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# HARRISBURG SCHOOL DISTRICT BELL SCHEDULES



# SECTION 1: DISTRICT-WIDE CAMPUS POLICIES

## Absences

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.

### Excused Absences

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

1. The student’s illness or when attendance could jeopardize the health of other students. A maximum of 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 absences shall be at the discretion of the superintendent or designee.
10. Absences granted, at the Superintendent's discretion, to seventeen (17) year-old students who join the Arkansas National Guard while in eleventh grade to complete basic combat training between grades eleven (11) and twelve (12).
11. Absences for students excluded from school by the Arkansas Department of Health during a disease outbreak because the student has an immunization waiver or whose immunizations are not up to date.

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 may, however, be the basis for the denial of course credit, promotion, or graduation.

**Note:** 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.

### 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 **ten (10) 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 this school day in which such absence occurred or by regular mail with a return address sent no later than the following school day.

Whenever a student exceeds 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.

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

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

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

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

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

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

### Perfect Attendance

Perfect Attendance is awarded at the end of the year to students who have neither been **ABSENT NOR TARDY** during the school year. In order to encourage students to remain for the entire day of school rather than checking out early, Perfect Attendance will not be issued to students who are tardy or check out before dismissal time. Exceptions are made on the **elementary campus** for Christmas and Valentine parties, choir programs, field days and field trips and sign-out sheets will be provided in the classrooms for these special occasions.

There are several reasons for encouraging students to remain the entire day:

* A student who checks out early misses valuable class time.
* To be counted as a full day, by state law/standards, six hours of instructional time are required.

## Child Abuse Reporting Procedures

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:**

1. A child is any person under the age of eighteen (18).
2. 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.

1. 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 well being or any maltreatment of the child

**Reporting Abuse:**

Any suspected maltreatment of a child should be reported to the Child Abuse Hotline at 800-482-5964. 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.

## Closed Campus and Checkout Procedures

In order for the school district to provide for the safety and welfare of the students, Harrisburg School District will operate under a closed campus policy. A closed campus policy means that the 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.

Officially signing out may be done in the following ways:

1. Parents come to the school office, notify the secretary that they want to check out their child, complete the check-out form, and sign the student out.
2. If a student gets sick, etc. and needs to check out, the principal, secretary, or nurse may reach the parent or relative by phone and, with permission, sign the student out.
3. In an emergency, after all methods to reach parents or relatives have been exhausted, the principal, nurse, or secretary may give permission for the student to check-out.
4. Parents may designate adults to check their son/daughter out of school in emergency situations.

Any student leaving during the school day (before dismissal time at 3:00 p.m.) must check out through the office. **Harrisburg School District allows parents/guardians and two (2) appointed adults to check students out.** Parents/Guardians must designate **in writing** the names of these two adults on the appropriate form provided by the office. Changes of appointed adults may only be made **in writing** throughout the year and **not** by telephone. The completed form will be kept in a notebook in the office and used to verify who has permission to sign students out. These designated adults may be asked to provide identification when signing students out in the office.

**Note**: High School students may only return during the same school day as check out **if they present a professional note to the office at the time of sign-in.** A parent or guardian **must** sign the student out but a high school student can sign themselves back in when presenting the professional note.

### Passwords for Elementary and Middle School Students

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 specific word(s) to be used as your password. Passwords can be changed by coming to the office or sending a written notice 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 to know basis. For the safety of your child, please promptly provide your password when calling the office!

### Drop-Off and Pick-Up Procedures for Car Riders

Buses and Private Vehicles are not allowed to drop students off or pick students up in the same area. For the safety of the students, cars are to remain in a single line with no passing, backing up, or turning around allowed. For the safety of students, parents should remain in the vehicles in the afternoon and staff/faculty will supervise the loading of students. Parents should familiarize themselves with the drop-off and pick-up procedures utilized by the campus that their student attends.

### Check-out Policy for Married Students

Married students must hold a conference with the principal before they will be allowed to check themselves out of school. Decisions regarding check-out is at the principal’s discretion. **No student is allowed to check out of school without the principal’s approval.** All students must follow the rules that apply to other students except for circumstances approved by the principal.

## Complaints and/or Grievances

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:

1. Teacher, coach, or other staff member against whom the complaint is directed;
2. Principal; and
3. 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.

If a student and/or parent involved in a disciplinary ruling, or otherwise, has a complaint or grievance, the following steps and procedures should be followed:

**Level One:** The resolution of a grievance through free and informal communications as close as possible to the point of origin is encouraged. A student with a grievance may first take it to his/her immediate teacher or principal. Both shall be consulted prior to further resolution procedures.

**Level Two:** In the event the aggrieved person is not satisfied with the disposition of his/her grievance at level one, he/she may file a grievance in writing with the superintendent or his/her designee. Within 10 days from the receipt of the grievance, he/she shall request a conference with the aggrieved person or render a written decision as to the resolution.

## Compulsory Attendance Requirements

Every parent, guardian, or other person having custody or charge of any child age five (5) through seventeen (17) years on or before **August 1** of that year who resides, 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:

1. The child is enrolled in private or parochial school.
2. The child is being home-schooled and the conditions of policy (4.6 – HOME SCHOOLING) have been met.
3. The child will not be age six (6) on or before August 15 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 waiver form prescribed by regulation of the Department of Education must be signed and on file with the district administration office.
4. The child has received a high school diploma or its equivalent as determined by the State Board of Education.
5. The child is sixteen (16) or above and is enrolled in a post-secondary vocational-technical institution, a community college, or a two-year or four-year institution of higher education.
6. The child is 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).

## Contact with Students While at School/Visitors

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.

Visitors, including parents wishing to speak with students 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 school property when requested to do so.

Students are not called to the office to take phone calls.

**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

1. Report to the office to check in and receive a visitor’s pass.
2. The visitor’s pass **must be visible at all times** while visiting our school.
3. 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.
4. If you are visiting a classroom with prior approval of the teacher and/or administrator, you may only observe the class and cannot interact with the students unless the teacher requests your assistance to do so.
5. When leaving our campus, report back to the office to sign out in the visitor’s journal and discard your visitor’s pass.

### Contact by Parents

Parents wishing to speak to their children during the school day **must** register first with the office. The parent or guardian of a student may come to the school, and after signing in at the office and receiving a visitor’s pass, may eat lunch with their child in the cafeteria. After lunch, the parent or guardian must report again to the office to sign out before leaving campus. **Visitor’s passes must be visible at all times.**

### Contact by Non-custodial Parents

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

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

### Contact by Law Enforcement, Social Services, or by Court Order

State law requires that Department of Human Services employees, local law enforcement, or agents of the Crimes Against Children Division of the Department of Arkansas State Police, may interview students without a court order for the purpose of investigating suspected child abuse. In instances where the interviewers deem it necessary, they may exercise a "72-hour hold" without first obtaining a court order. Except as provided below, other questioning of students by non-school personnel shall be granted only with a court order directing such questioning, with permission of the parents of a student (or the student if above 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, a person acting in loco parentis identified on student enrollment forms. The principal or principal 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. The 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, 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 day and an after-hours telephone number.

### Contact by Professional Licensure Standards Board Investigators

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

## Driver's Test Requirements for Students

**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.**

In addition to the form, a student must produce an original birth certificate when going to take the written exam. A parent or legal guardian must accompany the student for both the written test and the driving test. Driver's tests are not given in Harrisburg but tests can be taken at the State Police department in Jonesboro. Their location is 2216 Access Road and their phone number is 935-7302. Written tests are Monday-Friday 8:15-12:00. A student should arrive before 11:00 for the written test. Road tests are Monday-Friday from 1:00-4:00. After passing the road test, a student must provide a copy of their transcript, an original birth certificate, and be accompanied by a parent or legal guardian when going to the revenue office to get their restricted driver's license.

Students who leave school to take the test and return the same day may use the form showing they passed the test, or their license if passing the driving test, as a professional note allowing them to return to school or excusing their absence.

## Due Process

The principal of any school may suspend, for good cause, the pupil from school for a period of up to ten days. All students will be afforded due process whenever deprived of their right to an education through expulsion from regular classroom instruction or other school activities because of (1) suspension; (2) expulsion; (3)probation or withdrawal of privileges; (4) exclusion from graduation ceremonies; (5) statements removed from student's records; and (6) clearing one's reputation.

**Due Process Procedure:**

1. Prior to any serious disciplinary action, the school principal or his designee shall advise the pupil in question of the particular misconduct of which he is accused, as well as the basis for such accusation.
2. The pupil shall be given an opportunity at that time to explain his version of facts to the school principal or his designee
3. The principal, upon suspending a student, shall notify his parents and the Superintendent.
4. When a pupil has been notified that he/she is suspended from school, he/she is barred from the premises and all school functions until reinstated by the Principal.
5. Upon request of the parent or guardian, a conference concerning the suspension will be arranged with the principal.
6. If parents/guardians are not satisfied with step five (5), a hearing may be requested with the superintendent within five (5) days.
7. If parents/guardians are not satisfied with step six (6), a hearing may be scheduled with the school board within five (5) days.

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

## Entrance Requirements

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:

1. The parent, guardian, or other responsible person shall furnish the child’s social security number, or if they request, the district will assign the child a nine (9) digit number designated by the department of education.
2. The parent, guardian, or other responsible person shall provide the district with one (1) of the following documents indicating the child’s age:
3. A birth certificate;
4. A statement by the local registrar or a county recorder certifying the child’s date of birth;
5. An attested baptismal certificate;
6. A passport;
7. An affidavit of the date and place of birth by the child’s parent or guardian;
8. United States military identification; or
9. Previous school records.
10. The parent, guardian, or other responsible person shall indicate on school registration forms whether the child has been expelled from school in any other school district or is a party to an expulsion proceeding. The Board of Education reserves the right, after a hearing before the Board, not to allow any person who has been expelled from another school district to enroll as a student until the time of the person’s expulsion has expired.

In accordance with Policy 4.57-IMMUNIZATIONS, the child shall be age appropriately immunized or have an exemption issued by the Arkansas Department of Health.

**Uniformed Services Member's Children**

For the purposes of this policy:

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

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

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

Eligible child means the children of:

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

An eligible child as defined in this policy shall:

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

## Equal Education Opportunity

No student in the Harrisburg School District shall, on the grounds of race, color, religion, national origin, sex, age, or disability be excluded from participation in, or denied the benefits of, or be subjected to discrimination under any educational program or activity sponsored by the District. The District has a limited open forum granting equal access to the Boy Scouts of America and other youth groups.

Inquiries on non-discrimination may be directed to the Equity Coordinator who may be reached at 870-578-2416.

## Foster Children Enrollment

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 and 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.

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.

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.

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 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.

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.

## 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 immediately be admitted to the school in which enrollment is sought pending resolution of the dispute. It is the responsibility of the district's local education 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:

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

For the purpose 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.

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

1. 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 lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;
2. have a primary nighttime residence that is a public or private place not designed for, or ordinarily used, as regular sleeping accommodation for human beings;
3. are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and includes
4. are migratory children who are living in circumstances described in clauses a through c.

## Homeschool Procedure

Parents or legal guardians desiring to provide a home school for their children must give written notice to the Superintendent of their intent to do so and sign a waiver acknowledging that the State of Arkansas is not liable for the education of their children during the time the parents choose to home school. Notice shall be given:

1. At the beginning of each school year, but no later than August 15.
2. By December 15 for parents who decide to start home schooling at the beginning of the spring semester, or
3. Fourteen (14) calendar days prior to withdrawing the child (provided the student is not currently under disciplinary action for violation of any written school policy, including but not limited to excessive absences) and at the beginning of each school year thereafter.

The parents or legal guardians shall deliver written notice in person to the Superintendent the first time such notice is given and the notice must include:

1. The name, date of birth, grade level, and the name & address of the school last attended, if any;
2. The location of the home school;
3. The basic core curriculum to be offered;
4. The proposed schedule of instruction; and
5. The qualifications of the parent-teacher.

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

## Lunch and Breakfast Program

The Harrisburg School District will provide meals at NO CHARGE unless otherwise notified, for all students participating in the National School Lunch Program or School Breakfast Program, regardless of eligibility category, during the 2015-16 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 2013-14 Base Year for the district. 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. *For additional information please contact: Harrisburg School District, Attention: Dolores Sutterfield, Child Nutrition Director, 207 West Estes, Harrisburg, AR 72432 870-578-2416.*

Only one extra carton of milk may be purchased after the first carton of milk has been consumed. Students who bring their own drinks for lunch are requested to bring only disposable containers, cans, or plastic thermoses.

### Food Sharing and/or Removal of Food from the Cafeteria

**Food Sharing Table:** The District has no food sharing system for food items other than milk and juice. Students who do not intend to drink milk or juice received as part of a meal may place the milk/juice in a designated ice-filled cooler located at the end of the service line where another student may retrieve it at no charge. Milk and juice may not be taken by another student unless the carton is unopened and was completely covered by ice while in the cooler. A student may not return to the cooler to place for sharing or retrieve an item after the student has left the service line.

At all times, the cooler will be under the supervision of the food service staff. Remaining items should be discarded at the end of the meal period, and no item is to remain in the cooler for longer than four (4) hours.

**Removing Food Items From the Food Service Area:** At the end of the meal period, a student may leave the cafeteria with no more than two (2) school provided whole fruit or whole vegetable food items. Students may not remove from the cafeteria milk, juice, or any other item requiring a temperature controlled environment.

Except for food service workers as required by their job duties, District employees may only remove school provided food items from the food service area when required by a 504 plan or a student’s IEP.

### Meal Substitutions for Students with Dietary Restrictions

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 school nurse. A copy of this information is then forwarded to the building supervisor and 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.

## Megan’s Law (Sex Offenders on Campus)

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 concerning registered 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 danger 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 employees such as aides, bus drivers, coaches, maintenance staff, professional support staff, school level administrative staff, security personnel, teachers' 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 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 or guardian or community member.

Level 3 and Level 4 sex offenders may only enter the school campus in the following instances:

1. The offender is a student attending school in the district;
2. To attend a graduation or baccalaureate ceremony, or a school sponsored event for which an admission fee is charged or tickets are sold or distributed;
3. It is a non-student contact day according to the school calendar or no school-sponsored event is taking place on campus;
4. The offender is a parent or guardian of a student enrolled in the district and goes directly to the school office to have personnel deliver medicine, food, or personal items for the student;
5. 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 is escorted to and from the conference by a designated school official or employee.

A Level 3 or 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 or employee to escort and supervise the sex offender while they remain 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 staff, but should not be posted on school bulletin boards or made available to students or members of the community at large.

## 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 or guardians when they feel they need to discuss their child’s progress with his/her teacher.

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 or non-participation of parent(s)/legal guardian(s) for each scheduled conference.

## Parental Community Involvement Plan

The 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, the Harrisburg School District 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:

1. Involve parents and the community in the development and improvement of Title I programs for the school;
2. 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;
3. Explain to parents and the community the State’s content and achievement standards, State 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;
4. 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.
5. 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;
6. Keep parents informed about parental involvement 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;
7. 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;
8. Find and modify other successful parent and community involvement programs to suit the needs of our school;
9. Train parents to enhance and promote the involvement of other parents;
10. 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, the Harrisburg School District shall develop a compact that outlines the responsibilities of parents, students, and the school staff in raising student academic achievement and in building the partnerships that will enable students to meet the State’s academic standards.

The Harrisburg School District 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 parents right to be involved in the education of their child.

The Harrisburg School District 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.

## Residence Requirements

**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 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 the 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 the 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 student under order of the court reside within the district and to all persons between the 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 order of the 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 non-custodial parent living outside the district by a custodial parent on active military duty may continue to attend district schools. A foster child who was previously enrolled in a district school and who has had a change in placement to a residence outside the district, may continue to remain enrolled in his/her current school unless the presiding court rules otherwise.

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

## School Equipment and Supplies (Lockers and Textbooks)

School equipment should be properly taken care of and should be borrowed by groups only when absolutely necessary as moving equipment from place to place often causes undue wear and tear. All school equipment should be moved from school only with the consent of the principal. The student will be required to pay for any school equipment, uniform, or supplies that are damaged or not returned.

**Lockers**

Each Middle School and High School student should have a locker. The following rules apply to the rental of lockers:

1. Locker rental is $5 for the year.
2. Students may only use school issued locks on the lockers.
3. Students are responsible for keeping the lockers locked.
4. The school is not responsible for any books, supplies, or other property which may be taken from a locker as a result of it not being locked.
5. If damage is done to the locker, the student assumes responsibility for the repairs.
6. The locker is registered to the student for the year. A student **cannot** “give” the locker to another student.
7. If a student decides to share the locker with another student, the office **must** be notified.
8. The office will not give the locker combination to any other student nor open the locker for anyone other than the student to whom the locker is rented.
9. The school retains ownership and the right to inspect and reclaim the locker at any time.

**Textbooks**

When a student is issued a textbook, it is furnished free of charge. If a book is misplaced or damaged, it is charged to the person to whom it was assigned. When payment is necessary to replace books, consideration will be given to the number of years and the amount of use that a book has received.

## Student Participation in Surveys

**Section One:**

No student shall be required to submit to 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 the prior written consent of the parent/guardian that reveals information concerning the following:

1. political affiliations;
2. mental and psychological problems potentially embarrassing to the student or his family;
3. sex behavior and attitudes;
4. illegal, anti-social, self-incriminating, and demeaning behavior;
5. critical appraisals of other individuals with whom respondents have close family relationships;
6. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. religious practices, affiliations, or beliefs of the student or student’s parent; or
8. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

**Section Two:**

No surveys shall be administered without the prior approval of the school principal. Any survey created by a third party, or funded, in whole or in part, as part of any US Department of Education administered program, containing one or more of the eight categories listed above shall be available to be inspected by a student’s parent/guardian before the survey is administered or distributed by a school to a student. Parents/guardians shall have the right to deny permission for their child to participate in the taking of the survey. The school shall not penalize students whose parents/guardians exercise this option. The school shall take reasonable precautions to protect students’ privacy during their participation in the administration of any survey, analysis, or evaluation containing one or more of the eight categories listed above.

**Section Three**:

Parents or guardians wishing to inspect a survey, analysis, or evaluation shall be able to so in the administrative office of the administering school where the surveys shall be available for inspection for a period of ten (10) days (regular school days when school is in session) after the notice of intent to administer the survey is sent. Included in the notice shall be information regarding how the survey or questionnaire will be administered; how it will be utilized; and the persons or entities that will have access to the results of the completed survey or questionnaire. Parents may refuse to allow their student to participate before or after reviewing the survey or questionnaire.

The requirements of sections one, two, and three of this policy do not apply to a survey administered to a student in accordance with the Individuals with Disabilities Education Act (IDEA).

**Section Four:**

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;

1. A student’s name;
2. The name of the student’s parent or member of the student’s family;
3. The address, telephone number, or email address of a student or a member of a student’s family;
4. A personal identification number, such as a social security number, driver’s license number, or student identification number of a student or a member of the student’s family;
5. 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 18 years old.

## Students’ Records (Privacy)/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 (PII) from the education records of each student. Disclosure of education records is authorized by law to school officials with legitimate educational interests. A personal record kept by a school staff member is **not** considered an education record if it meets the following tests:

* it is in the sole possession of the individual who made it;
* it is used only as a personal memory aid; and
* information contained in it has never been revealed or made available to any other person, except the maker’s temporary substitute.

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

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

In addition to releasing PII to school officials without permission, the District may disclose PII from the education records of students in foster care placement to the student’s caseworker or to the caseworker’s representative without getting prior consent of the parent (or the student if the student is over eighteen (18)). For the District to release the student’s PII without getting permission:

* The student must be in foster care;
* The individual to whom the PII will be released must have legal access to the student’s case plan; and
* The Arkansas Department of Human Services, or a sub-agency of the Department, must be legally responsible for the care and protection of the student.

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

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

For purposes of this policy, the 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 rightto dispute a grade, disciplinary rulings, disability placements, or other such determinations, which must be done only through the appropriate teacher and/or administrator, the decision of whom is final. A challenge to the accuracy of material contained in a student’s file must be initiated with the building principal, withan 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.

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 Family Educational Rights and Privacy Act (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

## Student Search, Seizure, and Interrogation

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

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

The superintendent, principals, and their designees may request the assistance of law enforcement officials to help conduct searches. Such searches may include the use of specially trained dogs.

### Automobiles

It is understood that there is no expectation of privacy in vehicles parked on school property. Drivers of vehicles parked on the school campus will be held accountable for illegal substances or any other items prohibited by district policy found in their vehicle. Any student parking a vehicle on campus is granting permission for school or law enforcement authorities to search that vehicle.

Warrant-less searches of student automobiles are generally valid upon showing reasonable cause.

### Lockers

The following rules and procedures are used in the search of student lockers:

1. Provisions for the temporary storage and safety of student’s personal possessions ordinarily used in their day-to-day activities will be made in all school buildings by such devices as lockers.
2. The district’s ownership of lockers does not, in and of itself, remove a student’s expectation of privacy.
3. A search may be conducted only if there is reasonable belief that a controlled substance, gun, or other contraband is present.
4. Students should be informed in advance of a search that school authorities have equal access to lockers.
5. Students should be informed when locker assignments are made of conditions governing the use of school lockers.
6. A blanket search of lockers should not be conducted except in unusual circumstances, such as in the case of a bomb threat, etc.
7. The decision to search shall be made by the principal or his/her designee. The search shall be made in the presence of at least one witness, after which each such participant in the search shall sign a dated register attesting to what he found. Discovery of illegal or dangerous materials shall be reported to the office of the superintendent.
8. Only locks rented from the Harrisburg School District may be used on school lockers.

### Students

School authorities may make a personal search and seize any illegal contraband, dangerous weapons, or stolen property. All personal searches will be conducted with at least one witness present and **male students** will be searched by male faculty only and **female students** may only be searched by female faculty.

## Students Transferring Into/Out of the District

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 meetings.

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

Any student transferring from a school accredited by the Department of Education to a school in this district shall be placed into the same grade the student would have been in had the student remained at the former school. Any grades, course credits, and/or promotions received by a student while enrolled in the Division of Youth Services system of education shall be considered transferrable in the same manner as those grades, course credits, and promotions from other accredited Arkansas public education entities.

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.

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/guardians. The district and the resident district may enter into a written agreement with the student's parents to provide transportation to or from the district, or both.

Students transferring into the district from another district should have the following:

* Withdrawal notice from the previous school (including withdrawal grades)
* Current transcript
* Proof of residency
* Immunization records
* Social security card
* Birth certificate

Students entering into the district after having been home-schooled should have the following:

* Proof of residency
* Immunization records
* Social Security card
* Birth certificate
* A record of courses completed during home-school

Students lacking grade placement information will be subject to a placement test. The placement test will be the semester or mid-term exam administered for a particular course.

### Withdrawal from School

Before a student withdraws from school, their intention should be reported to the principal’s office. School records are not given to a student to take with them. Upon enrollment in another school, the new school will request the student’s records which will then be forwarded to the new school.

# SECTION 2: HEALTH AND WELLNESS POLICIES

## Drug Testing Policy for Students

**Philosophy:** It is the philosophy of the Harrisburg School District that all students involved in extra-and/or intra-curricular activities should be encouraged and supported in their efforts to develop and maintain a chemical free lifestyle.

The Harrisburg School District drug prevention committee recognizes the use of mood-altering chemicals as a significant health problem for some students, resulting in negative effects on behavior, learning and the total development of each individual. The misuse and abuse of mood altering chemicals for some students affect academic growth, achievement, activities participation, and development of related skills. Family, teammates, schoolmates, or other significant persons in the students' lives are affected by the misuse and abuse of drugs.

**Purpose:** The purpose of the Chemical Screen Test of the Harrisburg School District is as follows:

1. Promote a **positive intervention** for students who desire to resist the peer pressure of using mood altering drugs.

2. Emphasize concerns for the health of students in areas of safety while participating in activities and the long term physical and emotional effects of chemical use on their health.

3. Work with the parents/guardians to assist in keeping their children free of mood altering chemicals.

4. Promote a sense of order and discipline among students.

5. Confirm and support existing state laws, which restrain the use of such mood-altering chemicals.

6. Establish standards of conduct for those students who are leaders and standard-bearers among their peers.

7. Assist students who should be referred for assistance or evaluation regarding their use of mood-altering chemicals.

**Method:** All students wishing to participate in any extra/intra curricular activity must sign a consent form for drug screening before participating in any of these activities. Any student who wishes to participate in any activity, but was not entered into the original pool for fall testing must be entered into the pool before participating. Students not involved in any extra/intra curricular activities may voluntarily participate by having a consent form signed by a parent/guardian. Students have the right to refuse a drug screen, however, if the student refuses he/she will lose the opportunity to represent the school in any capacity. If a student wants to be allowed to park on the school campus, he/she must consent to drug screening. Otherwise, the student will not be allowed to drive to school and park on the campus. **Driving to school is a privilege, not a right.**

All students will be assigned an ID number which will be entered into the testing company computer system which will select at random 0-10 numbers per month to be tested. The number to be tested each month will be determined by the school. All ID numbers will be included in every random selection, even those who have been previously chosen for random selection. The school nurse or the drug testing company will then perform the standard procedure of collecting urine for drug testing.

**Supervised Urine Collection and Chain of Procedure for Substance Abuse Screening:**

The Harrisburg School District has employed an outside professional drug testing company to administer rapid drug testing under the supervision of the school nurse. The specimen collection of urine for substance abuse screening will occur in privacy of a restroom facility. The collector will remain outside the restroom stall door. Any "non-negative" rapid test will be confirmed by the lab.

The following precautions will be taken, as appropriate, at the collection site:

1. Positively identify the examinee.
2. Use a dictated washroom and process only one person at a given time.
3. Use a blue or green colored toilet bowl cleaner to prevent dilution of the sample with toilet bowl water.
4. Heat detection specimen cups will be used for urine collection.
5. Have examinee remove outer garments (jacket, coat) and pocket items before entering the washroom. This will eliminate examinee from carrying in a substitute specimen or other chemicals and solutions used to adulterate specimens. However, the examinee may retain his/her wallet. Any garments removed should not be searched.
6. The labels for the specimen bottle must have all the information completed before testing.
7. Do not leave any other specimen containers in the washroom.
8. The student will not flush the toilet or wash hands prior to the school nurse or representative of the drug testing company receiving the urine specimen.
9. Put the tamper-evident tape over the bottle cap and label in the presence of the examinee.
10. Have the examinee and witness sign the Chain of Custody form and have the examinee initial the specimen label.

**Consequences for a positive test:** The testing coordinator, parent/guardian, and student will be notified each time a student receives a positive test.

**First Positive:** The student will be placed on probation for twenty (20) days and is required to receive6 one-hour drug counseling sessions. This will be at the expense of the parent/guardian of the student.A list of counseling services will be provided from which to choose. Proper proof of fulfilling the counseling requirement must be provided upon completion. The drug counseling should not occur during school hours. **Students will not be allowed to drive to school and park on campus upon failing a drug test until a second test is performed and it is negative.** At an unannounced time during orat the end of the probation period, the student will be tested again at his/her own expense. If the test is negative, the student will be removed from probation but will still be required to be tested at each testing.

**Second Positive:** If a student tests positive a second time, he/she will be removed from all activities for a period of six (6) months. **The student will not be allowed to drive to school and park on campus for this same period of time.** The student will continue to be tested each time a screening is administered and must test negative before resuming participation at the end of suspension. If the suspension occurs at the end of a school year, the suspension will carry over into the next school year.

**Third Positive:** The result of a third positive test will result in permanent expulsion of the student fromany extra/intra curricular activities at the Harrisburg Public School. This is not an expulsion from school.

If a student refuses to participate in a random drug screening or refuses to pay for the second drug test, he/she will automatically become ineligible for all extra/intra curricular activities.

Positive test results will not be provided to police or law enforcement. All results will be kept confidential with the testing coordinator. Any parent/guardian who desires that his/her child be drug tested may come to the school and request in writing that his/her child be drug tested at the next screening time, or they may go directly to a drug testing company and have the student drug tested. Either of these actions would be at the expense of the student/parent.

Parent/guardian and activity sponsors/coaches will be notified by the testing coordinator when a student fails a second drug screen. Sponsors are to keep strict confidentiality, but when a student fails a second screening and is removed from clubs and activities, confidentiality is broken as the act of failing the second test is the fault of the student.

**Exception:** A single test may be requested by a coach/sponsor or an administrator for reasonable suspicion. Also, if prior to the first positive test, a student voluntarily acknowledges that he/she has a drug problem, such student will not be held in violation if he/she completes a successful drug rehabilitation program. This student will still be required to be tested at each administration.

**Range:** All students in 7th - 12th grades wishing to participate in extra-intra curricular activities during the school year, including school sponsored summer activities, will be placed in the screening pool. This encompasses band, choir, cheerleading, athletics, student council, and all clubs etc. Students not involved in any extra/intra curricular activities can be included in the drug screening program if a request form, signed by the student and his/her parent is submitted to the testing coordinator. Students who drive and park on campus will also be included in the screening pool.

**Note:** This drug testing does not take the place of any action taken toward a student who attends school or any activity under the influence of drugs or alcohol. He/she will be punished under the rules of the school's student handbook in compliance with state and federal laws.

**Substances to be tested for:**

1. Amphetamines

2. Methamphetamines

3. Barbiturates

4. Benzodiazepines

5. Cocaine

6. Methaqualone

7. Opiates

8. PCP

9. THC (Cannabinoids)

**Possible Outside Counseling Services:**

• Ascent Children's Health Services: 870-935-9911 or 870-819-0200

• Better Life Counseling: 870-935-4673

• Child and Youth Development Center: 870-935-9911

• Day Spring (Paragould): 870-240-0671

• Families, Inc.: 870-933-6886

• Life Counseling Associates: 870-935-6621

• Life Strategies (Trumann): 870-483-0068

• Methodist Counseling Clinic: 870-932-6922

• Mid-South Health Systems: 870-356-3035 or 870-972-4000

## Health Regulations and Procedures

The Harrisburg School District provides a health services program under the direction of a licensed nurse. This program includes screening, referral and follow-up procedures for students. The school nurse maintains current health appraisals for all students in accordance with guidelines developed by the Arkansas Department of Education.

Information and applications regarding AR Kids 1st can be obtained from the school nurse. A child who has a contagious disease or condition should not be in school. A student who has a temperature that indicates illness or who has symptoms of communicable illness will be sent home. If the parent is not at home, the emergency number will be contacted. The student will remain in the school’s health room or a place where he/she can be supervised until the end of the school day or until the parent or his/her designee can check the student out of school. Further details and specific items regarding infectious or communicable diseases not covered in this handbook are addressed in the Harrisburg Board Policies.

In case of an accident requiring medical attention, the parents will be called. If the parent is not at home, the emergency number will be used. If the accident is of such a nature as to require immediate medical attention or the service of a doctor and the parent or emergency contact cannot be reached, school officials shall act in loco parentis (in the place of a parent) and do whatever the situation demands. **The school will not be responsible for any medical bill for students.**

### Communicable Diseases and Parasites

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

To help control the possible spread of communicable diseases, school personnel shall follow the District's exposure control plan when dealing with any blood borne, food borne, 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 from school using the appropriate check out procedure. 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.

### Emergency Administration of Epinephrine

The school nurse or other school employees designated by the school nurse as a care provider who have been trained and certified by a licensed physician may administer an epinephrine auto-injector in emergency situations to students who have an IHP developed under Section 504 of the Rehabilitation Act of 1973 which provides for the administration of an epinephrine auto-injector in emergency situations.

The parent of a student who has an authorizing IHP, or the student if over the age of eighteen (18), shall annually complete and sign a written consent form provided by the student's school nurse authorizing the nurse or other school employee certified to administer auto-injector epinephrine to the student when the employee believes the student is having a life-threatening anaphylactic reaction.

Students with an order from a licensed health care provider to self-administer auto-injectable epinephrine and who have written permission from their parent or guardian shall provide the school nurse an epinephrine auto-injector. This epinephrine will be used in the event the school nurse, or other school employee certified to administer auto-injector epinephrine, in good faith professionally believes the student is having a life-threatening anaphylactic reaction and the student is either not self-carrying his/her /epinephrine auto-injector or the nurse is unable to locate it.

The school nurse for each District school shall keep epinephrine auto-injectors on hand that are suitable for the students the school serves. The school nurse or other school employee designated by the school nurse as a care provider who has been trained and certified by a licensed physician may administer auto-injector epinephrine to those students who the school nurse, or other school employee certified to administer auto-injector epinephrine, in good faith professionally believes is having a life-threatening anaphylactic reaction.

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

The specific authorization should be provided on the doctor's letterhead along with the completed Medication Administration Consent Form (4.35F) .

A student who had surgery or was in an accident and is taking a Schedule II medication may be told by his/her doctor to not attend class. In such a case, a 504 plan can be developed to cover the duration of the student's recovery. The plan could include homebound instruction.

### Glucagon Adminstration

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:

* An IHP developed under Section 504 of the Rahibilitation Act of 1973 which provides for the administration of Glucagon in emergency situations; and
* A current, valid consent form on file from the parent or guardian.

A student shall have access to a private area to perform diabetes monitoring and treatment functions as outlined in the student’s IHP.

Parents must see the school nurse to sign the District Glucagon Administration consent form (Policy 4.35F).

### Individualized Health Care Intervention

In accordance with Arkansas Act 1146 of 1995, the Harrisburg District will provide reasonable individualized health care intervention for any student who requires such in order to participate in the education process. Interventions may include, but are not limited to, medical administration, specialized medical and/or technological support, and emergency treatment. Each student needing these services will receive a health information form for parents to declare health information. The school nurse will ensure each student returns the health information to the school. PARENTS MUST CONTACT THE SCHOOL NURSE OR BUILDING PRINCIPAL TO REQUEST A CONFERENCE IF A SITUATION REQUIRING SPECIAL HEALTH ASSISTANCE SHOULD ARISE. The school nurse will be the health care coordinator responsible for planning and implementing a written health care plan for a student with special health care needs.

It is the policy of our school NOT to comply with directives from parents or others that life-sustaining emergency care should not be provided to any particular student in need of such care while under the control and supervision of the school.

### Physical Examinations or Screenings

The district conducts routine health screenings such as hearing, vision, scoliosis, and BMI 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.

## Health Records/Immunizations

"In process" means the student has received at least one dose of the required immunizations and is waiting the minimum time interval to receive the additional dose(s).

“Serologic testing” refers to a medical procedure used to determine an individual’s immunity to Hepatitis B, Measles, Mumps, Rubella and Varicella.

**General Requirements:** Unless otherwise provided by law or this policy, no student shall be admitted to attend classes in the District who has not been age appropriately immunized against**:**

* Poliomyelitis;
* Diphtheria;
* Tetanus;
* Pertussis;
* Red (rubeola) measles;
* Rubella;
* Mumps;
* Hepatitis A;
* Hepatitis B;
* Meningococcal disease;
* Varicella (chickenpox); and
* Any other immunization required by the Arkansas Department of Health (ADH).

The District administration has the responsibility to evaluate the immunization status of District students. The District shall maintain a list of all students who are not fully age appropriately immunized or who have an exemption provided by ADH to the immunization requirements based on medical, religious, or philosophical grounds. Students who are not fully age appropriately immunized when seeking admittance shall be referred to a medical authority for consultation.

The only types of proof of immunization the District will accept are immunization records provided by a:

1. Licensed physician;
2. Health department;
3. Military service; or
4. Official record from another educational institution in Arkansas.

The proof of immunization must include the vaccine type and dates of vaccine administration. Documents stating “up-to-date”, “complete”, “adequate”, and the like will not be accepted as proof of immunization. No self or parental history of varicella disease will be accepted. Valid proof of immunization and of immunity based on serological testing shall be entered into the student’s record.

In order to continue attending classes in the District, the student must have submitted:

1. Proof of immunization showing the student to be fully age appropriately vaccinated;
2. Written documentation by a public health nurse or private physician of proof the student is in process of being age appropriately immunized, which includes a schedule of the student’s next immunization;
3. A copy of a letter from ADH indicating immunity based on serologic testing; and/or
4. A copy of the letter from ADH exempting the student from the immunization requirements for the current school year, or a copy of the application for an exemption for the current school year if the exemption letter has not yet arrived.

Students whose immunization records or serology results are lost or unavailable are required to receive all age appropriate vaccinations or submit number 4 above.

**Temporary Admittance:** While students who are not fully age appropriately immunized or have not yet submitted an immunization waver may be enrolled to attend school, such students shall be allowed to attend school on a temporary basis only. Students admitted on a temporary basis may be admitted for a maximum of thirty (30) days (or until October 1st of the current school year for the tetanus, diphtheria, pertussis, and meningococcal vaccinations required at ages eleven (11) and sixteen (16) respectively if October 1st is later in the current school year than the thirty (30) days following the student’s admittance). No student shall be withdrawn and readmitted in order to extend the thirty (30) day period. Students may be allowed to continue attending beyond the thirty (30) day period if the student submits a copy of either number 2 or number 4 above.

Students who are in process shall be required to adhere to the submitted schedule. Failure of the student to submit written documentation from a public health nurse or private physician demonstrating the student received the vaccinations set forth in the schedule may lead to the revocation of the student’s temporary admittance; such students shall be excluded from school until the documentation is provided.

The District will not accept copies of applications requesting an exemption for the current school year that are older than two (2) weeks based on the date on the application. Students who submit a copy of an application to receive an exemption from the immunization requirements for the current year to gain temporary admittance have thirty (30) days from the admission date to submit either a letter from ADH granting the exemption or documentation demonstrating the student is in process and a copy of the immunization schedule. Failure to submit the necessary documentation by the close of the thirty (30) days will result in the student being excluded until the documentation is submitted.

**Exclusion From School:** In the event of an outbreak, students who are not fully age appropriately immunized, are in process, or are exempt from the immunization requirements may be required to be excluded from school in order to protect the student. ADH shall determine if it is necessary for students to be excluded in the event of an outbreak. Students may be excluded for twenty-one (21) days or longer depending on the outbreak. No student excluded due to an outbreak shall be allowed to return to school until the District receives approval from ADH.

Students who are excluded from school are not eligible to receive homebound instruction unless the excluded student had a pre-existing IEP or 504 Plan and the IEP/504 team determines homebound instruction to be in the best interest of the student. To the extent possible, the student’s teacher(s) shall place in the principal’s office a copy of the student’s assignments:

* for the remainder of the week by the end of the initial school day of the student's exclusion; and
* by the end of each school's calendar week for the upcoming week until the student returns to school.

It is the responsibility of the student or the student’s parent/legal guardian to make sure that the student’s assignments are collected.

## Medication Guidelines

Prior to the administration of any medication to any student under the age of 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.

Unless authorized to self-administer by the school nurse, students are not allowed to carry medications, including over-the-counter medications or any perceived health remedy not regulated by the US Food & Drug Administration while at school. The parent or legal guardian shall bring the student's medication to the school nurse.

Medications, including those for self-medication, must be in the original container and be properly labeled with the student's name, the ordering health care 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 of 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.

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) shall be allowed to attend school.

Students taking Schedule II medications not included in the previous sentenceshall 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. 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.

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

Students who have written permission from their parent or guardian and a licensed health care practitioner on file with the District may:

1. Self-administer either a rescue inhaler or auto-injectable epinephrine;
2. Perform his/her own blood glucose checks;
3. Administer insulin through the insulin delivery system the student uses;
4. Treat the student’s own hypoglycemia and hyperglycemia; or
5. Possess on his or her person:
6. A rescue inhaler or auto-injectable epinephrine; or
7. the necessary supplies and equipment to perform his/her own diabetes monitoring and treatment functions.

Students who have a current consent form on file shall be allowed to carry and self-administer such medication while:

* In school;
* At an on-site school sponsored activity;
* While traveling to or from school; or
* At an off-site school sponsored activity.

A student is prohibited from sharing, transferring, or in any way diverting his/her medications to any other person. The fact that a student with a completed consent form on file is allowed to carry a rescue inhaler, auto-injectable epinephrine, diabetes medication, or combination does not require him/her to have such on his/her person. The parent or guardian of a student who qualifies under this policy to self-carry a rescue inhaler, auto-injectable epinephrine, diabetes medication, or any combination on his/her person shall provide the school with the appropriate medication, which shall be immediately available to the student in an emergency.

## Student Illness/Accident

If a student becomes too ill to remain in class and/or could be contagious to other students, the principal or his/her designee will attempt to notify the student's parent or legal guardian. The student will remain in the nurse's office or a place where he/she can be supervised until the end of the day or until the parent/guardian can check the student out of school.

If a student becomes seriously ill or is injured while at school and the parent/guardian cannot be contacted, the failure to make such contact shall not unreasonably delay the school's expeditious transport of the student to an appropriate medical care facility. The school assumes no responsibility for treatment of the student. When available, current, and applicable, the emergency contact numbers for the student and current medical information will be utilized. **Parents are strongly encouraged to keep all contact information up to date!**

## Student Insurance

Student Insurance is available at a nominal cost and is optional. When a student insured under a school plan is injured; he/she will be given a claim form from the office. This form must be completed by the parents and presented to the doctor or hospital. The school merely acts as a medium in supplying the insurance and assumes no liability, either for the injury or the subsequent negotiations with the company. **This is a supplementary insurance.** Forms are available in the office upon request.

## Wellness, Health and Nutrition

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.

1. Appoint a district school health coordinator (designated district official) who shall be responsible for ensuring that each school fulfills the requirements of this policy;
2. Implement a grade appropriate nutrition education program that will develop an awareness of and appreciation for nutrition and physical activity throughout the curriculum;
3. Enforce existing physical education requirements and engage students in healthy levels of vigorous physical activity;
4. Strive to improve the quality of physical education curricula and increase the training of physical education teachers;
5. Follow the Arkansas Physical Education and Health Education Frameworks in grades K-12;
6. Not use food or beverages as rewards for academic, classroom, or sports performances;
7. Ensure that drinking water is available without charge to all students;
8. Establish class schedules~~,~~ and bus routes that don’t directly or indirectly restrict meal access;
9. Provide students with ample time to eat their meals in pleasant cafeteria and dining areas;
10. 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;
11. Abide by the current allowable food and beverage portion standards;
12. 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;
13. Restrict access to vended foods, competitive foods, and foods of minimal nutritional value (FMNV) as required by law and Rule;
14. 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.
15. Provide professional development to all district staff on the topics of nutrition and/or physical activity;
16. 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.

# SECTION 3: COMPUTER, INTERNET, AND PUBLICATION POLICIES

## Cell Phones and Other Electronic Devices- Student Use Policy

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.**

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

**Misuse of Electronic Devices**

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 devices 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.

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

### Electronic Devices and ACTAAP Testing

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. 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.

## Computer Use by Students at School

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:

1. taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
2. 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
3. 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 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 handbook 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 cyber-bullying awareness and response.

## District Web Site

**Harrisburg School District Web Site:** [**www.hbgsd.org**](http://www.hbgsd.org)

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:

1. All pages on the district’s web site may contain advertising and links only to educational sources.
2. 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.
3. 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.
4. The district’s web server shall host the Harrisburg District’s web site.
5. No web page on the district web site may contain public message boards or chat rooms.
6. All web pages on the district web site shall be constructed to download in a reasonable length of time.
7. 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.
8. 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.
9. Included on the district’s web site shall be:
10. Minutes of regular and special meetings of the school board;
11. The budget for the ensuing year;
12. A financial breakdown of monthly expenditures of the district;
13. The salary schedule for all employees;
14. The district’s yearly audit;
15. The annual statistical report of the district.

The information and data required in 9 above shall be the actual data for the previous two school years and the projected data for the current school year.

## Internet Safety

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

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

No student will be granted Internet access until and unless an Internet and electronic device use agreement, signed by both the student and the parent or legal guardian (if the student is under the age of eighteen [18] is on file. The current version of the Internet Use agreement is included in the student handbook.

**Technology Protection Measures:**

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

1. taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
2. 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
3. taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

**Internet Use and Safety:**

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

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

**Misuse of Internet:**

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

* The disabling or bypassing of security procedures, compromising, attempting to compromise, or defeating the district’s technology network security or Internet filtering software;
* The altering of data without authorization;
* Disclosing, using, or disseminating passwords, whether the passwords are the student’s own or those of another student/faculty/community member, to other students;
* Divulging personally identifying information about himself/herself or anyone else either on the Internet or in an email unless it is a necessary and integral part of the student's academic endeavor. Personally identifying information includes full names, addresses, and phone numbers.
* Using electronic devices for any illegal activity, including electronic device hacking and copyright or intellectual property law violations;
* Using electronic devices to access or create sexually explicit or pornographic text or graphics;
* Using electronic devices to violate any other policy or is contrary to the Internet safety and electronic device use agreement.

## School Newspaper and Student Publications and 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:

1. 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.
2. Publications may be regulated to prohibit writings which are, in the opinion of the appropriate teacher and/or administrator, ungrammatical, poorly written, inadequately researched, biased or prejudiced, vulgar or profane, or unsuitable for immature audiences.
3. Publications may be regulated to refuse to publish material which might reasonably be perceived to advocate drug or alcohol use, irresponsible sex, or conduct otherwise inconsistent with the shared values of a civilized social order, or to associate the school with any position other than neutrality on matters of political controversy.
4. Prohibited publications include:
5. Those that are obscene as to minors.
6. 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.
7. Those that constitute an unwarranted invasion of privacy as defined by state law.
8. Publications that suggest or urge the commission of unlawful acts on the school premises.
9. Publications which suggest or urge the violation of lawful school regulations.
10. Hate literature that scurrilously attacks ethnic, religious, or racial groups.

### Student Publications on School Web Pages

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

1. Not contain any non-educational advertisements. Additionally, student web publications shall;
2. Adhere to the restrictions regarding use of Directory Information as prescribed in Policy 4.13 including not using a student’s photograph when associated with the student’s name unless written permission has been received from the student’s parent or student if over the age of 18.
3. State that the views expressed are not necessarily those of the School Board or the employees of the district.

### Student Distribution of Non-School Literature, Publication 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 educational 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:

1. Be narrowly drawn to promote orderly administrative of school activities by preventing disruption and may not be designed to stifle expression;
2. Be uniformly applied to all forms of nonschool materials;
3. Allow no interference with classes or school activities;
4. Specify times, places, and manner where distribution may and may not occur; and
5. Not inhibit a person’s right to accept or reject any literature distributed in accordance with the regulations.
6. Students shall be responsible for the removal of excess literature that is left at the distribution point for more than 3 days.

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

## 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 erasedwhich 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; 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.

## Website/Internet Student Use Policy

This policy document has been developed to meet the Harrisburg School District school board's responsibility for securing the school's computing system and network in a reasonable and electronically feasible manner.

The intent of this policy includes:

* The prevention of unauthorized staff/student user access and/or abuse, while making the system accessible for authorized users.
* The notification to users of the district’s standards of conduct and the consequences for not adhering to them.
* The notification to 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 1: Internet Access**

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

1. All connections to the Internet, commercial on-line resources or community access information will be through the district's APSCN (Arkansas Public Schools Computer Network) Internet servers using the state adopted filtering system software or other board approved servers.
2. 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.
3. Designated staff shall assist in providing:
4. Instruction and training of student and staff in appropriate and safe use of remote electronic and other on-line information resources.
5. Direction for on-line resources which relate to curriculum teaching and learning and related activities and applications.

**Section 2: 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:

1. 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.
2. If the user does not own the non-public domain material, the user may not copy it or distribute it to others.
3. The author or owner of a document or other type of information must explicitly relinquish rights in order to place a work in public domain and thereby make copying and distribution without specific authorization possible.
4. Fair use allows the user to copy small portions of work the user does not own without permission but only for criticism, education, new reporting and the like.
5. When in doubt, the user should ask the creator or owner of the material for permission to use the work.

**Section 3: Student User Responsibilities**

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

1. Use of the school district's computer systems and network is a privilege, not a right.
2. All users must have a current, signed Authorized User Policy form on file with the district network manager or building principal before using the school network or computer systems.
3. A certified or other designated staff member must be present to monitor the student use of email and electronic on-line resources. The student and staff member are responsible for ensuring this monitoring is accomplished.
4. 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.
5. The user is responsible for following local, state, federal and international copyright, intellectual property rights, and network abuse laws.
6. The user is responsible for adhering to the policies of other networks accessed.
7. The user is expected to work in a moral and ethical fashion for educational purposes only.
8. Students will not install or delete software or applications to/from any school district owned or provided computer or network.
9. Diskettes or read/writeable CDs 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.
10. The user will not and will not knowingly allow anyone else to:
    1. Violate the integrity of a network or computer system
    2. Change a computer or network performance or setting without authorization or intentionally make a computer or network component malfunction
    3. Delete or install any software or application without authorization
    4. Download or install programs or applications from the internet without authorization from the network administrator or the building principal
11. No computer or other network resource will be used to threaten, harass, or intimidate others.
12. Student users are not authorized to transfer programs to or from the district's local and network. All such transfers shall be completed or directed by authorized supervisors.
13. Violations of this policy should be reported to the network administrator or building principal immediately.

Violations of the provisions of this policy could result in the temporary or permanent suspension of user's account, other disciplinary actions, and/or legal action 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.

# SECTION 4: GENERAL RULES OF BEHAVIOR: REWARDS AND CONSEQUENCES

**Consequences for student misconduct range from a minimum consequence of a warning to a maximum consequence of expulsion.**

## Cell Phones and Other Electronic Devices-Use at School

Use and misuse of cell phones has become a serious problem that threatens the ability of the district's schools to properly and efficiently operate its education program. The school board believes it is necessary to restrict student's use and possessions of, but not limited to, cell phones, other electronic communication devices, cameras, MP3 players, IPods, and other portable music devices so that the opportunity for learning in the district's schools may be enhanced.

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.**

At the same time, cell phones and other electronic communication devices can, in controlled situations, offer a means to enhance student learning through their ability to access expanded sources of information. With the pre-approval of the principal, the teachers have the authority to permit student use of their cell phones for specific classroom lesson plans or projects and the students must abide by the guidelines the teacher gives for any such authorization. Students who fail to do so will be subject to the provisions of this policy governing misuse of cell phones.

The student and/or the student's parents or guardians expressly assume any risk associated with students owning or possessing technology equipment at school.

Cell phones and other electronic equipment (i.e. portable music devices) may not be used during instructional time or during assemblies. Cell phones and other electronic equipment must remain off during instructional time and at all times in which they would cause disruption to the school day.

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. Repeat offenders of this policy shall have increased severity of punishment.

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

### High School Policy

The following steps will be used when dealing with discipline related to misuse of cell phones or other electronic devices:

**First Offense:** Device will be confiscated and released only to a parent/guardian at the end of the day.

**Second Offense:** Device will be confiscated and the student will be assigned 3 days ISS. The item will be released only to a parent/guardian at the end of the day.

**Third Offense:** Device will be confiscated and the student will be suspended for 3 days. The device will be released only to a parent/guardian at the end of the suspension period. The student will have all phone privileges revoked for the remainder of the school year.

**Fourth Offense and any time thereafter:** The phone may be confiscated until the end of the school year.

Students have no right to privacy as to the content contained on any cell phone or other electronic communication device that has been confiscated.

## 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.

## Discipline

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 student discipline policies annually and may recommend changes in the policies to the school board. The board has the responsibility of determining whether to approve any recommended changes to student discipline policies.

The district's student discipline policies shall be distributed to each student during the first week of school each year and to new students upon their enrollment. Each student's parent or legal guardian shall sign and return to the school an acknowledgment 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 reasonable belief 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.

The steps outlined below are an effort to keep the student in school and to keep the educational process going for the student. The steps require the cooperation of teachers, counselors, students, parents, and administrators. At times, problems faced by the student and his parents can be dealt with and improved by school professionals but we believe the initial responsibility for the student's behavior is with the parents. Therefore, we believe that all our disciplinary efforts require the interest and support of the parents. Only in such a cooperative manner can we hope to show the student the problem and attempt to correct the problem.

The office will maintain a file on each student who is sent to the office. This file will be kept by the principal and used for conferences with the parents.

Sanctions that may be used by school officials for infractions of school rules may include, in no certain order, and are not limited to, the following:

1. Conference with the student;
2. Referral to counselor or other staff member;
3. Phone call or letter to parent;
4. Parent Conference;
5. In-School Suspension;
6. Saturday School;
7. Corporal punishment;
8. Suspension from school;
9. Expulsion from school; or
10. Notification of law officials

The sanctions of a rule will occur whether the conduct takes place on the school grounds at any time, off the school grounds at a school-supervised activity, function, or event, or in route to or from school.

### FINS (Family in Need of Services) Petition

A FINS Petition is filed in court on a juvenile who is:

* Habitually and without justification absent from school while subject to compulsory school attendance.
* Habitually disobedient to the reasonable and lawful commands of the parents, guardians, or school administration/staff.
* Absent from home without sufficient cause, permission, or justification.
* In need of counseling or other services.

Once a FINS is filed, a judge can order family services, place the juvenile in a treatment facility, place the juvenile in the Juvenile Detention Center, and, in certain cases, transfer custody of the juvenile.

## Discipline Not Covered In This Handbook

Further details and specific items not mentioned in the handbook concerning students will be covered in the School Board and Administrative Policies booklet. The school reserves the right to discipline any such behavior which is subversive to good order and discipline in the schools even though such behavior is not mentioned in this handbook or the Administrative Policies booklet. The judgment of the principal or his designee will be final.

## Discipline For Children With Disabilities (CWD)

Children 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 and appropriate public education (FAPE).

The Individualized Education Plan (IEP) team for the child with a disability will consider whether particular discipline procedures should be adopted for the student and include those procedures within that child's IEP.

A child with a disability may be suspended from school up to ten (10) days for misconduct of school policy. An IEP team meeting may be held at any time to address the child's misbehavior, discipline needs, continuation of services or any other matter concerning the child with a disability in relation to services.

## Detention Policies

### Elementary Policy

Individual classroom discipline plans are provided to parents at the beginning of the school year. Students may be assigned afternoon recess detention. When students receive detention three days in a one-week period, in-school suspension will be assigned by the principal, dean of students, or principal’s designee. Only one in-school suspension will be assigned per semester. 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.

### Middle School Policy

Detention should be used for severe or reoccurring behaviors, not for lack of homework, book, paper, pencil, signed papers, gum chewing, etc. All detention will be served during lunch. Students assigned to lunch detention will be required to report to the detention classroom and work on a given assignment, without talking, until they are dismissed. Any disruption will result in an additional detention being served. If a student is absent on the day of detention, it must be served on the next day the student is in attendance and detention is being conducted.

Detention will be given for behavioral problems after the following consequences have failed:

1. Warning (verbal or written)
2. Written assignment (make up work or write the broken rule) No written sentences are to be given.
3. Parent notification

All lunch detention time will be spent reviewing HMS expectations, character education assignments/activities, and community service at school (i.e., campus clean-up). Failure to attend detention will result in double detention or Saturday School or as determined by the principal’s discretion. Repetitive detentions can be considered chronic behavior at the discretion of the principal and could result in having all privileges (dances, assemblies, field trips, etc) suspended for the remainder of the quarter/year.

## General Rules and Prohibited Conduct

**The following is a list of general rules and prohibited conduct in the Harrisburg School District. The consequences range from a warning (minimum consequence) to expulsion (maximum consequence).**

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

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

The board directs each school in the district to develop implementation regulations for prohibited student conduct consistent with applicable board policy, state and federal laws, and judicial decisions.

### 1. Bullying

Respect for the dignity of others is a cornerstone of civil society. Bullying creates an atmosphere of fear and intimidation, robs a person of her/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 a 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.

**Attribute** means an actual or perceived personal characteristic including without limitation race, color, religion, ancestry, national origin, socioeconomic status, academic status, disability, 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 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 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.

**Cyber bullying of School Employees** is expressly prohibited and includes but is not limited to:

1. building a fake profile or website of the employee;
2. posting or encouraging others to post on the Internet private, personal, or sexual information pertaining to a school employee;
3. posting an original or edited image of the school employee on the Internet;
4. assessing, altering, or erasing any computer network, computer data program, or computer software, including breaking into a password-protected account or stealing or otherwise accessing passwords of a school employee; making repeated, continuing, or sustained electronic communications, including electronic mail or transmission, to a school employee;
5. making or causing to be made, and disseminating an unauthorized copy of data pertaining to a school employee in any form, including without limitation the printed or electronic form of computer data, computer programs, or computer software residing in, communicated by, or produced by a computer or computer network;
6. signing up a school employee for a pornographic Internet site; or
7. without authorization of the school employee, signing up a school employee for electronic mailing lists or to receive junk electronic messages and instant messages.

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

1. Sarcastic comments "compliments" about another student’s personal appearance or actual or perceived attributes,
2. Pointed questions intended to embarrass or humiliate,
3. Mocking, taunting or belittling,
4. Non-verbal threats and/or intimidation such as “fronting” or “chesting” a person,
5. Demeaning humor relating to a student’s race, gender, ethnicity or actual or perceived attributes,
6. Blackmail, extortion, demands for protection money or other involuntary donations or loans,
7. Blocking access to school property or facilities,
8. Deliberate physical contact or injury to person or property,
9. Stealing or hiding books or belongings,
10. Threats of harm to student(s), possessions, or others,
11. Sexual harassment, as governed by policy 4.27, is also a form of bullying, and/or
12. Teasing or name-calling based on the belief or perception that an individual is not conforming to expected gender roles (Example: “Slut”) or conduct or is homosexual, regardless of whether the student self-identifies as homosexual (Examples: “You are so gay.” “Fag” “Queer”).

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

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

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

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.

**Copies of this policy shall be available upon request.**

**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.

### 2. Bus Conduct

**No student will be allowed to ride a bus home other than their usual bus unless they have a bus pass issued from the office. To obtain a bus pass, a student’s parent must send a note or call the office to have a pass issued. The pass must be given to the bus driver upon entering the bus.**

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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/her 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:

1. While riding the bus, students are under the supervision of the driver and must obey the driver at all times.
2. 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.
3. While loading or unloading, enter or leave the bus orderly and quickly.
4. 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).
5. No knives or sharp objects of any kind are allowed: neither firearms, pets nor other living animals, etc.
6. Pupils must keep seated while the bus is in motion.
7. 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.
8. You are not to tamper with any of the safety devices such as door latches, fire extinguishers, etc.
9. Pupils are not to put their hands, arms, heads, or bodies out of the window. Do not yell at anyone outside of the bus.
10. 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.
11. Bullying is prohibited at designated bus stops and in school vehicles/buses.
12. Do not ask the bus driver to let you off anywhere but at your regular bus stop.
13. 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.
14. 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.
15. Do not damage road signs or warning signs placed on the highway by the Highway Department.
16. 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.
17. 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.
18. 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.

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. **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.**

**First Bus Offense**: Student is counseled by the dean of students and/or 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 should be signed by the parent and returned to school. **Note:** Depending on the severity of the offense, the dean of students and/or the principal or her designee reserves the right to administer corporal punishment or to deny the student the privilege to ride the bus on the first offense.

**Second Bus Offense**: Student is counseled by the dean of students and/or 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! !**

Parents **SHALL 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 or dean of students. **Concerns regarding the bus driver or routes must be directed to the Transportation Department (578-2415) and/or the 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!**

### 3. Cafeteria/Lunch

In the cafeteria, each student is expected to practice the general rules of good manners that one should find in the home. Some simple rules of courteous behavior, which would make the lunch period and pleasant and relaxed are:

1. Observe good dining room standards at the table;
2. Leave the table and surrounding area clean and orderly;
3. But trash in the proper containers;
4. Not taking food or drink containers from the cafeteria;
5. No sharing of food or drink.

**Elementary School:** 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. Additional information regarding cafeteria behavior and special events will be announced on parent newsletters. Lunch can be brought to students by a **parent or guardian only** and may be left in the office for pick-up. The **parent or guardian** of a student may eat lunch with a student in the cafeteria but **must** sign in at the office first and receive a visitor’s pass **which must remain visible at all times**.

**Middle/High School:** Students **may not** leave campus during lunch. Students can bring their lunch to school or use the school lunch program. Lunch can also be brought to students **by a parent or guardian only** and **must** be left in the office for student pick-up. The **parent or guardian** of a student may eat lunch with a student in the cafeteria but **must** sign in at the office first and receive a visitor's pass **which must remain visible at all times**.

### 4. Cheating/Plagiarism

Examples of cheating include but are not limited to:

1. Looking at another student's paper or test;
2. Using the work of another student;
3. Providing the answers for another student;
4. Using cheat sheets.

Copying a student’s computer assignment takes little effort: so does detecting and proving such plagiarism. The standard academic penalties for this are severe. Systems staff will cooperate with instructors in verifying plagiarism. Guilty students will lose computing privileges and may be subject to receiving a failure for the assignment and possible failure of the course. This includes students who have completed a course and shared their old work with those in a subsequent semester.

### 5. Chronic Misbehavior

Students who are sent to the office repeatedly during a school year and who have been suspended twice with parent's conference following both suspensions may be recommended to the school board for expulsion following the guidelines for expulsion as defined in this handbook. At the principal’s discretion, a FINS and/or other interventions may also be filed.

### 6. Disorderly Conduct/Insubordination/Disrespect

Any serious case of insubordination, disobedience, or disrespect to a teacher that leads to disruption of class or flaunts the authority of the teacher will be referred to the office for appropriate action. Students are not allowed to engage in behavior which produces situations in which instruction or activities of other students are adversely affected.

### 7. Dress Code

Students are to dress appropriately for school. Clothing is to be decent, modest, and clean. Certain items, such as half-shirts, halter tops, bare midriffs, tube tops, see-through tops, spaghetti strap tops, tank tops, etc. are not considered appropriate attire for school. Shorts and miniskirts are acceptable if your fingertips touch the bottom of the skirt or shorts. Pants with holes in them must not have holes higher than the "fingertip" rule. **If you are in doubt as to whether an item is inappropriate, don't wear it.** Articles of clothing that promote, advertise, inform, or uses phrases or words concerning alcohol, tobacco, drugs, weapons, or suggestive language are not permitted. Pajamas and/or house shoes are not to be worn. Faculty members may determine what is inappropriate. The principal will send home any student that does not conform to this code. The principal's judgment is final. Any absence the student accrues as a result of being sent home for violating the dress code is an unexcused absence. Tights worn without shorts or a skirt must be covered by a shirt or dress that meets the length of the "fingertip rule."

**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. The 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 recess 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, and short shorts..

### 8. Fighting/Assault

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

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

1. cause a breach of the peace;
2. materially and substantially interfere with the operation of the school;
3. arouse the person to whom it is addressed to anger, to the extent likely to cause imminent retaliation.

Students guilty of such an offense may be subject to legal proceedings in addition to student disciplinary measures.

**Fighting** will result in a 10 day suspension. Both participants will usually be suspended. This applies to any place on school grounds or school activity, the bus, and within close proximity of school grounds.

**Assault** will result in a 10 day suspension. An assault is a non-provoked attack.

### 9. Fireworks

The use of fireworks creates a hazard to both life and property. Any student setting off fireworks or any other explosives will immediately be suspended for up to ten (10) days and recommended to the superintendent for expulsion. The possession or sale of fireworks on school property, buses, or a school-related activity, will result in a suspension for the first offense.

### 10. Gambling

Students are not allowed to gamble while on school property.

### 11. Gangs and Gang Activity

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

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

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

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

In accordance with State Law A.C.A. 1108 of 1997, gangs, secret societies, or other similar groups, whether organized in the community or in other settings, are prohibited on the school grounds and campus and at any school sponsored activity. Gang related activity - whether genuine or a pretense-that is identified by school officials will result in a minimum five (5) day out of school suspension up to a minimum expulsion for the remainder of the semester. A second offense of gang-related activity will result in expulsion for the remainder of the school year. Students who are arrested for gang related offenses, regardless of where the offense may have occurred, may be expelled for the remainder of the school year. Gang related activities include but are not limited to such activities as wearing apparel associated with gangs, displaying gang insignia, "throwing signs" or other gestures or language (however expressed) associated with gangs, intimidation, and threats.

### 12. Hats/Sunglasses/Bandanas

Students are not permitted to wear hats, sunglasses, or bandanas anywhere on campus during normal school hours. Hats sunglasses or bandanas can be worn to after school activities. Exceptions to this rule must be preapproved by the principal.

### 13. Immoral/Sexual Behavior

Students shall not engage in immoral conduct. A student shall not engage in any sexual behavior on school property or at a school sponsored activity.

**A. Offensive Touching:** A student shall not engage in unwanted touching of an offensive or sexual nature.

**B. Sexual Harassment:** A student shall not engage in unwanted verbal or physical (e.g., gesturing) conduct of a sexual nature which may be regarded as intimidating, hostile, or offensive. This includes the communication of (by digital or by other means) or the intentional display of sexually explicit material.

**C. Indecent Exposure:** A student shall not intentionally expose private body parts, including but not limited to the display of the buttocks (mooning).

**D. Sexual Battery:** A student shall not attempt to engage in sexual activity against another person by force, threat, or fear.

### 14. Laser Pointers/ Prohibited Articles

Hand-held laser pointers are not allowed on any district campus and are not allowed at any school activities or functions. Any student in possession of a hand-held laser pointer shall have the pointer removed by a school official. The pointer will not be returned to the student. A parent/guardian may pick up the laser pointer from a school official within one week of confiscation of the pointer. If the pointer is not picked up within the time period, it shall be discarded. If the situation warrants, school suspension may be awarded on the first offense.

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
* 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 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 and/or dean of students and held until the student’s parent attends a conference with the principal and/or dean of students. Such prohibited devices and required conferences will be documented in the student’s annual disciplinary folder.

### 15. Leaving Campus

No student may leave campus at any time or for any reason after they have arrived without properly being signed out according to school procedure.

### 16. Loitering/Off-Limits Area

Students **must** be out of the building by **3:45** unless they are participating in an after school activity and under the direct supervision of a faculty member. Students unsupervised after 3:45 will be sent to the office.

Middle School students **cannot** enter the High School campus and High School students **cannot** enter the Middle School campus during the school day **unless and until** permission is granted from the office. In addition, Middle School and High School students **may not** be in the following areas during the school day without permission from the office:

1. Student Parking Lot
2. Front of the School Building (facing South Street)
3. Street or Parking Area
4. Football Field and/or Practice Field
5. Gym (unless a class requires a student to be there)
6. Front Porch/Foyer of the Cafeteria
7. Field House (unless a class requires a student to be there)
8. Agri Building (unless a class requires a student to be there)
9. ROTC/PE Complex (unless a class requires a student to be there)
10. Center for the Arts (unless a class requires a student to be there)

### 17. Narcotics, Alcoholic Beverages, Stimulant Drugs and Look-a-Likes

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.

Students caught selling drugs will be turned over to the police. Act 612 provides that sentence for sale of controlled substances within 1000 feet of public schools, private schools, or colleges shall be enhanced by two years and a fine of no less than $1000.00.

**Minimum:** 10 day Suspension (OSS). Proof that the student has received assessment from an approved referralprogram/agency will be required before reinstatement. A list of approved program/agencies will be available from the principal's office at each school. The administration will notify the police of each violation.

**Maximum:** Expulsion

### 18. Obscenity/Suggestive Language/Inappropriate Material

A student shall not use profane, violent, vulgar, abusive, insulting language, publications or materials at any time. A student shall not use physical gestures that convey a connotation of obscene or highly disrespectful acts, infringe upon the rights of others, or cause or begin an overt and immediate disruption of the educational process.

Any overt gesture directed toward a teacher or administrator will result in the following:

**Minimum:** 1 to 3 day Suspension

**Maximum:** 10 day Suspension (OSS) and recommendation for expulsion

Any obscenity or suggestive language, verbal or written, used toward another person that draws attention to oneself and/or creates a disturbance, will result in the following:

**Minimum:** Warning

**Maximum:** 3 day Suspension (OSS)

Any possession of inappropriate material will be confiscated and returned only to a parent or guardian and will result in the following:

**Minimum:** Warning

**Maximum:** 3 day Suspension (OSS)

It is unlawful, during regular school hours and in a place where a public school employee is required to be in the course of his or her duties, for any person to address a public school employee using language which, in its common acceptance, is calculated to:

1. Cause a breach of the peace;
2. Materially and substantially interfere with the operation of the school; or
3. Arouse the person to whom it addressed to anger, to the extent likely to cause imminent retaliation.

A person who violates this section shall be guilty of a misdemeanor and upon conviction be liable for a fine of not less than one hundred dollars ($100) and not more than one thousand, five hundred dollars ($1500).

Each school district shall report to the Arkansas Department of Education any prosecutions within the school districts under this section.

### 19. Public Display of Affection

There should be no excessive public display of affection between students while on school campus. Public display of affection is not appropriate behavior at school. Faculty will determine what is deemed inappropriate. Failure to comply with reasonable expectation of school staff will lead to disciplinary action.

### 20 Pulling Fire Alarms

A student must not falsely pull or sound a fire alarm.

### 21. Skipping Class (Staying on Campus)

Students are guilty of skipping class when they are out of their regularly scheduled class and are elsewhere on campus without the permission of their regularly scheduled teacher. Students who skip class will not be allowed to make up missed class work except in accordance with school policy.

### 22. 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.

1. 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:
2. Submission to conduct is made, either explicitly or implicitly, a term or condition of an individual's education;
3. Submission to, or rejection of, such conduct by an individual is used as the basis for academic decisions affecting that individual; and/or
4. Such conduct has the purpose or affect 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 word, actions, insult, 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 subject to sexual harassment, or parents of a student who believe 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 circumstance 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 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 action up to and including expulsion.

### 23. Theft and/or Extortion

A student shall not cause or attempt to cause damage or steal or attempt to steal the property of another student or any other person, nor shall a student obtain or attempt to obtain something (of value) from another person by either physical force of threat (illegal acts). Any student found guilty of taking another person's property must return the stolen object. If this is not possible, an assessment for the value of the object will be made.

**Minimum:** Restitution by the student (or parents/guardians of the student) and Saturday School

**Maximum:** Restitution by the student (or parent/s guardians of the student), criminal charges and expulsion.

Extortion is defined as a verbal or physical threat for the purpose of receiving money or objects of value.

**Minimum:** 3 day Suspension (OSS)

**Maximum:** Expulsion

### 24. Threats

Any overt threat to school personnel or student regarding life, physical well being, and/or personal property, will result in an automatic ten day suspension with possible recommendation by the superintendent to the school board for expulsion. State and Federal law will be followed.

### 25. Tobacco Use/Possession

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

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

**Middle School and High School Campus: Elementary Campus:**

**1st Offense:** Saturday School **Minimum:** Parent Conference

**2nd Offense:** 1 Day Suspension/Legal authorities notified **Maximum:** Suspension and Legal

**3rd Offense:** 3 Day Suspension/Legal authorities notified authorities notified

**4th Offense:** 5 Day Suspension/Legal authorities notified

**5th Offense:** 10 Day Suspension/Legal authorities notified

### 26. Trading or Selling Items at School

Only fund-raising items approved by the administration may be sold in school. These items are not to be sold during class and may not be sold until after 1:30 p.m. All other items will be confiscated and returned only to the parent of the student by the office.

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.

### 27. Truancy

When a student is absent during the regular school day without the permission of the parent/guardian or the school, they are considered truant. Upon discover of this truancy, every effort will be made to locate the student and return him/her to school.

Act 867 of 1989 provides access of police agencies to pick up suspected truant students when they are observed being out of school during regular school time. Recommended police procedures include:

* Pick up any suspected truant student
* Return the student to school

### 28. Vandalism

Any willful destruction of school or personal property will result in assessment of damages. Local authorities may be notified. The student will be responsible for replacement cost for damage to school property. If the situation warrants, the student may also be suspended or expelled.

### 29. 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 JROTC cadets, acting in the course of their official duties are exempted.

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

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

Except as permitted in this policy, students found to be in possession on the school campus of a firearm shall be recommended for expulsion for a period of not less than one (1) year. The superintendent shall have the discretion to modify such expulsion recommendation for a student on a case-by-case basis. Parents or legal guardians of students expelled under this policy shall be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a firearm on school property. Parents or legal guardians shall sign a statement acknowledging that they have read and understand said laws prior to readmitting the student. Parents or legal guardians of a student enrolling from another school after the expiration of an expulsion period for firearm policy violation shall also be given a copy of current laws regarding the possibility of parental responsibility for allowing a child to possess a firearm on school property. The parents or legal guardians shall sign a statement acknowledging that they have read and understand said laws prior to the student being enrolled in school.

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

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

## Positive Behavioral Interventions and Supports

Individualized Discipline programs are used in the H.E.S. 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/or dean of students may be required before reentry into the classroom when serious and/or repeated violations occur.

**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.**

### Elementary Campus: Good Behavior Rewards and Outings

* **Quarterly Good Behavior Incentive**

This reward is given to students who have exhibited appropriate behaviors for the grading period.

**Requirement:** Student cannot have any detentions, suspensions, or discipline incidents handled through the office for the period.

* **END OF THE YEAR Kindergarten, First, Second, Third, and Fourth Grade Good Behavior Reward**

This reward is given to kindergarten through fourth grade students who have exhibited exemplary behavior.

**Requirement:** Student cannot have detentions, suspensions, discipline, or bus incidents handled through the office for the school year. School personnel will contact/request discipline records of students transferring to HES from other schools during the year to determine if they are eligible to participate in this event.

### Middle School Campus: Good Behavior Outing

* **END OF THE YEAR GOOD BEHAVIOR REWARD OUTING**

This reward is given to students who have exhibited appropriate behaviors for the entire school year.

**Requirement:** The student cannot have had detentions, suspensions (ISS/OSS), discipline referral(s), nor bus incidents handled through the office for the school year. School personnel will contact/request discipline records of students transferring to HMS from other schools during the year to determine if they are eligible to participate in this event.

## Saturday School Procedures for Middle School and High School Students

Saturday School will be held from 8:00 - 11:30 a.m. for students who have failed to comply with normal school discipline and have not responded to the traditional discipline procedures.

The following are the rules and procedures for Saturday School:

1. Students who are tardy will not be admitted to Saturday School and will be reported to the office as having failed to appear.
2. Students are expected to bring pencil, paper, books, and/or assignments to work on.
3. Students are expected to work during the assigned session.
4. Students who are disruptive or fail to follow the instructions of the Saturday School instructor, will be subjected to further discipline procedures.
5. Students will be allowed two 5-minute breaks during Saturday School.
6. Students may not leave the room except during breaks or during an emergency.
7. Students may not leave early from Saturday School or they will be subject to further discipline procedures.
8. Only the Principal or his/her designee may assign a student Saturday School.
9. Parents of students who have been assigned Saturday School are responsible for transportation to and from Saturday School.

Students failing to report to Saturday School and adhering to the proceeding guidelines will be assigned a 1 Day Suspension (OSS) the following Monday, followed by two (2) days of In-school Suspension (ISS). Days missed due to suspension for missing Saturday School will count towards the 10 days' count for court and for loss of credit.

No excuses will be accepted for missing Saturday School.

## Student Vehicles

The school maintains a parking lot for students who drive vehicles to school. **Only the designated area may be used for student parking.** All students who drive an automobile to school must have a parking pass and pay an $8.00 parking fee. Students will receive a parking tag that will be displayed so that it can be viewed from the outside of the vehicle. All students must present a valid driver's license, proof of insurance, and the registration papers for the vehicle to receive the parking pass. **All** students who drive to school must sign a consent to be drug tested. Any student who violates parking lot procedure could lose vehicle privileges.

Parking lot violations include but are not limited to:

1. Hazardous driving (lot speeding limit is 10 mph).
2. Parking without a parking permit (tag).
3. Blocking any sidewalk or handicapped space.
4. Parking in the fire lane.
5. No proof of insurance.

Parking on school property is a privilege which may be denied to a student for any disciplinary violation, at the discretion of the student's building principal.

Students are not permitted to loiter in the parking area and are not to return to the vehicles during the school day for any reason unless given permission to do so by school personnel. **The parking lot is considered off limits throughout the day.** Under no circumstances can a student move the vehicle or be on the parking lot without permission from the principal's office or from a teacher. Students may not leave in any vehicle at any time during the school day unless the student has been properly checked out.

It is understood that there is no expectation of privacy in vehicles in parking areas. Drivers of vehicles parked on the school campus will be held accountable for illegal substances or any other item prohibited by district found in their vehicle. The act of a student parking a vehicle on campus is a grant of permission for school or law enforcement authorities to search that vehicle.

## Suspensions (ISS and OSS) And Expulsion

The following attempts to explain the school's suspension measures:

### In-School Suspension (ISS)

1. Students must be on time. Unexcused tardiness will not be tolerated and will result in an additional day.
2. Backpacks are discouraged from being brought in the ISS classroom. Any backpacks brought into the room will be stored in a designated area.
3. Ink pens are not allowed. Pencils are the only allowed writing utensil.
4. Student work will be sent to the ISS room daily. Students are not responsible for collecting their work from their teachers.
5. Upon entering ISS, students will be asked to remove all contents from their pockets. These contents will be placed in a plastic container and may be retrieved at the end of the day.
6. ABSOLUTELY NO CELL PHONES are allowed in ISS at any time. There will be no exceptions to this rule. Cell phones must be turned in to the ISS teacher upon entering the ISS room. Cell phones will be turned off and placed in the plastic container and may be retrieved at the end of the day. Students who are found hiding or using a phone while in ISS will receive additional consequences.
7. Students will remain in their seat and work in complete silence while in ISS. Talking or getting up out of their desk without permission will not be tolerated. Students will face the wall at all times with their feet on the floor. Students will not be allowed to sleep or lay their head on the desk. Students must raise their hand if they have any questions.
8. Students will work on their assignments in accordance to their class schedule.
9. Students will receive two bathroom breaks during the day.
10. Students assigned to ISS will not be allowed to participate in and /or attend any school sponsored activities during school hours while in ISS. **Only the principal can grant exemptions for participation.**
11. Vo-Tech students will serve ISS only during the periods they are on the high school campus.
12. For each day a student is assigned ISS, a day is counted against exemptions for semester tests.

### Out of School Suspension (OSS)

It is the parent's or legal guardian's 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:

* In person;
* by phone;
* by voice mail; or
* by text message.

Suspension from school consists of the following:

* A student may not attend classes or come to the school campus during class time;
* Students may not participate in extra-curricular activities when on suspension or may not attend any school activity; and
* Parent conferences may be required before the student is re-admitted to school.

### Suspension Procedures

State laws and State Board of Education regulations permit local school officials to expel students who are unwilling to behave in an acceptable manner and fail to abide by district attendance policies. Due process must be provided.

Special Education students will be provided with educational services after the student has been suspended more than ten days for the school year.

The following rules and procedures are followed for the suspension of a student:

1. A teacher may temporarily dismiss for disciplinary reasons any student from the class.
2. The teacher shall, when feasible, accompany the student to the office of the principal or his/her designee and shall, as soon as practical, file with the principal a written statement about the student's dismissal from class.
3. The principal or his/her designee shall determine whether to reinstate the student in class, reassign him or her, or to take disciplinary action.
4. The principal of any school or his/her designee is authorized to suspend students from school for disciplinary reasons up to ten (10) days, including the day upon which the suspension was initially imposed.
5. Prior to such suspension, the principal or his/her designee shall inform the student, either orally or in writing about the infraction.
6. If the student denies the charge, the principal shall explain to him/her the evidence, which forms a basis of the charges and shall permit the student to present his/her side of the story.
7. When the principal considers the suspension is proper, he/she shall send the student home with a

suspension notice requesting a student-parent-principal conference within 24 hours if possible.

1. Additionally, the parent will be provided a copy of the suspension notice which shall include the reasons for suspension, its duration, the manner in which the student may be readmitted to school, and the procedure for review of suspension.
2. The principal or his/her designee may require the attendance of the student involved at said conference as a condition for considering reinstatement.
3. When a student has been notified that he/she is suspended from school, he/she shall remain away from the school premises until the principal or his/her designee reinstates him/her except that a suspended student may return to the school premises when accompanied by his/her parent or guardian for a student-parent-principal conference. If, in the conference, a decision hasn't been reached by the principal for reinstatement of the student, or if any suspended student or his/her parent/guardian (when student is a minor) requests a hearing before the superintendent, principal, or his/her designee, the superintendent, principal, or his/her designee shall extend the suspension of the student and shall furnish the superintendent of schools with a full report on the suspension within a period of five days from the request.
4. The superintendent of schools or his/her designee shall have the authority to revoke, terminate, or otherwise modify the suspension and will notify the principal and parents of his actions within five (5) days of receipt of the principal's report.
5. If the superintendent or his/her designee agrees with the suspension or modifies the suspension imposed by the principal, and if the student or his/her parent/guardian so requests a hearing, the hearing shall be scheduled before the school board within five (5) days after the superintendent has notified the parent/guardian of student of his/her action. The board may revoke, terminate, alter, or modify the suspension.
6. A suspended student will be readmitted to school after being suspended for ten (10) days including the day upon which the suspension was initially imposed even if the appeal process has not been completed.
7. A suspension that does not amount to an expulsion for the remainder of the semester but is more than ten (10) days is authorized. This long term suspension, however, shall come only after the student has been afforded notice, opportunity for a hearing, and the same procedural rights as for expulsion.
8. Notwithstanding the policy concerning suspension and expulsion, student may be suspended indefinitely without notice, hearing, and other rights provided herein having been first given notice if the school is undergoing a violent upheaval or if orderly educational processes have otherwise been substantially disrupted. This would apply only in rare instances such as riots or where emergency circumstances make it unreasonable for the administration and board to consider the case within the usual time. In all such cases, notices, hearings, and other rights shall be provided in accordance with the normal provisions at the earliest practical date order is restored.

### Expulsion

The Board of Education may expel a student for a period longer than ten (10) school days for violations 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 representative of the Board and student may agree in writing to a date not conforming to this limitation.

The President of the Board, Hearing Officer, 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 the 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 give rise to the recommendation of expulsion. The student, his/her representative, may then present evidence including statement 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 relevancy of any question asked during the hearing.

The superintendent shall recommend the expulsion of any student for a period of not less than one (1) year for possession any firearm or other weapon 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.

## Tardy Policies and Procedures

It is the responsibility of each student to be prompt. Students who are late to class show a disregard for both the teacher and their classmates which compromises potential student achievement.

### Elementary School Policy

It is important to be on time each day. Students should arrive before 8:00 a.m.

**A.M. Tardy:** Any student who arrives after the 8:05 bell is tardy and an adult should accompany the student inside to the office to fill out a tardy slip before reporting to class. This will be recorded as an AM tardy.

**P.M. Tardy:** Any student leaving before the 3:00 dismissal bell must be signed out in the office. (See Check-out Policy) A student who is signed out before the dismissal bell but after 2:00 p.m. will be given a PM tardy.

**ANY TARDY MAKES A STUDENT INELIGIBLE FOR THE PERFECT ATTENDANCE AWARD**

### Middle School Policy

Any student who arrives to school after the 8am tardy bell **must be signed in at the office by a parent**. Students will be assigned to lunch detention upon receiving their third tardy in a class in a semester; any subsequent tardy will result in lunch detention being assigned until a student reaches his/her sixth tardy in a class a semester. Students will receive Saturday School with the sixth unexcused tardy per semester and in-school suspension (ISS) for any subsequent tardiness thereafter. After the tenth tardy, a FINS (Families in Need of Services) Petition will be filed. Excused tardies will be issued for those caused by the school, medical appointment with documentation, or unexpected emergency according to principal’s discretion. Parents should contact the principal’s office if their child will be late to school.

### High School Policy

Any student who arrives to school after the 8am tardy bell rings **must** be signed in at the office. Students are allowed to sign themselves in. When a student accumulates five (5) unexcused tardies in one class, they will be reported to the office for disciplinary action.

# SECTION 5: THE ACADEMIC PROGRAM

## Concurrent Credit Policy (College Courses)

To qualify for concurrent college credit a student must have scored a minimum of 19 in the subject or multiple areas of the ACT (Compass Test score may be used), and complete the course with a letter grade of "C" or better.

Any student in grades 9 - 12 who successfully completes a college course(s) from an institution approved by the Arkansas Department of Education shall be given credit toward high school grades and graduation at the rate of one-half (1/2) high school credit for each three (3) semester hours of college credit. Unless approved by the school's principal, prior to enrolling for the course, the concurrent credit shall be applied toward the student's graduation requirements as an elective. Students shall retain credit applied toward a course required for high School graduation from a previously attended, accredited, public school.

**Any and all costs of higher education courses taken for concurrent credit are the student's responsibility. Once enrolled, a student must pay the tuition. Failure to pay will result in the student being unable to enroll in future concurrent credit classes.**

## Curriculum

### Middle School Courses and Requirements

The following is a list of required courses that student must take at Harrisburg Middle School:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **COURSES** | **5TH GRADE** | **6TH GRADE** | **7TH GRADE** | **8TH GRADE** |
| Reading | x | X | 1 Semester | 1 Semester |
| Language Arts | x | X | X | X |
| Mathematics | x | X | X | X |
| Social Studies | x | X | X | X |
| Science | x | X | x | X |
| Arkansas History | 1 Semester |  |  | 1 Semester |
| Physical Education | Elective | Elective | Elective | Elective |
| Physical Activity | Elective | Elective | 1 Semester | Elective |
| Health |  |  | 1 Semester | 1 Semester |
| Art | Elective | Elective | Elective | Elective |
| Music | Elective | Elective | Elective | Elective |
| Library Skills | Elective | Elective | Elective | Elective |
| Career Orientation |  |  |  | 1 Semester |
| Computer Intro |  |  | 1 Semester | 1 Semester |
| Art Appreciation |  |  | 1 Semester |  |
| Music Appreciation |  |  | 1 Semester |  |

### High School Courses

The curriculum of Harrisburg High School offers over 60 units of academic credit. All courses are standard high school courses and there are no "fad" or "snap" courses. The curriculum not only prepares the student for college entrance, but also gives basic training, which will help the student ensures employment after graduation

The following is a list of all courses offered at Harrisburg High School and the assigned credit for each course:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Credit** | **Course** | **Credit** | **Course** | **Credit** | **Course** |
| 1 | English 9 | 1 | Algebra I | 1/2 | Economics |
| 1 | Pre-AP English 9 | 1 | Algebra II | 1/2 | Psychology |
| 1 | English 9 Reading | 1 | Geometry | 1/2 | World Geography |
| 1 | English 9 Writing | 1 | Pre Calculus | 1 | Instr. Music I |
| 1 | English 10 | 1 | Adv. Topic & Modeling | 1 | Instr. Music II |
| 1 | Pre-AP English 10 | 1/2 | College Algebra | 1 | Instr. Music III |
| 1 | English 11 | 1 | AP Calculus | 1 | Instr. Music IV |
| 1 | English 12 | 1 | Lin Sys and Stat | 1 | Vocal Music I |
| 1 | AP English Lang Com | 1 | Spanish I | 1 | Adv. Vocal Music |
| 1 | AP English Lit Comp | 1 | Spanish II | 1 | Vocal Music II |
| 1/2 | Oral Communications | 1 | Italian I | 1 | Vocal Music III |
| 1 | Journalism | 1 | Italian II | 1 | Vocal Music IV |
| 1 | Journalism II | 1 | Art | 1 | Music Theory |
| 1 | Journalism III | 1 | Art II | 1/2 | Health and Wellness |
| 1 | Journalism IV | 1 | Art III | 1/2 | Phys. Ed and Leisure |
| 1 | Biology | 1 | Art IV | NA | Athletics FB/Basketball |
| 1 | Pre-AP Biology | 1/2 | Creative Writing | NA | Athletics Volleyball |
| 1 | AP Biology | 1/2 | Drivers Education | 1 | Pers. Fit for L |
| 1 | Chemistry | 1 | American History | 1 | Annual Staff |
| 1 | AP Chemistry | 1 | AP U.S. History | 1 | E.A.S.T. |
| 1 | Physics | 1 | World History | 1 | E.A.S.T. II |
| 1 | Physical Science | 1 | Pre-AP World History | 1 | E.A.S.T. III |
| 1 | Environmental Science | 1/2 | Civics | 1 | E.A.S.T. IV |
| 1 | AP Enviro Science | 1/2 | Cont. American History | 1/2 | Child Development |
| 1 | Anatomy/Physiology | 1/2 | American Government | 1/2 | Clothing Mgt. |
| 1 | JROTC | 1 | Comm. Serv. Lrn | 1 | Fam/Cons Science |
| 1 | JROTC II | 1 | Personal Finance | 1 | Family Dynamics |
| 1 | JROTC III | 1 | Entrepren. Exp. | 1/2 | Food and Nutrition |
| 1 | JROTC IV | 1/2 | Workplace Readiness | 1 | Food Production |
| NA | ROTC Rifle | 1/2 | Business Comm. | 1/2 | House/Int. Design |
| NA | ROTC Leadership | 1 | Comp. Acct | 1/2 | Human Relations |
| 1/2 | Adv. Animal Science | 1 | Comp. Bus App | 1/2 | Pers/Fam Finance |
| 1/2 | Agri Business | 1/2 | Dig. Layout I | 1/2 | Parenting |
| 1/2 | Ag Marketing | 1/2 | Dig. Layout II | 1 | Intro Cul Arts |
| 1 | Surv. Ag System | 1/2 | Intro to Finance | 1 | Consumer Service |
| 1/2 | Animal Science | 1/2 | Word Processing I | 1/2 | Customer Relations |
| 1/2 | Aquaculture | 1 | Intro Hospitali |  |  |
| 1/2 | Bio Animal Science | 1/2 | DC III-Dig Med |  | Vo-Tech: |
| 1/2 | Bio Plant Science | 1/2 | DC IV - Dig Med | 1 | Advert. Design |
| 1/2 | Floriculture | 1/2 | Cloth. Mgmt. | 1 | Engine Perform. |
| 1/2 | Food Science Tech | 1/2 | Nursery/Landscape | 1 | Auto Collision |
| 1/2 | Greenhouse Mgmt | 1/2 | Plant Science | 1 | Struct. Anal. RP |
| 1/2 | Intro Hort Sci | 1/2 | Agri Lab | 1 | Comp. Eng. Netw |
| 1/2 | Horticulture | 1/2 | Ag Metals | 1 | CADD |
| 1/2 | Leaders/Commun | 1 | Ag Mechanics | 1 | Electronics |
| 1/2 | Manag Nat Res |  |  | 1 | Intro to Manufa |
|  |  |  |  | 1 | ANAT & amp; PHYS. |
|  |  |  |  | 1 | HVACRI |
|  |  |  |  | 1 | Appliance Tech |
| **\*\*\*\* Some electives are taught on a rotating basis.** | | | | 1 | Med Prof. |
|  |  |  |  | 1 | Med Procedures |

## Early College Admission

Students who desire early college admission and meet the following guidelines will be presented a diploma from Harrisburg High School after their normal date of graduation has been reached.

1. Application by the student to the counselor.
2. Applicant must have at least a 3.5 GPA.
3. Applications must be made by July 1 at the beginning of the Junior year.
4. There must be a written request by the parent/guardian of the student.
5. Applicant must have completed twelve (12) units of credit by the end of their sophomore year.
6. The applicant must meet all state requirements and have at least nineteen (19) units at the end of their junior year.
7. Senior English may be taken by attending college freshman English.
8. Early College admission must be for college bound students only.
9. A high school diploma would not be awarded until all requirements have been met and upon the graduation date of his/her class.
10. Early College Admission must have the approval of the school administration.
11. Students in grades 11 and 12, who successfully complete approved college courses, will earn the concurrent credit.

## Early Graduation Act 275

Any student who is enrolled in a public high school in Arkansas and has earned the number of credits required by the local school district for graduation shall be eligible to graduate from high school without regard to the grade level the student is enrolled in at the time of such credits earned.

Students may not take classes early without meeting established requirements.

## Exemption Policy

Semester exemptions for grades 9-12 will be initiated during the fall and spring semester of the 2014-2015 school year. Students will be eligible for test exemptions in each class. In order to be exempt, students must meet the following criteria:

1. Hold a grade of **"A"** for the semester and have no more than **5 absences.**
2. Hold a grade of **"B"** for the semester and have no more than **4 absences.**
3. Hold a grade of **"C"** for the semester and have no more than **3 absences.**
4. Student must have **fewer than 5 tardies** for the class.
5. Students **are not exempt from any semester test** if they have received ISS, OSS or Saturday School at any time during the semester.

Any student that falls into the above categories will have the **option** of exemption from semester tests. If a student chooses to take a semester test (even though they are eligible for exemption), the semester test grade **will not lower** his/her grade for the class.

**All students are required to take comprehensive 9 Week Tests** that will ensure that the student will

exercise, practice, and enhance test taking skills. Exemptions **do not** apply to taking 9 Week Tests.

## Grade Classifications for High School Students

**Ninth Grade/Freshman:** Must have been promoted from the eighth grade

**Tenth Grade/Sophomore:** Must have accumulated at least six (6) credits

**Eleventh Grade/Junior:** Must have accumulated at least twelve (12) credits

**Twelfth Grade/Senior:** Must have accumulated at least eighteen (18) credits

In the event a student needs to make up credit for a failed course, the school will only accept correspondence course work from accredited colleges/universities or approved credit recovery programs. The use of correspondence to make up credit will be limited to one course (1 full credit) per year and a maximum of three during a student's high school career. Correspondence courses must be approved by administration.

## Grading and Report Cards

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 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.

Grades will be awarded and report cards issued to students or parents at the end of each 9 Weeks.

The following grade scale is used in Kindergarten:

**S** [Satisfactory]

**N** [Needs Improvement]

**U** [Unsatisfactory]

**I** [Incomplete]

In addition, those codes will also be used for Art, Music, Physical Education, and Citizenship for students in elementary grades and for **Science and Social Studies for first grade students.**

The grades A, B, C, D, and F are used in reporting in grades 1-12. These grades have a numerical grade recorded with them. They are as follows:

**A** [ 90 - 100 ] Superior work

**B** [ 80 - 89 ] Above average work

**C** [ 70 - 79 ] Average work

**D** [ 60 - 69 ] Below average work - lowest possible **passing** grade

**F** [ 59 & below ] Failure to achieve minimum requirements for passing - **No credit is awarded**

For the purpose of determining grade point averages, the numeric value of each letter grade is as follows:

**A** [100 – 90] 4 points

**B** [80 – 89] 3 points

**C** [79 – 79] 2 points

**D** [60 – 69] 1 point

**F [**59 & below] 0 points

High School students who take ADE approved **honors courses, IB,** and **AP courses** approved for weighted credit by the Arkansas Department of Education shall be graded according to the following:

**A** [ 100 - 90 ] 5 points

**B** [ 89 - 80 ] 4 points

**C** [ 79 - 70 ] 3 points

**D** [ 69 - 60 ] 2 points

**F** [ 59 & below ] 0 points

The quality points for AP and IB are contingent on teacher training and student testing.

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

## Homework Policies

### Elementary School 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 approximately 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.

### Middle School Policy

Homework is considered to be part of the student’s educational program at Harrisburg Middle School. Assignments shall be an extension of the teaching/learning experience that promotes the student’s educational development.

Teachers will be aware of the potential problem students may have of completing assignments from multiple teachers and will work to avoid this problem by varying the amount of homework they give from day to day.

Students who do not complete homework assignments will be assigned to lunch ZAP (Zeroes Aren't Permitted) Lab. During this time, students will be given the opportunity to complete homework assignments with a certified faculty member. Full credit will be given to assignments completed in ZAP. If students fail to report to the ZAP classroom, will be assigned to another day of ZAP. After the 3rd ZAP referral, students will be assigned to Saturday School.

### High School Policy

Homework is a vital part of the educational process at Harrisburg High School. The homework given is checked and/or graded by the teacher and constitutes a part of the student's 9 Week grade.

Students are expected to complete the homework assignments. Homework assignments will often be given over holiday and vacation periods that occur during the school year. School trips and school sponsored activities **do not** excuse a student from completing homework assignments.

## Honor Graduates

The Honor Graduates for the graduating senior class at Harrisburg High School are those students who have a 3.5 or higher GPA and who have completed seven (7) of the fourteen (14) courses in the following chart. Two (2) of the courses must be Advanced Placement courses.

In order for a senior to qualify to be an honor graduate, he/she must have completed three (3) semesters of work at Harrisburg High School. Please refer to the following:

**Credit Course Credit Course**

1 Algebra II       1 Human Anat & Phys

1 AP Calculus     1 Italian II

1 AP English Language     1 Physics

1 AP English Literature     1 Pre-AP Biology

1 AP Biology   1 Pre-AP English

1 AP United States History   1 Pre-Calculus/Trig

1 Computer Accounting     1 Spanish II

1 AP Chemistry 1 Pre-AP World History

Harrisburg High School has three (3) levels of honor graduates:

* **Summa Cum Laude** - Cumulative 4.0 GPA and above
* **Magna Cum Laude** - Cumulative 3.75 - 3.99 GPA
* **Cum Laude** - Cumulative 3.5 - 3.74 GPA

## 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

### Elementary

Honor roll students in grades 1-4 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.

### Middle School

Students in grades 5-6 who maintain a 3.0 grade point average (GPA) for the grading period will be recognized as honor roll students for that grading period. Semester grades will determine the honor roll at the end of each semester.

Students in grades 7-12 who participate in the Smart Core Curriculum and maintain a 3.0 GPA for the grading period will be recognized as honor roll students for that grading period. Semester grades will determine the honor roll at the end of each semester.

### High School

The honor roll is made at the end of each 9 Week period and is based solely on academic achievement. The honor roll is based on the following two groups:

• Students who have a 4.0 GPA or higher

• Students who have a 3.0 GPA or higher

To qualify for honor roll, a student **cannot** have a "C" or lower in any regular class.

## Make-Up Work

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

1. Students are responsible for asking the teachers of the classes they missed what assignments they need to make up.
2. Teachers are responsible for providing the missed assignments when asked by the returning student.
3. Students are required to ask for their assignments on their first day back at school or their first class day after they return.
4. Make-up tests are to be rescheduled at the discretion of the teacher, but must be aligned with the schedule of the missed work to be made up.
5. Students shall have two (2) days to make up their work for each class day they were absent.
6. Make-up work not turned in within the make-up schedule for that assignment may receive a zero (0).
7. Students are responsible for turning in their make-up work without the teacher having to ask for it.
8. Students who are absent the day their make-up work is due must turn in their work the day they return to school whether or not the class for which the work is due meets the day of their return.
9. As required/permitted by the students Individual Education Program or 504 Plan.

Work may not be made up for credit for unexcused absences **unless** the unexcused absences are part of a signed agreement as permitted by policy 4.7-ABSENCES. Out of school suspensions are unexcused absences.

Work missed while a student is expelled from school may not be made up for credit and students shall receive a zero for missed assignments.

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

## Minimum Core Courses Recommended for Preparation of Higher Education

Research and experience of students, faculty, and administrators indicate that students taking a solid school core of courses have better test scores and greater success in institutions of higher education. To increase a student's chances of success, the following minimum core of high school courses is recommended:

**English:** Four units with emphasis on writing skills (not to include courses in oral communication).

**Natural Science:** Two units with laboratories, chosen from the following: biology, chemistry, or physics.

**Mathematics:** Three units including Algebra I and II and Geometry.

**Social Studies:** Three units including one (1) American History, one (1) World History, and at least one-half (1/2) unit of Civics or American Government (not to include courses in practical arts).

**Foreign Languages:** Two units in one Foreign Language.

In addition to the writing and computational skill that a students should gain through the sequences of English and Mathematics courses in the minimum core, students should also develop the following basic skills:

**Reading:** Verified skills at or above the 11th grade reading skill level.

**Computer Usage:** Skills in computer usage for instruction, word processing, spreadsheet, and similar applications.

**Keyboarding/Typing:** Skills at a level to facilitate computer usage and word processing of papers and reports.

**Oral Communication:** The ability to influence others through oral discourse. This may be through public speaking, one-to-one conversation, or in small and large groups.

The following courses beyond the minimum core are recommended to enhance the student's preparation for higher education:

**Natural Sciences:** A third unit, with laboratory, chosen from biology, chemistry, or physics.

**Mathematics:** A fourth unit of mathematics at a higher level than Algebra II.

**Speech:** One-half unit of study devoted to speech making, oral reports, or small group presentations and problem solving.

**Fine Arts:** One unit chosen from the performing and visual arts.

Arkansas needs a greater proportion of its young people to attend institutions of higher education. These recommendations are presented to provide students and parents with information on preparation and to encourage students to attend. It is not intended that applicants without these courses will be refused admission to any college or university. Students entering universities or two-year institutions to begin bachelor's degree programs should expect to need to take additional course work to develop that background if it is not accomplished in high school.

The social studies recommended provides high school the alternative of either a full unit or a half unit of civics or American government.

The State Board of Higher Education makes these recommendations in consultation with the State Board of Education as provided by Act 98 of 1989. The legislation requires the State Board of Education to communicate this information at least once a year to each public school superintendent who is required to make copies available each year to all public school students in grades seven (7) through twelve (12).

## Pre-AP and AP Placement Policy

A recommendation is required for a 7th or 8th graded student to be placed in the Pre-AP program. The student recommendation needs to come from someone who knows the student’s ability best. Usually that person is a classroom teacher; however parents may recommend their children for the courses. In addition to a parent recommendation, a student will need the endorsement of his/her present classroom teacher in the recommended area, and the student must have standardized test scores to support that they have sufficient strength in that area to be successful in the course. A screening committee (comprised of teachers, counselors, administrators) reviews all of the information on each student and makes the actual decision of placement in the Pre-AP program. Ultimately, parents make the final decision by having the opportunity to sign contracts for participation.

It is the desire of the Harrisburg School District that the students who are placed will move from Pre-AP to AP and will graduate from Harrisburg High School with college credit or a strong foundation for success in college.

Once students have already enrolled in Pre-AP classes, they do not have to be recommended and screened each year, but they do need an endorsement by their present Pre-AP teacher to continue in the program.

It is not uncommon for a student to feel overwhelmed by the rigorous curriculum during the first few weeks of school and request to drop the course; however, it is a requirement that students who enroll and attend a Pre-AP class must remain in the class for the entire first semester.

In compliance with Standard 31A of the Arkansas Standards for Accreditation; quality points for students completing Advanced Placement courses are contingent upon the teacher of the class having completed an AP Summer Institute. Quality points may also be awarded if the teacher has received approval from the Arkansas Gifted and Talented Office to teach the class.

In compliance with Standard 31A of the Arkansas Standards for Accreditation; quality points for students completing Advanced Placement courses are contingent upon the student completing the Advanced Placement exam. Any student completing the course but not sitting for the exam will receive a non-weighted grade.

## Promotion/Retention Policy for Students

### Policy for all Students K-12

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

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

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

1. The building principal or designee;
2. The student’s teacher(s);
3. School counselor
4. A 504/special education representative (if applicable); and
5. The student’s parents.

Regardless of the student having earned passing grades, a student who falls under one of the following categories shall be considered for retention or shall not receive credit for the course associated with the assessment. The student:

* does not take the State mandated assessment for the student’s grade level or course within the time frame specified by the State;
* takes the State mandated assessment but does not put forth a good faith effort on the assessment as determined by the assessment administrator/proctor.

The Superintendent or designee may wave this provision when the student’s failure was due to exceptional or extraordinary circumstances.

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.

All students must successfully pass all end-of-course (EOC) assessments they are required to take unless exempted by the student’s individualized education program (IEP). To receive academic credit on his/her transcript in a course requiring a student to take a EOC assessment, the student must either receive a passing score on the initial assessment or successfully participate in the remediation program identified in his/her Individualized Academic Improvement Plan (IAIP) which shall focus on the areas in which the student failed to meet the necessary passing score. Additionally, the lack of credit could jeopardize the student's grade promotion or classification.

To the extent required by the State Board of Education, students in grade eleven (11) and below who do not meet the required score on a college and career readiness measurement shall participate in the remediation activities prescribed in his/her IAIP which may include additional opportunities to retake the measurement.

Such remediation shall not require the student to pass a subsequent college and career readiness measurement in order to graduate from high school.

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

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

In addition, the following policies pertain to the indicated individual campuses:

### Elementary Students

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

**Kindergarten Reading:**

* Recognize and print first and last name
* Retells a story with beginning, middle, and ending
* Uses effective oral communication skills to express ideas and to present information
* Recognize same and different pictures
* Recognitions of upper and lower case alphabet (47/52 letters)
* Recognition of beginning sounds (24/26 sounds)
* Recognition of 40 sight words
* Writes simple sentences around know words
* Capitalizes the first word in a sentence and the pronoun “I”
* Recognize and name end punctuation
* Leave spaces between words
* Applies strategies to read and comprehend printed materials
* Uses phonetic strategies to spell unknown words
* Counts syllables in spoken words
* Recognizes and produces rhyming words

**Kindergarten Math:**

* Demonstrates and describes the relative position of objects
* Identifies shapes (square, circle, triangle, rectangle, hexagon, sphere, cylinder, cube, cone, pyramid)
* Recognizes number 0-20
* Matches numeral to sets 0-20
* Sorts and classifies objects by attribute
* Counts forward starting at any number 0-20
* Counts by 1’s to 100
* Counts by 10’s to 100
* Solves addition problems to 10
* Solves subtraction problems to 10
* Writes numerals 0-20
* Compares numbers (greater than, less than, equal to)
* Measures/compares length and weight

**Book Knowledge:**

* + Front cover
  + Back cover
  + Title
  + Author
  + Illustrator
  + Left to right progression
  + Top to bottom progression
  + Return Sweep

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

**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
* Teacher-made Assessments
* DIBELS Progress
* MAP Data

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

* Chapter Assessments
* Teacher-made Assessments
* MAP Data

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

The following items will also be taken into consideration:

* Below 70% in Math and/or Reading during a quarterly grading period
* Social-emotional development

Retention will be determined by 2nd semester grades. A committee of teachers and appropriate staff will recommend retention needs. The principal will determine the final decision regarding retention or promotion.

**Second Grade:**

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

* The student must achieve 60% mastery on teacher-made tests, and classroom assignments
* The student must reach a passing score on district mandated assessments

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
* State mandated achievement test scores

The final retention decision rests with the principal.

**Third Grade:**

Students must be on grade level to proceed to the fourth grade. Based on guidelines from the Arkansas State Department of Education, the following criteria will be used to determine promotion or retention of third grade students:

1. A student will considered for retention if semester or year average grades in Math and/or Reading are below 60%
2. If a student meets **two of the four** criteria listed below:

* Below 60% in Reading and/or Math in any nine week grading period
* AR state mandated test (NRT/CRT) scores in Reading and/or Math fall below the norm
* 10 or more absences per semester
* Social-emotional development or maturity level is below average

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

The final retention decision rests with the principal.

**Fourth Grade:**

The following criteria will be used to determine promotion or retention of fourth grade students:

1. 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.
* Achievement Skills Test: Scoring below the 35th percentile in Reading and/or Math.
* Absences: Ten or more absences per semester.
* Maturity: Social-emotional development is below average.

1. 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

School attendance and/or frequent change of schools will be considered. The final retention decision rests 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 of K-4 Students include but are not limited to :**

1. Chronological age
2. Current grade
3. Previous retention
4. Estimate of intelligence/ability
5. History of learning disabilities
6. Maturity
7. Academic achievement for the current year
8. Attendance
9. History of behavior and/or emotional problems
10. Parental Involvement
11. Student’s life experiences
12. Current reading level
13. 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.**

### Middle School Students

The classroom teacher(s) and principal will schedule a conference before the end of the third nine weeks grading period, to notify the parent or guardian of the possible retention of the student. The participation or non-participation of the parent or guardian in the **REQUIRED** conference will be documented by the school counselor.

A retention committee will meet after the student has been recommended for retention by the classroom teacher(s). This committee will consist of the student's parent or guardian, the core classroom teacher(s), a special education teacher (if needed), the school counselor, and the principal (for the final meeting). The retention committee will analyze the following data before making a final decision:

Classroom performance (core classes);

Benchmark scores/data;

Teacher recommendations;

Nine-week progress reports;

AIP participation and data;

Attendance records (excessive absences may result in retention).

Students will be considered for retention and may be retained if:

He/She must pass 2 of 4 core classes for the year (literacy, math, science, social studies).

If a student is not passing 2 of 4 core classes for the (combined average for the year), the student will be retained for the school year).

## Public School Assessments and Remediation for Elementary Students

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 child 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 sixth 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:

1. The student is deemed to have participated in an academic improvement plan; or
2. The student passes the benchmark assessment for the current grade the student is retained.

## Smart Core Curriculum for the Classes of 2016 and 2017

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.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. 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 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.

* 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.

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.

**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. There are some distinctions made between Smart Core units and Graduation units. Not all units earned toward graduation necessarily apply to Smart Core requirements.

**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.)

* 1. Algebra I or Algebra A & B\* which may be taken in grades 7-8 or 8-9;
* 2. 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.

* 3. Algebra II; and

4. The fourth unit may be either:

* A math unit beyond Algebra II: this can include Pre-Calculus, Calculus, AP Statistics, Algebra III, Advanced Topic and Modeling in Mathematics, Mathematical Applications and Algorithms, Linear Systems and Statistics, or any of several IB or Advanced Placement math courses (Comparable concurrent credit college courses may be substituted where applicable); or
* one unit of computer science chosen from ADE Essentials of Computer Programming, ADE Computer Science and Mathematics, AP Computer Science, IB Computer Science, or other options approved by ADE.

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

One unit of Biology; and either:

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

* Physical Science;
* Chemistry;
* Physics or Principles of Technology I & II or PIC Physics; or

One unit from the three categories above and one unit of computer science chosen from ADE Essentials of Computer Programming, ADE Computer Science and Mathematics, AP Computer Science, IB Computer Science, or other options approved by ADE.

Social Studies: three (3) units

* Civics one-half (½) unit
* World History - one unit
* American 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 licensure of the teacher teaching the course, this can count toward the required three (3) social studies credits or the six (6) required Career Focus elective credits.

Fine Arts: one-half (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.

**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)
* one unit of computer science chosen from ADE Essentials of Computer Programming, ADE Computer Science and Mathematics, AP Computer Science, IB Computer Science, or other options approved by ADE may be substituted for a math credit beyond Algebra I and Geometry

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

Science: three (3) units

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

Two units chosen from the following three categories:

* Physical Science;
* Chemistry;
* Physics; or

One unit from the three categories above and one unit of computer science chosen from ADE Essentials of Computer Programming, ADE Computer Science and Mathematics, AP Computer Science, IB Computer Science, or other options approved by ADE.

Social Studies: three (3) units

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

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

## Smart Core Curriculum for the Class of 2018 and Thereafter

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. 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. 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 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.

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

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

**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 ­­ 1unit to graduate for a total of 23 units. The additional required units may be taken from any electives offered by the district. There are some distinctions made between Smart Core units and Graduation units. Not all units earned toward graduation necessarily apply to Smart Core requirements.

**Digital Learning Courses**

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

**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.)

* 1. Algebra I or Algebra A & B\* which may be taken in grades 7-8 or 8-9;
* 2. 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.

* 3. Algebra II; and
* 4. The fourth unit may be either:
* A math unit beyond Algebra II: this can include Pre-Calculus, Calculus, AP Statistics, Algebra III, Advanced Topic and Modeling in Mathematics, Mathematical Applications and Algorithms, Linear Systems and Statistics, or any of several IB or Advanced Placement math courses (Comparable concurrent credit college courses may be substituted where applicable); or
* one unit of computer science chosen from ADE Essentials of Computer Programming, ADE Computer Science and Mathematics, AP Computer Science, IB Computer Science, or other options approved by ADE.

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

One unit of Biology; and either:

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

* Physical Science;
* Chemistry;
* Physics or Principles of Technology I & II or PIC Physics; or

One unit from the three categories above and one unit of computer science chosen from ADE Essentials of Computer Programming, ADE Computer Science and Mathematics, AP Computer Science, IB Computer Science, or other options approved by ADE.

Social Studies: three (3) units

* Civics one-half (½) unit
* World History - one unit
* American 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 licensure of the teacher teaching the course, this can count toward the required three (3) social studies credits or the six (6) required Career Focus elective credits.

Fine Arts: one-half (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.

**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)
* one unit of computer science chosen from ADE Essentials of Computer Programming, ADE Computer Science and Mathematics, AP Computer Science, IB Computer Science, or other options approved by ADE may be substituted for a math credit beyond Algebra I and Geometry

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

Science: three (3) units

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

Two units chosen from the following three categories:

* Physical Science;
* Chemistry;
* Physics; or

One unit from the three categories above and one unit of computer science chosen from ADE Essentials of Computer Programming, ADE Computer Science and Mathematics, AP Computer Science, IB Computer Science, or other options approved by ADE.

Social Studies: three (3) units

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

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.

## 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 Services

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.

# SECTION 6: STUDENT ACTIVITIES/CLUBS/ORGANIZATIONS

## Activity Schedules and Conflicts

It is school policy to schedule activities so that sponsors, students, and parents will be aware of the schedule and thus prevent a student from having to make a choice between two activities.

Due to the large number of students who participate in more than one sport or activity, it is necessary to set up a procedure to remove the question from a student's mind as to what to do. Scheduling ahead and keeping track of the school calendar will avoid most conflicts. In some instances, the school cannot control the schedule and, therefore, conflict cannot be avoided.

The following is a general outline of the procedures followed in scheduling activities:

* A schedule of activities/club meetings is set up each year by the principal or his/her designee.
* Students who participate in organizations, athletics, plays, etc., shall follow the rules and procedures set forth by the sponsors.
* Rules on attendance to practice must especially be followed by the students.
* The rules on attendance to practice may be altered in case a conflict with another school sponsored activity or contest falls at the same time as practice.
* Sponsors of an activity will not punish a student if the student misses practice to perform in a contest that is sponsored by the school
* If two contests fall at the same time, the student must perform in the contest that was placed on the school calendar first or the one the principal believes will most benefit the student or the school.

## Clubs, Organizations, and Special Groups

Each organization has its own special regulations that are required for membership or participation.

The following is a collective list of eligibility requirements that may be applicable to the various organizations sponsored in the Harrisburg School District. Requirements specific to each are specified by the organization or group sponsor. Not all items apply to all activities.

1. Must be enrolled in Harrisburg High School and the parents/guardians must reside in the district unless special provisions are made.
2. Must have had satisfactory conduct the previous semester.
3. Must not have been suspended from school.
4. Must be a member of sponsoring group either
   1. currently; or
   2. for one or more years
5. Must be elected or selected by evaluation
   1. by faculty
   2. by organization
   3. by sponsor
   4. by class
   5. by committee, group, or judge
   6. chosen by tryouts on competitive basis
6. Required to purchase uniforms or supporting equipment.
7. Scholastic requirements (check with sponsor)
   1. requires "B" or better
   2. requires "C" or better
   3. must pass four core classes the previous semester
8. Must attend workshop or clinic.
9. Must have 25 signatures from students and 5 from teachers.
10. Must receive 51 percent of votes cast to be elected.
11. Must nominate himself.
12. Must not serve as president of two major clubs or organizations the same year.
13. Must have satisfactory attendance record.
14. Has special set of eligibility requirements (check with sponsor).
15. Requires dues for membership.

**Membership requirements of each club/organization varies and may be obtained for the club's or organization's advisor.**

1. Possible clubs/organizations include the following:
2. Annual Staff
3. Art Club
4. Athletics
5. Future Business Leaders of America (FBLA)
6. Fellowship of Christian Students (FCA)
7. Fire Marshalls
8. Family Career and Community Leaders of America (FCCLA)
9. Foreign Language
10. Future Farmers of America (FFA)
11. Gifted Program
12. Hornets Against Drunk Driving (HADD)
13. Honor Society
14. Library Club
15. Science Club
16. Student Council

## Dances

All dances require students to register their dates (if applicable) in the office before the dance. Food and drink cannot be brought into any dances. Refreshments are usually available. Only students enrolled in grades 7 - 12 at Harrisburg School and alumni of HHS may attend dances. (This does not apply to Prom. Prom dates must be confirmed in the high school office.) Students are responsible for themselves and their dates. No student may leave the dance and return. Students who leave the dance early must leave the campus. Students are not allowed to loiter on the school campus during or after a school dance. All school rules apply to dances.

## Extracurricular Activities-Elementary School

**Field Trips** are when individual students or groups of students are invited to programs or events when there is no competition and the students are not interacting with each other for the purpose of planning, qualifying, or arranging for future programs or for the purpose of receiving recognition.

**Interscholastic Activities** means athletic or non-athletic/academic activities where students compete on a school vs. school basis.

**Intrascholastic Activities** means athletic or non-athletic/academic activities where students compete with students from within the same school.

### Extracurricular Eligibility

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 except 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.

For the purposes of this policy, extracurricular activities are defined as: any school sponsored program where students from one or more schools meet, work, perform, practice under supervision outside of regular class time, or are competing for the purpose of receiving an award, rating, recognition, criticism, or qualification for additional competition. Examples include, but are not limited to, interscholastic athletics, cheerleading, band, choral, math or science competitions and club activities. Hazing in association with any student organization membership is prohibited.

Any student who refuses to sit for a State assessment or attempts to boycott a State assessment by failing to put forth a good faith effort on the assessment as determined by the assessment administrator/proctor, or whose parents do not send their student to school on the dates the assessments are administered or scheduled as make-up days shall not be permitted to participate in any non-curriculum related extracurricular activity. The student shall remain ineligible to participate until the student takes the same or a following state mandated assessment, as applicable, or completes the required remediation for the assessment the student failed to put forth a good faith effort on. The superintendant or designee may wave this paragraph's provisions when the student’s failure was due to exceptional or extraordinary circumstances. Students falling under the provisions of this paragraph shall be permitted to attend curriculum related field trips occurring during the school day.

### Parties

Class parties will be limited to two (2) per year. Parties will be at Christmas and Valentine’s Day. These will be held the last period of the day unless otherwise approved by the principal. Grade levels may elect to go on an outing/field trip in lieu of a class party.

Child Health & Nutrition Guidelines 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 additional supervision while off campus.

### Money Making Projects

Money making projects will be limited each school year and will not be extended longer than (6) school days. 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.

## Extracurricular Activities – Middle School and High School

**Academic Courses** are those courses for which class time is scheduled, which can be credited to meet the minimum requirements for graduation, which is taught by a teacher required to have State licensure in the course or is otherwise qualified under Arkansas statute, and has a course content guide which has been approved by the Arkansas Department of Education (ADE). Any of the courses for which concurrent high school credit is earned may be from an institution of higher education recognized by ADE. If a student passes an academic course offered on a block schedule, the course can be counted twice toward meeting the requirement for students to pass four (4) academic courses per semester as required by this policy.

**Extracurricular Activities** are defined as: any school sponsored program where students from one or more schools meet, work, perform, practice under supervision outside of regular class time, or are competing for the purpose of receiving an award, rating, recognition, or criticism, or qualification for additional competition. Examples include, but are not limited to, inter/intrascholastic athletics, cheerleading, band, choral, math, or science competitions, field trips, and club activities.

“Field Trips” are when individual students or groups of students are invited to programs or events when there is no competition and the students are not interacting with each other for the purpose of planning, qualifying, or arranging for future programs or for the purpose of receiving recognition.

**Interscholastic Activities** means athletic or non-athletic/academic activities where students compete on a school vs. school basis.

**Intrascholastic Activities** means athletic or non-athletic/academic activities where students compete with students from within the same school.

**Supplemental Improvement Plan (SIP)** is an additional instructional opportunity for identified students outside of their regular classroom and meets the criteria outlined in the current Arkansas Activities Association (AAA) Handbook.

### Extracurricular Eligibility

The Board believes in providing opportunities for students to participate in extracurricular activities that can help enrich the student’s educational experience. At the same time, the Board believes that a student’s participation in extracurricular activities cannot come at the expense of his/her classroom academic achievement. Interruptions of instructional time in the classroom are to be minimal and absences from class to participate in extracurricular activities shall not exceed one per week per extracurricular activity (tournaments excepted). Additionally, a student’s participation in, and the District’s operation of, extracurricular activities shall be subject to the following policy. All students are eligible for extracurricular activities unless specifically denied eligibility on the basis of criteria outlined in this policy.

Any student who refuses to sit for a State assessment or attempts to boycott a State assessment by failing to put forth a good faith effort on the assessment as determined by the assessment administrator/proctor, or whose parents do not send their student to school on the dates the assessments are administered or scheduled as make-up days shall not be permitted to participate in any non-curriculum related extracurricular activity. The student shall remain ineligible to participate until the student takes the same or a following state mandated assessment, as applicable, or completes the required remediation for the assessment the student failed to put forth a good faith effort on. The superintendent or designee may wave this paragraph's provisions when the student’s failure was due to exceptional or extraordinary circumstances. Students falling under the provisions of this paragraph shall be permitted to attend curriculum related field trips occurring during the school day.

### Academic Requirements: Junior High

A student promoted from the sixth to the seventh grade automatically meets scholarship requirements. A student promoted from the seventh to the eighth grade automatically meets scholarship requirements for the first semester. The second semester eighth-grade student meets the scholarship requirements for junior high if he/she has successfully passed four (4) academic courses the previous semester, three (3) of which shall be in the core curriculum areas specified by ADE’s Standards for Accreditation of Arkansas Public Schools.

The first semester ninth-grade student meets the scholarship requirements for junior high if he/she has successfully passed four (4) academic courses the previous semester, three (3) of which shall be in the core curriculum areas specified by ADE’s Standards for Accreditation of Arkansas Public Schools.

The second semester ninth-grade student meets the scholarship requirements for junior high if he/she has successfully passed (4) academic courses the previous semester which count toward his/her high school graduation requirements.

Ninth-grade students must meet the requirements of the senior high scholarship rule by the end of the second semester in the ninth grade in order to be eligible to participate the fall semester of their tenth-grade year.

### Academic Requirements: Senior High

In order to remain eligible for competitive interscholastic activity, a student must have passed (4) academic courses the previous semester and either:

1. Have earned a minimum Grade Point Average (GPA) of 2.0 from all academic courses the previous semester; or
2. If the student has passed four (4) academic courses the previous semester but does not have a 2.0 GPA the student must be enrolled and successfully participating in an SIP to maintain their competitive interscholastic extracurricular eligibility.

### Students with an Individual Education Program

In order to be considered eligible to participate in competitive interscholastic activities, students with disabilities must pass at least four (4) courses per semester as required by their individual education program (IEP).

### Arkansas Activities Association

In addition to the foregoing rules, the district shall abide by the rules and regulations of AAA governing interscholastic activities. AAA provides catastrophic insurance coverage for students participating in AAA governed extracurricular activities who are enrolled in school. As a matter of District policy,  no student may participate in a AAA governed extracurricular activity unless he or she is enrolled in a district school, to ensure all students are eligible for AAA catastrophic insurance.

### Intrascholastic Activities

Students participating in intrascholastic extracurricular activities that would be governed by AAA if they were to occur between students of different schools shall meet all interscholastic activity eligibility requirements to be eligible to participate in the comparable intrascholastic activity. The District will abide by the AAA Handbook for such activities to ensure District students are not disqualified from participating in interscholastic activities.

### Non-AAA Governed Activities

Unless made ineligible by District policies, all students shall be eligible to participate in non-AAA governed intrascholastic extracurricular activities. Intrascholastic activities designed for a particular grade(s) or course(s) shall require the student to be enrolled in the grade(s) or course(s).

## Extracurricular Eligibility for Home School Students

**Home-schooled student** means a student legally enrolled in an Arkansas home school and who meets or has met the criteria for being a home-schooled student, as established by A.C.A. § 6-15-503.

**Interscholastic activity** means an activity between schools subject to regulations of the Arkansas Activities Association that is outside the regular curriculum of the school district, such as an athletic activity, fine arts program, or a special interest group or club.

Each school in the District shall post on its website its schedule of interscholastic activities, including sign-up, tryout, and participation deadlines, at least one semester in advance of those activities. A hard copy of the schedule shall be available upon request.

Home-schooled students whose parents or guardians are legal residents of the school district will be permitted to pursue participation in an interscholastic activity in the student's resident school zone as permitted by this policy. Although not guaranteed participation in an interscholastic activity, home-school students who meet the provisions of this policy, AAA Rules, and applicable Arkansas statutes shall have an equal opportunity to try out and participate in an interscholastic activities without discrimination.

To be eligible to try out and participate in interscholastic activities, the student or the parent of a student shall mail or hand deliver the student's request to participate to the student's school's principal before the signup, tryout or participation deadline established for traditional students. Additionally, the student shall demonstrate academic eligibility by obtaining a minimum test score of the 30th percentile or better in the previous 12 months on the Stanford Achievement Test Series, Tenth Edition; another nationally recognized norm-referenced test; or a minimum score on a test approved by the State Board of Education.

A student who meets the requirements for eligibility to participate in an interscholastic activity is required to register for no more than one course in the District's school where the student is intending to participate in an interscholastic activity.

The student shall regularly attend the class in which the student is registered beginning no later than the eleventh (11th) day of the semester in which the student's interscholastic activity participation is desired. The student must attend the practices for the interscholastic activity to the same extent as is required of traditional students.

A home-schooled student who has met the try out criteria; and who has been selected to participate in the interscholastic activity shall meet the following criteria that also apply to traditional students enrolled in the school:

* standards of behavior and codes of conduct;
* attend the practices for the interscholastic activity to the same extent as is required of traditional students;
* required drug testing;
* permission slips, waivers, physical exams; and
* participation or activity fees.

Students who participate in extracurricular or athletic activities under this policy will be transported to and from the interscholastic activities on the same basis as other students are transported.

A student who withdraws from an Arkansas Activities Association member school to be home-schooled shall not participate in an interscholastic activity in the resident school district for a minimum of three hundred sixty-five days after the student withdraws from the member school.

## Field Trip Regulations for Middle School and High School

Field trips are a very worthwhile part of the total school program. When participating in a field trip, students should remember the following:

1. Dress for field trips must follow the dress code for school unless other types of dress is required and specified by the teacher or sponsor of the field trip. Any student dressed inappropriately will not be allowed to attend the school sponsored trip.
2. Conduct on field trips must be as good or better than classroom conduct. Remember your conduct reflects on the whole school.
3. The teacher's attendance record will be used to make the decision as to whether too many days have been missed by the student to attend a field trip. Exceptions may be made for educational field trips at the principal’s discretion.
4. Students will not be allowed to go on a field trip if they have served OSS at any time during that semester. Exceptions may be made for educational field trips at the principal’s discretion.
5. Any student who is dismissed from classes to attend a field trip but chooses not to go on the field trip and who is not in their scheduled classes is considered **absent** from school.

## Homecoming Royalty

Each year homecoming royalty is chosen in Junior High and Senior High to preside over the homecoming festivities at both football and basketball homecomings. These events are climaxed by the crowing of the Homecoming Queen. A queen, maid of honor, and three maid (from grades 7,8, and 9 in Junior High and grades 10, 11, and 12 in Senior High) are chosen. If a student receives homecoming royalty during the football season they will not be eligible to receive it during the basketball homecoming of the same school year.

## Student Organizations/Equal Access

Non-curriculum-related secondary school student organizations wishing to conduct meetings on school premises during non-instructional time shall not be denied equal access on the basis of religious, political, philosophical, or other content of the speech at such meetings. Such meetings must meet the following criteria:

1. The meeting is to be voluntary and student initiated;
2. There is no sponsorship of the meeting by the school, the government, or its agents or employees;
3. The meeting must occur during non-instructional time;
4. Employees or agents of the school are present at religious meetings only in a nonparticipatory capacity;
5. The meeting does not materially and substantially interfere with the orderly conduct of educational activities within the school; and
6. Nonschool persons may not direct, conduct, control, or regularly attend activities of student groups.

All meetings held on school premises must be scheduled and approved by the principal. The school, its agents, and employees retain the authority to maintain order and discipline, to protect the well being of students and faculty, and to assure that attendance of students at meetings is voluntary.

# SECTION 7: EMERGENCY/SEVERE WEATHER

## Emergency Notification

If an emergency happens at school, students are to notify the nearest teacher or go to the office immediately. **Do not** leave school or use a phone without going to the office.

## Emergency and Disaster Drills

All schools in the District shall conduct fire drills at least monthly. Tornado drills shall also be conducted not fewer than three (3) times per year with at least one each in the months of September, January, and February. Students who ride school buses, shall also participate in emergency evacuation drills at least twice each school year.

The District shall annually conduct an active shooter drill and school safety assessment for all District schools in collaboration, with local law enforcement and emergency management personnel. The training will include a lockdown exercise. Students will be included in the drills to the extent that is developmentally appropriate to the age of both the students and grade configuration of the school.

Drills may be conducted during the instructional day or during non-instructional time periods.

Other types of emergency drills may also be conducted to test the implementation of the District's emergency plans in the event of violence, terrorist attack, natural disaster, other emergency. Students shall be included in the drills to the extent practicable.

Tornado, earthquake, bomb threat, and fire alarms will each be a different and distinct alarm.

## School Closing Due To Inclement Weather

Whenever there is any doubt about having school because of weather, every attempt will be made to have the decision made by or before 7:00 a.m. The decision will be made available to the public and broadcast on KAIT-TV Channel 8 Jonesboro, WREC-TV Channel 3 Memphis, KFIN-108 FM in Jonesboro, KJBR-102 FM in Jonesboro, and parents will be notified through the automatic messaging system. This information is also available on www. kait8.com under school closings. Please **do not** attempt to call the school as this interferes with the process. In most cases, parents will find out about school closings before the teachers and faculty at school are because every effort is made to inform parents first!