in matters such as student suspensions initiated by the Superintendent, expulsions, and personnel discipline. For this reason, the board may not be involved or informed prior to a board hearing on particular disciplinary matters.

Complaints that are related to district use or administration of federal funds may be taken directly from a patron or by referral from the Arkansas Department of Education. For more information see District Policy 6.7.

**EMERGENCY/DISASTER DRILLS**

All schools in the District shall conduct fire drills at least monthly. Tornado drills shall also be conducted not fewer than four (4) times per year with at least one each in the months of September, October, January, and February. Students who ride school buses,**1** shall also participate in emergency evacuation drills at least twice each school year.

* Other types of emergency drills may also be conducted. These may include, but are not limited to:
	+ Earthquake;
	+ Act of terrorism;
	+ Chemical spill;

School bus evacuation drills (Students who only ride buses occasionally; such as to go to and or from a field trip, will also have to participate in the evacuations drills.)

**RESIDENCE REQUIREMENTS**

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

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

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

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

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

In order for a person under the age of eighteen (18) years to establish a residence for the purpose of attending the District’s schools separate and apart from his or her parents, guardians, or other persons having lawful control of him or her under an order of a court, the person must actually reside in the District for a primary purpose other than that of school attendance. However, a student previously enrolled in the district who is placed under the legal guardianship of a noncustodial parent living outside the district by a custodial parent on active military duty may continue to attend district schools. A foster child who was previously enrolled in a District school and who has had a change in placement to a residence outside the District, may continue to remain enrolled in his/her current school unless the presiding court rules otherwise.3

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

The child will not be age six (6) on or before September 15th of that particular school year and the parent, guardian, or other person having custody or charge of the child elects not to have him/her attend kindergarten. A kindergarten wavier form prescribed by regulations of the Department of Education must be signed and on file with the District administrative office.

**ENTRANCE REQUIREMENTS**

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

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

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

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

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

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

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

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

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

The parent, guardian, or other responsible person shall provide the district with one (1) of the following documents indicating the child’s age:

A birth certificate;

A statement by the local registrar or a county recorder certifying the child’s date of birth;

An attested baptismal certificate;

A passport;

An affidavit of the date and place of birth by the child’s parent or guardian;

United States military identification; or

Previous school records.

The parent, guardian, or other responsible person shall indicate on school registration forms whether the child has been expelled from school in any other school district or is a party to an expulsion proceeding.3

The child shall be age appropriately immunized from poliomyelitis, diphtheria, tetanus, pertussis, red (rubeola) measles, rubella, and other diseases as designated by the State Board of Health, or have an exemption issued by the Arkansas Department of Health. Proof of immunization shall be by a certificate of a licensed physician or a public health department acknowledging the immunization. Exemptions are also possible on an annual basis for religious reasons from the Arkansas Department of Health. To continue such exemptions, they must be renewed at the beginning of each school year. A child enrolling in a district school and living in the household of a person on active military duty has 30 days to receive his/her initial required immunizations and 12 months to be up to date on the required immunizations for the student’s age.

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

Students entering our school from a home school, private school or any other non-accredited school shall be evaluated by the District to determine their appropriate grade placement. Such student placement will be at the discretion of a placement committee. The placement committee will be composed of the principal, the counselor and other appropriate personnel. Placement will be based upon an evaluation by the committee, the administration of placement tests and/or other indicators. Placement tests may include state required exams and grade level appropriate tests. Student placement criteria will vary depending on the age of the student, previous courses taken and the type of school he/she has been attending.

For Grades 1-4: Testing instruments used to determine grade placement may include, but are not limited to: (Reading) diagnostic tests, basal series unit, mid-year or end-of-year tests and formative assessments (Math) diagnostic tests, basal series chapter and unit level tests, oral assessments and formative assessments.

**STUDENTS WHO ARE FOSTER CHILDREN**

Act 1255 of 2005 gives the Department of Human Services the authority to require a school district to waive the residency requirement for foster children unless a court determines it is not in the child’s best interest for the child to remain in his/her current school. Said act also requires schools to immediately enroll foster children whether or not they can provide required records.

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

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

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

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

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

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

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

**PLACEMENT OF MULTIPLE BIRTH SIBLINGS**

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

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

There have been a minimum of 30 instructional days since the start of the school year; and

After consulting with each classroom teacher in which the siblings were placed, the school determines the parent’s classroom placement request is:

Detrimental to the educational achievement of one or more of the siblings;

Disruptive to the siblings’ assigned classroom learning environment; or

Disruptive to the school’s educational or disciplinary environment.

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

**HOMELESS STUDENTS**

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

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

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

continue educating the child who becomes homeless between academic years or during an academic year in their school of origin for the duration of their homelessness;

continue educating the child in his/her school of origin who becomes permanently housed during an academic year for the remainder of the academic year; or

enroll the homeless child in the school appropriate for the attendance zone where the child lives.

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

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

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

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

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

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

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

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

**HOME SCHOOL PROCEDURE**

Parents/Guardians who plan to Home School must file written notice by completing and returning the printed current year Notice of Intent and waiver forms to the superintendent’s office by August 15 for the beginning of the school year, by December 15 for the spring semester, or fourteen (14) calendar days prior to withdrawing the child(ren) during the time that parents choose to home school. The Notice of Intent and Waiver forms are valid for the entire school year if filed at the beginning of the school year or for the remainder of the school year if filed during the school year. Anyone interested in Home Schooling their child(ren) may pick up the form from the superintendent’s office.

**STUDENT TRANSFERS**

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

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

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

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

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

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

**SCHOOL CHOICE**

Exemption

By March 31 of each year, the Board shall determine if the District is subject to a desegregation order or mandate of a federal court or agency remedying the effects of past racial segregation. A District that determines it is subject to such an order or mandate may declare an exemption from the provisions of the School Choice Act of 2013 (the Act) codified at A.C.A. § 6-18-1901 et seq. If the District determines it is eligible for exemption, it will notify the Arkansas Department of Education (ADE) by April 1 whether or not it will declare an exemption from the Act. If the District has previously declared an exemption from the Act and chooses to no longer exercise its exemption option, it shall notify the ADE by April 1 of the District's decision to participate in the school choice provisions of the Act. If the District chooses to exercise its exemption option, it should notify the superintendents of each of its geographically contiguous school districts of its decision. Each decision regarding exemption is binding for one-year from the date the District notifies the ADE of the declaration of exemption.**1**

Definition:

For the purpose of this policy, "sibling" means each of two (2) or more children having a common parent in common by blood, adoption, marriage, or foster care.

**School Choice Transfers Out of the District**

The District shall date and time stamp all applications for school choice transfer out of the District as they are received in the District's central office. By August 1, the District shall approve all such applications unless the approval would cause the District to have a net enrollment loss (students transferring out minus those transferring in) of more than 3% of the previous year's student enrollment. By June 1 of each year, the ADE shall determine and notify the District of the net number of allowable choice transfers. For the purpose of determining the 3% cap, siblings are counted as one student.

If, prior to August 1, the District receives sufficient copies of requests from its students to transfer to other districts to trigger the 3% cap, it shall notify each parent from which it has received a school choice application and the district the student applied to transfer to that it has tentatively reached the limitation cap. The District will use confirmations of approved choice applications from receiving districts to make a final determination of what applications it received that exceeded the limitation cap and notify each district that was the recipient of an application to that effect.**2**

Any applications for transfer out of the District which are denied due to the 3% limitation cap shall be given priority for a choice transfer the following year in the order in which the District received the original application.

**School Choice Transfers Into the District**

Capacity Determination and Public Pronouncement

Each school-year the Board of Directors will adopt a resolution containing the capacity standards the District will use in determining whether to accept or deny a school choice application from another district's resident student. The resolution will contain the acceptance determination criteria identified by academic program, class, grade level, and individual school. The school is not obligated to add any teachers, other staff, or classrooms to accommodate choice applications. In determining the capacity of the District to accept choice applications, the Board of Directors shall consider the probable, locally generated growth in student enrollment based on recent District enrollment history.**3**

The District shall advertise in appropriate broadcast media and either print media or on the Internet to inform students and parents in adjoining districts of the range of possible openings available under the School Choice program. The public pronouncements shall state the application deadline and the requirements and procedures for participation in the program. Such pronouncements shall be made in the spring, but in no case later than April 1.**4**

Application Process

The student's parent shall submit a school choice application on a form approved by the ADE to both the student's resident district and to this district which must be postmarked or hand delevered on or before the June 1 preceding the fall semester the applicant would begin school in the District. The District shall date and time stamp all applications as they are received in the District's central office. Applications postmarked or hand delevered on or after June 2 will not be accepted. Statutorily, preference is required to be given to siblings (as defined in this policy) of students who are already enrolled in the District. Therefore, siblings whose applications fit the capacity standards approved by the Board of Directors may be approved ahead of an otherwise qualified non-sibling applicant who submitted an earlier application as identified by the application's date and time stamp.

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

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

Accepted Applications

Applications which fit within the District's stated capacity standards shall be provisionally accepted, in writing, with the notification letter stating:

* A reasonable timeline by which the student shall enroll in the District by taking the steps detailed in the letter, including submission of all required documents. If the student fails to enroll within the stated timeline, or if all necessary steps to complete the enrollment are not taken, or examination of the documentation indicates the applicant does not meet the District's stated capacity standards, the acceptance shall be null and void.**5**
* Instructions for the renewal procedure for succeeding school years.**6**

Students whose applications have been accepted and who have enrolled in the District, are eligible to continue their enrollment until completing his/her secondary education. Continued enrollment is conditioned upon the

student meeting applicable statutory and District policy requirements and the renewal procedure for succeeding school years is followed. Any student who has been accepted under choice and who either fails to initially enroll under the timelines and provisions provided in this policy or

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

A present or future sibling, as defined in this policy, of a student who continues enrollment in this District may enroll in the District until the sibling of the transfer student completes his/her secondary education. Applications of siblings of presently enrolled choice students are subject to the provisions of this policy including the capacity standards applicable to the year in which the sibling's application is considered by the District.

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

Rejected Applications

The District may reject an application for a transfer into the District under school choice if its acceptance would exceed the capacity standards specified by the Board of Director's resolution. However, the decision to accept or reject an application may not be based on the student’s previous academic achievement, athletic or other

extracurricular ability, English proficiency level, or previous disciplinary proceedings other than a current expulsion.**7**

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

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

Academic or Fiscal Distress Choice Applications

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

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

**Opportunity School Choice**

Unless there is a lack of capacity**8** at the District’s school or the transfer conflicts with the provisions of a federal desegregation order applicable to the District, a student who is eligible for transfer from a school identified as a

category level 1 school for two (2) consecutive years under A.C.A. § 6-15-2103(c)(1) may enroll in the District’s school closest to the student’s legal residence that has a performance category level 3 or higher as defined by A.C.A. § 6-15-2103(a) provided the student’s parent or guardian, or the student if over the age of eighteen (18), has successfully completed the necessary application process by July 30 preceding the year of desired enrollment or by June 1, if applying under the provisions of A.C.A. § 6-18-1901 et seq.

If the District rejects the application, the District shall state in the notification letter the specific reasons for the rejection.**9**

For the purposes of this section of the policy, a “lack of capacity” is defined as when the receiving school has reached the maximum student-to-teacher ratio allowed under federal or state law, the Rules for the Standards of

Accreditation, or other applicable rules. There is a lack of capacity if, as of the date of the application for opportunity school choice, ninety-five percent (95%) or more of the seats at the grade level at the nonresident school are filled.

A student’s enrollment under the opportunity school choice provision is irrevocable for the duration of the school year and is renewable until the student completes high school or is beyond the legal age of enrollment.

The District may provide transportation to and from the transferring district.**10**

If a District school has been identified as a category 1 school under A.C.A. § 6-15-2103(c)(1), the District shall request public service announcements to be made over the broadcast media and in the print media at such times and in such a manner as to inform parents or guardians of students in adjoining districts of the availability of the program, the application deadline, and the requirements and procedure for nonresident students to participate in the program.

**EXTRA CURRICULAR ACTIVITIES & FIELD TRIPS**

The Harrisburg 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 his/her classroom academic achievement. Interruptions of instructional time in the classroom are to be minimal and absences from class to participate in extracurricular activities shall not exceed one per week per extracurricular activity (tournaments or other similar events excepted with the approval of the principal). All students are eligible for extracurricular activities unless specifically denied eligibility on the basis of criteria outlined in board policy.

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

Students at Weiner Elementary will not be allowed to participate in athletic/extracurricular activities that are scheduled after school IF they did not attend school on the day of the scheduled competition. An exception may be made if a student brings a note from their doctor stating that they are able to participate in the activity. The note must be given to either the coach or the principal prior to the competition.

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, or criticism, or qualification for additional competition. Examples include, but are not limited to, interscholastic athletics, cheerleading, band, choral, math, or science competitions and club activities.

**PARTIES**

Class parties will be limited to two (2) per year. Parties will be allowed at Christmas and Valentine’s Day only. These will be held the last period of the day unless otherwise approved by the principal. Some grade levels may elect to go on an outing/field trip in lieu of a class party. In addition to the two parties per year, WES may also have an end of the year celebration and/or Field Day.

Child Health & Nutrition Guidelines now limit the number of times snacks/treats may be given to students during the school year. Current law/standards allow ONLY treats or snacks that are prepared by the school food service personnel –OR- those that are pre-cooked/packaged from an approved establishment.

Simply stated: No more home-made treats or snacks are allowed at school.

Student birthday parties are NOT allowed at school for any grade levels. Balloons and flowers will NOT be delivered to the students at school. Invitations for out-of-school parties can NOT be given out at school.

**FIELD TRIPS**

Out-of-town field trips will be permitted each year provided they are for educational purposes and approved by the principal. Students must ride the school bus to field trip/outing locations during the school day. Exceptions must be approved by the principal. On the return trip, parents may elect for the student to accompany them in private vehicles. Under these circumstances, the parent/guardian must sign the checkout list before leaving the campus for the field trip/outing. The classroom teacher will provide an Early Checkout List to parents in the classroom. The lists will then be turned in to the office before the group departs.

If a student CHOOSES not to participate in a field trip/outing, the student must remain at home for the day; and the absence will be defined as an unexcused absence.

Teachers may request a parent/guardian to accompany their child on a field trip to encourage acceptable behavior and to provide adequate supervision while off campus.

**MONEY MAKING PROJECTS**

Money making projects will be limited each school year. ALL MONEY MAKING PROJECTS MUST BE APPROVED BY THE PRINCIPAL. Students are not allowed to sell or barter items to other students while at school for personal gain.

**STUDENT PUBLICATIONS AND THE DISTRIBUTION OF LITERATURE**

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

Advertising may be accepted for publications that do 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.

Publications may be regulated to prohibit writings which are, in the opinion of the appropriate teacher and/or administrator, ungrammatical, poorly written, inadequately researched, biased or prejudiced, vulgar or profane, or unsuitable for immature audiences.

Publications may be regulated to refuse to publish material which might reasonably be perceived to advocate drug or alcohol use, irresponsible sex, or conduct otherwise inconsistent with the shared values of a civilized social order, or to associate the school with any position other than neutrality on matters of political controversy.

Prohibited publications include:

Those that are obscene as to minors.

Those that are libelous or slanderous, including material containing defamatory falsehoods about public figures or government officials, which are made with the knowledge of their falsity or reckless disregard of the truth.

Those that constitute an unwarranted invasion of privacy as defined by state law.

Publications that suggest or urge the commission of unlawful acts on the school premises.

Publications which suggest or urge the violation of lawful school regulations.

Hate literature that scurrilously attacks ethnic, religious, or racial groups.

**STUDENT PUBLICATIONS ON SCHOOL WEB PAGES**

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

Not contain any non-educational advertisements. Additionally, student web publications shall;

Adhere to the restrictions regarding use of Directory Information as prescribed in Policy 4.13 including not using a student’s photograph when associated with the student’s name unless written permission has been received from the student’s parent or student if over the age of 18.

State that the views expressed are not necessarily those of the School Board or the employees of the district.

**STUDENT DISTRIBUTION OF NONSCHOOL LITERATURE, PUBLICATIONS AND MATERIALS**

A student or group of students who distribute ten (10) or fewer copies of the same nonschool literature, publications, or materials (hereinafter “nonschool 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 nonschool materials shall have school authorities review their nonschool materials at least three (3) school days in advance of their desired time dissemination. School authorities shall review the nonschool materials, prior to their distribution and will bar from distribution those nonschool materials that are obscene, libelous, pervasively indecent, or advertise unlawful products or services.

 Material may also be barred from distribution if there is evidence that reasonably supports a forecast that a substantial disruption of the orderly operation of the school or educational environment will likely result from the distribution. Concerns related to any denial of distribution by the principal shall be heard by the superintendent, whose decision shall be final.

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

Be narrowly drawn to promote orderly administrative of school activities by preventing disruption and may not be designed to stifle expression;

Be uniformly applied to all forms of nonschool materials;

Allow no interference with classes or school activities;

Specify times, places, and manner where distribution may and may not occur; and

Not inhibit a person’s right to accept or reject any literature distributed in accordance with the regulations.

Students shall be responsible for the removal of excess literature that is left at the distribution point for more than 3 days.

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

**HANDICAP ACCESSIBILIY PLAN**

The Harrisburg School District will implement the following changes pertaining to the presentation of programs and events occurring in the elementary school cafeteria. When necessary, any program or event will be moved from the stage to the floor level in the cafeteria for accessibility for any individual with a handicapping condition or conditions. Furthermore, any productions that involve individuals with a handicapping condition may be moved to the floor level for accessibility for such individuals.

**COMMUNICABLE DISEASES AND PARASITES**

Students with communicable diseases or with human host parasites that are transmittable in a school environment shall demonstrate respect for other students by not attending school while they are capable of transmitting their condition to others. Students whom  the school nurse determines are unwell or unfit for school attendance or who are believed to have a communicable disease or condition will be required to be picked up by their parent or guardian. Specific examples include, but are not limited to: chicken pox, measles, scabies, conjunctivitis (Pink Eye), impetigo/MRSA (Methicillin-resistant Staphylococcus aureus), streptococcal and staphylococcal infections, ringworm, mononucleosis, Hepatitis A, B, or C, mumps, vomiting, diarrhea, and fever (100.4 F when taken orally).**1** A student who has been sent home by the school nurse will be subsequently readmitted, at the discretion of the school nurse, when the student is no longer a transmission risk. In some instances, a letter from a health care provider may be required prior to the student being readmitted to the school.

To help control the possible spread of communicable diseases, school personnel shall follow the District's exposure control plan when dealing with any bloodborne, foodborne, and airborne pathogens exposures. Standard precautions shall be followed relating to the handling, disposal, and cleanup of blood and other potentially infectious materials such as all body fluids, secretions and excretions (except sweat).

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

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

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

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

**STUDENT MEDICATIONS**

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

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

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

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

**Option One**

The only Schedule II medications that shall be allowed to be brought to the school are methylphenidate (e.g. Ritalin or closely related medications as determined by the school nurse), dextroamphetamine (Dexedrine), and amphetamine sulfate (e.g. Adderall or closely related medications as determined by the school nurse).**1**

For the student's safety, no student will be allowed to attend school if the student is currently taking any other Schedule II medication than permitted by this policy. Students who are taking Schedule II medications which are not allowed to be brought to school shall be eligible for homebound instruction if provided for in their IEP or 504 plans.**2**

**Option Two**

Students taking Schedule II medications methylphenidate (e.g. Ritalin or closely related medications as determined by the school nurse), dextroamphetamine (Dexedrine), and amphetamine sulfate (e.g. Adderall or closely related medications as determined by the school nurse)**1** shall be allowed to attend school.

Students taking Schedule II medications not included in the previous sentence**1** shall be allowed to bring them to school under the provisions of this policy and shall be permitted to attend and participate in classes **only** to the extent the student's doctor has specifically authorized such attendance and participation.**2** A doctor's prescription for a student's Schedule II medication is **not** an authorization. Attendance authorization shall specifically state the degree and potential danger of physical exertion the student is permitted to undertake in the student's classes and extracurricular activities. Without a doctor's written authorization, a student taking Schedule II medications, other than those specifically authorized in this policy, shall **not** be eligible to attend classes, but shall be eligible for homebound instruction if provided for in their IEP or 504 plans.**3**

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

Students who have written permission from their parent or guardian and a licensed health care practitioner to self-administer either an asthma inhaler or auto-injectable epinephrine, or both and who have a current consent form on file shall be allowed to carry and self-administer such medication while in school, at an on-site school sponsored activity, while traveling to or from school, or at an off-site school sponsored activity. Students are prohibited from sharing, transferring, or in any way diverting his/her medications to any other person. The fact that a student with a completed consent form on file is allowed to carry an asthma inhaler or auto-injectable epinephrine, or both does not require him/her to have such on his/her person. The parent or guardian of a student who chooses to not carry an asthma inhaler or auto-injectable epinephrine, or both on his/her person shall provide the school with the appropriate medication which shall be immediately available to the student in an emergency.

Students may be administered Glucagon in emergency situations by the school nurse or, in the absence of the school nurse, a trained volunteer school employee designated as a care provider, provided the student has:

1. an IHP developed under Section 504 of the Rehabilitation Act of 1973 which provides for the administration of Glucagon in emergency situations; and
2. a current, valid consent form on file from their parent or guardian.

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

**PHYSICAL EXAMINATIONS OR SCREENINGS**

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

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

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

A student may be required to pass a physical exam before being allowed to participate in some extracurricular activities to help ensure they are physically capable of withstanding the rigors of the activity. It is understood that students who refuse to take such an exam will not be allowed to participate in the desired activity.

**REPORTING CHILD ABUSE**

The Harrisburg School District requires all staff members to closely follow the Child Abuse and Neglect Law to facilitate reporting of child abuse in order to:

 1. Protect the best interest of the child

 2. Prevent further harm to the child

 3. Stabilize the home environment

 4. Preserve the family life.

Child Abuse and Neglect Defined:

A child is any person under the age of eighteen (18).

Abuse means any physical injury, mental injury or sexual mistreatment inflicted on the child other

than by accidental means or an injury which is at variance with the history given of it.

Neglect means a failure to provide, by those legally responsible for the care and maintenance of the child,

 the proper or necessary care and maintenance for his/her will being or any maltreatment of the child.

Reporting Procedure:

All school personnel are mandated reporters and MUST report suspected child maltreatment to his/her building principal or her designee. The building principal shall have the discretion in reporting the suspected case to the superintendent.

 2. The building principal’s designee or the counselor shall notify the Child Abuse Hotline at 800-482-5964.

Liability:

Arkansas law states that any person, official or institution making the report in good faith shall have immunity from any liability, civil or criminal, that is the result of such actions.

**HOMEWORK AND CLASS WORK POLICY**

The Harrisburg School District considers homework to be an essential part of the instructional program. The frequency and amount of homework assigned is left to the judgment of the teacher. Homework may be assigned on weekends and holidays if the teacher deems it necessary.

Written homework assignments will be independent activities that reinforce the skills previously taught in the classroom and will be graded. The students will be made aware of the grading results.

**Reasons for homework:**

1. To complete work started in class.

2. To expand and/or enrich regular class work.

3. To build interest in reading and learning.

4. To make up work missed due to absence.

5. To encourage parents’ awareness of and participation in student learning.

6. To provide an opportunity to pursue special interests or ability areas.

7. To increase learning time.

8. To establish independent study skills.

Homework assignments should be coordinated so the average student will not spend more than one hour on combined assignments. Unfinished classroom assignments may be sent home for completion in addition to the regular homework assignment. Since this work should have been completed during school time, it will not be considered when determining the one hour limit of homework. Students who have been absent will be given makeup assignments as needed. Long range assignments will be made far enough in advance so that students with good work habits can complete the assignments without undue interference with other class work.

Students having excessive unfinished work due to absences or failure to complete classroom assignments in a timely manner will be required to complete assignments during recess or detention.

**MAKE-UP WORK**

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

Students are responsible for asking the teachers of the classes they missed what assignments they need to make up.

Teachers are responsible for providing the missed assignments when asked by a returning student.

Students are required to ask for their assignments on their first day back at school or their first class day after their return.

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.

Students shall have one class day to make up their work for each class day they are absent.

Make-up work which is not turned in within the make-up schedule for that assignment shall receive a zero.

Students are responsible for turning in their make-up work without the teacher having to ask for it.

Students who are absent on the day their make-up work is due must turn in their work the day they return to school whether or not the class for which the work is due meets the day of their return.

As required/permitted by the student’s Individual Education Program or 504 Plan.

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

**HONORS**

**HONOR ROLL**:

The district establishes an honor roll system to recognize or reward students for academic achievement. Any parent or guardian who does NOT want to have the student listed on the honor roll shall submit a written request to the principal of the school requesting that the student not be so identified.

Honor roll students in grades 2-4 are named for each grading /reporting period. To be named to the “A” honor roll, a student must have achieved all A’s (90-100%) in the academic subjects. To be named to the A & B honor roll, a student must have all A’s and/or A and B’s (80-100%) in the academic subjects.

To be named on the end-of-the-year “A” honor roll, a student must have all A’s on the report card. Awards for academic achievement and recognition of individual accomplishments are presented at an end-of-the-year awards assembly.

**GOOD BEHAVIOR**:

Good Behavior Students in grades K-4 are named for each grading period/reporting period. To receive the incentive for good behavior, a student must have made the GREEN TEAM for the period that the incentive is given. To make the GREEN TEAM a student must have remained on the color green every day during the nine week period.

**INSURANCE-STUDENT ACCIDENT**

Applications for student accident insurance are sent home with every student at the beginning of the school year and are available in the principal’s office during the school year.

**INTERNET POLICY**

The Harrisburg School District Internet policy is detailed below. Only teachers, or designated adults, are given permission to select web sites and instructional information/supplemental materials for students’ use in our building. Students do NOT have permission to select web sites at any time. Students not abiding by such guidelines will lose computer privileges during school.

**Harrisburg School District Student Network User Policy**

This policy document has been developed to meet the Harrisburg School District school board’s responsibility for securing the school district’s computing systems and network in a reasonable and economically feasible manner. The intent of this policy includes:

-The prevention of unauthorized staff/student user access and /or abuse, while making the systems accessible for authorized users.

-The notification of users of the district’s standards of conduct and the consequences for not adhering to them.

-The notification of users and others that the Harrisburg School district board of Directors will use its authority to assist local, state and federal authorities in enforcing copyright, intellectual property rights and network abuse laws.

-The establishment and maintenance of a wholesome learning environment for both students and staff and promotion of personal responsibility relative to existing federal, state and local laws that apply to the areas addressed in this policy.

*Section I: Internet Access*

The Internet is an unregulated communications environment. The district intends to make only appropriate curriculum and related resources available to authorized users. This shall be accomplished in the following manner:

 -All connections to the Internet, commercial on-line resources or community access information will be through the district’s APSCN (Arkansas Public School Computer Network) Internet servers using the state adopted filtering system software or other board approved servers.

-All computers from which remote electronic information resources can be accessed will be in supervised areas. School district staff shall monitor student computer use, providing assistance or taking corrective action when necessary.

Designated staff shall assist in providing:

-Instructions and training for students and staff in the appropriate and safe use of remote electronic and other on-line information resources.

-Direction for on-line resources which relate to curriculum, teaching and learning/related activities and applications.

*Section II: Copyright Information Guide*

In an effort to encourage the proper respect for copyright on the Internet, the following guide for staff and student users is provided:

-If the user did not create a non-public domain written work, piece of art, photograph or musical work or obtain distribution rights to it, the user does not own it.

-If the user does not own the non-public domain material, the user may not copy it or distribute it to others.

-The author or owner of a document or other type of information must explicitly relinquish rights in order to lace a work in the public domain and thereby make copying and distribution without specific authorization possible.

-Fair use allows the user to copy small portions of work and user does not own without permission but only for criticism, education, news reporting and the like.

-When in doubt, the user should ask the creator or owner of the material for permission to use the work.

*Section III: Student User Responsibility*

The need to protect the network and computer systems from unauthorized access and abuse makes it necessary to inform users of their responsibilities.

Use of the school district’s computer systems and network is a privilege, not a right.

All users must have a current, signed Student Internet User Agreement on file with the district network manager or building principal before using the school network or computer systems.

A certified or other designated staff member must be present to monitor the student use of e-mail and electronic on-line resources. The student and staff member are responsible for ensuring this monitoring is accomplished.

The user is solely responsible for protecting his or her own network account and passwords and is solely responsible for all actions taken while accessing and using the network and the attached resources.

The user is responsible for following local, state, federal and international copyright, intellectual property rights and network abuse laws.

The user is responsible for adhering to the policies of other networks accessed.

The user is expected to work in a moral and ethical fashion for educational purposes only.

Students will not install or delete software or applications to/from any school district owned or provided computer or network.

Diskettes or read/writable CD’s brought in from outside the school must be checked for viruses before any use on a school-owned or provided computer or network. If this check cannot be performed on site, the media is prohibited.

The user will not and will not knowingly allow anyone else to:

-Violate the integrity of network or computer system.

-Change a computer or network performance or settings without authorization.

-Intentionally make a computer or network component malfunction.

-Delete or install any software or application without authorization.

-Download or install programs or application from the Internet without authorization from the network administrator or building principal.

No computer or other network resource will be used to threaten, harass or intimidate others.

Student users are not authorized to transfer programs to or from the district’s local area network. All such transfers shall be completed or directed by authorized supervisors.

Violations of this policy should be reported to the network administrator or building principal.

Violation of the provisions of this policy could result in the temporary or permanent suspension of user accounts, other disciplinary actions and/or legal actions being taken within the context of general board policy. This policy shall be reviewed periodically and amended when necessary by action of the Harrisburg School board according to policies for addressing and acting on such issues that may affect board policy documents.

Harrisburg School District Web Site: [**http://sting.k12.ar.us**](http://sting.k12.ar.us)

Weiner Elementary School Web Site: http://cardinal.k12.ar.us

The Harrisburg School District shall maintain a web page to provide information about its schools, students and activities to the community. This policy is adopted to promote continuity between the different pages on the district web site by establishing guidelines for their construction and operation.

The Harrisburg School District web site shall be used for educational purposes only. It shall not create either a public or a limited public forum. Any link from any page on the districts site may only be to another educational site. The web site shall not use “cookies” to collect or retain identifying information about visitors to its web site nor shall any such information be given to “third parties.” Any data collected shall be used solely for the purpose of monitoring site activity to help the district improve the usefulness of the site to its visitors.

Each school’s web page shall be under the supervision of the school’s web master and the district’s web site shall be under the supervision of the district’s web master. They shall have the responsibility for ensuring that web pages meet appropriate levels of academic standards and are in compliance with these guidelines and any additional administrative regulations. To this end the district and school web masters shall have the authority to review and edit any proposed changes to web pages to ensure their compliance with this policy. All such editing shall be viewpoint neutral.

District and school web pages shall also conform to the following guidelines:

All pages on the district’s web site may contain advertising and links only to educational sources.

The District’s home page shall contain links to existing individual school’s web pages and the school home pages shall link back to the district’s home page. The district’s home page may also include links to educational extracurricular organization’s web pages which shall also link back to the district’s home page.

Photos along with the student’s name shall only be posted on web pages after receiving written permission from the student or their parents if the student is under the age of 18.

The district’s web server shall host the Harrisburg District’s web site.

No web page on the district web site may contain public message boards or chat rooms.

All web pages on the district web site shall be constructed to download in a reasonable length of time.

The district’s home page shall contain a link to a privacy policy notice which must be placed in a clear and prominent place and manner.

With the exception of students who may retain the copyright of material they have created on a district web page, all materials displayed on the district web site are owned by Harrisburg School District.

Included on the district’s web site shall be:

Minutes of regular and special meeting of the school board;

The budget for the ensuing year;

A financial breakdown of monthly expenditures of the district;

The salary schedule for all employees;

The district’s yearly audit;

The annual statistical report of the district.

**Web Site Privacy Policy**

The Harrisburg School district operates and maintains a web site for the purpose of informing the citizens of the district about its activities. The web site does not use “cookies” or ISP addresses to collect or retain personally identifying information about visitors to its web site nor is any such information given to “third parties.” Any data collected is used solely for the purpose of monitoring site activity to help the district improve the usefulness of the site to its visitors.

The site serves no commercial purpose and does not collect any information from individuals for such purpose.

Photographs of students shall not be displayed on any page of the district’s web site without the prior written consent of the parent or the student if 18 or older.

The site provides for email communication between the district and individuals for the purpose of exchanging information regarding the district and its activities or between teachers and their students. The site may also provide password protected communication between the district and its staff.

Student Internet User Agreement

The Harrisburg School District agrees to allow the student to use the district’s technology to access the Internet under the following terms and conditions.

Conditional Privilege: The student’s use of the district’s access to the Internet is a privilege conditioned to the student’s abiding to this agreement. No student may use the district’s access to the Internet unless the student and parent or guardian have received and signed an agreement.

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

Penalties for Improper Use: If the student violates this agreement and misuses the Internet, the student shall be subject to disciplinary action.

“Misuse of the District’s Access to the Internet” includes, but is not limited to, the following:

 using the Internet for other than educational purposes;

gaining intentional access or maintaining access to materials which are “harmful to minors” as defined by Arkansas law:

using the Internet for any illegal activity, including computer hacking and copyright or intellectual property law violations;

 making unauthorized copies of computer software;

accessing “chat lines” unless authorized by the instructor for a class activity directly supervised by a staff member;

using abusive or profane language in private messages on the system;

or using the system to harass, insult, or verbally attack others;

posting anonymous messages on the system;

using encryption software;

wasteful use of limited resources provided by the school including paper;

causing congestion of the network through lengthy downloads of files;

vandalizing data of another user;

obtaining or sending information which could be used to make destructive devices such as guns, weapons, bombs, explosives, or fireworks;

gaining or attempting to gain unauthorized access to resources or files;

identifying oneself with another person’s name or password or using an account or password of another user without proper authorization

invading the privacy of individuals;

divulging personally identifying information about himself/herself or anyone else either on the Internet or in an email. Personally identifying information includes full names, address and phone number;

 using the network for financial or commercial gain without district permission;

theft or vandalism of data, equipment, or intellectual property;

attempting to gain access or gaining access to student records, grades, or files;

 introducing a virus to, or otherwise improperly tampering with the system;

degrading or disrupting equipment or system performance;

 creating a web page or associating a web page with the school or school district without proper authorization;

 providing access to the District’s Internet Access to unauthorized individuals’ rules;

failing to obey school or classroom Internet use rules;

 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;

installing or downloading software on district computers without prior approval of Technology Director or his/her designee.

 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 the Internet including penalties for copyright violations.

No Exception of Privacy: The student and parent/guardian 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 email, voice, and video transmissions, to ensure proper use of the system. The district may share such transmissions with the student’s parents/guardians.

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, the parent and student recognize that the district make so guarantees about preventing improper access to such materials on the part of the student.

Signatures acknowledging agreement to follow this policy are found on the tear out sheet entitled “Student Internet User Agreement” located in the front of this handbook.

**COMPUTER USE POLICY**

The Harrisburg School District makes computers and/or computer Internet access available to students, to permit students to perform research and to allow students to learn how to use computer technology. Use of district computers 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. For the purposes of this policy “harmful to minors” is defined as any picture, image, graphic image file, or other visual depiction that--

(A) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or

excretion;

(B) depicts, describes, or represents, in a patently offensive way with respect to what is suitable

for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or

perverted sexual acts, or a lewd exhibition of the genitals; and

(C) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

No student will be granted Internet access until and unless a computer-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 computer use agreement is incorporated by reference into board policy and is considered part of the student handbook.

Student use of computers 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 computer use, including email, and that monitoring of student computer 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 computers or Internet access in any way, including using computers to violate any other policy or contrary to the computer use agreement, or using the computers to access or create sexually explicit or pornographic text or graphics, will face disciplinary action, as specified in the student handbook2 and/or computer 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 cyberbullying awareness and response.

**LIBRARY**

Fines are not charged for overdue materials. Overdue materials must be checked in, however, before additional materials may be checked out. A report card will not be issued if all materials are not checked in before the closing of school (or student withdrawal from school). Parents of students are responsible for the cost of lost materials and books. Records/Grades will be held at the end of the year until all fines are paid or lost articles returned to the school.

**LOST AND FOUND**

Lost articles should be reported to the teacher immediately. Large personal articles such as coats, hats, book bags, etc. should be taken to the red bench beside the yellow “lost and found” bin that is located near the glass doors at the front of the school. This is the “lost and found” area. Small personal articles such as jewelry or purses for example should be taken to the office. Labeling of all students’ personal items will help in locating lost items. It is recommended that students bring only clear or mesh book bags/backpacks to help keep their belongings and supplies in a safe manner.

YOUR CHILD’S NAME SHOULD BE IN COATS, JACKETS, SWEATERS AND STUDENT’S BOOK BAG!

**LUNCH AND BREAKFAST PROGRAM**

The Harrisburg School District is pleased to provide meals at NO CHARGE for all students participating in the National School Lunch Program or School Breakfast Program, regardless of eligibility category, during the 2013-14 school term at the following sites: all Harrisburg campuses, unless otherwise notified. This is made possible through the United States Department of Agriculture (USDA) Special Assistance Certification and Reimbursement Provision 2 Alternative. Federal reimbursement for meals is based on applications on file for the 2008-09 Base Year for the district. These applications are filed and maintained at the Central Office to ensure the strict confidentiality of each document and must remain safely filed for the entirety of the schools district’s Provision 2 status. The information on the applications will be made available only to State and Federal officials for review. All adults, e.g., visitors, teachers, support staff members and administrators of the district must assume the full cost of the meal which is $1.50 for Breakfast and $3.00 for Lunch.

Extra Milk Cost: $0.50

**SCHOOL LUNCH SUBSTITUTIONS**

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

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

**WELLNESS POLICY**

The health and physical well-being of our students directly affects their ability to learn. Childhood obesity increases the incidence of adult diseases occurring in children and adolescents such as heart disease, high blood pressure and diabetes. The increased risk carries forward into their adulthood. Research indicates that a healthy diet and regular physical activity can help prevent obesity and the diseases resulting from it. It is understood that the eating habits and exercise patterns of students cannot be magically changed overnight, but at the same time, the Board of Directors believes it is necessary to strive to create a culture in our schools that consistently promotes good nutrition and physical activity.

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

Goals

In its efforts to improve the school nutrition environment, promote student health, and reduce childhood obesity, the District will adhere to the Arkansas Rules Governing Nutrition and Physical Activity Standards in Arkansas Public Schools. To promote nutrition, physical activity, and other school based activities that will improve student wellness, the District has established the following goals:

Appoint a district school health coordinator (designated district official) who shall be responsible for ensuring that each school fulfills the requirements of this policy;

Implement a grade appropriate nutrition education program that will develop an awareness of and appreciation for nutrition and physical activity throughout the curriculum;

Enforce existing physical education requirements and engage students in healthy levels of vigorous physical activity;

Strive to improve the quality of physical education curricula and increase the training of physical education teachers;

Follow the Arkansas Physical Education and Health Education Frameworks in grades K-12;

Not use food or beverages as rewards for academic, classroom, or sports performances;

Ensure that drinking water is available without charge to all students;

Establish class schedules~~,~~ and bus routes that don’t directly or indirectly restrict meal access;

Provide students with ample time to eat their meals in pleasant cafeteria and dining areas;

Establish no more than nine (9) school wide events which permit exceptions to the food and beverage limitations established by Rule. The schedule of the events shall be by school, approved by the principal, and shall be part of the annual school calendar;

Abide by the current allowable food and beverage portion standards;

Meet or exceed the more stringent of Arkansas’ or the U.S. Department of Agriculture’s Nutrition Standards for reimbursable meals and a la’ carte foods served in the cafeteria;

Restrict access to vended or competitive foods, and foods of minimal nutritional value (FMNV) as required by law and Rule;

Conform new and/or renewed vending contracts to the content restrictions contained in the Rules and reduce district dependence on profits from the sale of FMNV.

Provide professional development to all district staff on the topics of nutrition and/or physical activity;

Utilize the School Health Index available from the Center for Disease Control (CDC) to assess how well the district is doing at implementing this wellness policy and at promoting a healthy environment for its students;

**Advisory Committee**

To enhance the district’s efforts to improve the health of our students, a School Nutrition and Physical Activity Advisory Committee (SNPAAC) shall be formed. It shall be structured in a way that ensures age-appropriate recommendations are made which correlate to our district’s grade configurations. The SNPAAC shall have the powers and responsibilities delegated to it by statute and Rule and are incorporated into this policy by reference. The overarching goal of the committee shall be to promote student wellness by monitoring how well the district is doing at implementing this policy. The SNPAAC shall use modules 1, 2, 3, 4, and 8 of the CDC’s School Health Index as a basis for assessing each school’s progress toward meeting the requirements of this policy. The results of the annual assessment shall be included in each school’s ACSIP, provided to each school’s principal, and reported to the board. Goals and objectives for nutrition and physical activity shall also be included in the ACSIP.

Parents, students, the District's teachers of physical education, school health professionals, the District School Board of Directors, the District's school administrators, members of the community, and representatives of the District's school food authority shall be included in the development, implementation, and periodic review of the District's wellness policy to the extent interested persons from each group desire to be included.8

The SNPAAC shall provide recommendations to the school district concerning menus and other foods sold in the school cafeteria. Such recommendations shall be based, at least in part, on the information the Committee receives from the District on the requirements and standards of the National School Lunch Program and information and from menus for the National School Lunch Program and other food sold in the school cafeteria on a quarterlybasis.

The District shall periodically assess, with input from the SNPACC, the District and individual schools' status regarding implementing this policy. The assessment shall be based, at least in part, on:

the extent to which District schools are in compliance with this policy;

the extent to which this policy compares to other model local school wellness policies; and

a description of the progress made in attaining the goals of this policy.

The assessment results along with the content of this policy shall be periodically reported to the public, including parents, students, and other members of the community.

**OFFICE TELEPHONE**

Students are discouraged from using the telephone in the office except in case of an emergency or extreme need. Adults needing to use a telephone at school are encouraged to use other available telephones in order to leave the office lines open.

**PRIVACY OF STUDENTS’ RECORDS/DIRECTORY INFORMATION**

Except when a court order regarding a student has been presented to the district to the contrary, all students’ education records are available for inspection and copying by the parent of his/her student who is under the age of eighteen (18). At the age of eighteen (18), the right to inspect and copy a student’s records transfers to the student. A student’s parent or the student, if over the age of 18, requesting to review the student’s education records will be allowed to do so within no more than forty five (45) daysof the request. The district forwards education records, including disciplinary records, to schools that have requested them and in which the student seeks or intends to enroll, or is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer.

The district shall receive written permission before releasing education records to any agency or individual not authorized by law to receive and/or view the education records without prior parental permission. The District shall maintain a record of requests by such agencies or individuals for access to, and each disclosure of, personally identifiable information (hereinafter "PII") from the education records of each student. Disclosure of education records is authorized by law to school officials with legitimate educational interests. A personal record kept by a school staff member is not considered an education record if it meets the following tests.

it is in the sole possession of the individual who made it;

it is used only as a personal memory aid; and

information contained in it has never been revealed or made available to any other person, except the maker’s temporary substitute.

For the purposes of this policy a school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

For the purposes of this policy a school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility, contracted duty, or duty of elected office.

The District discloses PII from an education record to appropriate parties, including parents, in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. The superintendent or designee shall determine who will have access to and the responsibility for disclosing information in emergency situations.

When deciding whether to release PII in a health or safety emergency, the District may take into account the totality of the circumstances pertaining to a threat to the health or safety of a student or other individuals. If the District determines that there is an articulable and significant threat to the health or safety of a student or other individuals, it may disclose information from education records to any person whose knowledge of the information is necessary to protect the health or safety of the student or other individuals.2

For purposes of this policy, the Harrisburg School District does not distinguish between a custodial and noncustodial parent, or a non-parent such as a person acting in loco parentis or a foster parent with respect to gaining access to a student’s records. Unless a court order restricting such access has been presented to the district to the contrary, the fact of a person’s status as parent or guardian, alone, enables that parent or guardian to review and copy his child’s records.

If there exists a court order which directs that a parent not have access to a student or his records, the parent, guardian, person acting in loco parentis, or an agent of the Department of Human Services must present a file-marked copy of such order to the building principal and the superintendent. The school will make good-faith efforts to act in accordance with such court order, but the failure to do so does not impose legal liability upon the school. The actual responsibility for enforcement of such court orders rests with the parents or guardians, their attorneys and the court which issued the order.

A parent or guardian does not have the right to remove any material from a student’s records, but such parent or guardian may challenge the accuracy of a record. The right to challenge the accuracy of a record does not include the right to dispute a grade, which must be done only through the appropriate teacher and/or administrator, the decision of whom is final. A challenge to the accuracy of material contained in a student’s file must be initiated with the building principal, with an appeal available to the Superintendent or his designee. The challenge shall clearly identify the part of the student’s record the parent wants changed and specify why he/she believes it is inaccurate or misleading. If the school determines not to amend the record as requested, the school will notify the requesting parent or student of the decision and inform them of their right to a hearing regarding the request for amending the record. The parent or eligible student will be provided information regarding the hearing procedure when notified of the right to a hearing.3

Unless the parent or guardian of a student (or student, if above the age of eighteen [18] objects, "directory information" about a student may be made available to the public, military recruiters, post-secondary educational institutions, prospective employers of those students, as well as school publications such as annual yearbooks and graduation announcements. “Directory information” includes, but is not limited to, a student’s name, address, telephone number, electronic mail address, photograph, date and place of birth, dates of attendance, his/her placement on the honor role (or the receipt of other types of honors), as well as his/her participation in school clubs and extracurricular activities, among others. If the student participates in inherently public activities (for example, basketball, football, or other interscholastic activities), the publication of such information will be beyond the control of the District. "Directory information" also includes a student identification (ID) number, user ID, or other unique personal identifier used by a student for purposes of accessing or communicating in electronic systems and a student ID number or other unique personal identifier that is displayed on a student's ID badge, provided the ID cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN), password or other factor known or possessed only by the authorized user,

A student’s name and photograph will only be displayed on the district or school’s web page(s) after receiving the written permission from the student’s parent or student if over the age of 18.

The form for objecting to making directory information available is located in the back of the student handbook and must be completed and signed by the parent or age-eligible student and filed with the building principal’s office no later than ten (10) school days after the beginning of each school year or the date the student is enrolled for school. Failure to file an objection by that time is considered a specific grant of permission. The district is required to continue to honor any signed-opt out form for any student no longer in attendance at the district.

The right to opt out of the disclosure of directory information under FERPA does not prevent the District from disclosing or requiring a student to disclose the student's name, identifier, or institutional email address in a class in which the student is enrolled.

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

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202

**GRADING**

Parents or guardians shall be kept informed concerning the progress of their student.  Parent-teacher conferences are encouraged and may be requested by parents, guardians, or teachers. If the progress of a student is unsatisfactory in a subject, the teacher shall attempt to schedule a parent-teacher conference. In the conference, the teacher shall explain the reasons for difficulties and shall develop, cooperatively with the parents, a plan for remediation which may enhance the probability of the student succeeding. The school shall also send timely progress reports and issue grades for each nine-week grading period~~\*~~~~1~~ to keep parents/guardians informed of their student’s progress.

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

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

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 40 days. A student transferred in with a grade of 83% earned in 10 days at the previous school. The student had a grade of 75% in our district’s school earned in the remaining 30 days of the grading period. 10 days is 25% of 40 days while 30 days is 75% of 40 days. Thus the final grade would be .25 (83) + .75 (73) = 75.5%.

 (S, N, U and I will be used for Art, Music, Physical Education and Citizenship)

Kindergarten shall use S, N, U, and I’s.

 S................................................................................................................................................................Satisfactory

N..................................................................................................................................................Needs Improvement

U...........................................................................................................................................................Unsatisfactory

I.................................................................................................................................................................Incomplete

Report Cards will be given following each designated grading period. Scheduled Parent-Teacher Conferences are held at the end of the first and third quarters of each school year.

Act 1255 of 2005 prohibits the lowering of grades of foster children for absences due to:

A change in the student’s school enrollment;

The student’s attendance at a court-ordered dependency-neglect court proceeding; or

The student’s attendance at a court-ordered counseling or treatment.

**PARENT TEACHER COMMUNICATION**

The district recognizes the importance of communication between teachers and parents/legal guardians. To help promote positive communication, parent/teacher conferences shall be held once each semester. Parent-teacher conferences are encouraged and may be requested by parents/guardians when they feel they need to discuss their child’s progress with his/her teacher.

Teachers are required to communicate during the school year with the parent(s) or legal guardian(s) of each of their students to discuss their academic progress. More frequent communication is required with the parent(s) or legal guardian(s) of students who are performing below grade level.

All parent/teacher conferences shall be scheduled at a time and place to best accommodate those participating in the conference. Each teacher shall document the participation and non-participation of parent(s) or legal guardian(s) for each scheduled conference.

If a student is to be retained at any grade level; notice of, and the reasons for retention shall be communicated promptly in a personal conference.

**PROMOTION/RETENTION/COURSE CREDIT FOR K-12 SCHOOLS**

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 Harrisburg School District shall include in the student handbook, the criteria for promotion of students to the next grade. Parents or guardians shall be kept informed concerning the progress of their student(s). Notice of a student’s possible retention shall be included with the student’s grades sent home to each parent/guardian. Parent-teacher conferences are encouraged and may be held as necessary in an effort to improve a student’s academic success.

Promotion or retention of students shall be primarily based on the following criteria.1 If there is doubt concerning the promotion or retention of a student, before a final decision is made, a conference between the parents/guardians, teacher(s), other pertinent personnel, and principal shall be held. 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.

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

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

**PROMOTION/RETENTION CRITERIA**

Promotion or retention of students shall be primarily based on the following criteria developed by each grade level

**KINDERGARTEN**

**READING**

Recognize printed name.

Recognize same and different pictures.

Recognition of upper and lower case alphabet (47 out of 52 letters) 47/52

Recognition of beginning sounds (24 out of 26 sounds) 24/26

Recognize common high-frequency words by sight (25 out of 31)

**MATH**

Count aloud to 100.

Recognize numbers 0-20 (19 out of 21 numbers) 19/21.

Match correct numbers with sets 0-20.

The chronological age of the child will be considered.

Emotional and physical maturity will be considered.

School attendance and/or frequent change of schools will be considered.

Recommendations will be made by a review committee of teachers and appropriate staff. The final promotion or retention decision lies with the principal.

**FIRST GRADE**

The criteria below have been established as a basis for success in first grade.

**READING** grades will be determined by the following assessments:

Story Assessments, Unit Tests and End of the Year Test

Teacher-made Assessments

DIBELS Progress

State Mandated Achievement Test Scores

**MATH** grades will be determined by the following assessments:

Chapter Tests, Unit Assessments and End of the Year Test

Teacher-made Assessments

State Mandated Achievement Test Scores

The following items will also be taken into consideration:

School attendance and/or frequent change of schools will be considered.

Social-emotional development

Below 60% in Math and/or Reading during a quarterly grading period.

The final promotion or retention decision lies with the principal.

**SECOND GRADE**

The following criteria will be used in determining promotion or retention of second grade students:

The student must achieve 80% mastery on the End-of-Year test of the basal reading series.

The student must complete and obtain a passing score on teacher-made tests and classroom assignments.

The following items will also be taken into consideration:

Below 60% in Math and/or Reading during a quarterly grading period.

Social-emotional development

School attendance and/or frequent change of schools will be considered.

Achievement test scores

The final promotion or retention decision lies with the principal.

**THIRD GRADE**

Students must be on grade level to proceed to fourth grade. The following criteria will be used to determine promotion or retention of third grade students:

A student will be considered for retention if semester or year average grades in Math and/or Reading are below 60%.

If a student meets three of the six criteria below:

Below 60% in Reading and/or Math in any nine week period.

Below 70% on any two of the reading unit tests.

Benchmark scores in Reading and/or Math are not at the proficient level.

School attendance and/or frequent change of schools will be considered.

Social-emotional development and maturity level is below average

Extenuating circumstances that suggest retention would be in the student’s best interest.

The final promotion or retention decision lies with the principal.

**FOURTH THROUGH SIXTH GRADES**

Students must be on grade level to proceed. The following criteria will be used to determine promotion or retention of fourth grade students.

A student meeting two of the four criteria listed below will be considered for retention:

Report Card: Scoring below 60% in Reading and/or Math in any nine week grading period.

Benchmark scores in Reading and/or math are not at the proficient level.

School attendance and/or frequent change of schools will be considered.

Maturity: Social-emotional development is below average.

AND/OR

A student will be considered for retention if any ONE of the following is met on the semester or end of year average on the Report Card:

Failure (F) in Reading ● Failure (F) in Math ● Failure (F) in two or more other subjects

The final promotion or retention decision lies with the principal.

**INDIVIDUAL EDUCATION PROGRAM**

Promotion or retention of students with an Individual Education Program (IEP) shall be based on their successful attainment of the goals set forth in their IEP.

Other factors for possible retention include, but are NOT limited to the following:

Chronological age

Current grade

Previous retention

Estimate of intelligence/ability

History of learning disabilities

Maturity

Academic achievement for the current year

Attendance

History of behavior and/or emotional problems

Parental Involvement

Student’s life experiences

Current reading level

Ability to function at next grade level

If there is a doubt concerning the promotion or retention of a student, before a final decision is made, a conference between the parent/guardian, teacher(s), and other pertinent school personnel shall be held. 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.

**SPECIAL EDUCATION SERVICES**

The district will provide a free and appropriate public education (FAPE) and necessary related services to all children with disabilities residing within the district, as required under the Individuals with Disabilities Education Act of 2004.

The district will follow procedures for identification (Child Find), evaluation, placement and delivery of services to children with disabilities provided in state and federal statues which govern special education.

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 Children with Disabilities (CWD). Among the coordinator’s responsibilities shall be ensuring district enforcement of the due process rights of Children with Disabilities and their parents.

**SECTION 504**

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 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 IDEA satisfies the district's obligation to provide a free and appropriate education under Section 504.

**STUDENT ACCELERATION**

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

Generally, acceleration can occur through one of two broad categories: content based and grade based. Grade based acceleration shortens the number of years a student would otherwise spend in K-12 education, while content based acceleration occurs within the normal K-12 time span. Either form of acceleration can be triggered by either a parent/guardian, student, or community member's request or by the referral of school personnel. In either case, the process of determining the appropriateness of the request shall be under the direction of the district/school1 Gifted and Talented Program Coordinator who shall convene the individuals necessary to make an informed decision which shall include the student's parents or guardians.

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

The District's Gifted and Talented 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 Districts 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.

**PUBLIC SCHOOL ASSESSMENTS AND REMEDIATION**

Students in grades kindergarten through fourth (K-4) shall participate in assessments required by the Arkansas Board of Education. The Arkansas Board of Education shall determine satisfactory passing level scores on each assessment. Students who do not meet required standards shall be required to participate in an individualized Academic Improvement Plan (AIP) or an Intensive Reading Intervention (IRI). Each improvement plan shall be developed by school personnel and the student’s parents and shall be designed to assist the student in attaining the expected achievement level. The AIP/IRI shall also state the parent’s role as well as the consequences for the student’s failure to participate in the plan, which shall include the student’s retention in their present grade.

A student with disabilities identified under the Individuals with Disabilities Education Act has an Individualized Education Program (IEP) that addresses any academic area or areas in which the student is not proficient on state mandated assessments. The IEP meets the requirements of an Academic Improvement Plan (AIP) or an Intensive Reading Intervention (IRI).

Students in Kindergarten through fourth grade not performing at grade level during the regular school year shall participate in a remediation program during the school year to be eligible for promotion to the next grade. School districts shall notify the student’s parent, guardian or care-giver of the parent’s role and responsibilities as well as the consequences for the student’s failure to participate in the plan. Students in grades three through eight (3-8) identified as not passing a benchmark assessment and who fail to participate in the subsequent academic improvement plan shall be retained and not promoted to the next appropriate grade until:

(A) The student is deemed to have participated in an academic improvement plan; or

(B) The student passes the benchmark assessment for the current grade the student is retained.

SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS

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

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

This policy, the Smart Core curriculum, and the courses necessary for graduation shall be reviewed by staff, students, and parents at least every other year**3** to determine if changes need to be made to better serve the needs of the district’s students. The superintendent, or his/her designee, shall select the composition of the review panel.

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

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

The first year of this policy’s implementation all employees required to be licensed as a condition of their employment shall receive training regarding this policy so that they will be able to help successfully implement it. In subsequent years, administrators, or their designees, shall train newly hired employees, required to be licensed as a condition of their employment, regarding this policy. The district’s annual professional development shall include the training required by this paragraph.**5**

**GRADUATION REQUIREMENTS**

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

Unless exempted by a student’s IEP, all students must successfully pass all end-of-course (EOC) assessments they are required to take or meet the remediation required for the EOC assessment to receive academic credit for the applicable course and be eligible to graduate from high school.**7**

**SMART CORE: Sixteen (16) units**

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

Oral Communications: one-half (1/2) unit

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

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

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

**Smart Core** requirement.

* Algebra II
* Choice of: Transitions to College Math, Pre-Calculus, Calculus, Trigonometry, Statistics, Computer Math, Algebra III, or an Advanced Placement math

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

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

* Physical Science
* Biology or Applied Biology/Chemistry
* Chemistry
* Physics or Principles of Technology I & II or PIC Physics

Social Studies: three (3) units

* Civics one-half (½) unit
* World History - one unit
* U. S. History - one unit

Physical Education: one-half (1/2) unit

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

Health and Safety: one-half (1/2) unit

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

Fine Arts: one-half (1/2) unit

**CAREER FOCUS: - Six (6) units**

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

The Smart Core and career focus units must total at least twenty-two (22) units to graduate. Additionally, the district requires 1 unit for a total of 23 units to graduate which may be taken from any electives offered by the district.**6**

**CORE: Sixteen (16) units**

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

Oral Communications: one-half (1/2) unit

Mathematics: four (4) units

* Algebra or its equivalent**\* -** 1 unit
* Geometry or its equivalent**\* -** 1 unit
* All math units must build on the base of algebra and geometry knowledge and skills.
* (Comparable concurrent credit college courses may be substituted where applicable)

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

Science: three (3) units

* at least one (1) unit of biology or its equivalent
* one (1) unit of a physical science

Social Studies: three (3) units

* Civics one-half (1/2) unit
* World history, one (1) unit
* U.S. history, one (1) unit

Physical Education: one-half (1/2) unit

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

Health and Safety: one-half (1/2) unit

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

Fine Arts: one-half (1/2) unit

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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.

The Core and career focus units must total at least twenty-two (22) units to graduate. Additionally, the district requires 1 unit for a total of 23 units to graduate which may be taken from any electives offered by the district.**6**

**SCHOOL CLOSING (INCLEMENT WEATHER**)

Announcements concerning school closing due to inclement weather will be made over television (KAIT-8 and WREG-Channel 3) , radio (KFIN-FM 108), and by the school district’s ALERT NOW messaging system. Please make sure the office has a current phone number on file where you would like to be reached for a message from ALERT NOW. These are the only stations the Harrisburg School district officially notifies of closings. These announcements will be made as early as possible by the superintendent of schools or his designee. If it becomes necessary to close school during the school day, an announcement will be made over television and/or radio and/or the ALERT NOW system. On days when inclement weather threatens, TELEPHONE LINES MUST BE KEPT OPEN!

Parents are asked to listen to television and/or radio announcements and NOT to call the office. Calling plans will be used to notify car riders’ parents in the event of early dismissal during the school day. It is; therefore, imperative that parents keep the school informed of current telephone and emergency numbers.

School officials and teachers should NOT be called at home for information regarding school closings. Students and parents should rely on the designated radio and/or television stations for announcements. Snow routes for buses may be designated as determined by the superintendent and/or his designee.

**STUDENT DRESS CODE**

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

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

Elementary school children should wear comfortable and suitable clothing dictated by weather and special circumstances. Students will go outside for activity time at all possible times and should bring coats/jackets on cool days. Clothing should encourage modesty and not be distracting to the classroom environment or bring embarrassment to the student or the school system.

This, of course, rules out wearing certain items such as half-shirts, halter tops, tube tops, see-through tops, short shorts and mini-skirts. A GOOD RULE OF THUMB: *IF YOU THINK YOU SHOULD NOT WEAR AN ITEM = DON’T!*

Students are not permitted to wear cleats, skates, healies or wheelies, hats, caps, scarves/kerchiefs or sunglasses while in the building unless special permission has been given by administration.

 First Offense: Warning-Student will be asked to remove items.

 Second Offense: Items will be confiscated until the end of the week.

Articles of clothing that promote, advertise, inform or use phrases concerning alcohol, tobacco, drugs or suggestive/unacceptable language are prohibited. Students may be given the option of turning the article of clothing inside out or asked to call home for a replacement garment. Students are encouraged NOT to wear jeans/pants with holes in inappropriate places or shorts and pants with words/slogans written across the buttocks.

**SURVEYS AND QUESTIONNAIRES**

A student’s parents or legal guardian may refuse to allow the student to participate in any specified survey or questionnaire concerning the following:

No student shall be required to submit a survey, analysis or evaluation which is administered or distributed by a school and is funded in whole or in part by any program administered by the U. S. Department of Education without prior written consent of the parent/guardian that reveals information concerning the following:

Political affiliations;

Mental and psychological problems potentially embarrassing to the student or his/her family;

Sex behavior or attitudes;

Illegal, anti-social, self-incriminating and demeaning behavior;

Critical appraisals of other individuals with whom respondents have close family relationships;

Legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers;

Religious practices, affiliations or beliefs of the student or student’s parents; or

Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Prior written parental permission is required before any survey or questionnaire (not including tests mandated by state or federal law or regulation and standardized scholastic achievement tests) is administered to a student the responses to which are to be provided to a person or entity other than another public school, school district or any branch of the federal government and which requests or requires a student to provide any of the eight (8) categories of information listed above and/or the following:

Student’s name;

The name of the student’s parent or member of the student’s family;

The address, telephone number or email address of a student or a member of a student’s family;

A personal identification number, such as social security number, driver’s license number or student identification number of a student or a member of the student’s family; or

Any information, the disclosure of which is regulated or prohibited by any other state or federal law or regulation.

The rights provided to parents under this policy transfer to the student when he/she turns eighteen (18).

**TEXTBOOKS/REPORT CARDS**

Students are furnished textbooks free of charge. Books are distributed the first day of school and returned the last week of the school year. If a book is misplaced or damaged, it is charged to the person who signed for it. A replacement is not issued until payment for the missing or damaged book is received. If misplacement or damage occurs at the close of the school year, the student is not issued a book card; and, his/her record is not cleared (report card is not sent home) until the book is returned or payment is received. Consideration will be given to the number of years and the amount of use that a book has received when payment is necessary to replace books.

The school issues one report card per student each year. When a second report card has to be provided (due to loss or destruction), the parent will be required to pay 50 cents for the replacement card.

**USE OF TOBACCO PRODUCTS/SMOKING ON SCHOOL PROPERTY**

The General Assembly of the State of Arkansas has amended Arkansas Code 6-21-609 to require that a copy of the statute prohibiting smoking or use of tobacco products on school property be posted in a conspicuous place at every entrance of each school building or school bus. Any person violating this provision shall be guilty of a misdemeanor and upon conviction thereof shall be punished by a fine not less than ten dollars ($10) nor more than one hundred dollars ($100).

**VISITORS**

Adult guests are welcome to join students for lunch in the cafeteria. Adult guests will be asked to dine **with their child only** at the special guest tables which are provided in the cafeteria. Guests must stop by the office, sign the Visitor’s Journal and get a visitor’s pass before going to the cafeteria. Adults must pay for their guest meals and receive a breakfast or lunch ticket in the elementary office prior to going to the cafeteria.

Visits to individual classrooms during class time are permitted on a limited basis with the teacher’s knowledge and prior approval by the teacher and/or administrator.

However, AT ALL TIMES, parents, volunteers, and visitors MUST clear through the office upon entering the building and follow the guidelines as listed. A daily register or journal of all visitors will be kept in the office.

Care should be taken to avoid disturbing classroom instruction. We request that parents leave articles such as coats, books, glasses, lunches, etc. in the office in order to avoid disrupting instruction.

**VISITOR GUIDELINES**:

Report to the office to check in and receive a visitor’s pass.

The visitor’s pass must be visible at all times while visiting our school.

You may visit with the teacher at his/her conference period, but not during instructional/class time without prior approval by the teacher and/or administrator.

If you are visiting a classroom, you may only observe the class and cannot interact with the students unless the teacher requests your assistance to do so.

When leaving our campus, report back to the office to sign out in the visitor’s journal and discard your visitor’s pass.

Students are not allowed to bring brothers, sisters or other children to spend the day at school with them.

Students are not allowed to bring brothers, sisters or other children to attend field trips without parental supervision.

Parent, grandparents, legal guardians, business and community members are welcome and encouraged to visit our district schools. To minimize the potential for disruption of the learning environment, visitors (for a purpose other than to attend an activity open for the general public) are required to first report to the school’s main office. No one shall be exempt from this requirement. Visitors who are Level 3 or Level 4 Sex Offenders may only enter a school campus under the provisions allowed and listed in District Policy.

Parents and legal guardians are encouraged to participate in regularly scheduled events such as school open house, programs, graduation and scheduled parent-teacher conferences. Additional conferences are held when scheduled in advance with the teacher or through the office. Conferences shall be scheduled at a time and place to accommodate those participating in the conference. Visits to individual classrooms during class time are permitted on a limited basis with the teacher’s prior knowledge and/or principal’s approval.

Parents wishing to speak to their children during the school day shall register first with the office. The district has the right to ask disruptive visitors to leave its school campuses. Principals are authorized to seek the assistance of law enforcement officers in removing any disruptive visitors who refuse to leave voluntarily.

Children are not called to the office to take phone calls. Messages will be delivered by office staff when the required student password has been provided.

**CONTACT WITH STUDENTS WHILE AT SCHOOL**

**CONTACT BY PARENTS**:

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

**CONTACT BY NON-CUSTODIAL PARENTS:**

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

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

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

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

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

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

**SEX OFFENDERS ON CAMPUS (MEGAN’S LAW)**

The Harrisburg School District shall work with area law enforcement in a manner consistent with applicable state law and Arkansas Department of Education Regulations to communicate the presence of a sexual offender. When necessary, law enforcement may contact building principals and give them information regarding sex offenders. The decision regarding which school principals to notify rests solely with law enforcement officials who use a rating system to determine those needing to be notified according to the offender’s dangerousness to the community.

Building principals should, in turn notify any person who in the course of their employment is regularly in a position to observe unauthorized persons on or near the school’s property. Those notified could include such employees as aides, bus drivers, coaches, maintenance staff, professional support staff, school level administrative staff, security personnel, teacher’s assistants and teachers. It is important that school personnel receiving notice understand that they are receiving sex offender notifications in their official capacity and are NOT to disseminate such information about an offender to anyone outside the school. If school personnel are asked about notification information by an organization using school facilities, they should be referred to the area law enforcement agency that issued the notice.

Persons NOT to be notified except at the specific discretion of area law enforcement officials include members of parent-teacher organizations, other schools, organizations using school facilities, students, parents or guardians of students and the press. Personnel may inform the press about procedures which have been put in place and other general topics, but may NOT reveal the name or any other specifics regarding an offender.

A parent or guardian who is a Level 1 or Level 2 Sex Offender shall be allowed to enter the school campus to attend parent-teacher conferences or any other activity which is appropriate for a parent, guardian or community member.

Level 3 and Level 4 Sex Offenders may only enter the school campus in the following instances:

The offender is a student attending school in the district.

To attend a graduation or baccalaureate ceremony, or school sponsored event for which an admission fee is charged or tickets are sold or distributed.

It is a non-student contact day according to the school calendar or no school-sponsored event is taking place on campus;

The offender is a parent or guardian of a student enrolled in the district and goes directly to the office to have school personnel deliver medicine, food or personal items for the student;

The offender is a parent or guardian of a student and enters the school campus where the student is enrolled to attend a scheduled parent-teacher conference and the offender must be escorted to and from the conference by a designated school official or employee.

A Level 3 and Level 4 Sex Offender who is the parent or guardian of a child enrolled in the district and who wishes to enter the school campus in which the student is enrolled for any other purpose than those listed above, must give reasonable notice to the school principal or his/her designee. The principal or designee may allow the sex offender to enter upon the campus provided there is a designated school official on campus. The sex offender shall not enter upon the school campus until such time as a designated school official or employee is available.

Copies of the notification from law enforcement should be kept in a secure place accessible to teachers and necessary staff, but should not be posted on school bulletin boards or made available to students or members of the community at large.

**PARENTAL/COMMUNITY INVOLVEMENT—WEINER ELEMENTARY SCHOOL (Policy 6.12)**

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

Involve parents and the community in the development and improvement of Title I programs for the school;

Have a coordinated involvement program where the involvement activities of the school enhance the involvement strategies of other programs such as Head Start, HIPPY, Parents as Partners, Parents as Teachers, ABC, ABC for School Success, area Pre-K Programs and Even Start;

Explain to parents and the community Arkansas’ content and achievement standards, Arkansas and local student assessments and how the school’s curriculum is aligned with the assessments and how parents can work with the school to improve their child’s academic achievement;

Provide parents with the materials and training they need to be better able to help their child achieve. The school may use parent resource centers or other community based organizations to foster parental involvement and provide literacy and technology training to parents.

Educate school staff, with the assistance of parents, in ways to work and communicate with parents and to know how to implement parent involvement programs that will promote positive partnerships between the school and parents;

Keep parents informed about parental programs, meetings and other activities they could be involved in. Such communication shall be, to the extent practicable, in a language the parents can understand.

Find ways to eliminate barriers that work to keep parents 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;

Find and modify other successful parent and community involvement programs to suit the needs of our school;

Train parents to enhance and promote the involvement of other parents;

Provide reasonable support for other parental involvement activities as parents may reasonably request.

To help promote an understanding of each party’s role in improving student learning, Weiner Elementary School shall develop a compact that outlines the responsibilities of parents, students and the school staff in raising student academic achievement and in building partnerships that will enable students to meet the Arkansas academic standards.

Weiner Elementary School shall convene an annual meeting, or several meetings at varying times if necessary to adequately reach parents of participating students, to inform parents of the school’s participation in Title I, its requirements regarding parental involvement, and the parent’s rights to be involved in the education of their child.

Weiner Elementary School shall, at least annually, involve parents in reviewing the school’s Title I program and parental involvement policy in order to help ensure their continued improvement.

This policy shall be part of the school’s Title I plan and shall be distributed to parents of the district’s students and provided, to the extent practicable, in a language the parents can understand.

This information will be available on the district website.

**HARRISBURG SCHOOL DISTRICT**

**WEINER ELEMENTARY SCHOOL**

**2013-14 FACULTY AND STAFF**

PAM HOGUE, PRINCIPAL

JACKIE WEEKS, KINDERGARTEN TEACHER

JOSEPH CROSS, FIRST GRADE TEACHER

MISTY HENDRIX, SECOND GRADE TEACHER

TARA HARRELSON, THIRD GRADE TEACHER

TONYA MATTHEWS, FOURTH GRADE TEACHER

JEANNIE SITZER, FIFTH GRADE TEACHER

DEANNE NEELY, SIXTH GRADE TEACHER

DAWN PATCHELL, RESOURCE TEACHER

VANESSA HALL, REMEDIATION TEACHER

PATRICIA HESSE, GIFTED & TALENTED/LIBRARY

CAROL LITTLE, COUNSELOR/ART

ELLEN PHILPOT, MUSIC

KAY MATTHEWS, PARAPROFESSIONAL

LYNN JONES, PARAPROFESSIONAL

JUDY GARNER, PARAPROFESSIONAL

BECKIE BROOKS, PARAPROFESSIONAL

TINA IMBODEN, ELEMENTARY SECRETARY

JAMIE BARTHOLOMEW, NURSE

TAMMY JONES, CUSTODIAN

RADIUS BAKER, JR., MAINTENANCE

**BOARD OF EDUCATION**

TODD BARTHOLOMEW

JEB BASS

FONDA EATON

FRANKIE LINDSEY

GREG REDDMANN

**ADMINISTRATION**

DANNY SAMPLE, SUPERINTENDENT

