

**Harrisburg School District**

**207 W. Estes Harrisburg, AR 72432**  
[www.hbgd.org](http://www.hbgd.org)



**Student Handbook for Elementary Campuses**

**2023-2024**

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## BELL SCHEDULES

### **Harrisburg Elementary School**

Staff Contract Day begins - 7:30 a.m.

Beginning of instructional day bell - 7:50 a.m.

Dismissal bell - 2:50.

Staff contract day ends - 3:30 p.m.

### **Weiner Elementary School**

Staff Contract Day begins - 7:30 a.m.

Beginning of instructional day - 7:50

Carline Dismissal - 3:10

Bus Dismissal - 3:25

Staff contract day ends - 3:30 p.m.

## **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.

A student is absent if he or she is not participating in instruction on school grounds unless the student is participating in a district approved activity at an off-grounds location for the school day. Attendance at the high school will be determined by minutes of attendance, not simply days present, due to the block scheduling.

### **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.

### **A MAXIMUM OF THREE (3) PARENT NOTES PER SEMESTER WILL BE ACCEPTED FOR ILLNESSES.**

1. The student's illness or when attendance could jeopardize the health of other students. A maximum of THREE (3) 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, FCCLA, 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. After six (6) unexcused absences, credit may be lost. The student will go before the credit recovery committee to review the absences. The committee will determine the proper course of action. 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 three (3) 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 five (5) 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.

### **Perfect Attendance**

Perfect Attendance is awarded at the end of the year to students who have neither been **ABSENT OR 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.

### **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 – HOMESCHOOLING) 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).

### **Child Abuse Reporting Procedures**

It is the policy of the Harrisburg School District to comply with the state's Child Abuse and Neglect Reporting Laws and with the mandatory reporting section of those laws. Any school official or employee who knows or has reasonable cause to suspect that a child has been subjected to abuse or neglect, or observes abuse or neglect as defined by law, shall immediately become responsible for making a report to the Department of Human Services. Legal Reference: AR Code 12-12-507

#### **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 situation.

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.

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

**No student should be dropped off at the school before 7:30 am.** Parents should familiarize themselves with additional drop-off procedures utilized by the campus that their student attends.

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.

### **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:

FIRST: Teacher, coach, or other staff member against whom the complaint is directed; SECOND:

Principal

THIRD: Superintendent

### **Visitors to School**

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 **MUST** go to the office and sign in. If permission is granted for the visitor to go to another room on the campus, a visitor's pass will be issued. No visitor will be allowed to enter a classroom if they are not visibly wearing the appropriate visitor's pass issued by the office. To minimize the potential for disruption of the learning environment, visitors, for a purpose other than to attend an activity open to 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 listed in Policy 6.10.

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.

Cross References: For non-adult visitors see Policy 4.16—STUDENT VISITORS For Level 3 and Level 4 sex offenders see Policy 6.10—SEX OFFENDERS ON CAMPUS (MEGAN'S LAW)

Legal References: A.C.A. § 6-21-606 A.C.A. § 6-21-607

### **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, you should 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.**



### **Due Process**

Every student is entitled to due process in every instance of disciplinary action for which a student may be subjected to penalties of suspension or expulsion.



## **Residence Requirements**

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, persons having lawful control of the student, or person standing in loco parentis reside within the District and to all persons between those ages who have been legally transferred to the District for educational purposes. Any person eighteen (18) years of age or older may establish a residence separate and apart from his or her parent, legal guardian, person having lawful control of the student, or a person standing in loco parentis 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 parent, legal guardian, person having lawful control of the student, or a person standing in loco parentis, the student is required to reside in the District for a primary purpose other than that of school attendance. However, a student previously enrolled in the district who is placed under the legal guardianship of a noncustodial parent living outside the district by a custodial parent on active military duty may continue to attend district schools. A foster child who was previously enrolled in a District school and who has had a change in placement to a residence outside the District, may continue to remain enrolled in his/her current school unless the presiding court rules otherwise. Under instances prescribed in A.C.A. § 6-18-203, a child or ward of an employee of the district or of the education coop to which the district belongs may enroll in the district even though the employee and his/her child or ward reside outside the district. P a g e | 59 Children whose parent or legal guardian relocates within the state due to a mobilization, deployment, or available military housing while on active duty in or serving in the reserve component of a branch of the United States Armed Forces or National Guard may continue attending school in the school district the children were attending prior to the relocation or attend school in the school district where the children have relocated. A child may complete all remaining school years at the enrolled school district regardless of mobilization, deployment, or military status of the parent or guardian.

## **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 student who was enrolled in a state-accredited or state-approved kindergarten program in another state or in a kindergarten program equivalent in another country, becomes a resident of this state as a direct result of active military orders or a court-ordered change of custody, will become five (5) years of age during the year in which he or she is enrolled in kindergarten, and meets the basic residency requirements for school attendance may be enrolled in kindergarten upon a 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, legal guardian, person having lawful control of the student or person standing in loco parentis 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 Division of Elementary and Secondary Education.
2. The parent, legal guardian, person having lawful control of the student or person standing in loco parentis shall provide the district with one (1) of the following documents indicating the child's age:
  - a) A birth certificate;
  - b) A statement by the local registrar or a county recorder certifying the child's date of birth;
  - c) An attested baptismal certificate;
  - d) A passport;
  - e) An affidavit of the date and place of birth by the child's parent, legal guardian, person having lawful control of the student or person standing in loco parentis;
  - f) United States military identification; or
  - g) Previous school records.
3. The parent, legal guardian, person having lawful control of the student or person standing in loco parentis 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. Any person who has been expelled from any other school district shall receive a hearing before the Board at the time the student is seeking enrollment in the District. The Board reserves the right to not allow the enrollment of such students until the time of the person's expulsion has expired following the hearing before the Board.

4. 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..

In addition to the student's documents listed above, the district will make a copy of the enrolling parent/guardian's driver's license.

### **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.

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### **Equal Education Opportunity**

No student in the Harrisburg School District shall, on the grounds of race, color, religion, national origin, sex, sexual orientation, gender identity, age, or disability be excluded from participation in, or denied the benefits of, or 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.

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### **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 agency (LEA) liaison for homeless children and youth whose responsibilities shall include but are not limited to:

1. Receive appropriate time and training in order to carry out the duties required by law and this policy;
2. coordinate and collaborate with the State Coordinator, community, and school personnel responsible for education and related services to homeless children and youths;
3. Ensure that school personnel receive professional development and other support regarding their duties and responsibilities for homeless youths;
4. Ensure that unaccompanied homeless youths:
  - Are enrolled in school;
  - Have opportunities to meet the same challenging State academic standards as other children and youths; and
  - Are informed of their status as independent students under the Higher Education Act of 1965 and that they may obtain assistance from the LEA liaison to receive verification of such status for purposes of the Free Application for Federal Student Aid;
5. Ensure that public notice of the educational rights of the homeless children and youths is disseminated in locations frequented by parents or guardians of such youth, and unaccompanied homeless youths, including schools, shelters, public libraries, and soup kitchens, in a manner and form that is easily understandable.

To the extent possible, the LEA liaison and the building principal shall work together to ensure no homeless child or youth is harmed due to conflicts with District policies solely because of the homeless child or youth's living situation; this is especially true for District policies governing fees, fines, and absences.

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, including all appeals. It is the responsibility of the District's LEA for homeless children and youth to carry out the dispute resolution process.

For the purposes of this policy "school of origin" means:

- The school that a child or youth attended when permanently housed or the school in which the child or youth was last enrolled, including a preschool; and
  
- The designated receiving school at the next grade level for all feeder schools when the child completes the final grade provided by the school of origin.

The District shall do one of the following according to what is in the best interests of a homeless child:

1. Continue the child's or youth's education in the school of origin for the duration of homelessness:
  - In any case in which a family becomes homeless between academic years or during an academic year; and
  - For the remainder of the academic year, if the child or youth becomes permanently housed during an academic year; or
2. Enroll the child or youth in any public school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

In determining the best interest of the child or youth, the District shall:

- a. Presume that keeping the child or youth in the school of origin is in the child's or youth's best interest, except when doing so is contrary to the request of the child's or youth's parent or guardian, or (in the case of an unaccompanied youth) the youth;
- b. Consider student-centered factors related to the child's or youth's best interest, including factors related to the impact of mobility on achievement, education, health, and safety of homeless children and youth, giving priority to the request of the child's or youth's parent or guardian or (in the case of an unaccompanied youth) the youth.

If the District determines that it is not in the child's or youth's best interest to attend the school of origin or the school requested by the parent or guardian, or (in the case of an unaccompanied youth) the youth, the District shall provide the child's or youth's parent or guardian or the unaccompanied youth with a written explanation of the reasons for its determination, in a manner and form understandable to such parent, guardian, or unaccompanied youth, including information regarding the right to appeal. For an unaccompanied youth, the District shall ensure that the LEA liaison assists in placement or enrollment decisions, gives priority to the views of such unaccompanied youth, and provides notice to such youth of the right to appeal.



The homeless child or youth must be immediately enrolled in the selected school regardless of whether application or enrollment deadlines were missed during the period of homelessness.

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 LEA 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

- a. are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;
- b. have a primary nighttime residence that is a public or private place not designed for, or ordinarily used, as regular sleeping accommodation for human beings;
- c. are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and includes
- d. are migratory children who are living in circumstances described in clauses a through c

#### STUDENTS WHO ARE FOSTER CHILDREN – Policy 4.52

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

### Lunch and Breakfast Program

The Harrisburg School District will provide meals at NO CHARGE. This is made possible through the United States Department of Agriculture (USDA) Special Assistance Certification and Reimbursement Provision 2 Alternative. *For additional information please contact: Harrisburg School District, Attention: Dolores Sutterfield, Child Nutrition Director, 207 West Estes, Harrisburg, AR 72432 870-578-2416.*

### 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 at both elementary schools and once each 9 weeks at the middle school and high school. 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.

**ACT 940 – Reading Levels:** At least two (2) times per year, a district shall report in writing to the parent and each teacher of a student in kindergarten through grade eight (K-8) the independent reading level at which the student is reading.

## Parent & Family Engagement 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, HIPPI, 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.



### **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) days of the request. **The district forwards education records, including disciplinary records, to schools that have requested them and in which the student seeks or intends to enroll, or is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer.**

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

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

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

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

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

- The student must be in foster care;

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

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

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

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

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

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

Unless the parent or guardian of a student (or student, if above the age of eighteen [18]) objects, "directory information" about a student may be made available to the public, military recruiters, post-secondary educational institutions, prospective employers of those students, as well as school publications such as annual yearbooks and graduation announcements. "Directory information" includes, but is not limited to, a student's name, address, telephone number, electronic mail address, photograph, date and place of birth, dates of attendance, his/her placement on the honor roll (or the receipt of other types of honors), as well as his/her participation in school clubs and extracurricular activities, among others. If the student participates in inherently public activities (for example, basketball, football, or other interscholastic activities), the publication of such information will be beyond the control of the District. "Directory information" also includes a student identification (ID) number, user ID, or other unique personal identifier used by a student for purposes of accessing or communicating in electronic systems and a student ID number or other unique personal identifier

that is displayed on a student's ID badge, provided the ID cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN), password or other factor known or possessed only by the authorized user.

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

The form for objecting to making directory information 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

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

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

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

A school official of the same sex shall conduct personal searches with an adult witness of the same sex present.

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

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

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



### **Students Transferring Into/Out of the District**

- A. 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.
- B. The district may reject a non resident application for admission if its acceptance would necessitate the addition of staff or class rooms, 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.
- C. Any student transferring from a school accredited by the Arkansas 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 transferable in the same manner as those grades, course credits, and promotions from other accredited Arkansas public educational entities.

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

E. 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.

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

### **School Choice**

A. The student's parent shall submit a school choice application to the non-resident district which must be postmarked or hand delivered on or before May 1 preceding the fall semester the applicant would begin school in the district.

B. The district shall date and time stamp all applications as they are received in the district's Central Office. It is the district's responsibility to send a copy of the application that includes the date and time stamp to the student's resident district within ten (10) days of the district receiving the application.

C. Applications postmarked or hand delivered on or after May 2 will not be accepted.

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

\*For the complete policy regarding School Choice, Policy 4.5 please refer to the HSD District Policies.

## **SECTION 2: HEALTH AND WELLNESS POLICIES**

### **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 1<sup>st</sup> 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: Varicella (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.

### **Human Host Parasite Policy**

The parents or legal guardians of students found to have live human host parasites (for example: lice, fleas or bedbugs etc.) that are transmittable in a school environment will be required to pick their child up from school **immediately upon notification from the nurse that the student has live human host parasites.** The child will be checked out 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 will not be permitted to return to school until a parent or guardian accompanies them to be rechecked by the school nurse/designee, provides proof of treatment, and it is determined that 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 that 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(s) 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.

### **Emergency Administration of Glucagon and Insulin**

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 Rehabilitation 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.

When the nurse is unavailable, the trained volunteer school employee who is responsible for a student shall be released from other duties during:

- The time scheduled for a dose of insulin in the student's IHP; and

- Glucagon or non-scheduled insulin administration once other staff has relieved him/her from other duties until a parent, guardian, other responsible adult, or medical personnel has arrived.

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

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

### **Emergency Administration of Albuterol**

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, advanced practice registered nurse, or physician assistant may administer albuterol in emergency situations to students who have an IHP that provides for the administration of albuterol 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(s) certified to administer albuterol to the student when the employee believes the student is in perceived respiratory distress.

The School nurse for each District school shall keep albuterol on hand. 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, advanced practice registered nurse, or physician assistant may administer albuterol to those students who the school nurse or other school employee certified to administer albuterol, in good faith professionally believes is in perceived respiratory distress.

### **Emergency Administration of Anti-opioid**

The school nurse for each District shall keep anti-opioid injectors on hand. The school nurse, other school employee, volunteer, or student may administer anti-opioid in accordance with the District's procedures to a student who the school nurse, or other observer, in good faith believes is having an opioid overdose.

### **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 (rubella) 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:

- A. Licensed physician;
- B. Health department;
- C. Military service; or
- D. 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 waiver 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 1<sup>st</sup> of the current school year for the tetanus, diphtheria, pertussis, and meningococcal vaccinations required at ages eleven (11) and sixteen (16) respectively if October 1<sup>st</sup> 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 or otherwise authorized by this policy, 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.

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

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 medications. 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 rules.

## **Schedule II Medications**

Option 2: 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 sentence shall be allowed to bring them to school under the provisions of this policy and shall be permitted to attend and participate in classes **only** to

the extent the student's doctor has specifically authorized such attendance and participation. 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.

## **Self-Administration of Medication**

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:
  - a) A rescue inhaler or auto-injectable epinephrine; or
  - b) the necessary supplies and equipment to perform his/her own diabetes monitoring and treatment functions.

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

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

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

Students may possess and use a topical sunscreen that is approved by the United States Food and Drug Administration for OTC use to avoid overexposure to the sun without written authorization from a parent, legal guardian or healthcare professional while the student is on school property or at a school-related event or activity. The parent or guardian of the student may provide written documentation authorizing specifically named District employee(s), in addition to the school nurse, to assist a student in the application of sunscreen. The District employee(s) named in the parent or legal guardians written authorization shall not be required to assist the student in the application of the sunscreen.

### 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 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.





## CHEMICAL (DRUG) SCREENING POLICY FOR STUDENTS

### Philosophy

It is the philosophy of the Harrisburg Elementary Schools 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 use of mood-altering chemicals is 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 purposes of the Chemical Screen Test of the Harrisburg Elementary Schools 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. Also, if a student is chosen for a random screening and leaves before providing a urine sample, this is considered a positive. 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/or park on the school 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 0-25. 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 the 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 the examinee remove outer garments (jacket, coat) and pocket items before entering the washroom. This will eliminate the 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 from all activities for twenty (20) days and is required to receive 6 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. If counseling is not completed in a reasonable time, the student will become ineligible. 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 or at the end of the probation period, the student will be tested again. 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 and six (6) additional one-hour drug counseling sessions are required at the expense of the parent/guardian of the student. Refusal to do so would be a six (6)-month removal from activities. A list of counseling services will be provided from which to choose. Proper proof of fulfilling the counseling requirement must be provided upon completion. If counseling is not completed in a reasonable time, the student will become ineligible. The drug counseling should not occur during school hours. **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 expulsion of the student for one (1) calendar year from any extra/intra curricular activities at the Harrisburg Public School. This is not an expulsion from school.

### **Exception**

A single test may be requested by 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 and will lose all driving privileges as well as any extra-and/or intra-curricular activity privileges.

### **Range**

All students in 6th - 12th grades wishing to drive and/or park their vehicle on campus or participate in extra-intra curricular activities during the school year, including school sponsored summer activities, will be placed in the screening pool. This encompasses all AAA-sponsored activities and all student organizations. 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.

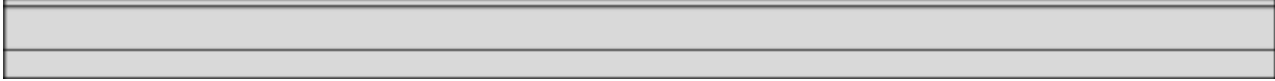
### **Note**

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 and 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)

### SECTION 3: COMPUTER / INTERNET POLICIES



#### District Website Privacy Policy

Harrisburg School District Website: [www.hbgdsd.org](http://www.hbgdsd.org)

The Harrisburg School District operates and maintains a website for the purpose of informing the citizens of the district about its activities. The web site does not use “cookies” or ISP addresses to collect or retain personally identifying information about visitors to its web site nor is any such information given to “third parties.” Any data collected is used solely for the purpose of monitoring site activity to help the district improve the usefulness of the site to its visitors. The site serves no commercial purpose and does not collect any information from individuals for such purpose. Photographs of students, when associated with the student’s name, shall not be displayed on any page of the district’s web site without the prior written consent of the parent (or the student if 18 or older). Legal Reference: 15 U.S.C. § 6501 (COPPA)



#### 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:

- a. taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;

- b. depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
- c. taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

No student will be granted internet access until and unless a computer-use agreement, signed by both the student and the parent or legal guardian 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.

### **Chromebook/iPad Handbook**

The Chromebook/iPad Handbook and agreement are in **Appendix A**

### **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:

- a. taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;

- b. depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
- c. taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

### **Internet Use and Safety:**

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

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

### **Misuse of Internet:**

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

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

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

Students are responsible for conducting themselves in a manner that respects the rights of others. Possession and use of any electronic device, whether district or student owned, that interferes with a positive, orderly classroom environment does not respect the rights of others and is expressly forbidden. To protect the security of statewide assessments, no electronic device, as defined in this policy, shall be

accessible by a student at any time during assessment administration unless specifically permitted by a student's individualized education program (IEP) or individual health plan; this means that when a student is taking an AESAA assessment, the student shall not have his/her electronic device in his/her possession. Any student violating this provision shall be subject to this policy's disciplinary provisions. As used in this policy, "electronic devices" means anything that can be used to transmit or capture images, sound, or data.

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

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

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

Before and after normal school hours, possession of electronic devices is permitted on the school campus.

The use of such devices at school sponsored functions outside the regular school day is permitted to the extent and within the limitations allowed by the event or activity the student is attending. A parent shall obtain approval from the student's building principal before operating a student-tracking

safety device at school or at a school-sponsored event if the device has recording or listen-in capability.

The District requires the device's recording and listen-in technology to be disabled while the device is on the campus or at the school-sponsored event because of student privacy concerns. The District prohibits unauthorized audio or visual recordings or transmission of audio or images of other students.

The

student's parent shall agree in writing to the requirement for the device's recording and listening-in

technology to be disabled and that the District may prohibit future use of the device on campus or at a school-sponsored activity if it is determined that the device's recording or listening-in capabilities were used in violation of this policy before the student safety tracking device may be on campus or at a school sponsored event.

#### **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.**

The Harrisburg School Board has a responsibility to protect the health, safety and welfare of the District's students and employees. To help maintain a safe environment conducive to high student achievement, the board establishes policies necessary to regulate student behavior to promote an orderly school environment that is respectful of the rights of others and ensures the uniform enforcement of student discipline. Students are responsible for their conduct that occurs:

- at any time on the school grounds;
- off school grounds at a school sponsored function, activity, or event; and
- going to and from school or a school activity.

The district's administrators may also take disciplinary action against a student for off-campus conduct occurring at any time that would have a detrimental impact on school discipline, the educational environment, or the welfare of the students and/or staff. A student who has committed a criminal act while off campus and whose presence on campus could cause a substantial disruption to school or endanger the welfare of other students or staff is subject to disciplinary action up to and including expulsion. Such acts could include, but are not limited to 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 personnel policy committees shall annually review the District's student discipline policies, including State and District student discipline data, 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, legal guardian, or person having lawful control of the student, or person standing in loco parentis shall sign and return to the school an acknowledgement form documenting that they have received the policies.

The District shall develop and provide programs, measures, or alternative means and methods for continued student engagement and educational access during periods of suspension or expulsion.

The superintendent is authorized to modify the penalties set forth in the District's student discipline policies on a case-by-case basis.

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.

### **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 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.** A search of a confiscated device shall meet the reasonable individualized suspicion requirements of Policy 4.32-SEARCH SEIZURE, AND INTERROGATIONS.

**Phones should be turned off and kept out of sight at all times.**

Cell Phones and Other Electronic Devices/Use at School

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.



### **Corporal Punishment**

The Harrisburg School Board prohibits the use of corporal punishment by any employee of the District against any student.



**Discipline**



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. Exclusion from School Events or School Celebrations
5. Parent Conference;
6. In-School Suspension or After-school Suspension
7. After-school Detention
8. Lunch Detention
9. Saturday School;
10. Suspension from school;
11. Expulsion from school; or
12. 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 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.

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### **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.

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### **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, sexual orientation, gender identity or disability;
18. Possess, view, distribute or electronically transmit sexually explicit or vulgar images or representations, whether electronically, on a data storage device, or in hard copy form;
19. Hazing, or aiding in the hazing of another student;
20. Gangs or gang-related activities, including belonging to secret societies of any kind, are forbidden on school property. Gang insignias, clothing, "throwing signs" or other gestures associated with gangs are prohibited;
21. Sexual harassment; 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/his 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;

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

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

**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;

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

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

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

- a) building a fake profile or website of the employee;
- b) posting or encouraging others to post on the Internet private, personal, or sexual information pertaining to a school employee;

- c) posting an original or edited image of the school employee on the Internet;
- d) 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;
- e) 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;
- f) signing up a school employee for a pornographic Internet site; or
- g) without authorization of the school employee, signing up a school employee for electronic mailing lists or to receive junk electronic messages and instant messages.

Cyberbullying is prohibited whether or not the cyberbullying originated on school property or with school equipment, if the cyberbullying results in the substantial disruption of the orderly operation of the school or educational environment or is directed specifically at students or school personnel and maliciously intended for the purpose of disrupting school and has a high likelihood of succeeding in that purpose. **Harassment** means a pattern of unwelcome verbal or physical conduct relating to another person's constitutionally or statutorily protected status that causes, or reasonably should be expected to cause, substantial interference with the other's performance in the school environment; 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.

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

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

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. Students must remain 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. Students 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. If the student 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.
13. Students 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.
14. Do not damage road signs or warning signs placed on the highway by the Highway Department.
15. Students 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 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 designee reserves the right 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 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, the bus driver, or routes must be directed to the Transportation Department (578-2415) and/or the Superintendent (578-2416). 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. Put trash in the proper containers;
4. No taking food or drink containers from the cafeteria without prior approval;
5. No sharing of food or drink.

**Elementary:** Students can bring their lunch to school or use the school lunch program. Lunch can 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;
5. Using the internet to access test data/test answer keys.

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. The result of cheating will be a grade of zero.

### **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. **If you are in doubt as to whether an item is inappropriate, don't wear it. 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.

### **Hats/Sunglasses/Bandanas**

Students are not permitted to wear head-covering, sunglasses, or bandanas in any building on campus. Hats sunglasses or bandanas can be worn to after school activities. Exceptions to this rule must be preapproved by the principal

## **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 acceptance, is calculated to:

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

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

Minimum consequence: Conference with principal

Maximum consequence: Suspension or Expulsion

## **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. 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. Examples include but are not limited to:

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

## **13. Laser Pointers/Fidget Devices/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,
- water toys, and
- idget devices. Fidget devices will not be allowed at school. Students who need these devices may be issued one at school on an as needed basis.

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.

#### **14. 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.

#### **15. 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.

#### **16. 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.

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

**If a school administrator or school employee has reasonable suspicion that a student has used or is under the influence of illegal drugs, prescription drugs not prescribed to the student or alcohol while on District property or at a District-sponsored event, the school administrator or his/her designee will notify law enforcement. If the suspicion is found to be true, the Department of Human Services, Child and Family Division, will be notified.**

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:** Conference with student and parent

**Maximum:** Expulsion

### **17. 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:** Conference with student

**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:

- a) Cause a breach of the peace;
- b) Materially and substantially interfere with the operation of the school; or
- c) 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.

### **18. Public Display of Affection**

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.

## **19. Pulling Fire Alarms**

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

**Minimum: Parent Conference**

**Maximum: Suspension**

## **20. 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.

**Minimum: Parent Conference**

**Maximum: Suspension**

## **21. 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 effect of substantially interfering with an individual's academic performance or creates an intimidating, hostile, or offensive academic environment.

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

Actionable sexual harassment is generally established when an individual is exposed to a pattern of objectionable behaviors or when a single, serious act is committed. What is, or is not, sexual harassment will depend upon all of the surrounding circumstances. Depending upon such circumstances, examples of sexual harassment include, but are not limited to: unwelcome

touching; crude jokes or pictures; discussions of sexual experiences; pressure for sexual activity; intimidation by 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.

## **22. 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 or 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:** Parent Conference

**Maximum:** Expulsion

## **23. Threats**

Any overt threat to school personnel or student regarding life, physical well-being, and/or personal property will not be tolerated. **State and Federal Laws will be followed. Minimum: Parent Conference**

**Maximum: Suspension and Legal Authorities notified**

## **24. Tobacco Use/Possession**

Smoking or use of tobacco or products containing tobacco in any form (including, but not limited to, Juul, Vape, cigarettes, cigars, chewing tobacco, and snuff) in or on any real property owned or leased by a district school, including school buses owned or leased by the district, is

prohibited. Students who violate this policy may be subject to legal proceedings in addition to student disciplinary measures.

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

**Minimum: Parent Conference**

**Maximum: Suspension and Legal Authorities notified**

### **25. 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 parents of other students 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.

### **26. 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 discovery of this truancy, every effort will be made to locate the student and return him/her to school.

Act 867 of 1989 provides access to 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

### **27. 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 the replacement cost for damage to school property. If the situation warrants, the student may also be suspended or expelled.

### **28. 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, nunchucks, 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 for class or club. 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.

## **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. For each day a student is assigned ISS, a day is counted against exemptions for semester tests.
12. Any student who serves ISS will complete a behavior training course.

### **Out of School Suspension (OSS)**

**ACT 1059** prohibits school districts from using of out of school suspension or expulsion for students in kindergarten through fifth (5<sup>th</sup>) grade **unless** the student's behavior:

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

OSS shall not be used to discipline a student for skipping class, excessive absences, or other forms of truancy.

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 extracurricular activities when on suspension or may not attend any school activity;
- Students will be allowed to make up any missed assignments.
- Parent Conferences may be required before the student is readmitted 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.
8. 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.
9. The principal or his/her designee may require the attendance of the student involved at said conference as a condition for considering reinstatement.
10. 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.
11. 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.
12. 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.
13. 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.

14. 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.
15. 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**

**ACT 1059** prohibits school districts from using of out of school suspension or expulsion for students in kindergarten through fifth (5<sup>th</sup>) grade **unless** the student's behavior:

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

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;
- 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, persons having lawful control of the student, or persons standing in loco parentis (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. (Exception: a representative of the Board and student may agree in writing to a date not conforming to this limitation.)

The President of the Board, Board Attorney, 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, persons having lawful control of the student, or persons standing in loco parentis, 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 statements from persons

with personal knowledge of the events or circumstances relevant to the charges against the student. Formal cross-examination will not be permitted. However, any member of the Board, the superintendent, or designee, the student, or his/her representative may question anyone making a statement and/or the student. The presiding officer shall decide questions concerning the appropriateness or relevancy of any question asked during the hearing.

Except as permitted by policy 4.22, the superintendent shall recommend the expulsion of any student for a period of 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, legal guardians, persons having lawful control of the student, or persons standing in loco parentis 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, legal guardians, persons having lawful control of the student, or persons standing in loco parentis shall sign a statement acknowledging that they have read and understand said laws prior to the student being enrolled in school.

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

The District shall establish programs, measures, or alternatives means and methods to continue student engagement and access to education during a student's period of expulsion. The District's program shall include offering an expelled student an opportunity for enrollment in digital learning courses or other alternative educational courses that result in the receipt of academic credit that is at least equal to credit the expelled student may have received from the district if the student had not been expelled.

\*All changes required by law ASBA 2019

## Tardy Policies and Procedures

### Elementary School Policy

It is important to be on time each day. Students should be in their designated area and ready to work by the start of the instructional day (HES & WES 7:50). Any student who enters their classroom after this time is tardy. **After Ten (10) tardies** a FINS Petition may be filed.

**A.M. Tardy:** Any student who arrives in their designated area after the start of the instructional day (HES 7:50 & WES 7:50) should be accompanied by an adult to the office to fill out a tardy slip before reporting to their area. 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.

## SECTION 5: THE ACADEMIC PROGRAM

### 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 affect 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 and second 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 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**

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### Homework Policies

#### **Elementary School Policy**

Homework is considered to be a vital part of the student's educational program. Assignments shall be an extension of the teaching/learning experience that promotes the student's educational development. Students are expected to complete homework assignments.

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### 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 School**

To be awarded the "A" honor roll, a student must have achieved all A's (90-100%) in the academic subjects. To be awarded 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.

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### **Make-Up Work**

Students 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
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.

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.

### **Promotion/Retention Policy for Students**

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#### **Policy for all Students K-6**

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

At least once each semester, the parents and teacher(s) of a student in kindergarten through sixth (6<sup>th</sup>) grade shall be notified in writing of the student's independent grade-level-equivalency in reading.

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

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

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

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

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

By the end of grade six (6), the student's SSP shall:

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

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

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

An SSP shall be created:

- By no later than the end of the school year for a student in grade six or below who enrolls in the District during the school year; or

- As soon as reasonably possible for a student in grade nine (9) or above who enrolls in the District at the beginning or during the school year.

A student's individualized education program (IEP) may act in the place of the student's SSP if the IEP addresses academic deficits and interventions for the student's failure to meet standards-based academic goals at an expected rate or level and includes a transition plan that addresses college and career planning components.

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

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

### **Elementary Students**

A committee of teachers, appropriate staff, and parents will recommend retention needs. The final retention decision rests with the committee decision.

### **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.

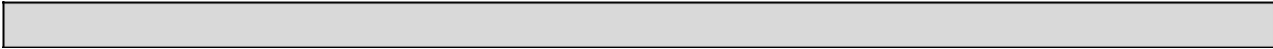
### **Other Factors For Possible Retention of K-4 Students include but are not limited to:**

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 committee



### **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 statutes 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 students with disabilities. Among the coordinator's responsibilities shall be ensuring district enforcement of the due process rights of students 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**

### **Extracurricular Activities-Elementary School**

Definitions

“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

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.

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.
6. Middle School students must ride the bus to the field trip location during the school day. Parents are not permitted to ride the school bus with the student unless prior permission is given by the Principal for special circumstances. 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 form the teacher will have at the field trip location. The early check out lists will then be turned in to the office. Early check out from a field trip will prevent a student from earning a perfect attendance recognition.

### **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 statewide assessment or attempts to boycott a statewide assessment by failing to put forth a good faith effort on the assessment as determined by the assessment administrator/proctor, or whose parents do not send their student to school on the dates the assessments are 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 statewide assessment, as applicable. The superintendent or designee may waive this paragraph's provisions when the student's failure was due to exceptional or extraordinary circumstances. 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/package 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.

### **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.

### **Non-AAA Governed Activities**

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

## **SECTION 7: 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, or 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.

Appendix A

Chromebook/iPad Handbook

**Harrisburg School District Chromebook**

**/iPad Handbook 2020-2021**

The policies, procedures, and information within this document apply to all Chromebooks and Ipads used at Harrisburg School District.

### ***What is a Chromebook?***

A **Chromebook** is a personal computer running Google Chrome OS as its operating system. Chromebooks are designed to be used while connected to the Internet and support applications like Google Docs that reside on the Web, rather than traditional PC applications like Microsoft Office and Photoshop that reside on the machine itself. This allows the Chromebook to be sold at a much lower price point than traditional laptops.

### **Use of Technology**

Students will be issued Google Chromebooks for educational use in school and at home. This document provides students and their parents/guardians with information about the general use of technology, ownership of the devices, rights and responsibilities for possession of the device, educational use, care of the Chromebook and being a good digital citizen. Additionally, the last pages are the Chromebook Agreement form and Computer Insurance form for parents to complete.

***Students and their parents/guardians are reminded that use of School Technology is a privilege and not a right and that everything done on any School owned computer, network, or electronic communication device may be monitored by school authorities. Inappropriate use of School Technology may result in limited or banned computer use, disciplinary consequences, removal from courses, loss of credit, receiving a failing grade, and/or legal action as stated in the Student Code of Conduct.***

### **Ownership of the Chromebook**

Harrisburg School District retains sole right of possession of the Chromebook/iPad that is loaned to the student. Harrisburg School District lends the Chromebook/iPad to the students for educational purposes only for the academic year. Additionally, Harrisburg School District administrative staff and faculty retain the right to collect and/or inspect Chromebooks/iPads at any time, including via electronic remote access and to alter, add or delete installed software or hardware.

### **Receiving Your Chromebook/iPad**

### **Terms of Chromebook or iPad Loan**

**Issuing of Devices** Students attending Harrisburg school will be issued a Chromebook/iPad after the following conditions of the loan are met: 1. Parent/guardian and student must sign Student/Parent ChromeBook/iPad Agreement forms (mandatory).

2. Parent/guardian must sign Computer Insurance Form (mandatory). Parents are to designate the appropriate choice. The annual insurance premium is \$20. Checks are made payable to the Harrisburg School District. More information about the insurance plan is listed in this handbook.

**NOTE: If parents choose not to pay for the insurance policy, then the parent and/or student will be liable for payment of ALL damages to and/or loss of the computer. The replacement cost of the computer is \$275. Computers will not be reissued to students until damages and/or losses are paid to the school district.**

### **Returning Your Chromebook/iPad**

**End of Year** The right to use and possess the laptop and all peripherals terminates no later than the last day of the school year unless earlier terminated by the district or upon withdrawal from the school through dropping-out, suspension, expulsion, or transfer.

- The school principal or his or her designee will be in charge of seeing this equipment is returned in a timely manner.
- Failure to return the laptop on or before the due date, to the school principal or his designee, will result in criminal charges being filed against the student, parent, and/or the person who has the laptop.
- The laptop remains the property of the Harrisburg School District and cannot be loaned, sold, bartered, traded, leased, rented or given to any other person(s).
- At the end of the school year an announcement will be made for students to turn in their Chromebooks/iPad and all peripherals and accessories. Failure to turn in a Chromebook/iPad will result in the student being charged the full **\$275.00** replacement cost. Additionally, a report of stolen property with the local law enforcement agency will be filed by the school or school designee.

**Transferring/Withdrawing Students** Students that transfer out of or withdraw from Harrisburg School District must turn in their Chromebooks/iPad and peripherals and accessories to campus office personnel on their last day of attendance. Failure to turn in the Chromebook/iPad will result in the student being charged the full **\$275.00** replacement cost. Additionally, a report of stolen property with the local law enforcement agency will be filed by the school or school designee.

## **Rights and Responsibilities**

**Responsibility for Electronic Data** The students are solely responsible for any apps or extensions on their Chromebooks/iPads that are not installed by a member of the Harrisburg School District technology staff. Students are responsible for backing up their data to protect from loss. Users of School Technology have no rights, ownership, or expectations of privacy to any data that is, or was, stored on the Chromebook/iPad, school network, or any school issued applications and are given no guarantees that data will be retained or destroyed.

## **Operating System and Security**

Students may not use or install any operating system on their Chromebook or iPad other than the current version of ChromeOS that is supported and managed by the school.

## **Updates**

- The Chromebook operating system, ChromeOS, updates itself automatically. Students do not need to manually update their Chromebooks. **Virus Protection**
- Chromebooks use the principle of “defense in depth” to provide multiple layers of protection against viruses and malware, including data encryption and verified boot.
- There is no need for additional virus protection.

## **Content Filter**

The school utilizes an Internet content filter that is in compliance with the federally mandated Children’s Internet Protection Act (CIPA). All Chromebooks/iPads will have all Internet activity protected and monitored by the school. All school issued Chromebooks/iPads, (in use in or out of school), will have internet activity filtered and logged. Harrisburg School District cannot guarantee that access to all inappropriate sites will be blocked. No filter is as reliable as adult supervision. If an educationally valuable site is blocked, students should contact their teachers to request the site be unblocked. Parents/guardians are responsible for filtering and monitoring any internet connection students receive that is not provided by the school.

## **Software**

### **Google Apps Education**

- Chromebooks seamlessly integrate with the Google Apps for Education suite of productivity and collaboration tools. This suite includes Google Docs (word processing), Spreadsheets, Presentations, Drawings, and Forms.
- All work is stored in the cloud.

## **Chromebook/iPad Identification Records**



- The school will maintain a log of all Chromebooks/iPads that includes the Chromebook/iPad serial number, asset tag code, and name and ID number of the student assigned to the device.

### **Repairing/Replacing Your Chromebook/iPad**

#### **Vendor Warranty**

- Chromebooks/iPad include a one year hardware warranty from the vendor.
- The vendor warrants the Chromebook/iPad from defects in materials and workmanship.
- The limited warranty covers normal use, mechanical breakdown, and faulty construction. The vendor will provide normal replacement parts necessary to repair the Chromebook//iPad or, if required, a Chromebook/iPad replacement.
- The vendor warranty does not warrant against damage caused by misuse, abuse, or accidents.

#### **Chromebook/Ipad Fees:**

- Parents/students have the option to purchase a computer insurance policy. **This fee of \$20 is due at the beginning of each school year and is non-refundable.** This fee is for insurance coverage that will cover accidental damage, theft, and vandalism. Specific procedures for filing claims must be followed and are included in this handbook. There are some limitations on the insurance coverage.. If the insurance coverage is not purchased, the parent will be liable for all costs related to repairs and/or replacement.
- Intentional misuse or neglect can result in loss of laptop use, disciplinary action, and/or fines for any needed repairs or maintenance.

**Estimated Costs (subject to change)** The following are estimated costs of Chromebook/iPad parts and replacements:

- **Replacement - \$275.00**
- **Screen - \$60.00**
- **Power cord - \$30.00**

- Some items may be covered by your homeowners/renters policy. Please check with your insurance agent.

#### **No Expectation of Privacy**

Students have no expectation of confidentiality or privacy with respect to any usage of a Chromebook/iPad or their school issued Google account, regardless of whether that use is for school-related or personal purposes, other than as specifically provided by

law. The school may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Chromebooks/iPads at any time for any reason related to the operation of the school. By using a Chromebook/iPad, students agree to such access, monitoring, and recording of their use.

**Monitoring Software** Teachers, school administrators, and the technology department staff may use monitoring software that allows them to view the screens and activity on student Chromebooks/iPads.

### **Educational Use**

School-issued Chromebooks/iPads should be used for educational purposes and students are to adhere to the Student Computer and Internet Use Policies and all of its corresponding administrative procedures at all times.

### ***Email***

- Students are provided a filtered/monitored email account by the school.
- When emails are sent, the name and user identification are included in the email message.
- Students are responsible for all email originating from their user account.
- By utilizing an email account, the user authorizes designated system administrators access to the email.
- Emails will be made available to district, local, state, and federal officials in association with any investigation.
- Emails, stored data, transmitted data, or any other use of online services are not confidential and may be monitored at any time by designated staff to ensure appropriate use.

### **Chromebooks Repairs**

- Students who need to have their Chromebook/iPad repaired or replaced should leave the device with the School Library Media Specialist.
- The Media Specialist will document the issue for the Technology Department. The Technology Department will collect the device for repair.
- If available, loaner Chromebooks/iPad may be issued to students when they leave their school-issued Chromebook/iPad for repair. If repair is needed due to malicious damage, the school may refuse to provide a loaner or re-issue a Chromebook/iPad until restitution is provided.

### **Charging Chromebooks/iPads**

**(if learning on-site)**

- Chromebooks/iPads must be brought to school each day with a full charge.
- Students should charge their Chromebooks/iPads at home every evening.
- An uncharged Chromebook/iPad is in violation of this agreement.

**Backgrounds and Themes**

- Inappropriate media may not be used as Chromebook/iPad backgrounds or themes. No images or graphics containing people can ever be used as a background or theme. The presence of such media will result in disciplinary action.

**Logging into a Chromebook**

- Students will log into their Chromebooks/iPads using only their school issued Google Apps for Education account.
- Students should never share their account passwords with others, unless requested by an administrator.
- Sharing login information with other students will result in disciplinary action.

**Managing and Saving Your Digital Work with a Chromebook/iPad**

- The majority of student work will be stored in Internet/cloud based applications and can be accessed from any computer with an Internet connection and most mobile Internet devices.
- Some files may be stored on the Chromebook's/iPad's hard drive.
- Students should always remember to save frequently when working on digital media.
- Harrisburg School District does not guarantee that its technology resources will be uninterrupted or error-free. Access to the network is provided on an "as is" basis without warranties of any kind. In the rare event that the network is down, neither Harrisburg School District, nor any of its agents or employees will be responsible for lost or missing data.
- Students are encouraged to maintain backups of their important work on a portable storage device or by having multiple copies stored in different Internet storage solutions.

**Chromebook Care**

## **Taking Care of Your Chromebook/iPad (Tech Support)**

- Students are responsible for the general care of the Chromebook/iPad they have been issued by the school. Chromebooks/iPads that are broken or fail to work properly must be reported to a teacher or administrator as soon as possible so that they can be taken care of properly. School-owned Chromebooks/iPads should NEVER be taken to an outside computer service for any type of repairs or maintenance.
- Technical Support is only available during school hours.

## **General Precautions**

- No food or drink should be next to Chromebooks/iPads.
- Cords, cables, and removable storage devices must be inserted carefully into Chromebooks/iPads.
- Chromebooks/iPads should not be used or stored near pets.
- Chromebooks/iPads must remain free of any writing, drawing, stickers, and labels.
- Heavy objects should never be placed on top of Chromebooks.
- Chromebooks/iPads should never be stored in a vehicle.
- Students may not loan laptops or power cords to others for any reason. You are responsible for any loss or damages incurred.

## **Carrying Chromebooks**

- Always transport Chromebooks/iPads with care and with the screen closed. Failure to do so may result in disciplinary action.
- Never lift Chromebooks/iPad/iPads by the screen.
- Never carry Chromebooks/iPads with the screen open.

## **Screen Care**

The Chromebook/iPad screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure, heat, and light.

- Do not put pressure on the top of a Chromebook/iPad when it is closed.
- Do not store a Chromebook/iPad with the screen open.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

**Warranty and Insurance** The School will repair or replace damaged equipment resulting from normal use. Abuse or neglect may result in damages that are the responsibility of the student and parent to pay for. Claims will be processed through the Harrisburg School District office.

### **Theft**

- Incidents of theft occurring off campus must be reported to the police the day of the theft and copies of the police report must be given to the principal and the school technician the next day that school is in session. Parents/students who fail to do so are responsible for the replacement cost of the Chromebook/iPad. Any theft occurring on school grounds must be immediately reported to an administrator.
- If there is no clear evidence of theft or if the Chromebook/iPad has been lost due to a student's negligence, the parent/student will be responsible for the laptop's replacement cost.
- The district will work with the police department to report all model, asset, and serial numbers of Chromebooks/iPads to area law enforcement agencies in the event of loss or theft.

### **Monitoring and Supervision**

- Students should **never** be left unattended while using Chromebooks/iPads or other computers.
- The Chromebooks/iPads will be subject to routine monitoring by members of the Harrisburg Technology Department.
- Students will provide access to the Chromebook/iPad assigned to them upon request by teachers, administrators, or a member of the Harrisburg Technology Department.
- A search of the Chromebook/iPad and student files may be conducted if there is suspicion that any policies, procedures, or guidelines have been violated.
- Chromebooks/iPads should be used at home in locations that can be easily monitored and supervised by a parent.
- Unsupervised use is strongly discouraged; use in a child's bedroom is highly discouraged.

### **Chromebook/iPad Inspections**

Students may be randomly selected to provide the Chromebook/iPad for inspection. Chromebook/iPad

### **Damage Fees**

If a laptop is damaged and is not covered under warranty or insurance, the parent/student will be responsible for the cost of repair or replacement of the Chromebook/iPad. If there are repeated incidents of damage in a single school year due to negligence, the student may lose his or her Chromebook/iPad for a period of time and face disciplinary action.

Damage not covered under warranty repairs include cracked screens, impact/pressure damage, water damage, and damage as a result of negligence.

**Negligence is defined as:**

- Intentional damage
- Leaving a Chromebook/iPad unattended
  
- Leaving a Chromebook/iPad unsecured
  
- Exposing a Chromebook/iPad to unacceptable conditions such as exposure to any liquid or moisture of any kind
  
- Exposing a Chromebook/iPad to unacceptable conditions such as rain, extreme heat or cold

**Digital Citizenship**

**Appropriate Uses and Digital Citizenship**

While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

1. **Respect Yourself.** I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images, and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.
  
2. **Protect Yourself.** I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.
  
3. **Respect Others.** I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites: I will not visit sites that are degrading to others, pornographic, racist, or inappropriate. I will not enter other people's private spaces or areas.
  
4. **Protect Others.** I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.
  
5. **Respect Intellectual property.** I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use of websites, books, media, etc. I

will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.

6. Protect Intellectual Property. I will request to use the software and media others produce. I will purchase, license, and register all software or use available free and open source alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.

**Copyright and File Sharing** Students are required to follow all copyright laws around all media including text, images, programs, music, and video. Downloading, sharing, and posting online illegally obtained media is against the Student Computer and Internet Use Policies.

## **EXPECTATIONS:**

### **Parent Expectations**

1. Remember that while the school system will provide Internet content filtering while on-site or using school sponsored internet, ***there is no substitute for parental supervision when using a computer.***
2. Monitor student use of the laptop and Internet at home.
3. Ensure your child understands and adheres to laptop and Internet policies and guidelines set forth in the Chromebook Handbook.
4. Sign the Agreement
5. If the device is intentionally damaged, parents will reimburse the school district per school policy for any costs incurred due to misuse, neglect, damage, or loss, including theft, if not otherwise covered by warranty or insurance, up to the full replacement cost of the laptop.

### **Student Expectations I Promise to...**

be responsible for my Chromebook/iPad at all times. . immediately report technical problems with my Chromebook/iPad to the Library Media Specialist. . charge my Chromebook/iPad each evening. Bring the Chromebook/iPad to school fully charged (if on-site instruction). Also have the AC adapter with me for necessary charging throughout the school day. . not share my login password with anyone. . not loan my Chromebook/iPad or any laptop component to another student for any reason.

## **INSURANCE INFORMATION**

The \$20 insurance fee is due prior to receiving the computer, or the parent has chosen not to enroll in the insurance policy.

**NOTE: If parents choose not to pay for the insurance policy, then the parent and/or student will be liable for payment of ALL damages to and/or loss of the Chromebook/iPad. The replacement cost of the Chromebook/iPad is \$275.**

**Chromebooks/iPads will not be reissued to students until damages and/or losses are paid to the school district.**

If a claim is filed, all completed claim forms will be sent to the school district office. Parents and students will not sign any claim form. The school district will endorse each claim form and send the claim forms to the insurance company. The insurance company will make the decision on the claim. The school district does not determine if the damage is covered by the insurance policy.

**Chromebooks/iPads that are not returned prior to student departure for the summer or withdrawal from school will cause the school district to file a criminal complaint with the Poinsett County Sheriff's Office.**

***Part One Website & Social Media Guidelines Think before you act because your virtual actions are real and permanent***

Do not share your password with anyone besides your teachers and parents.

Linking to other websites to support your thoughts and ideas is recommended. However, be sure to read and review the entire website prior to linking to ensure that all information is appropriate for a school setting.

Do your own work! Do not use other people's intellectual property without their permission. Be aware that it is a violation of copyright law to copy and paste other's thoughts. It is good practice to hyperlink to your sources.

Be aware that pictures may also be protected under copyright laws. Verify that you have permission to use the image or that it is under Creative Commons attribution.

How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity.

Online work should be well written. Follow writing conventions including proper grammar, capitalization, and punctuation. If you edit someone else's work, be sure it is in the spirit of improving the writing.

If you run across inappropriate material that makes you feel uncomfortable or is not respectful, tell your teacher right away.



**Part Two Student / Parent Information and Signatures (PLEASE PRINT)**

**Yes, I have received a copy of the Chromebook Handbook. I understand the program conditions and my responsibilities in using the Chromebook computer and AC Adapter.**

Student's Full Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent's Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent  
Email: \_\_\_\_\_

Parent's Best Contact Phone  
Number: \_\_\_\_\_

**COMPUTER INSURANCE FORM Please return to the school district**

**office.** Parent Name  
\_\_\_\_\_

Student Name  
\_\_\_\_\_

Parent Phone

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Please place your **signature** on the option you choose and attach insurance payment if applicable.

\_\_\_\_\_ I have enclosed the \$20 payment for insurance coverage.

\_\_\_\_\_ I choose not to accept insurance coverage. I understand that I am fully liable to pay for ALL damages and/or losses to the Chromebook computer. The computer will not be reissued until all damages and/or losses are paid to the school district.

Date Signed: \_\_\_\_\_

### **CAMPUS ADDRESSES AND PHONE NUMBERS**

**Harrisburg School District Superintendent's Office**

**Superintendent:** Chris Ferrell  
207 W. Estes  
Harrisburg, Arkansas 72432  
**Phone:** 870-578-2416

**Harrisburg High School Principal:** Mack

**Counselor:** Dave Schultz  
401 W. South Street Harrisburg,  
Arkansas 72432  
**Phone:** 870-578-2417

**Harrisburg Elementary School Principal:**

Jay Murphree **Counselor:** Christy  
Buchanan 1003 S. Illinois St.  
Harrisburg, Arkansas 72432

**Phone:** 870-578-2413

**Weiner Elementary School Principal:** Pam

Hogue **Counselor:** Christopher Hicks  
313 N. Garfield Street  
Weiner, Arkansas 72479

**Phone:** 870-684-2252