



Hope High School

HOPE HIGH SCHOOL

GENERAL INFORMATION

School colors: Red and white

Office hours: 7:30 a.m. – 3:30 p.m.

Address: 1701 S. Main Street, Hope, AR 71801

Phone lines: 777-3451, 722-2730

School mascot: Bobcat

Counseling center hours: 7:30 a.m. – 3:30 p.m.

FAX: 722-2736

District phone lines:

Superintendent's office: 722-2700

Transportation office: 722-2701

Food services: 777-3231

Adult Education: 777-3454

Special services office: 722-2735

Other campus phone lines:

Agriculture department: 722-2734

Athletic department: 722-2731

Band building: 722-2732

Business building: 777-1614

Web address: www.hps.schoolfusion.us

ADMINISTRATION

Donald Patton - Principal

Lekia Jones- Assistant Principal

Tisha Hunter -Dean of Students

Delma Stewart - Counselor

Sam Bradford – Dean of Students

SCHOOL MISSION

Our mission is to prepare Hope High School students for the future by creating productive citizens for our society, while instilling a sense of pride, integrity, excellence, and selfless service.

SCHOOL VISION

Provide an exceptional education so all students may live extraordinary lives.

FOREWORD

The Student-Parent Handbook is intended to answer questions regarding policies, practices and procedures of the Hope Public School District and Hope High School. The information contained in the handbook is a valuable guide to both parents and students. A committee of parents, teachers, students, counselors, and administrators reviews the handbook each year to be certain that appropriate information is in the handbook. We encourage parents to call a school administrator if they have any questions.

ABBREVIATIONS USED IN THIS HANDBOOK

Advanced Placement - AP	Hope Public Schools - HPS
After School Detention - ASD	Individual Education Program - IEP
Alternative Learning Environment - ALE	International Baccalaureate - IB
Arkansas - Ark.	International Baccalaureate Program - IBP
Arkansas Activities Association - AAA	In School Detention -- ISS
Common Core State Standard - CCSS	Out of School Suspension - OSS
Department of Education - Dept. of Ed.	Partnership for Assessment of Readiness for College and Careers - PARCC
Hope High School - HHS	Saturday School - SS
Grade Point Average - GPA	

Bell Schedule

8 Period Day	8 Period Day-Short	8 Period-CATS
1st period 7:55-8:40	1st period 7:55-8:35	1st period 7:55-8:40
2nd period 8:45-9:30	2nd period 8:45-9:20	2nd period 8:45-9:30
3rd period 9:35-10:20	3rd period 9:25-10:05	3rd period 9:35-10:20
4th period 10:25-11:10	4th period 10:10-10:45	4th period 10:25-11:10
A Lunch 11:10-11:40 5B period 11:45-12:30 A5 period 11:15-12:00 B Lunch 12:00-12:30	A Lunch 10:45-11:10 5B period 11:15-12:00 A5 period 10:50-11:35 B Lunch 11:35-12:00	A Lunch 11:10-11:40 5B period 11:45-12:30 A5 period 11:15-12:00 B Lunch 12:00-12:30 CATS PERIOD 12:35-12:50
6th period 12:35-1:30	6th period 12:35-1:30	6th period 12:55-1:40
7th period 1:35-2:25	7th period 12:50-1:30	7th period 1:45-2:30
8th period 2:30-3:20	8th period 1:35-2:20	8th period 2:35-3:20

Truancy/Unexcused Absences

Absences not listed in prior section and without professional documentation or accompanying note from the parent/guardian shall be defined as “unexcused” (*ADE Director's Memo #89-41*). Except in the case of excusable reasons, students are expected to attend school every day in which school is in session. The HPS District does not recognize “skip days” or other similar days when students willfully miss school. Such absences shall be considered as “unexcused”, and make-up work will be permitted for credit at no more than 59%. OSS is considered an “unexcused” absence. For more OSS see page 60.

Once the school day begins, a student leaving campus or absent from their assigned learning station, including being in the student parking lot without prior permission from the Principal or designee, shall be considered as truant. Without prior parental permission presented in writing to the office, any student who fails to follow all or any part of his/her assigned schedule, whether on or off campus, will be considered truant and will be subject to disciplinary action.

Consequences for Tardiness/Unexcused Absences

Students with excessive (4 or more) tardies under rule #83 or excessive (4 or more in a class) unexcused absences under rule #79 or truant are in violation of the attendance policy and may be disciplined accordingly. Students with more than ten (10) total absences per semester will be subject to legal action as defined by state law (*A.C.A. 6-18-222*) and may be denied course credit, promotion, or graduation. Excessive absences shall not be the sole reason for expulsion or dismissal of a student.

Students who lose credit in one course due to attendance may be moved to the computer lab or ALE during that period to begin meeting the requirements for Academic Credit Recovery in that course or may be removed from the class and placed in a study hall period, if the course is not a required course for graduation and not to exceed one period per day. Students requiring more than two (2) courses per semester in academic credit recovery due to the loss of credit from attendance may request placement at the ALE to enable recovery of more credits. An Assistant Principal may assign a student to the ALE if more than two courses per semester are lost due to attendance.

Excessive unexcused absences may be the basis for the denial of course credit, promotion, or graduation. Excessive absenteeism may also result in a Family In Need of Services (FINS) petition being filed in juvenile court (*A.C.A. 6-18-222*).

Rights and Responsibilities on Attendance and Other Policies

Students have the right to attend school in the HPS District in accordance with state law *A.C.A. 6-18-202*, Board of Education policies, and individual school procedures. Students and parents have the right to be informed of school assignment, attendance policies, and behavior expected for continued attendance. Students have the responsibility to maintain prompt, regular attendance at HHS in accordance with Hope Board of Education policy. Parents have the responsibility to require attendance and to familiarize themselves with policies pertaining to school assignment for their place of residence, the education program of the school, and the rules regarding student behavior.

When a student has **five (5)** absences, his/her parent, guardian, or person in loco parentis shall be notified that the student has missed half the allowable days for the semester. Notification shall be by telephone by the end of the school day in which such absence occurred or by regular mail with a return address. A parent/guardian conference is encouraged and welcomed.

When a student has accumulated **eight (8)** absences in any class, information is sent to the parent/guardian, notifying them of the absences, and the student and parent/guardian must schedule a conference with the Assistant Principal to discuss absences and professional documentation.

Should the student exceed **ten (10)** absences in any one class in a semester without proper professional documentation credit may be denied and notification for violation of the attendance policy will be sent to the Prosecuting Attorney and the Dept. of Motor Vehicles (AR Driver Control) see page 44. The student's parent, guardian, or person in loco parentis shall be subject to civil penalty in such an amount as a juvenile court or other court of competent jurisdiction may prescribe, but not to exceed five-hundred dollars (\$500) plus cost of court and any reasonable fees assessed by the court. The penalty shall be forwarded by the court to the school attended by the student (*A.C.A. 6-18-222*).

GUIDELINES AND PROCEDURES FOR ABSENCES, TARDIES AND CHECK OUT

Documentation of Absence

Professional documentation or written statement from the parent/guardian with an explanation of the reason for the absence, the date of the absence, a daytime phone number for the parent/guardian, and a parent/guardian signature should be provided to the attendance office personnel within two (2) school days. Failure to bring professional documentation or a written note from a parent/guardian will result in an "unexcused" absence.

Tardies

A student is considered tardy unless they are in the teacher's classroom at the time the bell rings. A student that is less than seven (7) minutes late to class will be marked tardy by the teacher. A student with excessive tardies as defined in the Discipline Infractions section of the handbook will be subject to disciplinary action. Students over 7 minutes or more late will be marked absent.

Check In/Check Out

HHS is a *CLOSED CAMPUS*. Students must stay on campus from their arrival until departure at the end of the regular school day, unless given permission to leave the campus by a school official or physically checked out of school. Anyone checking a student out must be shown on the HHS paperwork in the student's file as being authorized to do so by the parent/guardian. Notes and/or phone calls to release a student during the school day will not be accepted.

Students signing out during the school day, including lunch, must be physically signed out in the office by the parent/guardian or a designated family member. Students will be released only after the parent/guardian or designated family member completes the sign out procedure. If/when the student returns to campus, the student and the parent/guardian or designated family member must report with the student to the office to sign in before reporting to their assigned class. Students missing any part of their class before or after lunch due to being signed-out will be recorded with an unexcused tardy or absence unless professional documentation is brought to the office. Failure to follow this procedure may result in the student being recorded as truant. Students must be in class 25 minutes of each hour to be recorded as in attendance for that period.

Juniors and seniors in the work programs may leave school before the last period of the day to go to work if enrolled in a school to work program. These students should sign-out in the office.

Tardies

Excessive Tardies – More than 4 tardies per semester, with all classes combined, is defined as excessive. Administrators process tardies once a week. The student will receive the consequence indicated below based on the total # of tardies the student has accumulated when tardies are processed each week. Consequences are progressive and continue throughout the semester. To prevent consequences for tardies, students should report on time to class every day.

4 tardies – 1 day after school detention

5 tardies – 2 days after school detention

6 tardies - 3 days after school detention

7 tardies – 4 days after school detention

8 tardies – Saturday School 8:00-12 Noon

Each additional Tardy after the 8th tardy will be Saturday School

Teacher/Student Hall Pass Procedures

1. Each student will be assigned an academic planner. The academic planner will be utilized by students on a daily basis and serve as a hall pass.
2. No student should leave their assigned class during instructional time without possessing their academic planner.
3. The academic planner must have the student's name, current date, time of departure and destination with the teacher's initial.
4. The students will have a maximum of three opportunities per week to use the academic planner as a hall pass in order to be released from class by their teacher.
5. The academic planner should be used by students in case of an emergency (not convenience)
6. Students should use the restroom and water fountains between classes.
7. Any student needing excessive use of the restroom must obtain a note from a doctor.
8. Students found out of class during instructional time who are not in possession of their academic planner with proper documentation from their assigned teacher, will be classified as truant.

Dress Code

Clothing which will not be approved to wear:

- No head covering allowed in the buildings and or classrooms

The following listed items are not allowed on campus:

- No Bandanas
- No Wave Caps
- No Beanies
- No Doo-rags

Pants:

- Sagging is not allowed at all (Specified in Arkansas Law, Act 855)
- Clothing with holes, rips, or tears above 3 inches from the top of the knee are not permitted.
- Pants with unbuttoned straps or suspenders will not be allowed.

Shirts:

- Students are prohibited from wearing clothing that exposes underwear, buttocks, or breast. (State Law 835 of 2011)
- No shoulder exposed
- No Spaghetti Straps
- No Halter Tops
- No Mesh Tops, Sheer Blouses and see through shirts. (acceptable with undergarment coverage that meets dress code)
- No Muscle Shirt
- No Low Cut Armholes
- No Cold Shoulder Blouse with Halter Top/Spaghetti Straps
- No Cleavage Exposed
- No revealing midriff (even when arms are raised)
- No off the shoulder shirts
- Back must be covered

Shorts, Skirts, Dresses, and Spandex:

- Shorts, Skirts, and Dresses are to be modest in length (3 inches from the top of the knee), appearance and fit.
- No see through shirts (acceptable with undergarment coverage that meets dress code)
- No Spandex unless covered by another garment that provides front and back coverage.
- No pajamas or loungewear
- No Blankets

Offensive Clothing:

- No clothing, hats, or backpacks that advertise or depict alcohol, drugs, tobacco or tobacco products,
- No violence, hate themes, racial/gender degradation.
- No sexually explicit or suggestive wording or pictures.
- No gang affiliation, gang related tattoos, or gang monikers.
- No subject matter/group that promotes illegal activity or clothing likely to cause disruption within the school environment.
- Rollers and picks are not allowed to be carried in the hair. No grooming in the classroom and cafeteria.

Dress Code Noncompliance (Violations):

- Students must comply with the dress code policy, while on the school grounds, during the school day, and at school sponsored events.
- The final decision regarding apparel will be at the discretion of the principal or designee.
- If in the judgement of the administration, a student's attire is a health hazard or a distraction to the educational atmosphere of the school, the student will be sent home to change before returning to school or may be assigned to ISS if the student does not have appropriate replacement apparel.
- ***Repeated offenses will result in further disciplinary action.

The district dress code is established to teach grooming and hygiene, prevent disruptions, and minimize safety hazards. It is the campus administration responsibility to ensure enforcement of this policy is done in a consistent manner with respect to the community standards and age appropriateness. While it is inevitable that there are differences of opinions regarding the appropriateness of a student's attire, the final decision lies with the building administrator or his/her designee.

HHS CELL PHONE POLICY

Parents and Students, Instructional leaders of the Hope Public Schools have identified a critical barrier to instruction and learning at Hope High School. We would appreciate your help in understanding and following the guidelines established below which are laid out in the Hope High School Student Handbook for the 2021-2022 school year.

From the Hope High School Handbook: Hope High School recognizes the students of the 21st Century as a student that understands the use of and need for digital devices in everyday life. It is not the role of this school to deter that usage but to regulate and enhance the responsibilities coherent to these devices. Inappropriate use of cell phones and digital devices will result in loss of privileges and disciplinary consequences. However, the following rules must be adhered to during the school day:

1. Students attending Hope High School will not be allowed to use personal cell phones or any non district issued digital devices anytime between 8:00 a.m. through 3:20 p.m. daily.

Students observed using or having possession of a personal cell phone or non district issued digital device visible between 8:00 a.m and 3:20 p.m. are subject to the following consequences:

1. Minimum Penalty – Confiscate phone - turn in to office - phone must be picked up by the end of the day - 3 days lunch detention

2. Maximum Penalty - Failure to surrender phone to office - 5 days ISS

[1] All students will be issued these administrative procedures at the beginning of each school year. All students will be held accountable and expected to comply with this policy as listed and will be disciplined accordingly for noncompliance.

Disciplinary Actions and Levels of Consequences:

The level of disciplinary consequence is determined by the specific infraction:

1. Level 1 – Warning
2. Level 3 – After-School Detention 3:20 p.m.-3:50 p.m.
3. Level 4 - Saturday School Detention 8:00 am – 12:00

4. Level 5 – In-School Suspension (ISS)
5. Level 6 - Driving privilege revoked/Attendance denial at extracurricular activities
6. Level 6 – Out of School Suspension (OSS)
7. Level 7 - Alternative Learning Education Placement (ALE/CATS)
8. Level 8 – Recommend Expulsion

Consequences for failure to attend assigned detention:

- Any missed assigned detention will result in one assigned day of ISS for each day a student fails to attend.

The assignment of students to ISS is a mandatory placement, students are not granted the opportunity to opt out of the placement.

Students assigned to the ISS classroom who are in possession of their cell phone upon entering the classroom, are expected to turn their phone in to the ISS Instructor. Their phone will be locked in a lock box during their stay and returned to them at the end of the day.

Hope High School has a zero tolerance for fighting. Students involved in a fight on the high school campus will not be allowed to attend any extracurricular events (Examples: all sporting events, dances, band concerts and prom). **After a year we will consider reinstating their privilege of attending extracurricular events.**

The reinstatement is based on the following criteria:

- **A written letter requesting reinstatement.**
- **Maintain an attendance rate of 90% for the last completed semester of school.**
- **No assigned days of ISS, 5 or more.**
- **No assigned OSS**
- **No reported incidents of truancy.**

Minimum Penalty - 5 days OSS and 5 days ISS

Maximum Penalty - 10 days OSS , recommendation for expulsion

Students obstructing the orderly flow of school by gathering around or promoting a fight.

Failure to Disperse

Includes but not limited to the failure to disperse during a physical/verbal altercation, running towards a physical altercation, and/or intimidating/provoking a physical/verbal altercation by means of physical/verbal aggression, including but not limited to cheering, loud outbursts, prohibiting administration or staff members from being able to break up an incident or disperse a crowd, voicing support for one side or the other, pushing students towards one another, etc.

Minimum Penalty - 3 days ISD & parent contact

Maximum Penalty - 10 days OSS Recommend Expulsion

Disruptive Behavior/Interference with School

Disruptive Behavior is any behavior that interferes with the educational process; blocking doorway, corridor, pedestrian traffic, or vehicular traffic; use of violence, for noise, coercion, threat intimidation, harassment, fear or passive resistance to cause disruption; refusal to identify one's self on request, or encouragement of others to violate rules or policies. The following consequences will apply:

Minimum Penalty - 3 days ISD & parent contact
Maximum Penalty - 10 days ISS Recommend Expulsion

If a third party becomes involved in an occurring fight, the third party student will be assigned 10 days of OSS pending recommendation for expulsion.

If a student is believed to be under the influence or reape of the smell of drug paraphernalia. The school official will contact the parent and request that the student submit to a single drug test based on reasonable suspicion.

Refusal by the student to comply with the request for a drug test will be deemed as having tested positive, and consequences will be applied as described under the positive test procedures.

Hope high school students in possession, selling, distributing, or under the influence of alcohol or drugs will not be allowed to attend any extracurricular events (Examples: all sporting events, dances, band concerts and prom). After a year we will consider reinstating their privilege of attending extracurricular events.

The reinstatement is based on the following criteria:

- **A written letter requesting reinstatement.**
- **Maintain an attendance rate of 90% for the last completed semester of school.**
- **No assigned days of ISS, 5 or more.**
- **No assigned OSS**
- **No reported incidents of truancy.**

Disruptive Behavior/Interference with School

Disruptive Behavior is any behavior that interferes with the educational process; blocking doorway, corridor, pedestrian traffic, or vehicular traffic; use of violence, for noise, coercion, threat, intimidation, harrassment, fear or passive resistance to cause disruption; refusal to identify one's self on request, or encouragement of others to violate rules or policies. The following consequences will apply:

Minimum Penalty - 3 days ISD & parent contact
Maximum Penalty - 10 days OSS Recommend Expulsion

Increased Penalties for Repeated Offenses:

- A student will not be allowed to persistently receive the same disciplinary penalties for continued disregard to school rules.
- When a student accumulates a series of penalties, records will be evaluated and a parent conference will be set. The level of severity of punishment will increase.
- Repeated multiple discipline offenders in excess of 10 days In-school Suspension/Out of School Suspension could lead to Recommended Expulsion
- Students who commit a second fight incident during the year, will be recommended for expulsion.

USE OF AUTOMOBILES ON SCHOOL GROUNDS

Students drivers scheduled in a first period class at the college, may drive directly to the college before arriving on the campus.

The student/teacher parking lot gate located in front of the main building will be open for passage, for the duration of the school day.

The remaining two gates in the student/teacher parking lot will be closed between the hours of 8:00 a.m. through 3:20 p.m.

All students driving vehicles to school and parking on campus must meet state law. This requires all students to be sixteen (16) years of age or older with a valid Arkansas Driver's License and liability insurance. A copy of the driver's license and liability insurance must be filed in the Principal's office. While in that office, the student must also purchase a parking permit. The cost of the permit will be \$5.00. The permit must be displayed for identification and proof of registration to park in the parking lot that is located in front of the main office. Those forms are available in the principal's office and must be filled out within 5 days of the time a student starts driving. Students must display parking permit in vehicle at all times or be subject to disciplinary action. Driving recklessly (over 10 MPH) or sitting in the vehicles while parked during the school day will not be allowed. Students will not be allowed to sit in vehicles when they arrive on campus. They must leave their automobiles and move to the designated areas. The principal has the right to revoke driving privileges of any student operating a vehicle in an unsafe manner on school property.

Automobiles

Driving an automobile to school is a privilege, not a right, and excessive tardies to the first class of the day may result in loss of campus driving/parking privileges. If the student has a Consent Form "A" that permits the student to be included in the random drug and alcohol testing pool, the student may drive an automobile to school but must leave it parked in a designated area on the school campus. unless an emergency is approved by the Principal or his/her designee. In this situation, the Principal or designee may choose to accompany the student to the vehicle.

Students who drive vehicles on campus will be subject to random drug and alcohol testing as outlined in the Chemical and Alcohol Random Testing Policy of the HHS Handbook. Refusal to submit to testing will cause students to forfeit the right to drive/park on the HHS campus.

Students driving to the University of Arkansas Community College in Hope (UACCH) must have proper papers on file in the counselors' office and approval given before driving to UACCH. No passengers are allowed in these instances unless prior approval is given by the principal. It is understood that there is no expectation of privacy in vehicles in the school parking areas. Drivers of vehicles parked on a school campus will be held accountable for illegal substances or any other item prohibited by HPS District policy found in their vehicle. The act of a student parking a vehicle on campus is a grant of permission for school or law enforcement authorities to search that vehicle.

All students driving vehicles to school and parking on campus must meet state law. This requires all students to be sixteen (16) years of age or older with a valid Ark. Driver's License and liability insurance. A copy of the driver's license and liability insurance must be filed in the Principal's office. While in that office, the student must also purchase a parking permit. The cost of the permit will be \$5.00. The permit must be displayed for identification and proof of registration to park in the parking lot. Students driving vehicles without permits may receive disciplinary action.

To provide for the safety of all parties concerned, the following automobile and parking lot regulations are in effect for HHS students:

- All cars and motorcycles must have vehicle permits to park in the parking lot.
- Students may park in the South student parking lot off 18th Street ONLY.
- Students may not purchase a parking permit until they are of legal driving age and have proof of insurance. The student will be given five (5) school days to register his/her vehicle with the Principal's office secretary and receive a school parking permit. Students who need to register a vehicle after the start of school should do so within three (3) days of beginning operation.
- The parking permits must be clearly displayed on the rearview mirror.
- Campus speed limit at all times is not to exceed fifteen (15) miles per hour.
- Vehicles not properly registered and/or parked are subject to being towed away at owner's expense and driving/parking privileges can be withdrawn.
- When the school runs out of available student parking spaces, no additional students will be allowed to register until a spot becomes available.
- Students who drive to school must park their vehicles as soon as they arrive. Once vehicles have been parked, they cannot be driven during the school day without the principal's permission.
- Students should leave the parking lot as soon as they arrive at school. They cannot return to the parking lot during the school day unless the Principal or designee determines a situation to be an emergency, and in this situation, the Principal or designee may choose to accompany the student to the vehicle.
- Any accidents or vandalism in the parking lot should be reported to a principal and the police notified.
- Students should not leave valuables visible in the car. The car should be locked at all times.
- Warrantless searches of vehicles may be conducted by school officials, law enforcement and the drug dog.
- The school expects students to drive courteously at all times and not to throw litter from their vehicles.
- Excessive noise from car stereos will not be tolerated. Please turn off car stereos upon entering the campus or parking lot.

- Students must park in designated parking spaces, and no vehicle may be parked diagonally in the spaces.
- For safety and traffic control, students, parents and visitors driving on campus through 18th street, be advised that a visible designated crosswalk is labeled and placed between the parking lot and main campus. As a reminder to all, pedestrians have the right of way with oncoming traffic.
- Driving and parking on school property is a privilege which may be denied to a student for any disciplinary violation at the discretion of the student's building principal.
- A student who is assigned to an ALE, one who is expelled from school, or one who moves shall return his/her parking sticker to the Assistant Principal. A student who has driving privileges suspended for an entire semester will also forfeit his/her permit.
- HHS and the HPS District are not responsible for damage or theft while vehicles are parked on HPS District property.
- It is understood that there is no expectation of privacy in vehicles in school parking areas. Drivers of vehicles parked on a school campus will be held accountable for illegal substances or any other item prohibited by District policy found in their vehicle. Any student parking a vehicle on campus is granting permission for school or law enforcement authorities to search that vehicle

CREDIT RECOVERY

Academic Credit Recovery (ACR) is provided for HHS students who have failed a course or been denied credit due to attendance, and is an opportunity that is given to students who fail one or more courses.

- Students may be assigned as approved by the Assistant Principal.
- Students must meet course requirements as designated by the subject area teacher.
- Students must complete ALL assignments/tests in each course enrolled at a minimum of 70% accuracy.
- Student's grade in the course will be based on test grades earned with the maximum grade earned being a "C."
- The grade earned shall replace the "F" earned if taken and recovered within the same school year and semester.
- Students must complete the coursework outside of the instructional class time or as assigned by the Assistant Principal.
- Credit recovery will be first assigned to a student before or after school. The necessary resources will be made available to each student who needs ACR. ALE will be the last resort for ACR.

ACADEMICS

HOME ACCESS CENTER (HAC)

HAC allows parents and students to view student registration, scheduling, attendance, assignment, and grade information. If you do not know your login information or if you need assistance, please contact the office at HHS and speak with Ms. Kelly Muldrew, Parent Involvement Coordinator, or Counselor or Principal's Secretary's.

SENIORS LACKING GRADUATION CREDITS

If, after checking with the counselors, a student is not on schedule to graduate, he/she should **NOT** order a cap, gown, cards, or invitations. HHS requires twenty-four (24) credits for graduation in 2018. Students **CAN NOT**

participate in the graduation ceremony unless he/she has earned **ALL** twenty-four (24) required credits for graduation by the end of the school year in May. Graduates must have cleared all school related costs (fines, athletics, etc) to participate in the graduation ceremony and to receive their diploma. Students who do purchase graduation and senior items will send all payments directly to the Herff-Jones representative. You may get the address and phone number from the Senior Sponsor. HHS has no responsibility in this matter.

5.22—CONCURRENT CREDIT

A ninth through twelfth grade student who successfully completes a college course(s) from an institution approved by the Arkansas Department of Education shall be given credit toward high school grades and graduation at the rate of one-half (1/2) high school credit for each three (3) semester hours of college credit. Unless approved by the school's principal, **prior to enrolling for the course**, the concurrent credit shall be applied toward the student's graduation requirements as an elective.

Students are responsible for having the transcript for the concurrent credit course(s) they've taken sent to their school in order to receive credit for the course(s). Credit for concurrent credit courses will not be given until a transcript is received. Transcripts for students who take concurrent credit courses as partial fulfillment of the required full day of class for students in grades 9-12 (see Policy 4.44) are to be received by the school within 5 school days of the end of the semester in which the course is taken. Students may not receive credit for the course(s) they took or the credit may be delayed if the transcripts are not received in time, or at all. This may jeopardize students' eligibility for extracurricular activities, graduation, etc.

Students will retain credit applied toward a course required for high school graduation from a previously attended, accredited, public school.

ADMISSION TO AN ARKANSAS PUBLIC COLLEGE OR UNIVERSITY

A.C.A. 6-61-217 amended previous statutory language regarding the courses that high school students must complete in order to be admitted unconditionally to a public college or university in Ark. Acting in response to this legislation, the Arkansas Higher Education Coordinating Board has established a core curriculum set of courses required for unconditional admission. Students who graduate from high school in 2004 or later, and enter college that fall or in subsequent years, will have to complete: These courses must be a part of the recommended core curriculum as established by the state.

<ul style="list-style-type: none">• English – 4 units• Mathematics – 4 units	<ul style="list-style-type: none">• Natural Science – 3 units• Social Studies – 3 units
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ARKANSAS ACADEMIC CHALLENGE SCHOLARSHIP (*A.C.A. 6-82-1002-1006 and Act 606 of 2009*)

The Arkansas Academic Challenge Scholarship Program was passed by the 1991 Arkansas General Assembly and is a guaranteed scholarship plan to promote academic achievement and encourage academically prepared Arkansas high school

graduates to enroll in the state's colleges and universities. The scholarship is renewable throughout college if the student meets the eligibility standards of the Ark Dept of Higher Ed. The award is based on the applicant's meeting of minimum standards with regard to the ACT composite score and GPA. For more information and application, go to www.adhe.edu.

AUDITING CLASSES

A student must make a written request with the parent's signature and submit the request to the principal stating the reason before consideration for auditing a class will be considered. Students must understand that other than the exception of earning a grade, all regular class requirements will apply to the audited class. The principal's decision will be based on the following factors: input from the counselors and teacher, effect on class size,

previous grade earned in the class, use of college courses, other course offerings, and the student's discipline file.

COLLEGE VISITATION

Juniors and seniors are granted two (2) college visitation days during the year. The principal may grant additional college visitation days when a letter on college letterhead from the college is provided. The request for a college day shall be in writing with prior approval from the building principal. Juniors and seniors who take a college visitation day should notify their teachers in advance and bring a letter from the college on the school letterhead in order to get their absence excused.

COURSE LOAD

All students will carry a course load of at least eight (8) subjects and will remain in school for the full day both terms unless modified by the Principal or designee. Students may not enroll in more than one (1) class period each day for organized and scheduled student extracurricular classes to be included as planned instructional time (*A.C.A. 6-18-211*). Juniors and seniors who are in the work program may leave school before the last period of the day to go to work and will be supervised by the work program teacher.

Students in grades nine through twelve (9-12) are required to schedule and attend at least 350 minutes of regularly scheduled class time daily. Part of this requirement may be met by students taking post-secondary courses. Eligible students' enrollment and attendance at a postsecondary institution shall count toward the required weekly time of school attendance. Each credit hour shall count as three (3) hours of attendance time. This means a three (3) hour course shall count as nine (9) hours of the weekly required time of attendance. Extracurricular classes related to a seasonal activity shall meet for an entire semester whether or not the season ends prior to the end of the semester. Students must attend and participate in the class for the entire semester in order to receive credit for the course.

COURSES REQUIRED TO BE TAUGHT

The Ark. State Board of Ed. requires certain classes be taught in all public high schools in the state to meet the standards for accreditation (*A.C.A. 6-15-213 and 214*). Below is a list of those required courses HHS offers each year:

1. Language Arts – 6 units
 - 4 units of English
 - 1 unit of Oral Communication or ½ unit of Oral Communication and ½ of Drama
 - 1 unit of Journalism
 - Other options as approved by the Arkansas Dept of Ed
2. Science – 5 units
 - 1 unit of Biology
 - 1 unit of Chemistry
 - 1 unit of Physics
 - Other options as approved by the Arkansas Department of Education
3. Mathematics – 6 units
 - 1 unit of Algebra 1
 - 1 unit of Geometry
 - 1 unit of Algebra 2
 - 1 unit of Pre-Calculus Mathematics to include Trigonometry
 - Other options as approved by the Arkansas Department of Education
4. Social Studies – 4 units

- 1 unit of American History each year with emphasis on Twentieth (20th) Century America
 - 1 unit of World History
 - ½ unit of Civics/Government
 - ½ unit of Economics
 - ½ unit of Arkansas History (if not taught in grades seven (7) or eight (8))
 - Other options as approved by the Arkansas Department of Education
5. Foreign Languages – 2 units of the same foreign language
6. Fine Arts – 3 ½ units
- 1 unit of Art
 - 1 unit of Instrumental Music
 - 1 unit of Vocal Music
 - ½ unit of Survey of Fine Arts or an Advanced Art or Music course
7. Computer Applications - include word processing, spreadsheets, databases, graphics and telecommunications
- 1 unit of Computer Applications with emphasis on current applications
8. Health/Safety Education and Physical Education – 1 ½ units
- 1 unit of Physical Education
 - ½ unit of Health and Safety Education
9. Career and Technical Education – 9 units
- A minimum of three (3) programs of study selected from three (3) different technical and/or occupational programs offered annually from the: Agriculture Education, Business Technology, Health Occupations, Home Economics Education, Marketing Technology, Trade, Industrial/Technical Education and Work Based Learning

CLASSIFICATION OF STUDENTS

A student will advance from one grade to the next in accordance with the completion of required courses and the earning of sufficient credits. To be classified as a sophomore, a student must have five (5) credits; a junior must have eleven (11) credits; and a senior must have seventeen (17) credits. Grade classification will not change during the school year.

CLASS RANK

At the conclusion of the ninth (9) grade and at the end of each semester thereafter, HHS students will be given a rank in class based on the cumulative grade point average of all classes taken, ninth (9) through twelfth (12) grades, using the Ark Dept of Ed. grading system (*A.C.A. 6-15-902*). HHS will include every course taken by a student in calculating class rank, except team and individual sports, and all courses will be weighted equally except for AP courses, State Certified Honors courses, and courses offered under the IBP, Concurrent Credit Comp. I & II with ADE permission. To receive AP weighted credit, the student must take the AP Exam form College Board.

COMMUNITY SERVICE CREDIT

A.C.A. 6-16-120 allows a secondary student in grades nine (9) through twelve (12), who has completed a minimum of seventy-five (75) clock hours of documented community service learning at an activity approved by the State Board of Education as certified and with proper acknowledgement to the school, eligibility to receive one (1) academic credit that may be applied toward graduation. The 4-H University of Arkansas Cooperative Extension Service SW6, The School of Hope, HPS After-School Tutoring Program and Southwest Arkansas Development Council are approved agencies.

CONCURRENT CREDIT

A ninth through twelfth grade student who successfully completes a college course(s) from an institution approved by the Ark Dept of Ed shall be given credit toward high school grades and graduation at the rate of one high school credit for each three (3) semester hours of college credit. Unless approved by the school's principal, prior to enrolling for the course, the concurrent credit shall be applied toward the student's graduation requirements as an elective.

A student who takes a three-semester hour remedial/developmental education course, as permitted by the ADE Rules Governing Concurrent College and High School Credit, shall be the equivalent of one-half unit of credit for a high school career focus elective. The remedial/developmental education course cannot be used to meet the core subject area/unit requirements in English and mathematics.

Participation in the concurrent high school and college credit program must be documented by a written agreement between:

- The District's student, and his/her parent(s)/guardian(s) if the public school student is under the age of eighteen (18);
- The District; and the publicly supported community college, technical college, four-year college or university, or private institution the student attends to take the concurrent credit course.

Students are responsible for having the transcript for the concurrent credit courses) they've taken sent to their school in order to receive credit for the course(s). Credit for concurrent credit courses will not be given until a transcript is received. Transcripts for students who take concurrent credit courses as partial fulfillment of the required full day of class for students in grades 9-12 are to be received by the school within three (3) school days of the end of the semester in which the course is taken. Students may not receive credit for the course(s) they took or the credit may be delayed if the transcripts are not received in time, or at all. This may jeopardize students' eligibility for extracurricular activities or graduation.

Students will retain credit earned through the concurrent credit program which was applied toward a course required for high school graduation from a previously attended, accredited public school. *A.C.A. 6-18-223* provides that high school students who are enrolled in college courses will receive both high school and college credit for the courses.

- High school students must be enrolled in eight (8) courses each semester with a minimum of five (5) taken at HHS.
- The course from the postsecondary institution must be a minimum of three (3) college hours and will count as one of the required eight (8) with proper college documentation.
- Each three semester hour postsecondary course will count as one (1) unit of credit.
- Courses taken in the summer and at night may count as concurrent credit.
- Concurrent credit students must furnish proof of enrollment from the college or university to HHS Counselors.
- A student must contact the counseling department as it relates to dropping, adding, or not enrolling in college courses reflected on their approved spring schedule registration.
- Concurrent credit courses are listed on transcripts.
- A student falling below the eight (8) course requirement because the college drops him/her, or who drops a course, or who fails to enroll in the scheduled course will receive the grade of "F" for that course.
- Credit for concurrent credit courses are to be received by HHS within three (3) days of the end of the semester in which the course was taken. Students may not receive credit for the course they took or the credit may be delayed if the college transcripts are not received in time. This may jeopardize eligibility for extracurricular activities and/or graduation.
- **If a student fails and or drops a college class after the issued drop date from the college. The student will be required to sit the following semester out. Students will also be required to reimburse Hope Public School for any failed or dropped class.**

- College courses taught and taken on the HHS campus are paid for by the HPS District. The cost of courses taken on the college campus, by correspondence, and/or online are the responsibility of the student and his/her family.
- Concurrent credit courses taught on the HHS campus will meet each regularly scheduled school day.

CORRESPONDENCE CREDIT

In the event that a course is desired which is not regularly offered at HHS or make-up of an unsatisfactory grade is needed, correspondence work may be advisable and acceptable. Such credit shall have prior approval by the counselors or the principal. Generally, no more than two such correspondence units may be taken by a student toward graduation. Only under verified special circumstances will work be permitted during the regular school term. Correspondence work in subjects offered in the school curriculum is not allowed by the accrediting agency unless there are extenuating circumstances.

The counselor shall supervise the correspondence program, but it is the student's responsibility to meet all requirements and deadlines in the program. Seniors enrolled in a correspondence course to earn units required for graduation bear the responsibility of submitting a completed course grade to the counselors prior to graduation at the end of the term in order to receive a diploma. The cost of all correspondence work is the responsibility of the student's family.

DIPLOMA PRESENTATION

The graduation ceremony at HHS is dignified and is a time to honor our graduating seniors. Persons allowed to present diplomas to their children during the graduation ceremony are HPS District Trustees and members of the faculty of HHS.

DROPPING AND ADDING COURSES

The Master Schedule of classes is based on the requests made by students during conferences. Students cannot expect to be able to try a class and then drop and/or change it. Every effort is made to schedule the student in classes requested each spring; therefore, changes in August are contrary to school policy. The drop/add forms will be completed by the counselors. All college add/drop/failing to enroll must be cleared by the counselors prior to changing.

Students may not drop or add a class after the fourth (4th) day the class has met. The following are the ONLY reasons for schedule changes:

- To make up failed courses;
- Computer error;
- Outside credit earned;
- Misplacement due to lack of prerequisite or background;
- Master Schedule changes or state mandates necessitate it.

Schedule changes will NOT be made to:

- Change teachers;
- Change periods;
- Move to an easier class;
- Move to a different lunch period;
- Move to a class with friends.

All schedule changes will be taken care of in the counselor's office. If a student is attempting a schedule change, the student is to follow his/her present schedule until the student receives a new one. If a teacher feels that a student's schedule needs to be changed, the teacher should first discuss the possibility of a change with the appropriate counselor. Teachers should not discuss possible changes with the student first.

EARLY GRADUATION

Early graduates have the same rights and privileges as traditional eight-term graduates. All requirements for graduation must be met. If early graduation is being sought, the counselor must receive the student's "early graduation request information" within ten (10) days of the end of semester. Students graduating early may participate in the graduation ceremony and senior activities. Diplomas for early graduates will be issued at the graduation ceremony (*A.C.A. 6-18-224*).

GRADING SCALE

Parents/guardians shall be kept informed concerning the progress of their student, via eSchool, Home Access Center, parent/teacher communications and parent/teacher emails for details. Parent-teacher conferences are encouraged and may be requested by parents/guardians, or teachers. If the progress of a student is unsatisfactory in a subject, the teacher shall attempt to schedule a parent-teacher conference. In the conference, the teacher shall explain the reasons for difficulties and shall develop, cooperatively with the parents, a plan for remediation which may enhance the probability of the student succeeding. The school shall also send timely progress reports midway of each nine (9) weeks and issue grades for each nine (9) week grading period to keep parents/guardians informed of their student's progress. Grades assigned to students for performance in a course shall reflect only the extent to which a student has achieved the expressed academic objectives, learner outcomes, or curriculum frameworks of the class.

ADVANCED PLACEMENT AP courses are available to students in a number of areas. These courses offer a college-level curriculum that provides students with analytical skills and factual knowledge to deal critically with the problems and issues related to the subject. In May, AP students take AP exams, paid for through funding from the Ark. Dept of Ed. The Guidance Counselors are the contact people on the HHS campus (*A.C.A. 6-16-1201, 1202, and 1204*). If AP students wish to take advantage of the weighted 5.0 grading scale, they must take the AP exam (*A.C.A. 6-16-801-806*). The exam is recommended for all students taking an AP course. Most colleges award credit for scores of three or better on the exam. AP courses are taught following guidelines as provided for AP courses by The College Board. AP courses provide the opportunity for students to take a national examination through which they may qualify for college/university level credit. Students wishing to take AP classes may be required to meet certain prerequisites before enrolling in the course. See course description catalog. via eSchool, Home Access Center, parent/teacher communications, parent/teacher emails for details.

GRADING SYSTEM

HHS has a grading system designed to ensure that students' grades are an indication of students' mastery of grade level skills. The grading system is consistent across all disciplines and promotes uniformity in grading practices.

Students' grades are calculated as follows:

65%-Assessment: Performance tasks/assessments, tests, essays, reports, lab reports, quizzes, speeches/oral presentations and projects

- The assessment category shall include a minimum of 4 grades per nine week period.

35%-Instructional: Bell work, class work, homework, participation, notebooks, and all others

- The instructional category will include a minimum of 2 grades per week each nine week period.

Notebook defined: A notebook may include a student's file folder on a computer, a portfolio, a folder, a binder, a journal or any other means by which a student organizes.

Notebook grades: These count in the Instructional category and will count for no more than 100 points per 9 weeks.

Bonus Points Policy: Offering bonus points can result in grade inflation and distortion of data. If any bonus

points are offered, they shall be tied directly to instructional objectives for the course and will not be issued to an extent that grade inflation or distortion of data may occur. No 9 weeks or semester grades over 100% will be allowed.

HONOR GRADUATES

Honor Graduates* are those students who successfully complete the Smart Core curriculum (*A.C.A. 6-18-101*) and meet the following criteria:

Summa Cum Laude	4.00	G.P.A.
Magna Cum Laude	3.99 -- 3.75	G.P.A.
Cum Laude	3.74 -- 3.50	G.P.A.

*Membership in the NHS does not guarantee that you will be a HHS Honor Graduate.

HONOR ROLL

Students in grades 9-12 have two honor roll designations. The Principal's Role is for students who maintain a 4.0 GPA for the grading period. Students who maintain a 3.5 GPA or above for the grading period will be recognized as Merit Roll students. Semester grades will determine the honor roll at the end of each semester.

LIBRARY

The HHS Library is open between 7:30 a.m. and 3:30 p.m. Students may use the library before school, at lunch, or any time permitted by teachers. Students must have ID cards or lunch numbers in order to check out library books.

School libraries are responsible for keeping library materials secure from unauthorized removal or willful mutilation. The act provides support by allowing charges to be brought against a person who violates policies governing library security and provides protection to the employee that detains or questions a person believed to be concealing materials.

The ultimate authority for the selection and retention of materials for the school's media center rests with the Hope Board of Education which shall serve as a final arbiter in resolving a challenge to any media center materials. Licensed media center personnel shall make the initial selections in consultation with school and district licensed staff.

The purpose of the school's library and media center is to supplement and enrich the curriculum and instruction offered by the HPS District. Promoting the dialogue characteristic of a healthy democracy necessitates the maintenance of a broad range of materials and information representing varied points of view on current and historical issues. In the selection of the materials and resources to be available in each library and media center, consideration will be given to their age appropriateness. Materials should be available to challenge the different interests, learning styles, and reading levels of the school's students and that will help them attain HPS District's educational goals. Media center materials shall be reviewed regularly to ensure the continued appropriateness of the center's collection to the school's curriculum and to maintain the collection in good repair. Gifts to the media center shall be evaluated to determine their appropriateness before they are placed in the media center.

Library expectations:

- Student must have proper identification card for material check out;
- No food or drinks allowed in the library or computer lab area;
- Courteous, low voices, studious purpose;
- Students with overdue items or fines may not check out other materials until fines are paid;
- Students who drop or transfer must return all library materials and pay fines and/or lost book fees before their records will be released.

MAKE-UP WORK

A student who misses school due to an excused absence shall be afforded the opportunity to make up the work they missed during their absence under the following rules:

- (1) Students are responsible for asking the teachers of the classes they missed what assignments they need to make up.
- (2) When students are sick and must miss school a minimum of two consecutive days, parents may call and request missed assignments.
- (3) Teachers are responsible for providing the missed assignments when asked by a returning student.
- (4) Students are required to ask for their assignments on their first day back at school or their first class day after they return. OSS students must complete their assignments while suspended.
- (5) 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 receive credit.
- (6) Students shall have one class day to make up their work for each class day they were absent.
- (7) Make up work which is not turned in within the above scheduled time may receive a zero for that assignment.
- (8) Students are responsible for turning in their assignments without the teacher having to ask for it.
- (9) Students who are absent on the day their assignments are due must turn in their assignments the day they return to school, whether or not the class for which the work is due meets the day of their return.
- (10) As required/permitted by the student's Individualized Education Program or 504 Plan.

MODIFIED SCHEDULE OPTIONS

Act 867 of 2017 repealed the statutory authority for the mandatory seat time of 350 minutes per week for students in grades 9-12. Hope Public School understands the value of the mandatory 360 minutes of seat time per week in school or the equivalent policy that was used to determine seat time for students enrolled in classes at institutions of higher education. The district also understands that students who have met or are on track to meet all educational requirements (typically in their 12 grade year) may benefit from personalized learning opportunities through the option to enrolled postsecondary training through colleges or technical schools, participate in internships or community service projects, or gain work experience through paid employment. Due to the rescinding of the mandatory 350 minute seat time requirement, the Hope School District will require 12th grade students to be in attendance for at least 4 consecutive periods of the day (based on the traditional 8 period day).

Hope High School will create three tracks for 12th grade students to participate in the modified schedule policy. Participation in this program is not required and 12th grade students may enroll in a full day's (8 periods) course load if they choose.

The three modified scheduling tracks are listed below:

1. Students will arrive at 7:55 a.m. and stay for their 1st - 4th period classes. First period starting at 8:00 a.m through 4th period ending at 11:20 a.m.
2. Students will arrive for their 3rd period class starting at 9:45 a.m. and stay through 6th period class ending at 1:30 p.m.
3. Students are permitted to pursue other educational goals or objectives in the morning and will arrive at 11:15 a.m. and attend their 5th period class and stay through their 8th period class ending at 3:20 p.m.

As this is a local policy, the district has chosen to place the following stipulations on this policy: This will apply to students in the 12th grade only.

- Students must have met or be on track to meet or exceed all graduation requirements.

- Students in extracurricular activities will have to continue to meet all GPA requirements and attendance requirements for their particular activity.
- Students understand that they may potentially lose opportunities to raise their GPA or meet honor graduate requirements by participating in this waiver program.
- Students utilizing this plan will not be able to request a study hall or other non-credit classes.
- Students could potentially be placed in a study hall or non-credit class by administration if circumstances make it necessary due to class size issues, class availability, etc.
- Students released under this provision would be expected to remain away from campus unless returning for school-related business. (Extracurricular activities, make up testing, club meetings, etc.)
- 12th grade students wishing to participate in the modified scheduling policy may apply to participate. The applicant should describe their planned use of the time outside of school hours, it will benefit their educational goals and objectives. This plan will be reviewed and amended by the students, administrators or guidance counselors as needed.
- District must possess an approved education/occupation plan indicating parent/guardian permission to request attendance waiver.
- Legal references: Act 867 of 2017 46 Date Adopted: July 12, 2017.

NATIONAL HONOR SOCIETY (NHS)

The National Honor Society is the leader among the organizations that promote appropriate recognition for students who reflect outstanding accomplishments in the areas of scholarship, character, leadership, and service. To be eligible for membership in the Hope Chapter, one must be a junior or senior; must be in attendance at the school for at least one semester with a cumulative minimum GPA of 3.50; must meet the state course requirements (*A.C.A. 6-18-101*); and must be taking the Smart Core curriculum. A student information sheet filled out by the applicant will be used by the faculty selection committee to assist in the selection of the members. Students who transfer in during their senior year will be reviewed on a case by case basis. Membership in the NHS does not guarantee that you will be a HHS Honor Graduate.

REPORT CARDS/PROGRESS REPORTS

Report cards are issued to students after each nine (9) week grading period. Final report cards will be mailed. Progress reports will be prepared for all students in all classes. The progress reports will be given to parents at Parent-Teacher conferences or to students if there are no Parent-Teacher conferences.

REMEDATION REQUIREMENTS FOR ACADEMIC CREDIT

According to law *A.C.A. 6-15-2009*, each student shall participate in the statewide program of educational assessment required in this section and by the State Board of Education. Students in the appropriate grades shall participate in the college and career readiness measurements required by *A.C.A. 6-15-419* and *433* as established by the state board. The State Board of Education shall determine the requisite scale score of student performance on college and career readiness measurements used for college placement in conjunction with the Arkansas Higher Education Coordinating Board.

A students who are identified as not meeting the requisite scale score for a particular assessment shall participate in the remediation activities as required in the student's individualized academic improvement plan in the school year that the assessment results are reported in order to receive academic credit on his or her transcript for the course related to the end-of-course assessment. The individualized academic improvement plan shall include remediation activities focused on those areas in which a student failed to meet the requisite scale score of an end-of-course assessment. A student who is identified as not meeting the requisite scale score for an end-of-course assessment shall not receive academic credit on his or her transcript for the course related to the end-of-course assessment until the student is identified as having participated in remediation through an individualized academic improvement plan.

The public school district where the student is enrolled shall notify the student's parent, guardian, or caregiver of the parent's role and responsibilities as well as the consequences for the student's failure to participate in the plan.

The state board may require remediation activities and an individualized academic improvement plan for a student in grade eleven (11) or below who does not meet the requisite scale score for a particular college and career readiness measurement. The state board may require that the individualized academic improvement plan include one (1) or more opportunities for a student to retake the measurement. For the purpose of a college and career readiness measurement, remediation shall not require that a student pass a subsequent college and career readiness measurement in order to graduate from an Arkansas high school. Remedial activities and instruction provided during high school shall not be in lieu of English language arts, mathematics, science, history, or other core courses required for graduation.

In administering the assessments under this section, the public school district shall provide state-approved accommodations for students with state-recognized disabilities and for English language learners as allowed by law and state board rules.

STUDENT AIDES ON CAMPUS

HHS utilizes seniors as student aides in our offices, and classrooms. These students are earning local credit for participation in this program. Administrators must grant approval for enrollment to serve in this capacity after consultation with the counselors. Teacher aides must also receive a recommendation letter from the teacher for whom they will serve as an aide. Seniors may receive one local elective credit for serving in this capacity. A list of approved duties and responsibilities for participation in these roles on campus must be signed by the student and parent/guardian, the teacher (if applicable), and an administrator prior to enrollment in this program. Applications can be obtained in the counselor's office.

TESTS/ASSESSMENTS

Tests/Assessments are administered each nine week grading period. To promote an instructional learning program based on student needs, preparation for college and career readiness, and data analysis, all students will take assessments in all classes. These 9 week through-course assessments will adequately prepare students for future standardized assessments implemented under the Arkansas Standards and the ACT Aspire.

Listed on pages 35 & 36 are the dates of assessments and state mandated testing for this year. Both assessments and state mandated testing play a large role in your student's future. Please keep this schedule handy so that you will have it when making plans, doctor appointments, etc.

Testing for College and Careers -- Most colleges require students to take the ACT or SAT as part of the admission process. Many scholarship programs, such as the National Merit Scholarship Program and the Arkansas Academic Challenge Scholarship, require students to take one of these tests. Registration materials are available in the counseling center. Students planning to enroll in a two-year college may take the Accuplacer exam in place of the ACT/SAT. The State of Arkansas also requires other specific tests.

ACT -- The American College Testing Program administers an aptitude examination which consists of a battery of four tests: English, Mathematics, Reading, and Science Reasoning. There are five national Saturday test dates. The regular cost is \$42.50. IF you want to take the optional ACT Writing test with the ACT, your test fee goes up to \$58.50 with more fees if you are late. Some fee waivers are available. For an additional fee, ACT will send you a copy of the test, the correct answers, and your student's answers. For the student who may wish to retake the test, this information could be helpful. You may register online at: www.actstudent.org.

Advanced Placement (AP) Exams --The AP Program is a cooperative educational endeavor between secondary schools and colleges and universities. The program provides motivated high school students with the

opportunity to take college-level courses in a high school setting. AP courses are available to students in a number of subject areas. Students who participate not only gain college-level skills but also earn college credit while in high school if the student takes the AP exam and meets the scoring requirements. **In order to receive weighted credit (5.0 grade point average) for AP courses, students MUST take the AP Exam (A.C.A. 6-15-902).** Most colleges award college credit for scores of three (3), four (4), & five (5).

ASVAB -- The Armed Services Vocational Aptitude Battery is a comprehensive career exploration exam relevant to every secondary school student who is thinking about pursuing some education or training beyond high school. The test is a tool for students to use to make education and career plans and preliminary decisions for their future. As an option, these scores can be used for enlistment purposes in the military for up to two (2) years after testing.

English Language Development Assessment (ELDA) – The English Language Development Assessment (ELDA) is an annual assessment of English proficiency (measuring students’ oral language, reading, and writing skills in English) of all students with limited English proficiency. A student is Limited English Proficient if he/she has sufficient difficulty speaking, reading, writing, or understanding the English language and whose difficulties may deny such individuals the opportunity to learn successfully in classrooms where the language of instruction is English or to participate fully in society due to language barriers.

TEXTBOOKS

HHS students will be assigned free textbooks as needed for the 2014-2015 school year (A.C.A. 6-21-403). The student is completely responsible for the books and any equipment, including technology devices, that are assigned to them. A student who is transferring, dropping, requesting or being assigned to an ALE is responsible for having documentation of returning their textbooks to Ms. Phillips in the library. A lost or severely damaged book will be charged the current replacement price of the book. Fines are assessed for marking, cover and binding damage, torn or loose pages, and other unnecessary abuse or neglect. Upon the teacher’s knowledge that the student has lost a book, the student will be issued another book and referred to the office. The administrator will inform the student and notify the parent or guardian that the student has thirty (30) school days from the time the student was informed to pay for the book.–Student’s grades or records may not be released. The Principal may grant an exception if there is an extenuating situation and the request occurs WITHIN the thirty (30) day time frame of resolution. If library books and other media materials are not returned or reimbursement to the school is not made, the District will implement *Arkansas Act 906 of 1995* which allows charges to be filed against the person.

TRANSCRIPT REQUEST

Seniors who plan to attend college should request that the counselors send a transcript to the college of their choice. A transcript request form must be completed and signed by the student before a transcript can be sent. The counselors must be given two (2) days advance notice for the transcript request.

FIELD TRIPS

HHS recognizes that field trips are an integral part of education. Absence due to field trips will be considered a school activity and students will NOT be marked absent. Students are responsible for all missed assignments. Staff members sponsoring the field trip event will enforce the current school policy regarding field trips. No student may participate in an off-campus field trip without a written permission slip from his parents or guardian. A student may be denied participation on a field trip for academic reasons or disciplinary infractions including but not limited to high absenteeism or excessive tardy issues. The final decision on field trip attendance is up to the principal or his designee.

CHEMICAL AND ALCOHOL TESTING POLICY (RANDOM TESTING)

The HPS District recognizes that drug abuse is a significant problem for students, detrimentally affecting the

overall health, behavior, learning ability, reflexes, and development of each individual. The HPS District is determined to help students by providing a legitimate reason for students involved in extracurricular activities or who operate a vehicle an option for them to say “No” and for the HPS District to be proactive in encouraging students who use drugs and/or alcohol to participate in drug and/or alcohol treatment programs.

Purpose of a Chemical Abuse Policy

- To allow the students to know that the HPS District is concerned about their total well being related to the physical and emotional effects of chemical use on their health and in assisting students who may have problems;
- To emphasize concerns for the health of students in areas of safety while participating in school sponsored activities;
- To promote a sense of order and discipline among students;
- To confirm and support state laws; and,
- To work cooperatively with parents and students by providing information regarding referral and evaluation to help deal with the use of mood altering chemicals.

Cost

All expenses related to random testing will be those of the HPS District unless:

- The test is administered for the purpose of regaining student privileges or eligibility, or
- The test is administered for the purpose of appealing test results.

NOTE: Expenses associated with the above two (2) exceptions will be at the custodial parent/legal guardian’s expense.

Descriptors

- Activity Program – Any extracurricular activity in grades seven (7) through twelve (12) sponsored by the AAA or HPS District, which shall include participation in before/after school hours activities, clubs/organizations, graduation ceremonies, and school activities to include, but not be limited to, dances and other activities that may be formed. Student athletes and band members will be permitted to practice before and/or after school at coach’s/director’s discretion.
- Alcohol – Any substance containing ethyl alcohol.
- Document Time Frame – A completed consent form must be returned to the principal’s office within three (3) weeks of the beginning of the school year. A student moving into the district will have two (2) weeks to return the completed form.
- Drug – Any substance considered illegal by Arkansas law or that is controlled by the FDA unless prescribed by a licensed physician or medical practitioner.
- Random Pool – All students with a completed Form “A” – “The Chemical and Alcohol Screen Test Policy Authorization” sheet on file, granting consent for participation.
- Refusal to Consent to Testing – Students not consenting to be tested in the random pool will not be able to participate in activity programs as defined above, participate in any school-sponsored activities, or drive/park on school grounds.
- Refusal to Submit to Testing – Any participant who is randomly selected to submit to testing and refuses to submit to testing and/or re-testing is considered as having tested positive. This situation will result in consequences as described under the positive test procedures of this policy.
- School Year – From the first day of classes in the fall (unless full organized practice begins before the first day of classes, in which case the three (3) week period begins with the first full organized practice) through the last day of classes in the spring.
- Vehicle Operator – Any student who obtains a required parking permit and/or is allowed to drive/park on the school grounds.

Procedures for Students

Consent

Each student wishing to participate in any activity program or drive/park a vehicle on school grounds and their custodial parent or legal guardian shall consent in writing to drug and/or alcohol testing pursuant to the district's drug and/or alcohol random testing program. Written consent shall be through the form included in this handbook as Form "A" – "Chemical and/or Alcohol Screen Test Policy Authorization." No student shall be allowed to participate in any activity program or drive/park a vehicle on school grounds without such consent.

Students not participating in activities may volunteer to participate in the random testing pool with a Form "A" consent sheet signed by the student and custodial parent or legal guardian.

Student Selection

At the option of the district, all students with a completed Form "A" – "Chemical and Alcohol Screen Test Policy Authorization" sheet on file may be randomly drug tested at the beginning of the school year. In addition, random testing may be conducted weekly, monthly or quarterly during the school year. Selection for random testing will be by computerized lottery drawing conducted by the testing provider from a "pool" of all students with a completed Form "A" - "Chemical and Alcohol Screen Test Policy Authorization" sheet on file at the time of the drawing. A single test can be required by an administrator for reasonable suspicion. The Superintendent or his or her designee shall take all reasonable steps to assure the integrity, confidentiality, and random nature of the selection process. This includes, but is not necessarily limited to, assuring that the names of all participating students are in the pool; assuring that the testing agency has no way of knowingly choosing or failing to choose particular students for the testing; assuring that the identity of students drawn for testing is not known to those involved in the selection process; and assuring monitored observation of the testing process by the least intrusive means possible while assuring brevity and privacy.

Sample Collection

The number of names randomly selected will be no less than two percent (2%) nor greater than ten percent (10%) of the student pool. Samples will be collected on the same day the student is selected for testing or if the student is absent, on the earliest day after his or her return. If a student is unable to produce a sample at any particular time, the student will remain with the testing personnel and will be given reasonable amounts of water and extra time until a sample is collected. All students providing samples will have the option of doing so alone in a private setting. Refusal by the student to comply with the request for a sample will be deemed as having tested positive, and consequences will be applied as described under the positive test procedures. At the time of the student's refusal, effort will be made by school personnel to notify the custodial parent or legal guardian of the student's refusal.

Testing Agency

The district will choose a qualified agency for the purpose of processing samples and maintaining privacy with respect to results and related matters. The agency will follow testing procedures of the Substance Abuse and Mental Health Service Administration (SAMHSA) as defined by the National Institute of Drug Abuse Certified Laboratories.

Prescription Medication

The existence of lawfully prescribed medication in the student's sample is not a violation of this policy when taken in accordance with a physician's recommendation to a specific student. If the test results are deemed positive, the parents may provide a copy of the prescription or a doctor's verification, which will be considered in determining whether a "positive" test has been satisfactorily explained. That documentation will be forwarded to the testing lab with instructions for the lab to consider the student's use of such medication to assure the accuracy of the results. Refusal by the student to provide verification upon a positive test will be deemed positive, and consequences will be applied as described under

the positive test procedures. At the time of the student's refusal, effort will be made by school personnel to notify the custodial parent or legal guardian of the student's refusal.

Scope of Tests

The initial phase of the urine drug test is to be performed using an immunoassay kit or formulation approved by the USDA. Any presumptive results arising from the immunoassay test shall be forwarded on for confirmatory testing using gas chromatography/mass spectrometry (GC/MS). The test will screen for: Barbiturates, Benzodiazepine Metabolites, Cocaine Metabolites, PCP, Propoxyphene and THC Metabolite. The District may also choose to test for alcohol. The only variance

This procedure is for alcohol testing, in which the initial test is performed using an enzymatic test and any presumptive positives are forwarded for confirmatory testing by Headspace Gas Chromatography (HSGC).

Access, Results, and Notification

Test results shall be reported to the Superintendent or his/her designee within a specified number of days after the lab's receipt of the specimens. All reports shall be made via hard copy, either faxed or printed. Only positive, double-confirmation specimens shall be reported for a specific drug(s).

Procedure in the Event of a Positive Test

- The custodial parent or legal guardian will be notified. A meeting will be scheduled with the Superintendent or his or her designee, the student, the custodial parent or legal guardian, counselor and the student's administrator.

- If the custodial parent or legal guardian would like to appeal the results of the test, the school official must receive the request within twenty-four (24) hours following the notification of a positive test.

- Upon receiving the request, an aliquot of the student's original sample will be sent to another SAMHSA certified laboratory for retesting at the expense of the custodial parent or legal guardian. If the results of the second test are clear or negative, no further action will be necessary. If the second test is also found to be positive, then the student will be subject to the procedures and actions stated in this policy.

- If the appeal option is utilized, the student will remain under suspension as stated in the policy until a negative test is ascertained from the HPS District's testing agency. The appeal process ends with the Superintendent's decision and his or her decision is final.

First Positive Test

For a positive result:

- The student will be placed on probation as defined in the Student Behavior section;

- The student's permit will be taken and he/she will not be allowed to drive/park a vehicle on school grounds; and

- The student will not be allowed to participate in and/or attend any extracurricular activities of the HPS District for a period of at least thirty (30) calendar days. If there are not thirty (30) days left in the school year, the thirty (30) day period will carry forward to the following year.

- The student will be encouraged to attend drug and/or alcohol counseling, and if any charge is incurred, it will be the responsibility of the custodial parent or legal guardian.

If the student wishes to regain privileges and eligibility, on day thirty-one (31), the student will be tested at the expense of the custodial parent or legal guardian by the district's testing agency. If the test is negative, the prohibition is lifted and all privileges and eligibility is restored. However, the student will continue to be tested for the next six (6) testing cycles as part of the random testing pool.

Exception

Certain chemicals that take more than thirty (30) days to leave the student's system will be considered differently if a doctor's written opinion details said residual effects of the particular substance and that opinion is agreed

upon by the testing agency.

Adulterated, Diluted, Substituted or Invalid Samples

Any adulterated, diluted, substituted sample will be treated as a positive test and an invalid sample will trigger an immediate retest.

Second Positive Test

For the second positive test:

- The student's permit will be taken and he/she will not be allowed to drive/park a vehicle on school grounds;
- The student will not be allowed to participate in and/or attend any extracurricular activities of the HPS District for the remainder of the school year;
- The student will be encouraged to attend drug and/or alcohol counseling, and if any charge is incurred, it will be the responsibility of the custodial parent or legal guardian.

If the student wishes to regain privileges and eligibility at the end of the suspension period, the student will be tested at the expense of the custodial parent or legal guardian by the district's testing agency. If the test is negative, the suspension is lifted and all privileges and eligibility is restored. However, the student will continue to be tested for the next six (6) testing cycles as part of the random testing pool.

Third Positive Test

For the third positive test:

- The student will permanently lose his/her driving/parking privileges; and
- The student will not be allowed to participate in and/or attend any extracurricular activities of the HPS District for the remainder of his/her enrollment in the HPS District.
- The student will be encouraged to attend drug and/or alcohol counseling, and if any charge is incurred, it will be the responsibility of the custodial parent or legal guardian.

Non-Punitive Nature of the Policy

No student shall be penalized academically for testing positive for illegal drugs and/or alcohol under the random drug and alcohol testing policy. The results of tests pursuant to this policy will not be documented in any student's academic records. Information regarding the test results will not be disclosed to criminal or juvenile authorities, absent legal compulsion by valid and binding subpoena or other legal process. The student and the student's custodial parent or legal guardian will be notified as soon as possible by the district if legally permissible.

Records

All records concerning positive test results shall be cumulative and maintained by the Superintendent or his or her designee in a separate student file. Only the Superintendent or designee shall have access to the files. The file on each student will be destroyed upon graduation or two (2) years after termination of enrollment. A student and the student's custodial parent or legal guardian may obtain a copy of testing records upon written request.

Other Disciplinary Measures

The district is not precluded from utilizing other disciplinary measures set forth in the student discipline policy. This policy does not preclude the district from taking disciplinary action when founded upon reasonable suspicion that a student has participated in drug-related activities.

DANCES

Students attending any school sponsored dance or activity, either on or off-campus, shall be governed by the rules and regulations of the school and subject to disciplinary action. Any HHS student who attends a school sponsored dance must purchase tickets prior to the dance, and at that time, list his/her name and the name of his/her date. Everyone attending MUST be pre-registered and have some form of ID. Anyone who wishes to bring a date who is NOT a HHS student must receive prior approval from the Principal before purchasing tickets. TICKETS WILL NOT BE SOLD AT THE DOOR. Dances will begin at 8:00 p.m. and end at 10:30 p.m., with the exception of homecoming and the prom. Doors will close thirty (30) minutes after the announced start time of the dance, and no one will be allowed to enter unless prior approval by the principal has been given. No student will be allowed to leave the dance more than thirty (30) minutes prior to the ending time. Students may only leave early if their own parent comes to the dance to sign them out.

HHS students who are attending school sponsored dances are subject to participation in the drug and alcohol random testing policy and must have a signed Consent Form "A" on file in the office, permitting participation in the random testing pool.

SERVICES

ANNOUNCEMENTS

Announcements will be made regularly. The individual or the organization that desires to have an announcement made must present it in written form, signed by the sponsor, and have it in the main office by 3:00 p.m. the day before the announcement is to be made in order to be included in the next day's announcements.

BULLETIN BOARD

Bulletin boards are reserved for school use. Commercial advertising is not permitted nor are announcements for churches, social groups, or any other organizations unless such announcements pertain to the whole school. Office approval must be secured before posting any announcements on bulletin boards and/or anywhere else on campus.

CLOSING OF SCHOOL

In case of school closing due to ice, snow, or other emergency, an announcement will be made over local radio and television stations as well as other electronic means. If no announcement is made, school will be in session.

CONFLICT RESOLUTION INTERVENTION (CRI)

HHS students may be required to successfully complete a four hour session relating to anger management and conflict resolution upon their first fight or second infraction of bullying, insubordination or disorderly conduct. The four (4) hours of CRI Strategies may be provided by Riverview, according to the agreed upon terms of their contract. The Assistant Principal may choose to require the student to attend intervention classes with the school guidance counselor instead. Students and/or parents may voluntarily sign up for anger management and conflict resolution by contacting the student's Assistant Principal. HHS will provide a meeting place for the counseling and will consider the student's voluntary participation in the intervention program when issuing disciplinary consequences by reducing the number of assigned OSS days.

CRIMINAL ACTS

According to *A.C.A. 6-17-113*, the school administrator must report any violent criminal act against a teacher or school employee to the local law enforcement agency and an immediate investigation shall be conducted by an official and filed with a prosecutor or judge.

Whenever the principal or other person in charge of a public school has personal knowledge or has received information leading to a reasonable belief that any person has committed or has threatened to commit an act of violence or any crime involving a deadly weapon on school property or while under school supervision, the

principal or the person in charge shall immediately report the incident or threat to the superintendent of the school district and the appropriate local law enforcement agency. The report shall be by telephone or in person immediately after the incident or threat and shall be followed by a written report within three (3) business days. The principal shall notify 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 notify the local school board of directors of any report made to law enforcement under this section. When a law enforcement officer receives a report of an incident pursuant to the law, the officer shall immediately report the incident to the office of the prosecuting attorney and shall immediately initiate an investigation of the incident. The prosecuting attorney shall implement the appropriate course of action and provide a written report to the principal within thirty (30) days.

DEFIBRILLATORS

HHS has several Heartstart Automated External Defibrillators (AEDs) placed around campus. These devices are available during the school day and during school-related activities, such as athletic events. A number of teachers and administrators are trained responders and are available should the defibrillator be needed (*A.C.A. 6-10-122*).

DISTRIBUTION OF NON-SCHOOL LITERATURE, PUBLICATIONS, AND MATERIALS

Student Publications

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

1. Advertising may be accepted for publications that do not condone or promote products that are inappropriate for the age and maturity of the audience or that endorses such things as tobacco, alcohol, or drugs.
2. Publications may be regulated to prohibit writings which are, in the opinion of the appropriate teacher and/or administrator: ungrammatical, poorly written, inadequately researched, biased or prejudiced, vulgar or profane, or unsuitable for immature audiences.
3. Publications may be regulated to refuse to publish material which might reasonably be perceived to advocate drug or alcohol use, irresponsible sex, or conduct otherwise inconsistent with the shared values of a civilized social order, or to associate the school with any position other than neutrality on matters of political controversy.
4. Prohibited publications include:
 - a. Those that are obscene as to minors;
 - b. Those that are libelous or slanderous, including material containing defamatory falsehoods about public figures or governmental officials, which are made with knowledge of their falsity or reckless disregard of the truth;
 - c. Those that constitute an unwarranted invasion of privacy as defined by state law;
 - d. Publications that suggest or urge the commission of unlawful acts on the school premises;
 - e. Publications which suggest or urge the violation of lawful school regulations;
 - f. Hate literature that attacks ethnic, religious, or racial groups.

Student Publications on School Web Pages

Student publications that are displayed on school web pages shall follow the same guidelines as listed above. Plus shall...

1. Not contain any non-educational advertisements.
2. Additionally, student web publications shall adhere to the restrictions regarding use of Directory Information as prescribed in Policy 4.13 including not using a student's photograph when associated with the student's name unless written permission has been received from the student's parent or student if over the age of 18.

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

Student Distribution of Non School Literature, Publications, and Materials

A student or group of students who distribute ten (10) or fewer copies of the same non school literature, publications, or materials (hereinafter "non school materials"), shall do so in a time, place, and manner that does not cause a substantial disruption of the orderly educational environment. A student or group of students wishing to distribute more than ten (10) copies of non school materials shall have school authorities review their non school materials at least three (3) school days in advance of their desired time of dissemination. School authorities shall review the non school materials, prior to their distribution and will bar from distribution those non school materials that are obscene, libelous, pervasively indecent, or advertise unlawful products or services. Material may also be barred from distribution if there is evidence that reasonably supports a forecast that a substantial disruption of the orderly operation of the school or educational environment will likely result from the distribution. Concerns related to any denial of distribution by the principal shall be heard by the superintendent, whose decision shall be final.

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

The regulations shall:

1. Be narrowly drawn to promote orderly administration of school activities by preventing disruption and may not be designed to stifle expression;
2. Be uniformly applied to all forms of non school materials;
3. Allow no interference with classes or school activities;
4. Specify times, places, and manner where distribution may and may not occur, and the Principal may impose additional requirements when deemed appropriate to avoid disruption, congestion, or other problems that could be associated with the distribution;
5. Not inhibit a person's right to accept or reject any literature distributed in accordance with the regulations; and
6. Students shall be responsible for the removal of excess literature that is left at the distribution point for more than 7 days. Students who distribute materials are responsible for picking up any materials thrown on school grounds.

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

DRIVER'S LICENSE

According to *A.C.A. 6-18-222*, an application for a license must be accompanied with proof of a 2.00 GPA for the previous semester before being issued. The law also requires school officials to notify the licensing bureau in Little Rock if a student drops out of school before he/she is eighteen (18) years of age. The State of Arkansas will invalidate the license for high school dropouts. Licenses may also be revoked for students with excessive absences. Forms may be obtained from the counselor's office.

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

When a student exceeds the number of absences provided for in the district's student attendance policy, the Dept of Motor Vehicles shall suspend the student's learner permit or driver's license until the student is successfully attending school (minimum of three (3) weeks of no absences) and meets requirements specified in the code (students fourteen (14) and older). Students who quit school are also subject to having their learner's permit or driver's license suspended.

DRUG DOG

Students and parents of the HPS District should be aware that the district has access to a registered drug-sniffing dog. The dog, while gentle, has been specially trained to locate marijuana and other illegal drugs. Use of a drug-sniffing dog is a proactive approach to prevent illegal drugs from being brought to the HHS campus.

Periodic, unannounced visits to HHS or school-sponsored events will be made by the dog and its handler. Automobiles and other areas of the buildings and grounds could potentially be searched. Students will be held responsible for any prohibited items found in their automobiles or other belongings at school. Should prohibited items be found during a school check, the violators will be disciplined according to policy and may face prosecution under local, state, and federal laws.

EMERGENCY DRILLS

All schools in the District shall conduct fire drills at least monthly. Tornado drills shall also be conducted not fewer than four (4) times per year with at least one each in the months of September, October, January, and February. Students who ride school buses shall also participate in emergency evacuation drills at least twice each school year. Other types of emergency drills may also be conducted. These may include, but are not limited to: earthquake, act of terrorism, chemical spill, and earthquake.

FLOWER/GIFT DELIVERIES

HHS offices will **NOT** accept delivery of flowers, balloons, or other gift items. A floral or gift shop wishing to make a delivery to a student on the campus must make the delivery during the student's lunch time. After obtaining a visitor's pass from the office, the floral or gift shop is responsible for giving the flowers/gift directly to the student in the cafeteria. During Homecoming and Valentine's Day, HHS will coordinate a means for distribution of flowers/gifts with area florists. The intent behind this policy is to reduce interruptions of instructional time and provide a better system for florists to be able to distribute these items to students.

FOOD SERVICES

The District only provides substitute meal components on menus to accommodate students with handicapping conditions meeting the definition of a disability as defined in USDA regulations. A parent or guardian wishing to request such dietary accommodation must submit a Certification of Disability for Special Dietary Needs Form completed by a licensed physician to the District's Director of Child Nutrition, Mrs. Deanna Gilbert. The district will not prepare meals outside the normal menu to accommodate a family's religious or personal health beliefs. Free or reduced price lunches shall be provided for children whose parents meet eligibility requirements as set by the State Dept of Ed and the United States Department of Agriculture. Parents must fill out forms provided by the school to determine eligibility before free and reduced lunches can be served. Forms can be obtained in the cafeteria, in both Assistant Principals' offices, and in the Counselor's office. The district does not permit students to charge meals. Payment for such food items is due at the time the food items are received. Parents or students choosing to do so may pay weekly or monthly in advance for students' meals. . Students are only allowed to eat once on a free lunch. Payment must be made for a second lunch.

Parents/guardians have the right to bring food to school for their OWN child's individual consumption to be eaten during the school's designated breakfast and lunch times. Parents/guardians are encouraged to send the student to school with their breakfast and lunch rather than trying to bring it at the student's designated breakfast or lunch time. Students are not allowed to call out or have food delivered by local eating establishments.

Students will not be granted an extension of the breakfast and lunch time due to the late arrival of their breakfast and lunch. The absence and tardy policies will apply to these students. If a parent/guardian chooses to bring food to school for their child, the student's name must be written on it, and it must be brought to the office during the student's designated lunch time. The parent/guardian will be given a visitor's pass in order to deliver the food to the student in the cafeteria. Students are not allowed to go to the street on either side of campus and pick up food from cars.

Students are expected to proceed to the cafeteria and secure their meal in an orderly manner. There should be no breaking in line. Students who are disruptive, disorderly, break in line, or secure food without paying for it will be subject to disciplinary action.

Students may not bring food to school for profit. If so, it will be confiscated and possible disciplinary action.

FUND RAISING

All fund raising activities shall have the approval of the principal. Under no circumstances shall any school or school sponsored organization be allowed to sell anything on a door-to-door or house-to-house basis.

GIFTED AND TALENTED

Identified gifted and talented students in HHS are encouraged to enroll in advanced level classes such as Pre-AP, AP, and Comp 1 and 2. These classes will require a definite commitment from the student. The content is more rigorous and expectations are above and beyond traditional classes. AP classes carry weighted credit, (A=5, B=4, C=3, D=2) and are contingent on students completing the full year course and taking the applicable exam(s) in May (*A.C.A. 6-15-902*). Many colleges give college credit to students based upon their score(s).

GRIEVANCE – DUE PROCESS

Due process is at a minimum: 1) notice of the charge; 2) opportunity for denial; 3) evidence against him/her (if the charges are denied); 4) opportunity to tell his/her side of the story; and 5) the decision with a timely notice and an opportunity for a fair hearing. The degree of due process required is directly proportional to the degree of loss to the student. Any penalty which effectively denies a student's education will require the greatest degree of due process.

GUIDANCE SERVICES

The purpose of the HHS guidance service is to assist students in social, educational, vocational, and personal development. The counselors are in their offices from 7:30 a.m. until 3:30 p.m. each day. Students wishing to visit with a counselor should go to the counselor's office and leave their names with the secretary. The counselors will call for students as time is available. Students should not go to the counselor's office during class time unless they have been summoned. Guidance services are provided by HHS counselors.

INSURANCE FOR EXTRA-CURRICULAR ACTIVITIES

The insurance coverage purchased by the HPS District provides coverage on an excess basis only. This means that only those medical expenses, which are NOT payable by your own personal or group insurance, are eligible for coverage under this policy up to the limits. Parents, please follow the instructions below when filing a claim.

The claim form MUST be mailed within ninety (90) days of the date of the accident.

Please be certain that:

- The school official has completed the school's section of the claim form;
- You have completed and signed the Parent's Statement and Medical Authorization;
- The Statement of Other Insurance section has been fully completed. If you are employed but have no

insurance, please include a statement of verification from your employer on company letterhead.

IMMEDIATELY submit a claim for all medical expenses to the company that administers your personal or group insurance (including Major Medical coverage). If you have coverage through an HMO or similar facility, you must use this facility first or your claim will NOT be covered under this policy.

After your primary insurance has paid the medical expenses up to the policy limits, submit itemized bills AND copies of the Explanation of Benefits from your primary insurance company as you receive them. We cannot accept balance due bills.

Please write the claimant's name, policy number and date of the accident on all Bills and Explanation of Benefits.

Please keep a copy of the Claim Form, all bills and primary insurance Explanation of Benefits for your own records.

LOCKDOWN PROCEDURES

When the school is in lockdown, students and staff members are expected to be in a communication blackout except for official information from the incident commander and/or Superintendent of Schools. All communication should be from the administration to the staff members via e-mail and/or intercom. Once the lockdown is over, students will be permitted to contact their parents/guardians. Media releases will be provided by the Office of the Superintendent as soon as information is available. Parents/Guardians are requested not to pick up students or make contact via technological devices unless requested by school administration.

LOST AND FOUND

Students are encouraged to label all belongings brought to school. It is also recommended that unnecessary items be left at home. Lost and found items will be kept in both offices. Unclaimed items will be discarded periodically.

MESSAGES

Emergency messages ONLY will be delivered to students. Classes will not be interrupted to deliver messages regarding transportation, personal appointments, work schedules, family errands, etc.

PREGNANCY

A student is to notify the office after confirmation of pregnancy and secure a school health form for her medical doctor to complete, which authorizes her continuing attendance. A student who does not complete scheduled assignments during her absences (as specified by her medical doctor) may be dropped from school or lose credit in classes under the minimum attendance requirements.

RESOURCE OFFICER

HHS has a Hope Police Department officer assigned to the high school campus. The officer is available to help all students and parents. Assistance to students may include teaching classes, providing students with a support system, and acting as a liaison with the community. All students should comply with the requests of the School Resource Officer. The School Resource Officer has an office located in the Annex building.

SECTION 504 OF THE REHABILITATION ACT OF 1973

Section 504 of the Rehabilitation Act of 1973 provides individuals with disabilities basic civil rights protection against discrimination in any program or activity receiving financial assistance, including public schools. *Section 504* provides services for students identified as having a disability which substantially limits a major life activity. Under *Section 504*, the school district has the responsibility to identify, evaluate, and determine eligibility. If a student is eligible for services under

504, the student will receive accommodations, modifications, and related services to address the needs of the student. Students may be eligible for services under the provisions of *Section 504* even though they do not require services pursuant to the *Individuals with Disabilities Education Act (IDEA) 2004 (PL 94-142)*. To refer a

student for consideration for 504 services, please contact a building principal. He/she will process your referral or direct you to the building 504 designee for processing.

SEX OFFENDERS ON CAMPUS

Megan's Law

Individuals who have been convicted of certain sex crimes must register with law enforcement as sex offenders. Arkansas law places restrictions on sex offenders with a Level 1 sex offender having the least restrictions (lowest likelihood of committing another sex crime) and Level 4 offenders having the most restrictions (highest likelihood of committing another sex crime). While Levels 1 and 2 place no restrictions prohibiting the individual's presence on a school campus, Levels 3 and 4 have specific prohibitions (*A.C.A. 5-14-132*). Students whose parents or guardians are sex offenders will not be stigmatized; however, necessary steps will be taken to safeguard the school community and comply with the law.

SICK OR INJURED STUDENTS

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

Teachers and other school personnel shall provide immediate first aid to injured students or other persons. This shall NOT include the administering of any medication. Such injuries shall be reported immediately to the office of the Principal and the parent may be notified and/or the Principal may take further action.

When a student becomes ill at school, the parent will be called. If contact with the parent cannot be made, the principal and teacher will do what is expedient and safe for the injured or sick student, which may include taking/sending the student to the emergency room of the hospital. It is very important for parents to update all telephone numbers including emergency numbers should a crisis situation arise. The school assumes no responsibility for the treatment or the cost of treatment.

SPECIAL SERVICES

Special Education

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

It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated and provided with appropriate educational services. Students may be disabled within the meaning of Section 504 of the Rehabilitation Act even if they do not require services of IDEA (*A.C.A. 6-41-204*).

A referral for consideration of special education services may be made at any time if a student is suspected of having a disability which adversely affects their educational performance. Areas of disability recognized and defined by the *Individuals with Disabilities Education Act (IDEA) Amendments of 1997 and 2004* are:

● Autism	● Orthopedic impairment
● Deaf – blind	● Other health impairment
● Hearing impairment	● Speech or language impairment
● Emotional disturbance	● Specific learning disability
● Mental retardation	● Traumatic brain injury
● Multiple disabilities	● Visual impairment

A referral may be made to the principal by teachers, administrators, parents, counselors, students, and other individuals with relevant knowledge of the child. The referral is to be made in writing through the completion of the required referral form. When the referral originates from a parent, the school designee shall complete the referral form.

Determination of eligibility and the subsequent need for special education services is made after all available data is gathered and reviewed by an evaluation/programming committee which includes appropriate school personnel.

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

The HPS Board directs the Superintendent to ensure procedures are in place for the implementation of special education services and that programs are developed to conform to the requirements of state and federal legislation. The Superintendent is responsible for appointing a district coordinator for overseeing district fulfillment of its responsibilities regarding handicapped students. Among the coordinator's responsibilities shall be ensuring district enforcement of the due process rights of handicapped students and their parents. No discrimination against any person with a disability shall knowingly be permitted in any program or practice in the HPS District. For questions or concerns about Special Services, contact Mrs. Mary Beth Fincher at (870)-722-2735.

SUMMER SCHOOL

A summer school program is offered to students in grades nine (9) – twelve (12) for credit courses. Students needing this service to regain credits toward graduation should take advantage of this offering. The counselors will notify students of the course(s) that need to be taken in summer school (*A.C.A. 6-16-701*).

SUPPLIES

Student supplies for the classroom will be provided by the school. Students will report to their scheduled first period teacher and receive all necessary supplies for their classes.

SUSPECTED CHILD ABUSE

HHS, in compliance with the Child Maltreatment Act (*A.C.A. 12-18-402*), directs school employees who suspect that a child's physical or mental health and/or welfare has been adversely affected to report those concerns to the Child Abuse Hotline. Failure to report suspected child abuse, maltreatment or neglect by calling the Hotline can lead to criminal prosecution and individual civil liability of the person who has this duty (*A.C.A. 12-18-206*). Notification of local or state law enforcement does NOT satisfy the duty to report; only notification by means of the Child Abuse Hotline discharges this duty.

The duty to report suspected child abuse or maltreatment is a direct and personal duty, and cannot be assigned or delegated to another person. There is no duty to investigate, confirm or substantiate statements a student may have made which form the basis of the reasonable cause to believe that the student may have been abused or subjected to maltreatment by another person. Employees and volunteers who act in good faith in making notification, the taking of a photograph or radiological test, or the removal of a child while exercising a seventy-two hour hold is immune to suit and to civil and criminal liability (*A.C.A. 12-18-107*).

The reporting party will contact the Suspected Child Abuse/Neglect (SCAN) Hotline so that instances of suspected abuse or neglect may be investigated. The Hotline number is: 1-800-482-5964

TELEPHONES

School telephones are for school business or emergency calls only. Students will not be called to the office to speak on the phone. Important messages only will be delivered by office personnel. Parents desiring to talk with teachers should call the office and leave a phone number. Calls will be returned during the teacher's conference period.

TRANSFER OF CHILDREN BETWEEN CUSTODIAL/NON-CUSTODIAL PARENTS

In order to prevent continuing child custody controversies from involving public school personnel, and to avoid disruptions to the educational atmosphere in our public schools, the transfer of a child between the child's custodial parent and parent, when both parents are present, is prohibited from taking place on the real property of a public elementary or secondary school on normal school days during normal hours of school operations (*A.C.A. 9-13-104*).

Upon request, any non-custodial parent with visitation rights awarded by the court with respect to a child shall be provided a copy of the scholastic records by the school.

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

VIDEO SURVEILLANCE

The Hope School Board has a responsibility to maintain discipline, protect the safety, security, and welfare of its students, staff, and visitors while at the same time safeguarding district facilities, vehicles, and equipment. As part of fulfilling this responsibility, the board authorizes the use of video/audio surveillance cameras. The placement of video/audio surveillance cameras shall be based on the presumption and belief that students, staff and visitors have no reasonable expectation of privacy anywhere on or near school property, facilities, vehicles, or equipment, with the exception of places such as restrooms or dressing areas where an expectation of privacy is reasonable and customary.

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

The HPS District shall retain copies of video recordings for a minimum of two (2) weeks before they are erased which may be accomplished by either deletion or copying over with a new recording. Parents wishing to view a video recording need to be aware that it may not be available after the two week period unless the video contains certain evidence of misconduct. The district is not obligated to give a copy of the video to the parent or their lawyer.

Video recordings shall be considered student education records and any release or viewing of such records shall be in accordance with current law. Videos containing evidence of a violation of student conduct rules and/or state or federal law shall be retained until the issue of the misconduct has been settled. Parents of students "inadvertently" caught in the video do not have the right to inspect the videos. However, if a student was not "involved" in the altercation prompting the disciplinary action but happened to get pushed by one of the students in the fight, the pushed student's parents may have the right to review the video.

Students who vandalize, damage, disable, or render inoperable surveillance cameras and equipment shall be subject to appropriate disciplinary action and referral to appropriate law enforcement authorities (*34 CFR 99.3, 4, 5, 7, 8, 10, 12, 31 and 20 USC 1232(g)*).

VISITORS

Parents, grandparents, legal guardians, business and community members are welcome to visit our campus any time. 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 report directly to the Assistant Principal's office and school personnel will assist you. Parents/guardians and visitors should only enter through the doors by the main office or annex building office during school hours. To help ensure the safety of all students and staff members, entrance to school buildings from other doors is not permitted. Students and staff members shall not be permitted to open an exterior door for a parent/guardian or visitor but shall direct the parent/guardian or visitor towards the office for assistance. Upon checking in at the office, the parent/guardian or visitor will be given a visitor's badge to wear while on the campus. The visitor's badge grants the visitor limited campus access to report to the designated place of visitation only.

Parents and legal guardians are encouraged to participate in regularly scheduled visitation events such as school open houses and parent/teacher conferences. Appointments should be made for teacher conferences and are best when scheduled

in advance. Conferences shall be scheduled at a time and place to accommodate those participating in the conference. Teachers are not permitted to come to the phone during instructional time. Visits to individual classrooms during class time are permitted on a limited basis with the principal's prior approval and the teacher's knowledge. No parent/guardian or visitor on campus may report directly to a teacher's classroom without reporting to the office first.

Students are NOT allowed to bring non-enrolled friends on campus. Social visitors, generally, disrupt the classroom and interfere with the learning environment. This includes visits made by former students, friends, and/or relatives of teachers or students. Any visitation to the classroom shall be allowed only with the prior approval of the school principal, knowledge of the classroom teacher, and registration at the office. The district has the right to ask disruptive visitors to leave its school campuses. Principals are authorized to seek the assistance of law enforcement officers in removing any disruptive visitors who refuse to leave school property when requested to do so.

YEARBOOK AND STUDENT PUBLICATIONS

School publications shall adhere to the requirements of *A.C.A. 6-18-1201-1204*. All publications that are supported financially by the school or by use of school facilities, or are produced in conjunction with a class shall be considered school-sponsored publications. School publications do not provide a forum for public expression. Such publications, as well as the content of student expression in school-sponsored activities, shall be subject to the editorial control of the administration whose actions shall be reasonably related to legitimate pedagogical concerns and adhere to certain limitations. The Bobcat Annual will be commercially prepared and students may order the annual during specific periods of time. The annual will be delivered before school is out each year in May. Extra annuals will not be available.

- (a) Advertising may be accepted for publications that do not condone or promote products that are inappropriate for the age and maturity of the audience or that endorses such things as tobacco, alcohol, or drugs.
- (b) Publications may be regulated to prohibit writings which are, in the opinion of the appropriate teacher and/or administrator, ungrammatical, poorly written, inadequately researched, biased or prejudiced, vulgar or profane, or unsuitable for immature audiences.
- (c) Publications may be regulated to refuse to publish material which might reasonably be perceived to advocate drug or alcohol use, irresponsible sex, or conduct otherwise inconsistent with the shared values of a civilized social order, or to associate the school with any position other than neutrality on matters of political

controversy.

(d) Prohibited publications include:

a. Those that are obscene as to minors;

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

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

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

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

f. Hate literature that scurrilous attacks ethnic, religious, or racial groups.

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

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

(b) Adhere to the restrictions regarding use of Directory Information, including not using a student's photograph when associated with the student's name unless written permission has been received from the student's parent or student if over the age of eighteen (18);

(c) State that the views expressed are not necessarily those of the Hope School Board or the employees of the HPS District