

Heber Springs
Middle School



Student Handbook
2018-2019

August 13, 2018

Dear Parent/Guardian:

Welcome to Heber Springs Middle School. This handbook contains information about the rules, regulations, and policies of the school district.

Review of this handbook-either online or with a physical copy- and your signature of receipt are a requirement of Act 104 of 1993.

Thank you for your cooperation and for your support of the policies of Heber Springs Middle School. We hope that with clear expectations, a strong instructional program, and the cooperation of all, the year will be rewarding and memorable.

*Rita Watkins
Principal*

This handbook is not intended to be all-inclusive. It does not and cannot contain all the rules, regulations, and procedures that are needed for the efficient and effective function of the Heber Springs Schools as an educational institution. New information will be given and new rules will be made to fit each situation that might occur. We are all here for one purpose and that is to see each student receive an education that will allow development to his or her fullest potential.

The Heber Springs School District's Student Handbook and Disciplinary Policies Review Committee will meet annually to review school district discipline policies to ensure that they are consistent with state and federal guidelines. Any parent, teacher, or student requesting consideration be given to revising policies or particular provisions of the policies should notify their school's principal.

TABLE OF CONTENTS

School Calendar and Bell Schedule

SECTION 1: GENERAL INFORMATION7

Heber Springs Middle School Mission Statement

Message to Parents/Guardians

Visitors to Heber Springs Middle School

Deliveries to Students at School

Cell Phone Use in School Zones

Substitutes and Parent Volunteers

Heber Springs Middle School Parent Auxiliary

Heber Springs Middle School Guidance Counseling Program

Hall Lockers

Personal Items

Lost and Found

Telephone Calls

Student Organizations/Equal Access

School Insurance

Driver's License Documentation

Emergency Closings

Fire Drills and Tornado Warnings

Morning Procedures

Pledge of Allegiance

Lunch Room Schedules, Rules, and Procedures

Incentives for Academics and Behavior

Field Trips/School Sponsored Activities

Fundraising/Selling/Distribution or Posting Material

Closed Campus

Compliance

Appeals Procedure

Permanent Record

Student Publications

SECTION II: STUDENT POLICIES.....17

Residence Requirements

Entrance Requirements

Compulsory Attendance Requirements

Student Transfers

School Choice

Home School

Homeless Students

Equal Education Opportunity

Privacy of Students' Records/Directory Information

Contact with Students While at School

Attendance and Absentee Policy

Make-up Policy

Tardies

Student Discipline

Prohibited Conduct

Appearance and Dress Code

Cell Phone Use in School Zones	
Video Surveillance	
Heber Springs Alternative Education Programs	
After School Detention	
Saturday Detention	
Student Tutorial Program (STP)	
Corporal Punishment	
Suspension from School	
Expulsion	
Due Process	
Search, Seizure, and Interrogations	
Conduct To and From School /Transportation Policies	
Disruption of School	
Assault or Battery	
Weapons and Dangerous Instruments	
Tobacco and Tobacco Products	
Drugs and Alcohol	
Gangs and Gang Activity	
Bullying	
Student Sexual Harassment	
Laser Pointers	
Communication of a False Alarm (Act 567)	
Computer Use Policy	
Communicable Diseases and Parasites	
Student Medications	
Student Illness/Accident	
SECTION III: ACADEMIC INFORMATION	67
Promotion and Retention	
Grading Scale	
Honor Roll	
Homework Policy	
After School Homework Help	
HB2824 Academic Improvement Plan (AIP)	
Parent/Teacher Conferences	
Progress Reports and Report Cards	
Common Core State Standards	
Smart Core Curriculum and Graduation Requirements	
SECTION IV: FORMS	73

**HEBER SPRINGS MIDDLE SCHOOL
Student Handbook
2018-2019**

Heber Springs School District
Phone 501-362-6712
Transportation Department 362-4108

School Website: www.hssd.k12.ar.us

BOARD OF EDUCATION

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Michelle Graham, Counselor

**HEBER SPRINGS MIDDLE SCHOOL
602 CASE ST.
HEBER SPRINGS, ARKANSAS 72543**

Heber Springs School District 2018-2019 Calendar

August 6-9 Professional Development

August 13 First Day of School

September 3 Labor Day – No School

September 18-19..... Parent Teacher Conferences

October 8 Professional Development

October 12.....End of 1st Quarter

November 19 - 23.....Thanksgiving Holiday

December 19End of 2nd Quarter

December 20- January 2Christmas Break

January 3 Classes Resume

February 4..... Professional Development

February 18.....Make-up Weather Day

March 8 End of 3rd Quarter

March 14 Parent Teacher Conferences

March 18 -22 Spring Break

April 19Student Holiday

May 22, 23, 24, 28 Make-up Weather Days

May 27.....Memorial Holiday

May 29 Last Day of School – End of 4th Quarter (45 days)

June 3.....Professional Development

**2018-19
Bell Schedule**

1st period	8:00-8:55
2nd period	9:00-9:55
3rd period	10:00-10:55
4A	11:00-11:55 (7th and 8th grade)
2nd lunch	11:55-12:25 (7th and 8th grade)
4B	11:30-12:25 (6th grade)
1st lunch	10:55-11:25 (6th grade)
5th period	12:30-1:25
6th period	1:30-2:25
7th period	2:30-3:25

SECTION I: GENERAL INFORMATION

HEBER SPRINGS MIDDLE SCHOOL MISSION STATEMENT

The mission of the Heber Springs Middle School is to provide every student with an education that will enable him or her to acquire the necessary skills to function in society. Every child will receive a challenging core-specific curriculum that promotes higher-level thinking skills and develops working skills in technology.

MESSAGE TO PARENTS/GUARDIANS

We look forward to your participation in helping make your child's school experience meaningful, positive and successful. We believe that with good communication, parents and school can encourage each child's learning. We hope to see you at the school activities your child will be involved with during his/her school year along with conferences and parent nights.

VISITORS TO HEBER SPRINGS MIDDLE SCHOOL

For school safety and security reasons, all visitors to Heber Springs Middle School are required to sign in at the office and receive a visitor badge. Visitors will be given assistance to locations and/or faculty.

SCHOOLS IN THE HEBER SPRINGS SCHOOL DISTRICT DO NOT ACCEPT HOLIDAY DELIVERIES FOR STUDENTS FROM FLORISTS, INDIVIDUALS, OR ANY OTHER BUSINESS. VENDORS CANNOT DELIVER FOOD TO A STUDENT WITHOUT PRIOR APPROVAL FROM ADMINISTRATION.

SUBSTITUTES AND PARENT VOLUNTEERS

The Heber Springs School District provides workshops and booklets for substitutes and volunteers. Topics covered include effective discipline, classroom control, and consistent expectations. Please contact school administration for more information.

HEBER SPRINGS MIDDLE SCHOOL PARENT AUXILIARY

The Middle School Parent Auxiliary is a volunteer organization existing so that parents and teachers may cooperate in the education of our children. Through a membership drive and fund-raisers, the Parent Auxiliary provides funds to the school to purchase supplies, teaching aides, supplies for the school nurse, and reward incentives for teachers and students.

HEBER SPRINGS MIDDLE SCHOOL GUIDANCE COUNSELING PROGRAM

The counseling program at the middle school follows the guidelines of state and national standards mandated for professional school counselors. Within the three domains of career, personal/social, and academic guidance, the role of the counselor is to serve and protect the students. Student confidentiality is maintained unless a student has threatened to harm self or others. Parents, staff, and students make referrals to the counselor for individual and small group counseling sessions.

BACKPACKS

Only clear or mesh backpacks are allowed at school. Feminine products will need to be kept in a smaller bag inside the mesh or clear bag as backpacks will not be allowed in the bathrooms. Gym bags that cannot be left in the field house or locker room must be taken at the beginning of 2nd period to the student's LAST PERIOD teacher and left in that room until school is over.

HALL LOCKERS

Lockers belong to the school district. The school reserves the authority to inspect lockers at any time. A student is responsible for any damage to his/her locker. Students must use ONLY the locker assigned by the school. Locks are optional but if chosen, an extra key or combination must be turned in to the office. In the event there is not an extra key or a combination in the office and the student needs access, the lock

will be cut off.

PERSONAL ITEMS

The school is not responsible for personal items, including cash, brought to school. Students should not bring items to school that are not conducive to the educational process.

LOST AND FOUND

The school cannot be responsible for personal property of the students. Any article found should be turned in to the office. Students who have lost any article should check promptly in the lost and found. Unclaimed articles will be gathered up and given to charity.

TELEPHONE CALLS

Office telephones are to be used for official school business. If it becomes necessary for a student to use an office phone during school hours, permission must be obtained from office personnel. Students will not be called to the telephone unless it is a message requiring immediate attention. **PLEASE SEE DISCIPLINARY SECTION FOR USE OF CELL PHONES.**

STUDENT ORGANIZATIONS/EQUAL ACCESS (4.12)

Beta Club, Student Council, FBLA, FCCLA, and Quiz Bowl are clubs offered during the school year. The Heber Springs School District requires all students to meet guidelines in order to participate in school sponsored extracurricular activities. Being involved in extracurricular activities is a privilege at Heber Springs Middle School. Poor behavior, grades, and/or school attendance may prevent a student from participating in club activities. Every activity requires extra student time, active participation and cooperation. Band, athletics, and cheerleading have separate criteria and rules for students involved.

A student may participate in two or more activities even though there are occasional scheduling conflicts, e.g., band, cheerleading, athletics or any other activity occurring outside the traditional school day. It is the responsibility of the teachers/advisors/coaches to anticipate direct conflicts and agree on a plan that will permit the student to participate without penalty in the other activity. Where schedules conflict, but there is a way for the student to participate in both activities, it is the responsibility of the student and/or parent to do so even at extra expense and/or sacrifice.

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

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

All meetings held on school premises must be scheduled and approved by the principal. The school, its agents, and employees retain the authority to maintain order and discipline, to protect the well being of students and faculty, and to assure that attendance of students at meetings is voluntary. Fraternities, sororities, and secret societies are forbidden in the Heber Springs School District. Membership to student organizations shall not be by a vote of the organization's members, nor be restricted by the student's race, religion, sex, national origin, or other arbitrary criteria. Hazing, as defined by law, is forbidden in connection with initiation into, or affiliation with, any student organization, extracurricular activity or sport program. Students who are convicted of participation in hazing or the failure to report hazing shall be expelled. (A.C.A. 6-5-202)

SCHOOL INSURANCE

Insurance, as secondary insurance carrier, to cover accidents of students will be offered at a reasonable cost. The insurance will cover the students in all school-sponsored activities.

All athletes are covered during practices or during games by a separate insurance policy provided by the school. The insurance for athletes does not cover non-athletic accidents that might occur during school hours. The athletic insurance is supplemental coverage insurance. If an athlete does not have personal insurance, the school's policy becomes the primary with limited coverage.

DRIVER'S LICENSE DOCUMENTATION

Applicants for an instruction permit or for a driver's license are required to provide proof of enrollment and regular attendance in 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. Parents or students must request a verification form of attendance and grade average from the middle school office at least one day in advance of taking the test.

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

EMERGENCY CLOSINGS

Notice of emergency closing is given over radio station KAWW 100.7 FM, KARK Channel 4, KATV Channel 11, and the local cable station as well as by School Reach, an automated school response system, email, and posted on the school's website. Announcements will be on the radio and television as soon as a decision is made to cancel school. Please watch/listen for Heber Springs Public Schools, not Heber Springs Community School.

FIRE DRILLS, TORNADO DRILLS and CRISIS DRILLS

Fire, tornado and crisis drills will be practiced by all students and faculty. Teachers will have the plans for each type of drill when school begins and will go over those procedures with their students.

MORNING PROCEDURES

Students will enter the cafeteria promptly as they arrive on campus. Breakfast will be served at approximately 7:40 for interested students. All students must be seated. Students are to sit quietly and visit with friends and/or eat breakfast until dismissed for first period. Students cannot be outside the cafeteria for any reason without permission from the duty teacher. Drinks and/or food are not to be taken out of the cafeteria. Breakfast will be offered to first period student athletes at approximately 8:20 a.m.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance shall be recited during the first class period of each school day. Those students choosing to participate shall do so by facing the flag with their right hands over their hearts or in an appropriate salute if in uniform, while reciting the Pledge. Students choosing not to participate shall be quiet while either standing or sitting at their desks.

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

LUNCH SCHEDULE

1st Lunch: 10:55-11:25 (6th grade)

2nd Lunch: 11:55-12:25. (7th and 8th grade)

NO ONE MAY EAT IN THE CAFETERIA WITH A STUDENT. PARENTS OR GUARDIANS MAY CHECK OUT THEIR CHILD FOR LUNCH.

LUNCH ROOM RULES AND PROCEDURES

- The hall lunch duty person will monitor students waiting to enter the lunch line.
- Students will enter the serving line and cafeteria in a quiet and orderly manner with respect and good manners shown to all cafeteria staff.
- Saving places in line and at the tables will not be permitted.
- Students will not touch other's food, nor will they play with, drop, or throw their own food. It is the responsibility of each student to see that he/she leaves no paper goods or food on the table or floor.
- Small groups will be dismissed to return their trays and go outside or to class in a quiet and orderly manner.
- No student should be in halls, bathrooms, or office during this time without permission.
- Drinks and/or food are not to be taken out of the cafeteria.

Heber Springs Middle School “PAY IN ADVANCE” MEAL POLICY FOR 2017-2018

Heber Springs School District will no longer provide credit for staff or students to charge meals available for purchase in the food service area.

Unless meals are provided at no charge, Heber Springs School District expects students to prepay for their meals or pay at the point of service.

The National School Breakfast and Lunch Program provides free and reduced meals to over half the students in Heber Springs School District. The District can no longer provide for charged meals.

Parents/Guardians, please update your telephone number as you will be contacted by this method when your child's balance is \$12 or less for a paid student and \$2 or less for a reduced student. The parent/guardian will receive notification by mail using the address on file when the account becomes negative for a paid or reduced student. Delinquent accounts will be handled by proper authorities when the parent/guardian has neglected to make provisions for their child's food.

Middle School students will receive an application for free/reduced breakfast and lunch as part of their school packet to be given out at open house or sent home with the student the first day of school. Directions on completing the application are included.

Students may return the completed application to the school office, Administration Office or to the cafeteria cashier. You may mail the application to: Heber Springs Food Service
1100 West Pine Street
Heber Springs, AR 72543

Parents/Guardians can set up an account in EZSchoolPay to check balances free of charge. Directions for setting up the account are on the Heber Springs School District website at hssd.k12.ar.us.

Parents/Guardians may contact Food Service at (501) 362-6712, option 5 to get the balance on their child's account or for questions and concerns.

Heber Springs School District will not offer alternate meals. Meals without payment will be added to the student's negative account.

A student with money in hand will not be denied a meal even if the student has past due charges.

No student will be allowed to charge ala carte' items.

One (1) milk is included with every meal. Milk costs 40 cents if a free, reduced or paid student is buying one without the purchase of a complete meal.

Middle School Student Breakfast - \$1.50

Middle School Student Lunch - \$2.80

This institution is an equal opportunity provider.

Heber Springs Middle School 2017-2018

How to make a deposit to your child's meal account:

- 1. *Go on-line to pay with a credit or debit card 24/7.***
The ezschoolpay.com on-line payment system instructions are on the Heber Springs School District website at hssd.k12.ar.us. The transaction fee costs \$3.00.
- 2. *Payment can be made in the school cafeteria by students, parents, or staff.***
Students can pay weekly, or deposit an amount and use from that amount for meals.
- 3. *Drop off money for your child's account at the school office.***
Deposits are picked up daily by 9 am and put in your child's account. If the money is dropped off close to meal time, the deposit will go in the next day.
- 4. *A deposit can be dropped off at the Administration Office.***
Please note that deposits dropped off close to meal time will go in the account the next day.
- 5. *Mail a deposit made payable to Heber Springs Food Service.***
The address is: Heber Springs Food Service 1100 West Pine Street Heber Springs, AR 72543.

Middle school students can inquire about the balance in their account at any time. Cashiers in those buildings will tell the student when they are getting low.

We encourage payment by check with the student's name and ID number. Checks are easier to trace if a mistake occurs.

Call (501) 362-6712, option 5 or e-mail (ptamburo@hssd.k12.ar.us) to make a transfer of money from one child's account to another. You can also request balances or an explanation of charges using this information.

Help with questions or concerns you may have about the free/reduced meal application is at

(501) 362-6712, option 5. Leave a message and your call will be returned. You can apply more than one time a year. If household circumstances change- for instance, a birth or a loss of income- reapply! Once a student is on the program, they stay on the program the rest of the school year.

“Smart Snacks in School”

“Smart Snacks” in school are science based nutrition standards for food or beverage items given or sold to students during the school day at Heber Springs School District. The whole idea is to limit the amount of junk food provided to students and make sure that the food they receive is low in sodium, fat and sugar with zero trans-fat and minimum calories. 2017-2018 brings about many changes and “Smart Snacks” is an effort by USDA, to instill healthy habits in students of all ages to use throughout their lifetime.

The Alliance for a Healthier Generation “Smart Snacks” Calculator is a tool developed by USDA to assist in identifying food products that meet the USDA “Smart Snacks” standards. This tool is to be used by staff as well as parents to make sure they choose nutritious food items for students. To find the calculator on your computer, type Smart Snacks Calculator and search. Click on launch and indicate what kind of food you are certifying; either snack, side, entrée, or beverage. Click next. Check the ingredient list on the food or beverage item. It has to be a fruit, vegetable, dairy, protein or whole grain rich item to qualify to be served at school. With the exception of water being the first ingredient, select the type of product you are checking. The item has to fit into one of the categories or it is not a “Smart Snack”. Put in the nutrition information from the food label. The last page of the calculator will tell you if the food is compliant or noncompliant and why. Noncompliant food cannot be served or sold on the Heber Springs School District campus during the school day.

A parent/guardian can send anything they want for their own child for snack or at lunch. However, that parent or their child cannot share that food with any other student. Each teacher will be required to keep a copy of the food label and the compliance sheet each time a snack is provided for the entire classroom. The compliance and label will be filed with the food service director to keep for audit purposes. No matter what grade level at school, the food label and certification of compliance from the calculator must be on file. A student can be provided one “Smart Snack” per day. This is not one per parent/guardian, teacher, staff, etc. but one per student per day.

The event providing or selling “Smart Snacks” should occur 30 minutes after the last lunch period in that particular school unless it has been approved for use when elementary students have a late lunch time. It can never take the place of school breakfast or school lunch.

Heber Springs School District Wellness Committee

Heber Springs School District is committed to the optimal development of every student. The District believes we need to create positive, safe, and health promoting environments at every level of the school. Good nutrition and physical activity during the day is strongly correlated with positive student outcomes. A Wellness Committee has been established at each school level to implement teaching the benefits of good nutrition and physical activity to our students.

Heber Springs School District Wellness Committee has set a goal for one hundred percent of the food provided or sold to students on the campus during the school day to be “Smart Snack” compliant. Marketing or sale of items that do not meet the “Smart Snacks” criteria will be prohibited.

Food Service will meet nutritional requirements established by local, state and USDA. Food that is low in sodium, fat, and sugar with zero trans fat will be provided in school breakfast and school lunch. Ala carte’ items will meet the “Smart Snack” certification. Administration will make sure that all students have the opportunity to have access to school meals.

Students will have the opportunity to be physically active during the school day. Arkansas mandated classes promoting physical activity will be taught in the Heber Springs School District. Physical Education and Nutrition Education is integrated into the overall curriculum.

The Heber Springs School District Wellness Committee is constantly trying to find ways to teach good nutrition and the importance of physical activity to students. If you would like to be a part of the committee, please call (501) 362-6712, option 5 or email ptamburo@hssd.k12.ar.us. Dates of meetings will be placed on the school website and sent to those interested in becoming a member.

FIELD TRIPS/SCHOOL SPONSORED ACTIVITIES

Students are ambassadors of our school and must adhere to all school rules when enjoying field trips, school dances, and other school sponsored activities. Parents will be asked to sign a local trip authorization sheet at the beginning of each school year. Students will be bound by the school's discipline policy whenever they are on any school district property, or engaged in any school function, regardless of the time or reason(s) for their presence. The student has the responsibility to get his/her class assignments before leaving for a school function. ANY STUDENT WHO IS ASSIGNED TO SATURDAY SCHOOL, STP, OR OUT OF SCHOOL SUSPENSION WILL FORFEIT ALL FIELD TRIPS FOR THE REMAINDER OF THE SCHOOL YEAR. DANCES ARE FOR MIDDLE SCHOOL STUDENTS ENROLLED IN OUR DISTRICT.

FUNDRAISING/SELLING/DISTRIBUTION OR POSTING MATERIAL

Any fundraising, selling, distribution, or posting of materials must have prior approval of the administration. No activity can be for individual personal gain and must not interfere with the educational process.

CLOSED CAMPUS

All schools in the District shall operate closed campuses. Students are required to stay on campus from their arrival until dismissal at the end of the regular school day unless given permission to leave the campus by being checked out by a parent or legal guardian. Parents must sign out the student in the office upon their departure.

COMPLIANCE

The Heber Springs School District is in compliance with the regulations as outlined in Title VI of 1964, Title IX of 1972, and Section 504 of the Rehabilitation Act of 1973. The Heber Springs School District does not discriminate in these programs on the basis of sex, race, color, religion, national origin, or handicapping conditions. The district superintendent has been designated as the district coordinator of the above efforts and will be responsible for the investigation of any complaint brought to the district under these acts. Address noncompliance to Heber Springs School District, 1100 West Pine Street, Heber Springs, AR 72543 or call at 362-6712.

APPEALS PROCEDURE

The Heber Springs School Board recognizes that there are times when parents do not agree with the actions taken or the decisions made by school personnel. If a parent wishes to appeal a decision or action by a school official, the parent must begin with the person who made the decision. Further appeals should be made to the next level in the organization. The organizational levels are as follows:

Level 1: Teacher, Coach, Sponsor, etc.

Level 2: Principal

Level 3: Superintendent

PERMANENT RECORDS

Permanent school records, as required by the Arkansas Department of Education, shall be maintained for each student enrolled in the District until the student receives a high school diploma or its equivalent or is beyond the age of compulsory school attendance. A copy of the student's permanent record shall be provided to the receiving school district within ten (10) school days after the date a request from the receiving school district is received.

STUDENT PUBLICATIONS AND THE DISTRIBUTION OF LITERATURE

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 does not condone or promote products that are inappropriate for the age and maturity of the audience or that endorse such things as tobacco, alcohol, or drugs.
2. Publications may be regulated to prohibit writings that 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 scurrilously attacks ethnic, religious, or racial groups.

Student Publications on School Web Pages

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

1. Not contain any non-educational advertisements. Additionally, student web publications shall
2. Adhere to the restrictions regarding use of Directory Information (Privacy of Student Records) 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); and
3. State that the views expressed are not necessarily those of the School Board or the employees of the District.

Nonschool Publications

School authorities shall review non-school publications prior to their distribution and will bar from distribution those materials that are obscene, libelous, pervasively indecent, or advertise unlawful products or services. Materials may also be barred from distribution if there is evidence that reasonably supports a forecast that disruption will likely result from the distribution.

Distribution of Literature

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

The regulations shall:

1. be narrowly drawn to promote orderly administration of school activities by preventing disruption and may not be designed to stifle expression;
2. be uniformly applied to all forms of literature;

3. allow no interference with classes or school activities;
4. specify times and places where distribution may and may not occur; and
5. not inhibit a person's right to accept or reject any literature distributed in accordance with the regulations.

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

SECTION II: STUDENT POLICIES

4.1—RESIDENCE REQUIREMENTS

Definitions:

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

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

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

The schools of the District shall be open and free through the completion of the secondary program to all persons between the ages of five (5) and twenty one (21) years whose parents, legal guardians, or other persons having lawful control of the person under an order of a court reside within the District¹ and to all persons between those ages who have been legally transferred to the District for educational purposes.

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

In order for a person under the age of eighteen (18) years to establish a residence for the purpose of attending the District’s schools separate and apart from his or her parents, guardians, or other persons having lawful control of him or her under an order of a court, the person must actually reside in the District for a primary purpose other than that of school attendance. However, a student previously enrolled in the district who is placed under the legal guardianship of a noncustodial parent living outside the district by a custodial parent on active military duty may continue to attend district schools.² A foster child who was previously enrolled in a District school and who has had a change in placement to a residence outside the District, may continue to remain enrolled in his/her current school unless the presiding court rules otherwise.³

Under instances prescribed in A.C.A. § 6-18-203, a child or ward of an employee of the district or of the education coop to which the district belongs may enroll in the district even though the employee and his/her child or ward reside outside the district.⁴

Children whose parent or legal guardian relocates within the state due to a mobilization, deployment, or available military housing while on active duty in or serving in the reserve component of a branch of the

United States Armed Forces or National Guard may continue attending school in the school district the children were attending prior to the relocation or attend school in the school district where the children have relocated. A child may complete all remaining school years at the enrolled school district regardless of mobilization, deployment, or military status of the parent or guardian.

4.2—ENTRANCE REQUIREMENTS

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

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

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

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

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

Students who move into the District from an accredited school shall be assigned to the same grade as they were attending in their previous school (mid-year transfers) or as they would have been assigned in their previous school. Private school students shall be evaluated by the District to determine their appropriate grade placement. Home school students enrolling or re-enrolling as a public school student shall be placed in accordance with policy 4.6—HOME SCHOOLING.

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

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

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

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

- a. A birth certificate;
- b. A statement by the local registrar or a county recorder certifying the child's date of birth;
- c. An attested baptismal certificate;
- d. A passport;
- e. An affidavit of the date and place of birth by the child's parent or guardian;
- f. United States military identification; or
- g. Previous school records.

The parent, guardian, or other responsible person shall indicate on school registration forms whether the child has been expelled from school in any other school district or is a party to an expulsion proceeding. The Board of Education reserves the right, after a hearing before the Board, not to allow any person who has been expelled from another school district to enroll as a student until the time of the person's expulsion has expired.

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

Uniformed Services Member's Children

For the purposes of this policy:

"Active duty"⁴ members of the uniformed services" includes members of the National Guard and Reserve on active duty orders pursuant to 10 U.S.C. Section 1209 and 1211;

"Uniformed services"⁴ means the Army, Navy, Air Force, Marine Corps, Coast Guard as well as the Commissioned Corps of the National Oceanic and Atmospheric Administration, and Public Health Services;

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

"Eligible child" means the children of:

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

An eligible child as defined in this policy shall:

1. Be allowed to continue his/her enrollment at the grade level commensurate with his/her grade level he/she was in at the time of transition from his/her previous school, regardless of age;

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

COMPULSORY ATTENDANCE REQUIREMENTS

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

1. The child is enrolled in private or parochial school.
2. The child is being home-schooled and the conditions of policy (HOME SCHOOLING) have been met.
3. The child will not be age six (6) on or before August 1 of that particular school year and the parent, guardian, or other person having a custody or charge of the child elects not to have him/her attend kindergarten. A kindergarten waiver form prescribed by regulation of the Department of Education must be signed and on file with the District administrative office.
4. The child has received a high school diploma or its equivalent as determined by the State Board of Education.
5. The child is age sixteen (16) or above and is enrolled in a post-secondary vocational-technical institution, a community college, or a two-year or four-year institution of higher education.
6. A child is age sixteen (16) or seventeen (17) and has met the requirements to enroll in an adult education program as defined by A.C.A. § 6-18-201 (b).

4.56—EXTRACURRICULAR ACTIVITIES – SECONDARY SCHOOLS

Definitions:

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

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

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

“Interscholastic Activities” means athletic or non-athletic/academic activities where students compete on a school vs. school basis.¹

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

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

Extracurricular Eligibility

The Board believes in providing opportunities for students to participate in extracurricular activities that can help enrich the student’s educational experience. At the same time, the Board believes that a student’s participation in extracurricular activities cannot come at the expense of his/her classroom academic achievement. Interruptions of instructional time in the classroom are to be minimal and absences from class to participate in extracurricular activities shall not exceed two per week per extracurricular activity (tournaments excepted)². Additionally, a student’s participation in, and the District’s operation of, extracurricular activities shall be subject to the following policy. All students are eligible for extracurricular activities unless specifically denied eligibility on the basis of criteria outlined in this policy.

Any student who refuses to sit for a Statewide assessment or attempts to boycott a Statewide assessment by failing to put forth a good faith effort on the assessment as determined by the assessment administrator/proctor, or whose parents do not send their student to school on the dates the assessments are administered or scheduled as make-up days shall not be permitted to participate in any non-curriculum related extracurricular activity. The student shall remain ineligible to participate until the student takes the same or a following statewide mandated assessment, as applicable, or completes the required remediation for the assessment the student failed to put forth a good faith effort on. The superintendent or designee may waive this paragraph's provisions when the student's failure was due to exceptional or extraordinary circumstances.³ Students falling under the provisions of this paragraph shall be permitted to attend curriculum related field trips occurring during the school day.⁴

A student who enrolls in the district and meets the definition of "eligible child" in Policy 4.2—**ENTRANCE REQUIREMENTS** shall be eligible to try out for an extracurricular activity regardless of the date the student enrolls in the District so long as the student meets all other eligibility requirements and the extracurricular activity is still ongoing.

A student and the parent or legal guardian of the student shall sign and return an acknowledgement of receipt and review of an information sheet regarding signs and symptoms of sudden cardiac arrest before the student may participate in an athletic activity and before each school year the student participates in an athletic activity.

Interscholastic Activities

Each school in the District shall post on its website its schedule of interscholastic activities, including sign-up, tryout, and participation deadlines, at least one semester in advance of those activities. A hard copy of the schedule shall be available upon request.⁵

ACADEMIC REQUIREMENTS: Junior High

A student promoted from the sixth to the seventh grade automatically meets scholarship requirements. A student promoted from the seventh to the eighth grade automatically meets scholarship requirements for the first semester. The second semester eighth-grade student meets the scholarship requirements for junior high if he/she has successfully passed four (4) academic courses the previous semester.

The first semester ninth-grade student meets the scholarship requirements for junior high if he/she has successfully passed four (4) academic courses the previous semester.

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

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

ACADEMIC REQUIREMENTS: Senior High

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

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

STUDENTS WITH AN INDIVIDUAL EDUCATION PROGRAM

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

ARKANSAS ACTIVITIES ASSOCIATION

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

Intrascholastic Activities

AAA Governed Activities

Students participating in intrascholastic extracurricular activities that would be governed by AAA if they were to occur between students of different schools shall meet all interscholastic activity eligibility requirements to be eligible to participate in the comparable intrascholastic activity. The District will abide by the AAA Handbook for such activities to ensure District students are not disqualified from participating in interscholastic activities.⁷

Non-AAA Governed Activities

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

4.56.2—EXTRACURRICULAR ACTIVITY ELIGIBILITY FOR HOME SCHOOLED STUDENTS

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

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

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

Home-schooled students whose parents or guardians are legal residents of the school district will be permitted to pursue participation in an interscholastic activity in the student's resident school zone² as permitted by this policy.

Home-schooled students whose parent or legal guardian are not residents of the school district will be permitted to pursue participation in an interscholastic activity in the District if the superintendent of the student's resident district and the superintendent of the District both agree in writing to allow the student to participate in interscholastic activities at the District.

Although not guaranteed participation in an interscholastic activity, home-school students who meet the provisions of this policy, AAA Rules, and applicable Arkansas statutes shall have an equal opportunity to try out and participate in an interscholastic activities without discrimination. The District shall provide a reasonable alternative to any prerequisite for eligibility to participate in an interscholastic activity that the home-schooled student is unable to meet because of his or her enrollment in a home school.

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

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

The student shall regularly attend the class in which the student is registered beginning no later than the eleventh (11th) day of the semester in which the student's interscholastic activity participation is desired.

The student must attend the practices for the interscholastic activity to the same extent as is required of traditional students.

A student and the parent or legal guardian of the student shall sign and return an acknowledgement of receipt and review of an information sheet regarding signs and symptoms of sudden cardiac arrest before the student may participate in an athletic activity and before each school year the student participates in an athletic activity.

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

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

A home-schooled student who is not a resident of the District may begin participating in interscholastic activities:

- a. Immediately upon being approved for participation for all interscholastic activities other than athletic activities; and
- b. One (1) calendar year after being approved to participate in interscholastic activities that are athletic activities unless the approval is prior to July 1 of the school year the student would have been enrolled in seventh (7th) grade if the student were enrolled in public school.

A home-schooled student who is not a resident of the District and is prohibited under this policy from participating in an interscholastic activity that is an athletic activity for one (1) calendar year may immediately participate in rehearsals, tryouts, practices, auditions, classes, or other endeavors associated with the interscholastic activity.

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

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

4.56.2F— HOME SCHOOLED STUDENTS' LETTER OF INTENT TO PARTICIPATE IN AN EXTRACURRICULAR ACTIVITY AT HEBER SPRINGS SCHOOL DISTRICT

Student's Name (Please Print) _____

Parent or Guardian's Resident Address

Street _____ Apartment _____

City _____ State _____ Zip Code _____

Student's date of birth ____/____/____ Last grade level the student completed _____

Student has demonstrated academic eligibility by obtaining a verifiable minimum test score of the 30th percentile or better in the previous 12 months on the Stanford Achievement Test Series, Tenth Edition, or another nationally recognized norm-referenced test approved by the State Board of Education. _____

Name of test, Date taken, and score achieved _____

Extracurricular activity(ies) the student requests to participate in

Course(s) the student requests to take at the school

Proof of identity _____

Date Submitted ____/____/____

Parent's Signature _____

4.56.2F2— HOME SCHOOLED STUDENTS' LETTER OF INTENT TO PARTICIPATE IN AN EXTRACURRICULAR ACTIVITY AT NON-RESIDENT DISTRICT

Student's Name (Please Print) _____

Parent or Guardian's Resident Address

Street _____ Apartment _____

City _____ State _____ Zip Code _____

Student's date of birth ____/____/____ Last grade level the student completed _____

Student has demonstrated academic eligibility by obtaining a verifiable minimum test score of the 30th percentile or better in the previous 12 months on the Stanford Achievement Test Series, Tenth Edition, or another nationally recognized norm-referenced test approved by the State Board of Education. _____

Name of test, Date taken, and score achieved _____

Extracurricular activity(ies) the student requests to participate in

Course(s) the student requests to take at the school

Proof of identity _____

Date Submitted ____/____/____

Parent's Signature _____

As the superintendent of the above student's resident district, I agree that the above student may participate in extracurricular activities at _____ School District.

Resident Superintendent's Signature: _____

As the superintendent of the _____ School district, where the above student desires to participate in extracurricular activities, I agree to allow the student to participate in extracurricular activities at _____ School District.

Non-resident Superintendent's Signature: _____

4.59—ACADEMIC COURSE ATTENDANCE BY PRIVATE SCHOOL AND HOME SCHOOL STUDENTS

The District allows private school and home school students whose parents, legal guardians, or other responsible adult with whom the student resides are residents of the District to attend academic courses offered in grades 7-12. The District will place a list of courses that a private school or home school student may request to attend on its website by:

1. June 1 for courses to be offered during the Fall semester; and
2. November 1 for courses to be offered during the Spring semester.

A private school or home school student who desires to attend one or more of the available academic courses shall submit a written request to attend the academic course(s) to the superintendent, or designee, no later than:²

- a. August 1 for Fall semester courses; or
- b. December 1 for Spring semester courses.

The District may reject a private school or home school student's request for attendance if the District's acceptance would:

- Require the addition of staff or classrooms;
- Exceed the capacity of a program, class, grade level, or school building;
- Cause the District to provide educational services the District does not currently provide; or
- Cause the District to be out of compliance with applicable laws and regulations regarding desegregation.

Requests to attend an academic course will be granted in the order the requests are received. Upon the receipt of a private or home school student's request to attend academic course(s), the District will date and time stamp the request for attendance. If a private school or home school student is denied attendance based on a lack of capacity and an opening in the requested course occurs prior to the start of the course, the District will use the date and time stamp on the request for attendance to determine the private school or home school student who will be notified of an opening in the requested course.

As part of the request to attend academic courses in the District, a private school or home school student shall:

- Indicate the course(s) the private school or home school student is interested in attending;
- If the course(s) the private school or home school student is interested in attending is being offered by the District in both a physical and a digital format, whether the private school or home school student intends to attend the physical course or the digital course;
- Agree to follow the District's discipline policies; and
- Submit immunization documentation required by Policy 4.57—IMMUNIZATIONS. In addition to the documentation methods provided in Policy 4.57, a home school student may submit a letter to the

superintendent, or designee, stating an objection to immunizations and listing the immunizations the student has received, if any.

A private school or home school student who fails to attend an academic course by the eleventh (11) day of class shall be dropped from the course.

The responsibility for transportation of any private school or home school student attending academic courses in the District shall be borne by the student or the student's parents.

The opportunity provided to home school students under this policy is in addition to the opportunity provided in Policy 4.56.2—EXTRACURRICULAR ACTIVITY ELIGIBILITY FOR HOME SCHOOLED STUDENTS.

4.4—STUDENT TRANSFERS

The Heber Springs School District shall review and accept or reject requests for transfers, both into and out of the district, on a case by case basis at the July and December regularly scheduled board meetings.¹

The District may reject a nonresident's application for admission if its acceptance would necessitate the addition of staff or classrooms, exceed the capacity of a program, class, grade level, or school building, or cause the District to provide educational services not currently provided in the affected school.² The District shall reject applications that would cause it to be out of compliance with applicable laws and regulations regarding desegregation.

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

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

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

Except as otherwise required or permitted by law,³ the responsibility for transportation of any nonresident student admitted to a school in this District shall be borne by the student or the student's parents. The

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

4.5—SCHOOL CHOICE

Standard School Choice

Exemption

The District is under an enforceable desegregation court order/court-approved desegregation plan explicitly limits the transfer of students between school districts and has submitted the appropriate documentation to the Arkansas Department of Education (ADE). As a result of the desegregation order/desegregation plan¹, the District is exempt from the provisions of the Public School Choice Act of 2015 (Standard School Choice) and the Arkansas Opportunity Public School Choice Act of 2004 (Opportunity School Choice). The District shall notify the superintendents of each of its geographically contiguous school districts of its exemption.³ The exemption prohibits the District from accepting any school choice applications from students wishing to transfer into or out of the District through standard School Choice or Opportunity School Choice.⁴

Definition

"Sibling" means each of two (2) or more children having a ~~common~~ parent in common by blood, adoption, marriage, or foster care.

Transfers into the District

Capacity Determination and Public Pronouncement

The Board of Directors will adopt a resolution containing the capacity standards for the District. The resolution will contain the acceptance determination criteria identified by academic program, class, grade level, and individual school. The school is not obligated to add any teachers, other staff, or classrooms to accommodate choice applications. The District may only deny a Standard School Choice application if the District has a lack of capacity by the District having reached ninety percent (90%) of the maximum student population in a program, class, grade level, or school building authorized by the Standards or other State/Federal law.

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

Application Process

The student's parent shall submit a school choice application on a form approved by ADE to this District. The transfer application must be postmarked or hand delivered on or before May 1 of the year preceding the fall semester the applicant would begin school in the District. The District shall date and time stamp all applications as they are received in the District's central office. It is the District's responsibility to send a copy of the application that includes the date and time stamp to the student's resident district within ten (10) days of the District receiving the application. Applications postmarked or hand delivered on or after May 2 will not be accepted. Statutorily, preference is required to be given to siblings of students who are already enrolled in the District. Therefore, siblings whose applications fit the capacity standards approved by the Board of Directors may be approved ahead of an otherwise qualified non-sibling applicant who submitted an earlier application as identified by the application's date and time stamp.

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

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

Accepted Applications

Applications which fit within the District's stated capacity standards shall be provisionally accepted, in writing, with the notification letter stating a reasonable timeline by which the student shall enroll in the District by taking the steps detailed in the letter, including submission of all required documents. If the student fails to enroll within the stated timeline, or if all necessary steps to complete the enrollment are not taken, or examination of the documentation indicates the applicant does not meet the District's stated capacity standards, the acceptance shall be null and void.

A student, whose application has been accepted and who has enrolled in the District, is eligible to continue enrollment until completing his/her secondary education. Continued enrollment is conditioned upon the student meeting applicable statutory and District policy requirements. Any student who has been accepted under choice and who either fails to initially enroll under the timelines and provisions provided in this policy; or who chooses to return to his/her resident district; or who enrolls in a home school or private school voids the transfer and must reapply if, in the future, the student seeks another school choice transfer. A subsequent transfer application will be subject to the capacity standards applicable to the year in which the application is considered by the District.

A present or future sibling of a student who continues enrollment in this District may enroll in the District by submitting a Standard School Choice application. Applications of siblings of presently enrolled choice

students are subject to the provisions of this policy including the capacity standards applicable to the year in which the sibling's application is considered by the District. A sibling who enrolls in the District through Standard School Choice is eligible to remain in the District until completing his/her secondary education.

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

Rejected Applications

The District may reject an application for a transfer into the District under Standard School Choice due to a lack of capacity. However, the decision to accept or reject an application may not be based on the student's previous academic achievement, athletic or other extracurricular ability, English proficiency level, or previous disciplinary proceedings other than a current expulsion.

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

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

Any applications that are denied due to the student's resident district reaching the three percent (3%) limitation cap shall be given priority for a choice transfer the following year in the order that the District received the original applications.

Transfers Out of the District

All Standard School Choice applications shall be granted unless the approval would cause the District to have a net enrollment loss (students transferring out minus those transferring in) of more than three percent (3%) of the average daily membership on October 15 of the immediately preceding year. By December 15 of each year, ADE shall determine and notify the District of the net number of allowable choice transfers. For the purpose of determining the three percent (3%) cap, siblings are counted as one student, and students are not counted if the student transfers from a school or district in:

- Academic Distress or classified as in need of Level 5 Intensive Support under A.C.A. § 6-18-227;
or
- Facilities Distress under A.C.A. § 6-21-812; or
- Foster Child School Choice under A.C.A. § 6-18-233.

If, prior to July 1, the District receives sufficient copies of requests from other districts for its students to transfer to other districts to trigger the three percent (3%) cap, it shall notify each district the District received Standard School Choice applications from that it has tentatively reached the limitation cap. The District will use confirmations of approved choice applications from receiving districts to make a final determination of which applications it received that exceeded the limitation cap and notify each district that was the recipient of an application to that effect.

Facilities Distress School Choice Applications

There are a few exceptions from the provisions of the rest of this policy that govern choice transfers triggered by facilities distress. Any student attending a school district that has been identified as being in facilities distress may transfer under the provisions of this policy, but with the following four (4) differences.

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

Opportunity School Choice

Transfers Into or Within the District

For the purposes of this section of the policy, a “lack of capacity” is defined as when the receiving school has reached the maximum student-to-teacher ratio allowed under federal or state law, the ADE Rules for the Standards of Accreditation, or other applicable rules. There is a lack of capacity if, as of the date of the application for Opportunity School Choice, ninety-five percent (95%) or more of the seats at the grade level at the nonresident school are filled.

Unless there is a lack of capacity at the District’s school or the transfer conflicts with the provisions of a federal desegregation order applicable to the District, a student who is enrolled in or assigned to a school classified by the ADE to be in academic distress or in a district classified by ADE as in need of Level 5 Intensive Support is eligible to transfer to the school closest to the student’s legal residence that is not in academic distress or in a district classified as in need of Level 5 Intensive Support. The student’s parent or guardian, or the student if over the age of eighteen (18), must successfully complete the necessary application process by July 30 preceding the initial year of desired enrollment.

Within thirty (30) days from receipt of an application from a student seeking admission under this section of the policy, the Superintendent shall notify in writing the parent or guardian, or the student if the student is over eighteen (18) years of age, whether the Opportunity School Choice application has been accepted or rejected. The notification shall be sent via First-Class Mail to the address on the application.

If the application is accepted, the notification letter shall state the deadline by which the student must enroll in the receiving school or the transfer will be null and void.

If the District rejects the application, the District shall state in the notification letter the specific reasons for the rejection.¹³ A parent or guardian, or the student if the student is over eighteen (18) years of age, may appeal the District's decision to deny the application to the State Board of Education. The appeal must be in writing to the State Board of Education via certified mail, return receipt requested, no later than ten (10) calendar days, excluding weekends and legal holidays, after the notice of rejection was received from the District.

A student's enrollment under Opportunity School Choice is irrevocable for the duration of the school year and is renewable until the student completes high school or is beyond the legal age of enrollment. This provision for continuing eligibility under Opportunity School Choice does not negate the student's right to apply for transfer to a district other than the student's assigned school or resident district under the Standard School Choice provisions of this policy.

The District may, but is not obligated to provide transportation to and from the transferring district.

Transfers out of, or within, the District

If a District school has been classified by the ADE as being in academic distress or the District has been classified by ADE as in need of Level 5 Intensive Support, the District shall timely notify the parent, guardian, or student, if the student is over eighteen (18) years of age, as soon as practicable after the academic distress or in need of Level 5 Intensive Support designation is made of all options available under Opportunity School Choice. The District shall offer the parent or guardian, or the student if the student is over eighteen (18) years of age, an opportunity to enroll the student in any public school or school district that has not been classified by the ADE as a public school or school district in academic distress or school district in need of Level 5 Intensive Support.

Additionally, the District shall request public service announcements to be made over the broadcast media and in the print media at such times and in such a manner as to inform parents or guardians of students in adjoining districts of the availability of the program, the application deadline, and the requirements and procedure for nonresident students to participate in the program.

Unsafe School Choice Program

Any student that becomes the victim of a violent criminal offense while in or on the grounds of a District school or who is attending a school classified by ADE as a persistently dangerous public school shall be allowed to attend a safe public school within the District.

4.6—HOME SCHOOLING

Enrollment in Home School

Parents or legal guardians desiring to provide a home school for their children shall give written notice to the Superintendent of their intent to home school. The notice shall be given:

1. At the beginning of each school year, but no later than August 15;
2. Fourteen (14) calendar days prior to withdrawing the child (provided the student is not currently under disciplinary action for violation of any written school policy, including, but not limited to, excessive absences) and at the beginning of each school year thereafter; or
3. Within thirty (30) calendar days of the parent or legal guardian establishing residency within the district during the school year.

Written notice of the parent or legal guardian's intent to home school shall be delivered to the Superintendent through any of the following methods:

- Electronically, including without limitation by email;
- By mail; or
- In person.

The notice shall include:

- a. The name, sex, date of birth, grade level, and the name and address of the school last attended, if any;
- b. The mailing address and telephone number of the home school;
- c. The name of the parent or legal guardian providing the home school;
- d. Indicate if the home-schooled student intends to participate in extracurricular activities during the school year;
- e. A statement of whether the home-schooled student plans to seek a high school equivalency diploma during the current school year;
- f. A statement if the home-school student plans to seek a driver's license during the current school year;
- g. A statement that the parent or legal guardian agrees that the parent or legal guardian is responsible for the education of their children during the time the parents or legal guardians choose to home school; and
- h. A signature of the parent or legal guardian, which must be notarized if the home-schooled student plans to seek a driver's license during the school year.

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

Enrollment or Re-Enrollment in Public School

A home-schooled student who wishes to enroll or re-enroll in a District school shall submit:

- A transcript listing all courses taken and semester grades from the home school;
- Score of at least the thirtieth percentile on a nationally recognized norm-referenced assessment taken in the past year; and

- A portfolio of indicators of the home-schooled student's academic progress, including without limitation:
 - Curricula used in the home school;
 - Tests taken and lessons completed by the home-schooled student; and
 - Other indicators of the home-schooled student's academic progress.

If a home-schooled student is unable to provide a nationally recognized norm-referenced score, the District may either assess the student using a nationally recognized norm-referenced assessment or waive the requirement for a nationally recognized norm-referenced assessment score.

A home-schooled student who enrolls or re-enrolls in the District will be placed at a grade level and academic course level equivalent to or higher than the home-schooled student's grade level and academic course level in the home school:

1. As indicated by the documentation submitted by the home-schooled student;
2. By mutual agreement between the public school and the home-schooled student's parent or legal guardian; or
3. If the home-schooled student fails to provide the documentation required by this policy, with the exception of the nationally recognized norm-referenced assessment score, the District may have sole authority to determine the home-schooled student's grade placement and course credits. The District will determine the home-schooled student's grade placement and course credits in the same manner the District uses when determining grade placement and course credits for students enrolling or re-enrolling in the District who attended another public or private school.

The District shall afford a home-schooled student who enrolls or re-enrolls in a public school the same rights and privileges enjoyed by the District's other students. The District shall not deny a home-schooled student who enrolls or re-enrolls in the District any of the following on the basis of the student having attended a home school:

- a. Award of course credits earned in the home school;
- b. Placement in the proper grade level and promotion to the next grade level;
- c. Participation in any academic or extracurricular activity;
- d. Membership in school-sponsored clubs, associations, or organizations;
- e. A diploma or graduation, so long as the student has enrolled or re-enrolled in the District to attend classes for at least the nine (9) months immediately prior to graduation; or
- f. Scholarships.

HOMELESS STUDENTS

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

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

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

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

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

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

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

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

4.11—EQUAL EDUCATIONAL OPPORTUNITY

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

For further information on notice of non-discrimination or to file a complaint, visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm>; for the address and phone number of the office that serves your area, or call 1-800-421-3481.

PRIVACY OF STUDENTS' RECORDS/DIRECTORY INFORMATION

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

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

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

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

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

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

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

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

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

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

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

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

The form for objecting to making directory information available is located in the back of the student handbook and must be completed and signed by the parent or age-eligible student and filed with the

building principal's office no later than ten (10) school days after the beginning of each school year or the date the student is enrolled for school. Failure to file an objection by that time is considered a specific grant of permission. The district is required to continue to honor any signed-opt out form for any student no longer in attendance at the district.

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

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

CONTACT BY PARENTS

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

CONTACT BY NON-CUSTODIAL PARENTS

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

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

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

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

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

In instances other than those related to cases of suspected child abuse, principals must release a student to either a police officer who presents a subpoena for the student, or a warrant for arrest, or to an agent of state social services or an agent of a court with jurisdiction over a child with a court order signed by a

judge. Upon release of the student, the principal or designee shall give the student's parent, legal guardian, or other person having lawful control by court order, or person acting in loco parentis notice that the student has been taken into custody by law enforcement personnel or a state's social services agency. If the principal or designee is unable to reach the parent, he or she shall make a reasonable, good faith effort to get a message to the parent to call the principal or designee, and leave both a day and an after-hours telephone number.

ABSENCES

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

Education is more than the grades students receive in their courses. Important as that is, students' regular attendance at school is essential to their social and cultural development and helps prepare them to accept responsibilities they will face as an adult. Interactions with other students and participation in the instruction within the classroom enrich the learning environment and promote a continuity of instruction which results in higher student achievement.

Excused Absences

Excused absences are those where the student was on official school business or when the absence was due to one of the following reasons and the student brings a written statement to the principal or designee upon his/her return to school from the parent or legal guardian stating such reason. **ALL**

DOCUMENTATION OF EXCUSED ABSENCES MUST BE RECEIVED IN THE OFFICE WITHIN THREE DAYS OF THE ABSENCE.

A maximum of ten (10) such days are allowed per semester unless the condition(s) causing such absences is:

1. Of a chronic or recurring nature, is medically documented, and approved by the principal.
2. Death or serious illness in their immediate family;
3. Observance of recognized holidays observed by the student's faith;
4. Attendance at an appointment with a government agency;
5. Attendance at a medical appointment;
6. Exceptional circumstances with prior approval of the principal; or
7. Participation in an FFA, FHA, or 4-H sanctioned activity;

It is the Arkansas General Assembly's intention that students having excessive absences be given assistance in obtaining credit for their courses. **Excessive absences, even those falling in the excused category, may be the basis for the denial of course credit, promotion, or graduation.**

Unexcused Absences

Absences not defined above or not having an accompanying note from the parent or legal guardian, presented in the timeline required by this policy, shall be considered as unexcused absences. Students with NINE (9) unexcused absences in a course in a semester shall not receive credit for that course. At the discretion of the principal after consultation with persons having knowledge of the circumstances of the unexcused absences, the student may be denied promotion or graduation. Excessive absences shall not be a reason for expulsion or dismissal of a student.

When a student has (FOUR-4 AND SIX-6) unexcused absences in class period in a semester, his/her parents, guardians, or persons in loco parentis shall be notified. Notification shall be by telephone by the end of the school day in which such absence occurred or by regular mail with a return address sent no later than the following school day.

Whenever a student exceeds eight (8) unexcused absences in one class period in a semester, the District shall notify the prosecuting authority and the parent, guardian, or persons in loco parentis shall be subject to a civil penalty as prescribed by law.

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

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

Days missed due to out-of-school suspension or expulsion shall be unexcused absences. Work cannot be made up for out of school suspensions.

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

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

MAKE-UP WORK

Students who miss school due to an absence shall be allowed to make up the work they missed during their absence under the following rules. Parents who request make up work before the student returns to class must call and request it **before noon** on the day of the absence. Work will not be ready for pick up until 3:00 p.m.

1. Students are responsible for asking the teachers of the classes they missed what assignments they need to make up.
2. Teachers are responsible for providing the missed assignments when asked by a returning student.

3. Students are required to ask for their assignments on their first day back at school or their first class day after their return.
4. Make-up tests are to be rescheduled at the discretion of the teacher, but must be aligned with the schedule of the missed work to be made up.
5. Students shall have one day to make up their work for each day they are absent.
6. Make-up work, which is not turned in within the make-up schedule for that assignment, shall receive a zero.
7. Students are responsible for turning in their make-up work without the teacher having to ask for it.
8. Students who are absent on the day their make-up work is due must turn in their work the day they return to school whether or not the class for which the work is due meets the day of their return.
9. As required/permitted by the student's Individual Education Program or 504 Plan.
10. No make-up work is allowed for out-of-school suspension.

Work may not be made up for credit for absences in excess of the number of allowable absences in a semester **unless** the absences are part of a signed agreement.

TARDIES

School begins at 7:55 a.m. with the tardy bell ringing at 8:00 a.m. Promptness is an important character trait that District staff is to encourage to model and help develop in our schools' students. At the same time, promptness is the responsibility of each student. Students who are late to class show a disregard for both the teacher and their classmates which compromises potential student achievement. The last bell rings at 3:25 p.m.

A tardy shall be defined as a student not being seated in his/her seat at the first sound of the tardy bell. Students who are more than ten (10) minutes late to any class will be counted as absent. Students who are more than ten (10) minutes late to any class (including first period) must report to the Principal's Office for attendance purposes. Students leaving class ten (10) or more minutes before class is over will be considered absent.

In the instance where a student is required to be out of school for obligatory appointments or hearings causing the student to return to class tardy, the parent or caregiver must provide appropriate documentation of the occurrence.

STUDENT DISCIPLINE

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

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

A committee shall review the student discipline policies annually and may recommend changes in the policies to the Heber Springs School Board. The Board shall approve any changes to student discipline

policies.

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

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

PROHIBITED CONDUCT

Students and staff require a safe and orderly learning environment that is conducive to high student achievement. The following rules identify actions that are not acceptable at Heber Springs Middle School and describe the consequences or punishment that will result if the rules are violated.

TEACHER LEVEL 1

- A. Food, candy, or drinks are not allowed in the classroom without teacher permission.
- B. Failure to follow classroom or teacher rules
- C. Non-educational items (not listed in Administrative Level 3) brought to school

1st Offense: Verbal Warning
2nd Offense: Phone call to parent
3rd Offense: 1 day of "Silent Lunch"
4th Offense: Referral to administration

ADMINISTRATIVE LEVEL 1 - TARDIES

A student may accumulate up to four tardies per semester without suffering any disciplinary consequences.

- A. Verbal warning will be given on the 5th tardy
- B. Written discipline referral with one (1) day after school detention will be given on the 6th tardy.
- C. Written discipline referral with two (2) days after school detention will be given on the 7th tardy
- D. For each tardy beyond seven (7) tardies, students will be assigned to (1) day of Saturday Detention.

ADMINISTRATIVE LEVEL 2 – ELECTRONIC DEVICES

We operate on a "no electronics in sight" policy from 8:00-3:25. This includes- but is not limited to- cell phones, ipods, ipads, Apple watches or their equivalent, head phones, video games and ear buds. If students must use their phone during the day, they have to come to the office. Electronics of any type must be stored in a bag, backpack or locker and not directly on their person.

State approved assistive technology devices will be exempt from this rule.

1st offense: 2 days STP and parent pick up the device

2nd offense: 2 days out of school suspension, parent pick up the device, and no device on campus for 4 weeks

3rd offense: 3 days out of school suspension, parent pick up the device and no device for the remainder of the year.

We have a zero tolerance policy for using a phone or any type of electronic device that has the ability to record or take pictures in bathrooms or locker rooms at any school sponsored activity even if it falls outside the academic day.

1st offense: 3 days out of school suspension, parent pick up device and no device for the remainder of the semester

2nd offense: 5 days out of school suspension, parent pick up device and no device for the remainder of the year

3rd offense: Recommend for expulsion

The student and/or the student's parents or guardians expressly assume any risk associated with students owning or possessing electronic devices. Students misusing electronic devices shall have them confiscated. Confiscated devices may be picked up at the school's administration office by the student's parents or guardians. Students have no right of privacy as to the content contained on any electronic devices that have been confiscated. A search of a confiscated device shall meet the reasonable individualized suspicion requirements of Policy 4.32 in the Board Policies.

ADMINISTRATIVE LEVEL 3

- A. Cheating, copying, or claiming another person's work as his/her own
- B. Forgery on any school document
- C. Leaving class without permission
- D. Use of vulgar, profane, obscene language (written or verbal), or gestures
- E. Inappropriate public displays of affection
 - Minimum - STP
 - Maximum –Out of school suspension

ADMINISTRATIVE LEVEL 4

- A. Fighting
 - Minimum - Detention Hall
 - Maximum - Recommend for expulsion
- B. Being in an unassigned or undesignated location on campus without permission
 - Minimum – Detention Hall
 - Maximum – Suspension from school
- C. Damaging/destroying/stealing school property or other student's property (willfully or intentionally)
 - Minimum – STP; student is responsible for the cost of the damage; notify school resource officer if damage is \$25 or more.
 - Maximum - Recommend for expulsion
- D. Gambling/trading/selling of personal items
 - Minimum – Warning
 - Maximum – Suspension from school

- E. Possession of any tobacco product or paraphernalia for tobacco
Minimum – Confiscation of item; Detention hall
Maximum – STP
- F. Using any tobacco product
Minimum – STP and notify school resource officer
Maximum – Recommend for expulsion
- G. Non-educational roller items such as rollerblades, skate boards, scooter devices, and wheelies are not allowed on campus
Minimum - Confiscation of item; warning
Maximum – STP
- H. Bullying
Minimum – Warning
Maximum – Recommend for expulsion
- I. Sexual Harassment
Minimum – Warning
Maximum – Recommend for expulsion
- J. Disrespect for school employees
Minimum – Detention Hall
Maximum – Recommend for expulsion
- K. Insubordination
Minimum - STP
Maximum - Recommend for expulsion
- L. Behavior not conducive to school climate
Minimum – Warning
Maximum – Recommend for expulsion
- M. Hazing, or aiding in the hazing of another student
Minimum – STP
Maximum – Recommend for expulsion
- N. Computer/Internet Violations
Minimum – Warning
Maximum – Recommend for expulsion
- O. Leaving school grounds without permission
Minimum – STP
Maximum – Recommend for expulsion
- P. Truancy
Minimum – STP
Maximum – Recommend for expulsion
- Q. General Harassment (not ongoing or defined under bullying)
Minimum - Warning
Maximum - Recommend for expulsion

ADMINISTRATIVE LEVEL 5

- A. Assault/battery; threat to assault; physical abuse to any student or school employee (willfully or intentionally); terroristic threatening (Arkansas Law)
Minimum - STP; report to school resource officer; parent notification
Maximum - Recommend for expulsion
- B. Laser Pointers/Fireworks (Arkansas Law)
Minimum - Confiscation of item; warning, parent notification
Maximum - Confiscation of item; report to legal authorities; recommend for expulsion
- C. Gangs or gang-related activity or association
Minimum - Detention Hall; notify school resource officer
Maximum - Recommend for expulsion

- D. Possession, selling, distribution, or being under the influence of an alcoholic beverage, any illegal drug, unauthorized inhalants, or the inappropriate use or sharing of prescription or over the counter drugs, or other intoxicants, or anything represented to be a drug (Arkansas Law) at a school sponsored function.
Minimum - 10 day out-of-school suspension; notify school resource officer; parent notification; proof that the student has received assessment from a referral program/agency approved by the school district will be required before reinstatement; the superintendent retains the option to recommend expulsion on the first violation.
Maximum - Recommend for expulsion
- E. Violation of school medication policy
Minimum – Warning; parent notification
Maximum - Recommend for expulsion
- F. Possession of any drug paraphernalia (Arkansas Law)
Minimum - STP; report to school resource officer; parent notification
Maximum - Recommend for expulsion
- G. Possession of any weapon that can reasonably be considered capable of causing bodily harm to another individual
Minimum – STP; parent notification
Maximum - Recommend for expulsion
- H. Possession on school campus of a firearm (Arkansas Law)
Minimum - Recommend for expulsion for one year and notify school resource officer
- I. Physical/verbal assault to any public school employee (Arkansas Law)
Minimum - Misdemeanor with \$100 to \$1500 fine and notify school resource officer
Maximum - Recommend for expulsion
- J. Communicating a false alarm to an educational institution (Arkansas Law)
Minimum - STP; notify school resource officer; parent notification
Maximum - Recommend for expulsion

APPEARANCE AND DRESS CODE

The General Assembly of the State of Arkansas finds that the wearing of clothing that exposes underwear, buttocks, or the breast of a female by students in the public schools often preoccupies and distracts students from their major purpose for being in school, that of becoming educated in math, science, English, history, and other subjects. Students are prohibited from wearing, while on the school grounds during the school day and at school sponsored events, clothing that exposes underwear, buttocks, or the breast of a female. This prohibition does not apply, however to a costume or uniform worn by a student while participating in a school sponsored activity or event. (Act 835)

The Heber Springs Board of Education recognizes that dress can be a matter of personal taste and preference. At the same time, the District has a responsibility to promote an environment conducive to student learning. Students are expected to dress appropriately and groom themselves for school attendance in a way that promotes personal pride. The school attire of students should adhere to accepted standards of decency, should not pose a threat to public or personal safety, and not be disruptive or distracting to classroom activity or pupil behavior. The administration has full discretion to determine what is appropriate dress for school.

SHORTS AND SKIRTS

- All shorts, skirts, and other dress apparel must be worn at a length appropriate to present a modest, neat, and clean appearance.
- Appropriate length shall be defined as finger tip length when arms are fully extended at sides.
- Shorts, jeans, or pants with holes above mid-thigh while seated are not permissible, even though spandex shorts, gym shorts, or other apparel are worn underneath.
- Clothing worn in such a way as to expose undergarments will not be permitted.
- Clothing deemed to be sleepwear or intended to be worn as under garments are not appropriate for

- school wear.
- Leggings may not be worn unless the top, skirt or shorts worn over them meets the fingertip length requirement.
- Men's boxer shorts will not be allowed.

SHIRTS AND TOPS

- No spaghetti straps; top must cover under garments and the majority of the shoulder area**
- Sleeveless shirts must fit snug under the armpit.
- Shirts and tops must be long enough to be tucked into pants, skirt, or shorts.
- The abdomen and back must be entirely covered.
- Cleavage must not be shown.
- Clothing advertising tobacco, alcohol, gangs, and drugs may not be worn.
- Clothing that displays obscene or suggestive language or pictures or insinuations of such will not be permitted.

HATS AND ACCESSORIES

- Hats, caps, and sunglasses may not be worn in the school building.
- Bandannas are not permitted.
- Any accessories such as chains, wheelies, spikes or jewelry that could be detrimental to the safety and/or welfare of self or other persons will not be permitted.

GANG APPAREL

- The wearing of gang attire by gang members or by other students who imitate them is not only disruptive but also dangerous. This attire identifies the students to rival elements and could result in a challenge. Therefore, any apparel that can be related to being gang attire or worn in such a manner as being gang related will not be allowed.

SHOES

- Shoes must be worn at all times in accordance with State health regulations.
- House shoes may not be worn.

TRENCH COATS

- Coats of a length that extend past the mid thigh are not allowed to be worn in the classroom and must be removed when the student enters the building and placed in the student's locker until they leave for the day.

Second period teachers will have the primary responsibility to evaluate student dress. However, students are accountable each and every period for meeting the dress code.

1st Offense: Written warning; student to call home for a change of clothes

2nd Offense: Student sent home for the remainder of the day (Out of school suspension)

Students are expected to cooperate fully with clothing standards for specialized classes and school activities.

This list is not meant to be exhaustive; rather, it is intended to provide some idea of acceptable standards of dress. The purpose of the school program is education. Members of the faculty and staff will use their professional judgment when enforcing this policy.

**THE HEBER SPRINGS SCHOOL DISTRICT RESERVES THE RIGHT TO PUNISH
BEHAVIOR WHICH IS NOT CONDUCTIVE TO GOOD ORDER AND DISCIPLINE IN THE
SCHOOL EVEN THOUGH SUCH BEHAVIOR IS NOT SPECIFIED IN THE WRITTEN RULES
(MINIMUM – WARNING; MAXIMUM – EXPULSION)**

VIDEO SURVEILLANCE

The 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 rest rooms 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 cameras.

The district shall retain copies of video recordings until they are erased, which may be accomplished by either deletion or copying over with a new recording.

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 is no longer subject to review or appeal as determined by board policy or student handbook; any release or viewing of such records shall be in accordance with current law.

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

HEBER SPRINGS ALTERNATIVE EDUCATION PROGRAMS

These programs were developed in response to Act 830 of 1981, which requires all school districts to provide an alternative school for at risk students.

Heber Springs School District provides Panther Academy, an optional educational placement for grades 6-12, on campus. Its purpose is to provide an educational environment for at risk students that require an alternative approach to learning. Any student who is recommended for removal from the Panther Academy will be recommended for expulsion from the Heber Springs School District.

SILENT LUNCH

Students may be assigned to silent lunch by their teachers or the administration for minor offenses. This means that they will get their lunch at the beginning of the lunch line and will sit at a designated table monitored by the duty teacher. They may not speak to each other and may only speak to the duty teacher when recognized by raising their hand. They will remain in the cafeteria until the bell rings for the next class. After the 4th assignment to silent lunch, the student will begin receiving after school detention.

AFTER SCHOOL DETENTION

Students may be assigned detention hall from 3:30-4:15 Monday - Thursday. Notice will be sent home to the parents with the student, but it is the student's responsibility to see that parents know and that arrangements are made for the student to get home after detention. Unless the student is absent or the student's parent notifies the school by 1:30 of the day detention is to be served in the afternoon, detention

MUST be served on the day assigned or an extra day will be added.

Students must be on time, be quiet, stay seated, and stay awake during detention hall. Assignments are to be complete or extra detention hall time will be added. The detention hall monitor may assign extra detention as needed.

After a student has been assigned to after school detention an excessive amount of times for misbehavior, the principal may invoke more stringent penalties. These more stringent penalties may include assignment to Saturday Detention, Student Tutorial Program, and/or corporal punishment.

SATURDAY DETENTION

Administration can refer students for Saturday detention. Saturday detention is scheduled from 8:00 a.m. until noon. Students must be in compliance with the school dress code. Students are to report promptly at 8:00 a.m. Any student arriving after 8:00 a.m. will be instructed to return home and will not be allowed to attend detention on that date. The student will suffer the same punishment as a student who fails to report. Students who fail to report for their Saturday detention assignment will be assigned to 4 days of after school detention Monday-Thursday of the following week. In addition, the original Saturday detention assignment will be reassigned. Repetitive continuous failure to attend Saturday Detention will result in STP. Students must bring their own work to Saturday detention.

STUDENT TUTORIAL PROGRAM (STP)

Heber Springs School District operates a student tutorial program for grades 6-12 by removing students who violate behavior policies from the normal classroom environment. The Student Tutorial Program (STP) will provide a more productive learning environment in our schools. The principal and his/her designee will decide student placement to STP. A student who chooses not to attend STP as assigned will not be allowed to return to regular classes and may be recommended for suspension or expulsion.

Students assigned to STP will be given the opportunity to complete classroom assignments and tests. Students will be readmitted to regular classes when all STP guidelines have been met. **A student assigned to STP will not be permitted to participate nor attend school assemblies, athletic contests, or any school-sponsored activity, in district or out of district, on the calendar dates that he/she is assigned to STP.**

Repeated assignments to STP do not serve as an effective deterrent to continual student misbehavior. Therefore, after a student has been assigned to STP an excessive amount of times for misbehavior, the principal may invoke more stringent penalties. These more stringent penalties may include corporal punishment, referral to the alternate education program, a suspension of up to ten (10) days or recommendation for expulsion. Due process will be given to each student and parents will be notified in writing.

CORPORAL PUNISHMENT

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

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

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

4.30—SUSPENSION FROM SCHOOL

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

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

A student may be suspended for behavior including, but not limited to, that ~~which~~:

Is in violation of school policies, rules, or regulations;

Substantially interferes with the safe and orderly educational environment;

School administrators believe will result in the substantial interference with the safe and orderly educational environment; and/or

Is insubordinate, incorrigible, violent, or involves moral turpitude.

Out-of-school suspension (OSS) shall not be used to discipline a student in kindergarten through fifth (5th) grade unless the student's behavior:

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

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

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

The student shall be given written notice or advised orally of the charges against him/her;

If the student denies the charges, he/she shall be given an explanation of the evidence against him/her and be allowed to present his/her version of the facts; and

If the principal finds the student guilty of the misconduct, he/she may be suspended.

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

Generally, notice and hearing should precede the student's removal from school, but if prior notice and hearing are not feasible, as where the student's presence endangers persons or property or threatens

disruption of the academic process, thus justifying immediate removal from school, the necessary notice and hearing should follow as soon as practicable.

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

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

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

During the period of their suspension, students serving OSS are not permitted on campus except to attend a student/parent/administrator conference.

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

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

4.31—EXPULSION

The Board of Education may expel a student for a period longer than ten (10) school days for violation of the District's written discipline policies. The Superintendent may make a recommendation of expulsion to the Board of Education for student conduct:

- Deemed to be of such gravity that suspension would be inappropriate;
- Where the student's continued attendance at school would disrupt the orderly learning environment;
or
- Would pose an unreasonable danger to the welfare of other students or staff.

Expulsion shall not be used to discipline a student in kindergarten through fifth (5th) grade unless the student's behavior:

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

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

The hearing shall be conducted not later than ten (10) school days following the date of the notice, except that representatives of the Board and student may agree in writing to a date not conforming to this limitation.

The President of the Board, Board attorney, or other designated Board member shall preside at the hearing. The student may choose to be represented by legal counsel. Both the district administration and School Board also may be represented by legal counsel. The hearing shall be conducted in open session of the Board unless the parent, or student if age eighteen (18) or older, requests that the hearing be conducted in executive session. Any action taken by the Board shall be in open session.

During the hearing, the Superintendent, or designee, or representative will present evidence, including the calling of witnesses, that gave rise to the recommendation of expulsion. The student, or his/her representative, may then present evidence including statements from persons with personal knowledge of the events or circumstances relevant to the charges against the student. Formal cross-examination will not be permitted; however, any member of the Board, the Superintendent, or designee, the student, or his/her representative may question anyone making a statement and/or the student. The presiding officer shall decide questions concerning the appropriateness or relevance of any questions asked during the hearing.

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

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

DUE PROCESS

All students will be afforded due process whenever deprived of their right to an education through exclusion from regular classroom instruction or other activities because of suspension, expulsion, probation or withdrawal of privileges, statements removed from student's records, and clearing one's reputation.

Due process procedures are:

1. The principal or designee shall advise the pupil in question of the particular misconduct of which he/she is accused, as well as the basis for such accusation.
2. The pupil shall be given an opportunity to explain his/her version of the facts to the school principal or school designee.
3. The principal or designee, upon suspending a student, shall notify his/her parents and the Superintendent.

4. When a pupil has been suspended from school, he/she shall remain away from school premises and all school functions until reinstated.
5. Upon request of the parents/guardians, a conference concerning the suspension will be arranged.
6. If parents/guardians are not satisfied with the conference, a hearing may be requested with the superintendent within five (5) days.

SEARCH, SEIZURE, AND INTERROGATIONS

The District respects the rights of its students against arbitrary intrusion of their person and property. At the same time, it is the responsibility of school officials to protect the health, safety, and welfare of all students enrolled in the District in order to promote an environment conducive to student learning. The Superintendent, principals, and their designees, to include the School Resource Officer, have the right to inspect and search school property and equipment. They may also search students and their personal property in which the student has a reasonable expectation of privacy, when there is reasonable suspicion to believe such student or property contains illegal items or other items in violation of Board policy or dangerous to the school community. School authorities may seize evidence found in the search and disciplinary action may be taken. Evidence found which appears to be in violation of the law shall be reported to the appropriate authority.

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

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

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

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

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

In instances other than those related to cases of suspected child abuse, principals must release a student to either a police officer who presents a subpoena for the student, or a warrant for arrest, or to an agent of state social services or an agent of a court with jurisdiction over a child with a court order signed by a judge. Upon release of the student, the principal or designee shall give the student's parent, legal guardian, or other person having lawful control by court order, or person acting in loco parentis notice

that the student has been taken into custody by law enforcement personnel or a state's social services agency. If the principal or designee is unable to reach the parent, he or she shall make a reasonable, good faith effort to get a message to the parent to call the principal or designee, and leave both a day and an after hours telephone number.

CONDUCT TO AND FROM SCHOOL / TRANSPORTATION POLICIES

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

TRANSPORTATION POLICIES

Students will ride only the bus that they are assigned. Bus students are to go immediately to the buses as soon as they are dismissed from school in the afternoon. All students who use school buses, either regularly or occasionally should be familiar with the following rules.

- A. Students are considered in school (class) from the time they enter the bus in the morning until they are let off the bus in the afternoon. Be at the bus stop at the scheduled time. Stand back ten feet from the bus stop and wait until the door is opened before moving closer to the bus. Do not play on the highway or road.
- B. While loading or unloading, enter or leave the bus orderly and quickly.
- C. While riding the bus, students are under the supervision of the driver and must obey the driver at all times.
- D. Students are expected to conduct themselves in a manner such that they will not distract the attention of their driver or disturb other riders on the bus.
- E. No knives or sharp objects of any kind are allowed – nor firearms, pets or other living animals, etc.
- F. Students should not tamper with any of the safety devices such as door latches, fire extinguishers, etc.
- G. Students should not ask the driver to let them off the bus any place except at the student's regular stop unless the student has written permission from the principal.
- H. Students who must cross the road after leaving the bus in the afternoon should go to a point on the shoulder of the road ten feet in front of the bus. The road should be crossed only after the driver has signaled the student to do so.
- I. **Students cannot ride any bus except their own. Visitors are not allowed except in case of emergency and a bus note must be secured from the principal's office by 2:30 for any student boarding a bus that is not their regular bus. Calling after 2:30 may result in a bus note not being received in time to board the bus.**
- J. Students must keep assigned seats while the bus is in motion and must not move while the bus is stopped except as the driver directs.
- K. Students are not to put their hands, arms, heads, or bodies out of the window.
- L. Students should not yell at anyone outside the bus.
- M. Students are not to deface the bus or any school property by writing on the bus or damaging seats, etc.
- N. Students are not to throw paper, food, or any other objects on the floor of the bus or out the bus windows.
- O. Students are not to eat on the bus.
- P. Students are not to possess or use any form of tobacco product.
- Q. Students are not to horseplay, scuffle, or fight on the bus.
- R. Aisles of the bus should be clear of books, lunches, coats, feet, etc.
- S. Students are not to play radios, tape players, band instruments, or any noise-making devices.
- T. The school district reserves the right to punish any behavior not covered but is deemed as unacceptable.

Failure to Follow Rules and Regulations:

All school rules and regulations governing student behavior apply to conduct on the school bus in addition to the loss of transportation penalties listed below. Bus referrals will be written by the bus driver to the administration of the student's building. Upon review of the incident in question, administration may do the following:

Bus Rule Violation Penalties:

1st Incident	Written notice to parent
2nd Incident	Placed on probation; next incident will be bus suspension.
3rd Incident	Three (3) day bus suspension and conference. The parent will be contacted, as well as, receiving a written notice. The parent may request a conference with administration, transportation director and driver, if needed.
4th Incident	One (1) week bus suspension
5th Incident	Two (2) weeks bus suspension
6th Incident	Indefinite bus suspension

WARNING. Continued misbehavior on school bus will result in loss of transportation privileges temporarily or for the remainder of school year. For any extreme behavior problems on the bus, a student may lose bus privileges at any time.

Exception to Minimum Penalties:

1. A student who smokes/uses tobacco product or any illegal drugs on a bus or who physically/verbally abuses bus driver/school personnel or commits act of vandalism causing damage to bus will not be permitted to ride a bus in the Heber Springs School District for a minimum of nine (9) weeks. The parents of student who damages school bus will be required to reimburse the district the cost of repairs before transportation privilege is restored. A second incident of any of the above will result in a student being denied transportation for remainder of the school term.
2. As a last resort, the Transportation Director may discontinue a bus route when a large number of students on the bus refuse to obey regulations. If it becomes necessary to eliminate a bus route because of misconduct, parents will receive a letter or telephone call to communicate the situation. A meeting with parents/transportation director/school personnel will be arranged to discuss circumstances and consider possible solutions.

Arkansas Code Ann. 5-64-411, Act 35 of 2007, makes school bus stops a location where it is illegal to sell, deliver, possess, possess with the intent to deliver, dispense, manufacture, transport, administer or distribute a controlled substance within 1,000 feet of a school bus stop. The school narcotic, alcoholic beverage and stimulant drug policy will be strictly enforced.

DISRUPTION OF SCHOOL

No student shall by the use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct, intentionally cause the disruption of any lawful mission, process, or function of the school, or engage in any such conduct for the purpose of causing disruption or obstruction of any lawful mission, process, or function. Nor shall any student encourage any other student to engage in such activities.

Disorderly activities by any student or group of students that adversely affect the school's orderly educational environment shall not be tolerated at any time on school grounds. Teachers may remove from class and send to the principal or principal's designee office a student whose behavior is so unruly, disruptive, or abusive that it seriously interferes with the teacher's ability to teach the students, the class, or with the ability of the student's classmates to learn. Students who refuse to leave the classroom voluntarily will be escorted from the classroom by the school administration.

STUDENT ASSAULT OR BATTERY

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

Furthermore, it is unlawful, during regular school hours, and in a place where a public school employee is required to be in the course of his or her duties, for any person to address a public school employee using language which, in its common understanding, is calculated to: a) cause a breach of the peace; b) materially and substantially interfere with the operation of the school; c) arouse the person to whom it is addressed to anger, to the extent likely to cause imminent retaliation. Students guilty of such an offense may be subject to legal proceedings, in addition to student disciplinary measures.

WEAPONS AND DANGEROUS INSTRUMENTS

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

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

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

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

The mandatory expulsion requirement for possession of a firearm does not apply to a firearm visibly stored inside a locked vehicle on school property nor to activities approved and authorized by the district that include the use of firearms. Such activities may include ROTC programs, hunting safety or military education, or before or after-school hunting or rifle clubs.

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

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

TOBACCO AND TOBACCO PRODUCTS

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

DRUGS AND ALCOHOL

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

Therefore, no student in the Heber Springs School District shall possess, attempt to possess, consume, use, distribute, sell, buy, attempt to sell, attempt to buy, give to any person, or be under the influence of any substance as defined in this policy, or what the student represents or believes to be any substance as defined in this policy. This policy applies to any student who; is on or about school property; is in attendance at school or any school sponsored activity; has left the school campus for any reason and returns to the campus; is en route to or from school or any school sponsored activity.

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

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

GANGS AND GANG ACTIVITY

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

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

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

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

BULLYING

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

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

Definitions:

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

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

- Physical harm to a public school employee or student or damage to the public school employee's or student's property;
- Substantial interference with a student's education or with a public school employee's role in education;
- A hostile educational environment for one (1) or more students or public school employees due to the severity, persistence, or pervasiveness of the act; or
- Substantial disruption of the orderly operation of the school or educational environment;

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

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

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

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

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

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

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

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

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

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

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

Notice of what constitutes bullying, the District's prohibition against bullying, and the consequences for students who bully shall be conspicuously posted in every classroom, cafeteria, restroom, gymnasium, auditorium, and school bus. Parents, students, school volunteers, and employees shall be given copies of the notice.

STUDENT SEXUAL HARASSMENT

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

Believing that prevention is the best policy, the District will periodically inform students and employees about the nature of sexual harassment, the procedures for registering a complaint, and the possible redress

that is available. The information will stress that the district does not tolerate sexual harassment and students can report inappropriate behavior of a sexual nature without fear of adverse consequences. The information will take into account and be appropriate to the age of the students.

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

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

1. Submission to the conduct is made, either explicitly or implicitly, a term or condition of an individual's education.
2. Submission to, or rejection of, such conduct by an individual is used as the basis for academic decisions affecting that individual; and/or
3. Such conduct has the purpose or effect of substantially interfering with an individual's academic performance or creates an intimidating, hostile, or offensive academic environment.

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

Actionable sexual harassment is generally established when an individual is exposed to a pattern of objectionable behaviors or when a single, serious act is committed. What is, or is not, sexual harassment will depend upon all of the surrounding circumstances. Depending upon such circumstances, examples of sexual harassment include, but are limited to: unwelcoming touching; crude jokes or pictures; discussions of sexual experiences; pressure for sexual activity; intimidation by words, actions, insults, or name calling; teasing related to sexual characteristics; and spreading rumors related to a person's alleged sexual activities.

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

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

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

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

LASER POINTERS

Students shall not possess any hand held laser pointer while in school; on or about school property, before or after school; in attendance at school or any school-sponsored activity; en route to or from school or any school-sponsored activity; off the school grounds at any school bus stop or at any school-sponsored activity or event. School personnel shall seize any laser pointer from the student possessing it and the student may reclaim it at the close of the school year, or when the student is no longer enrolled in the District.

COMMUNICATION OF A FALSE ALARM (ACT 567)

A person commits the offense of communicating a false alarm if the person purposely initiates or circulates a report of a present, past, or impending bombing, fire, offense, catastrophe, or other emergency knowing that the report is false or baseless and knowing that it is likely: To cause action of any sort by an official or volunteer agency organized to deal with emergencies or to place any person in fear of physical injury to himself or herself or another person or of damage to his or her property or that of another person or to cause total or partial evacuation of any occupiable structure, vehicle, or vital public facility.

COMPUTER USE POLICY

The Heber Springs School District makes computers and/or computer Internet access available to students, to permit students to perform research and to allow student to learn how to use computer technology. Use of district computers is for educational and/or instructional purposes only. It is the policy of this school district to equip each computer with Internet filtering software designed to prevent users from accessing material that is harmful to minors. For the purposes of this policy “harmful to minors” is defined as any picture, image, graphic image, file, or other visual depiction that—

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

No student will be granted Internet access until and unless a computer-use agreement, signed by both the student and the parent or legal guardian (if the student is under the age of eighteen (18)) is on file. The current version of the computer use agreement is incorporated by reference into board policy and is considered part of the student handbook.

Student use of computers shall only be as directed or assigned by staff or teachers. Students are advised that they enjoy no expectation of privacy in any aspect of their computer use, including email, and that monitoring of student computer use is continuous. Students must not disable or bypass security procedures, compromise, attempt to compromise, or defeat the district’s technology network security or Internet filtering software, alter data without authorization, or disclose passwords to other students. Students who misuse district-owned computers or Internet access in any way, including using computers to violate any other policy or contrary to the computer use agreement, or using the computers to access or create sexually explicit or pornographic text or graphics, will face disciplinary action, as specified in the student handbook and/or computer use agreement.

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

COMMUNICABLE DISEASES AND PARASITES

Students with communicable diseases or with human host parasites that are transmittable in a school environment shall demonstrate respect for other students by not attending school while they are capable of transmitting their condition to others. Students whom the school nurse determines are unwell or unfit for school attendance or who are believed to have a communicable disease or condition will be required to be picked up by their parent or guardian. Specific examples include, but are not limited to: Varicella (chicken pox), measles, scabies, conjunctivitis (Pink Eye), impetigo/MRSA (Methicillin-resistant Staphylococcus aureus), streptococcal and staphylococcal infections, ringworm, mononucleosis, Hepatitis A, B or C, mumps, vomiting, diarrhea, and fever (100.4 F when taken orally). A student who has been sent home by the school nurse will be subsequently readmitted, at the discretion of the school nurse, when the student is no longer a transmission risk. Students who are sent home with a fever cannot return to school until they have been fever free for 24 hours. In some instances, a letter from a health care provider may be required prior to the student being readmitted to the school.

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

In accordance with 4.57-IMMUNIZATIONS, the District shall maintain a copy of each student's immunization record and a list of individuals with exemptions from immunization, which shall be education records as defined in policy 4.13. That policy provides that an education record may be disclosed to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.

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

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

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

STUDENT MEDICATIONS

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

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

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

Students taking Schedule II medications methylphenidate (e.g. Ritalin or closely related medications as determined by the school nurse), dextroamphetamine (Dexedrine), and amphetamine sulfate (e.g.

Adderall or closely related medications are determined by the school nurse) shall be allowed to attend school.

Schedule III medication prescribed for pain will not be given while the student is at school. Drugs in this category include hydrocodone/codeine, when compounded with an NSAID (e.g. vicoprofen, when compounded with ibuprofen) or with acetaminophen (paracetamol) (e.g. Vicodin/Tylenol 3). Students who require pain medication stronger than OTC medication should not be in school.

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

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

Nonprescription medications may be given to students upon the decision of the principal or the nurse. Such medications must be in the original container, clearly labeled and accompanied by a written authorization form signed by the parents or legal guardians that includes the student's name, the name of the medication, the dosage, and instruction for the administration of the medication (including times).

The school shall not keep outdated medication or any medications past the end of the school year. Parents shall be notified ten (10) days in advance of the school's intention to dispose of any medication. Medications not picked up by the parents or legal guardians within the ten (10) day period, shall be destroyed by the nurse with a witness present.

Personnel at Heber Springs Middle School are concerned for the well being of students while at school. A student should notify his/her immediate teacher of sickness or injury. In case of a serious injury or sickness, the parent will be immediately notified and informed of the student being taken to the doctor and/or hospital. If a student leaves class because of sickness or injury, the teacher in charge of the class should take the responsibility to determine the status of the student's condition and offer assistance when needed. A school nurse is on duty at Heber Springs Schools.

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

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

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

Emergency Administration of Epinephrine

The school nurse or other school employees designated by the school nurse as a care provider who have been trained and certified by a licensed physician may administer an epinephrine auto-injector in

emergency situations to students who have an IHP developed under Section 504 of the Rehabilitation Act of 1973 which provides for the administration of an epinephrine auto-injector in emergency situations. The parent of a student who has an authorizing IHP, or the student if over the age of eighteen (18), shall annually complete and sign a written consent form provided by the student's school nurse authorizing the nurse or other school employee certified to administer auto-injector epinephrine to the student when the employee believes the student is having a life-threatening anaphylactic reaction.

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

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

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

Medication Policy

1. The nurse will be in the cafeteria from 7:45-8:00 every morning and during lunch. All prescription and non-prescription medicine should be turned in at this time. If the student arrives after 8:00 the medicine should be brought to the nurse or the office. At no time should medicine be kept in the lockers or on their person.
2. All prescription and non-prescription medicine needs to be in the original bottle or packet.
3. Please put medicine in a Ziploc bag with a signed parent permission slip inside and time to administer medicine. The permission slip is **mandatory**. Medication that will be administered for more than one (1) day will need a medication administration release form obtained from the school nurse.
4. If there is a change in the dose of prescription medicine, there ***must*** be written notification from the **physician**. Non- prescription medicine will only be administered according to the instructions on the bottle unless by physician's orders.
5. Tylenol, Advil, or other non-prescription medicine will be given for no more than (five) 5 consecutive days. A physician's order may be required for continued consecutive use and a medication administration release form must be obtained from the school nurse.
6. Before students are allowed to carry and use prescription asthma inhalers and auto-injectable epinephrine, all directives **must** be on file. It is **mandatory** to contact the school nurse for specific requirements for students who are directed by their physician to do so.

STUDENT ILLNESS/ACCIDENT

If a student becomes too ill to remain in class and/or could be contagious to other students, the principal or school nurse will attempt to notify the student's parent or legal guardian. Parents are strongly encouraged to keep this information up to date. 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.

If a student becomes seriously ill or is injured while at school and the parent/legal guardian cannot be contacted, the failure to make such contact shall not unreasonably delay the school's expeditious transport of the student to an appropriate medical care facility. The school assumes no responsibility for treatment of the student.

If you have health concerns regarding your child at school, please contact the school nurse at 501-362-2488.

SECTION III: ACADEMIC INFORMATION

4.55—STUDENT PROMOTION AND RETENTION

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

To be promoted, students in grade 6, 7, and 8 must pass at least three academic core subjects for the year with a 60% or better average. Core subjects are language arts, math, science, and social studies.

Students retained under the policy may be promoted to the next grade only if they attend an accredited summer school program passing the needed courses. Parents must submit to the Middle School office an official transcript of the courses by August 8.

At least once each semester, the parents and teacher(s) of a student in kindergarten through eighth (8th) grade shall be notified in writing of the student's independent grade-level-equivalency in reading.

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

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

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

The conference shall be held at a time and place that best accommodates those participating in the conference. The school shall document participation or non-participation in required conferences. If the conference attendees fail to agree concerning the student's placement or receipt of course credit, the final decision shall rest with the principal or the principal's designee.

Beginning with the 2018-2019 school year, each student shall have a student success plan (SSP) developed by school personnel in collaboration with the student's parents and the student that is reviewed and updated annually. A student's SSP shall use multiple academic measures to personalize learning in order for students to achieve their grade-level expectations and individual growth. The SSP will identify if

the student is in need of additional support or acceleration. Academic measures to be used in creating and updating a student's SSP shall include, but are not limited to:

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

By the end of grade eight (8), the student's SSP shall:

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

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

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

An SSP shall be created:

1. By no later than the end of the school year for a student in grade eight (8) or below who enrolls in the District during the school year; or
2. As soon as reasonably possible for a student in grade nine (9) or above who enrolls in the District at the beginning or during the school year.

A student's individualized education program (IEP) may act in the place of the student's SSP if the IEP addresses academic deficits and interventions for the student's failure to meet standards-based academic goals at an expected rate or level and includes a transition plan that addresses college and career planning components. Promotion/retention or graduation of students with an IEP shall be based on their successful attainment of the goals set forth in their IEP.

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

GRADING SCALE

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

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

A=90-100

B=80-89

C=70-79

D=60-69

F=59 and BELOW

Grades assigned to students reflect educational objectives only.

The final grades of students who transfer in for part of a semester will be determined by blending the grades earned in the district with those earned outside the district.

HONOR ROLL

Following each nine weeks period, a list will be made of students who did superior academic work during the period. This information will be given to the local newspapers for publishing. Students being placed on the honor roll must have a grade average of B or above in all subjects.

HOMEWORK POLICY

Homework is designed for the reinforcement or extension of classroom activities. The Heber Springs School District recognizes that homework is a beneficial addition to the instruction program. For most students additional study directly related to academic class work can make the difference between mastery and non-mastery, between satisfactory and exemplary achievement. The Heber Springs School District encourages the assigning of relevant homework to its students.

BEFORE/AFTER SCHOOL HOMEWORK HELP

The middle school provides free, supervised homework help from 3:30-4:30 on Monday through Thursday in the middle school. Parents are responsible for picking up a student on time and should be picked up promptly at 4:30. Students will sign in each day that he/she attends Homework Help. Students should bring daily work and maintain exemplary behavior while in Homework Help. The Homework Help monitors will assist students as needed. All students are encouraged to use this service. Some parents may receive communication after progress reports encouraging his/her child's participation in the Homework Help program.

HB2824 ACADEMIC IMPROVEMENT PLAN (AIP)

Students who do not score proficient or above on their grade level standardized state assessment, or do not meet the satisfactory passing level on all general end-of-course (EOC) tests shall be required to participate in an individualized academic improvement plan (AIP). Each AIP shall be developed by school personnel and the student's parents and shall be designed to assist the student in attaining the

expected achievement level. The AIP shall also state the parent's role as well as the consequences for the student's failure to participate in the plan.

PARENT/TEACHER CONFERENCES

Parents are encouraged to communicate with teachers. Parent/teacher conferences are scheduled twice a year; however, a separate time can be requested as needed. Please notify the middle school counselor or middle school office when requesting a conference by calling 362-2488. A minimum of one day's notice is required so that a time can be set that is convenient for you and the teacher(s).

PROGRESS REPORTS AND REPORT CARDS

Progress reports will be sent home with students midway of each nine weeks. Parents may request a teacher conference or phone call. Report cards will be sent home with students following each nine weeks grading period.

Parents are encouraged to access regularly the "eschool" accountability system for student grades, attendance, and tardies. Log in information to this account can be obtained through the office.

COMMON CORE STATE STANDARDS

On July 10, 2010, the Arkansas Department of Education adopted the Common Standards for College and Career Readiness. The Common Core State Standards are a set of shared K-12 learning expectations for students in English language arts and mathematics. The standards are the result of a state-led effort coordinated by the National Governor's Association (NGA) and the Council of Chief State School Officers.

The Common Core State Standards for grades K-12 were developed in collaboration with a variety of stakeholders including content experts, state education leaders, teachers, school administrators, and parents. The Common Core State Standards provide a consistent, clear understanding of what students are expected to learn in mathematics and English language arts. The standards are designed to be robust and relevant to the real world, reflecting the knowledge and skills that our students need for success in college and careers.

**SMART CORE WAIVER FORM
(GRADUATING CLASS OF 2016 AND AFTER)**

Name of Student: _____
Name of Parent/Guardian: _____
Name of District: _____
Name of School: _____

Smart Core is Arkansas's college- and career-ready curriculum for high school students. College and career readiness in Arkansas means that students are prepared for success in entry-level, credit-bearing courses at two-year and four-year colleges and universities, in technical postsecondary training, and in well-paid jobs that support families and have pathways to advancement. To be college and career ready, students need to be adept problem solvers and critical thinkers who can contribute and apply their knowledge in novel contexts and a variety of situations. Smart Core is the foundation for college and career-readiness. All students should supplement additional rigorous coursework within their career focus.

Failure to complete the Smart Core Curriculum for graduation *may* result in negative consequences such as conditional admission to college and ineligibility for some scholarship programs.

Parents or guardians may waive the right for a student to participate in Smart Core and instead to participate in the Core curriculum. By signing this Smart Core Waiver Form, you are waiving your student's right to Smart Core and are placing him or her in the Core Curriculum.

CORE CURRICULUM

English – 4 units

- English 9th grade
- English 10th grade
- English 11th grade
- English 12th grade or Transitional English 12

Mathematics – 4 units (or 3 units of math and 1 unit of Computer Science*)

- Algebra I (or Algebra A & Algebra B - each may be counted as one unit of the 4 unit requirement)
- Geometry (or Geometry A & Geometry B - each may be counted as one unit of the 4 unit requirement)
(All math units must build on the base of algebra and geometry knowledge and skills.)

Science – 3 units (or 2 units with lab experience and 1 unit of Computer Science*)

- Biology - 1 unit (All students must have 1 unit in Biology, IB Biology, ADE Biology, ADE Approved Biology Honors, or Concurrent Credit Biology.)
- Physical Science, Chemistry, or Physics – at least 1 unit
- other ADE approved science

Social Studies – 3 units

- Civics - ½ unit
- World History - 1 unit
- U.S. History - 1 unit
- other social studies – ½ unit

Oral Communications – ½ unit

Physical Education – ½ unit

Health and Safety – ½ unit

Economics – ½ unit (may be counted toward Social Studies or Career Focus)

Fine Arts – ½ unit

Career Focus – 6 units

***Computer Science – (optional)** A flex unit of Computer Science and Mathematics, Essentials of Computer Programming, AP Computer Science, or IB Computer Science may replace the 4th math requirement or the 3rd science requirement. Two distinct units of the computer science courses listed above may replace the 4th math requirement and the 3rd science requirement. If the 4th math requirement and the 3rd science requirement have been met through other coursework, any of the computer science courses listed above may be used for career focus credit.

(Comparable concurrent credit may be substituted where applicable.)

Beginning with the entering 9th grade class of the 2014 – 2015 school year, each high school student shall be required to take at least one digital learning course for credit to graduate. (Act 1280 of 2013)

By signing this form, I acknowledge that I have been informed of the requirements and implementation of the Smart Core Curriculum and am choosing to waive the Smart Core curriculum for my child. I understand the potential negative consequences of this action as outlined on this form.

Parent/Guardian Signature

Date

School Official Signature

Date

Arkansas Department of Education— May 14, 2015

SMART CORE INFORMED CONSENT FORM

Name of Student: _____
Name of Parent/Guardian: _____
Name of District: _____
Name of School: _____

Smart Core is Arkansas's college- and career-ready curriculum for high school students. College and career readiness in Arkansas means that students are prepared for success in entry-level, credit-bearing courses at two-year and four-year colleges and universities, in technical postsecondary training, and in well-paid jobs that support families and have pathways to advancement. To be college and career ready, students need to be adept problem solvers and critical thinkers who can contribute and apply their knowledge in novel contexts and a variety of situations. Smart Core is the foundation for college and career-readiness. All students should supplement additional rigorous coursework within their career focus.

Parents or guardians may waive the right for a student to participate in Smart Core and instead to participate in the Core curriculum. The parent must sign the separate Smart Core Waiver Form to do so.

SMART CORE CURRICULUM

English – 4 units

- English 9th grade
- English 10th grade
- English 11th grade
- English 12th grade or Transitional English 12

Mathematics – 4 units (or 3 units of math and 1 unit of Computer Science*) *At least one MATH unit must be taken in Grade 11 or Grade 12.*

- Algebra I (or Algebra A & Algebra B - Grades 7-8 or 8-9)
- Geometry (or Geometry A & Geometry B - Grades 8-9 or 9-10)
- Algebra II
- fourth math as approved by ADE or approved *Computer Science

Science – 3 units with lab experience (or 2 units with lab experience and 1 unit of Computer Science*)

- Biology – 1 unit (Biology, IB Biology, ADE Approved Biology, ADE Approved Biology Honors, AP Biology or Concurrent Credit Biology.)
- Physical Science, Chemistry, Physics, or approved *Computer Science – 2 units; a maximum of 1 computer science credit may count for this requirement

Social Studies – 3 units

- Civics - ½ unit
- World History - 1 unit
- U.S. History - 1 unit
- other social studies - ½ unit

Oral Communications – ½ unit

Physical Education – ½ unit

Health and Safety – ½ unit

Economics – ½ unit (may be counted toward Social Studies or Career Focus)

Fine Arts – ½ unit

Career Focus – 6 units

***Computer Science – (optional)** A flex unit of an approved Computer Science may replace the 4th math requirement or the 3rd science requirement. Two distinct units of the approved computer science courses may replace the 4th math requirement and the 3rd science requirement. If the 4th math requirement and the 3rd science requirement have been met through other coursework, any of the computer science courses may be used for career focus credit.

Beginning with the entering 9th grade class of the 2014 – 2015 school year, each high school student shall be required to take at least one digital learning course for credit to graduate. (Act 1280 of 2013)

By signing this form, I acknowledge that I have been informed of the requirements and implementation of the Smart Core Curriculum and am choosing the Smart Core Curriculum for my child.

Parent/Guardian Signature _____

Date _____

School Official Signature _____

Date _____

Arkansas Department of Education— February 21, 2018

SECTION IV: FORMS
HEBER SPRINGS MIDDLE SCHOOL
SCHOOL PARENT COMPACT
2018-2019

Parent Responsibilities:

We, as parents, will support our children's learning in the following ways:

- ✓ Monitoring attendance
- ✓ Making sure homework is completed
- ✓ Monitoring amount of television watched at home
- ✓ Volunteering in the classroom
- ✓ Participate in decisions related to my children's education
- ✓ Promoting positive use of my child's extracurricular time
- ✓ Staying informed about my child's education
- ✓ Communicating with the school by promptly reading all notices from the district either delivered by my child or by mail and responding as appropriate
- ✓ Serving on policy advisory groups

Student Responsibilities

- ✓ Organize my assignments and do my school work daily, asking for help when needed
- ✓ Read at least 30 minutes every day outside of school time
- ✓ Give to my parents or the adult responsible for my welfare all notices and information received by me from my school every day

Additional Required Heber Springs School District Responsibilities:

- ✓ Involve parents in the planning, review, and improvement of the school's parental involvement policy, in an organized, ongoing, and timely way.
- ✓ Involve parents in the joint development of any school-wide program plan, in an organized, ongoing and timely way.
- ✓ Hold an annual meeting to inform parents of the school's participation in Title I, Part A programs, to explain the rights of parents in Title I, Part A programs. The school will convene the meeting at a convenient time to parents, and will offer a flexible number of additional parental involvement meetings. All parents will be invited and encouraged to attend.
- ✓ Provide information to parents in an understandable and uniform format, including alternative formats upon the request of parents with disabilities, and in a language that parents can understand.
- ✓ Provide to parents of participating children information in a timely manner about Title I, Part A programs that includes a description and explanation of the school's curriculum, the forms of academic assessment used to measure the children's progress, and the proficiency levels students are expected to meet.
- ✓ On the request of parents, provide opportunities for regular meetings for parents to formulate suggestions and to participate in decisions about the education of their children, as appropriate. The school will respond to any such suggestions as soon as practicably possible.
- ✓ Provide to each parent an individual student report about the performance of their child on the State assessment in at least math, language arts, and reading.
- ✓ Provide each parent timely notice when their child has been assigned to a teacher or has been taught for four or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in section 200.56 of the Title I Final Regulations (67 Fed.Reg 71710, December 2, 2002.)

**HEBER SPRINGS MIDDLE SCHOOL
STUDENT INTERNET USE AGREEMENT
2018-2019**

The Heber Springs School District agrees to allow the student identified above ("Student") to use the district's technology to access the Internet under the following terms and conditions, which apply whether the access is through a District or student owned technology device:

1. Conditional Privilege: The Student's use of the district's access to the Internet is a privilege conditional on the Student's abiding to this agreement. No student may use the district's access to the Internet whether through a District or student owned technology device unless the Student and his/her parent or guardian have read and signed this agreement.
2. Acceptable Use: The Student agrees that he/she will use the District's Internet access for educational purposes only. In using the Internet, the Student agrees to obey all federal and state laws and regulations. The Student also agrees to abide by any Internet use rules instituted at the Student's school or class, whether those rules are written or oral.
3. Penalties for Improper Use: If the Student violates this agreement and misuses the Internet, the Student shall be subject to disciplinary use.
4. "Misuse of the District's access to the Internet" includes, but is not limited to, the following:
 - a. using the Internet for other than educational purposes;
 - b. gaining intentional access or maintaining access to materials which are "harmful to minors" as defined by Arkansas law;
 - c. using the Internet for any illegal activity, including computer hacking and copyright or intellectual property law violations;
 - d. making unauthorized copies of computer software;
 - e. accessing "chat lines" unless authorized by the instructor for a class activity directly supervised by a staff member;
 - f. using abusive or profane language in private messages on the system; or using the system to harass, insult, or verbally attack others;
 - g. posting anonymous messages on the system;
 - h. using encryption software;
 - i. wasteful use of limited resources provided by the school including paper;
 - j. causing congestion of the network through lengthy downloads of files;
 - k. vandalizing or stealing data of another user;
 - l. obtaining or sending information which could be used to make destructive devices such as guns, weapons, bombs, explosives, or fireworks;
 - m. gaining or attempting to gain unauthorized access to resources or files;
 - n. identifying oneself with another person's name or password or using an account or password of another user without proper authorization;
 - o. invading the privacy of individuals;
 - p. divulging personally identifying information about himself/herself or anyone else either on the Internet or in an email. Personally identifying information includes full names, address, and phone number.
 - q. using the network for financial or commercial gain without district permission;
 - r. theft or vandalism of data, equipment, or intellectual property;
 - s. attempting to gain access or gaining access to student records, grades, or files;
 - t. introducing a virus to, or otherwise improperly tampering with the system;
 - u. degrading or disrupting equipment or system performance;
 - v. creating a web page or associating a web page with the school or school district without proper authorization;
 - w. providing access to the District's Internet Access to unauthorized individuals;
 - x. failing to obey school or classroom Internet use rules; or

school. If a parent/guardian is not available, the medication will be counted in the presence of the child, as well as another designated employee.

SCHOOL CLINIC

HSSD has a nurse here daily; however the nurse might not be available at your student's school that day. In the event that there is not a nurse at their school—in some cases—a trained staff member will take on the responsibility of the nurse in addition to their other responsibilities. If it is beyond the scope for the trained staff member- a nurse from another campus will be available to assist to the student's needs. We ask that you keep sick children home until they are well. If your child becomes ill at school, the student needs to come and visit the school nurse to be evaluated. We will call you to come pick him/her up if necessary. Please always be sure the school has current phone numbers for you and other emergency contact persons.

Remember we do not diagnose students, but rather treat them for acute concerns that are present.

GUIDELINES FOR KEEPING STUDENTS HOME FROM SCHOOL

Students are in close contact with one another at school. The following are some guidelines to help you decide when to keep your child home from school. These are the guidelines and symptoms we look for at school to determine when to send students home as well.

- Nausea, vomiting, diarrhea (student should be symptom free for 24 hours before returning back to school)
- Temperature over 100 degrees. (student should be fever free without the use of fever reducing medications for 24 hours before returning back to school)
- Unidentified rash or Communicable skin rash. Child may return to school following proper treatment.
- Pinkeye (conjunctivitis). The whites of the eyes will appear pink or red, AND feel painful and itchy. There may be yellow, green, or white matter in or around the eye or eye lashes. Once treatment is initiated and no drainage present, the student may return to school.

Healthy children learn better. Please be doing these things at home to help boost your child's immune system.

- Get plenty of rest each night.
- Encourage healthy foods. Limit junk food. Have regular mealtimes. Encourage water consumption.
- Be sure your child gets DAILY exercise and fresh air outside of school whenever possible.
- Avoid exposing your child to second hand smoke in the house and car.
- Teach your child to keep their bodies and hair clean daily, use deodorant as needed, brush teeth twice per day, and wash their hands often.

Please contact the school office if your child is absent for any reason if due to illness/injury. Please inform us of symptoms, for infection control purposes. Please inform the nurse if your child will be out for an extended time due to illness, have frequent absences due to a documented chronic medical condition, has any surgical procedures or hospitalizations that may require accommodations to ensure your child's health needs and academic success.

It is helpful to us as a school community to have good communication with families at all times. Please do not hesitate to call me at 501-362-2488, if I can be of any assistance to advocate for your child's healthcare needs. I wish good health and a successful 2018-2019 school year for your children!

Leslie Williams, RN, BSN (Middle school Nurse)
Leslie.williams@hssd.k12.ar.us

- y. taking part in any activity related to Internet use which creates a clear and present danger of the substantial disruption of the orderly operation of the district or any of its schools.
 - z. Installing or downloading software on district computers without prior approval of technology director or his/her designee; or
5. Liability for debts: Students and their cosigners shall be liable for any and all costs (debts) incurred through the student's use of the computers or access to the Internet including penalties for copyright violations.
6. No Expectation of Privacy: The Student and parent/guardian signing below agree that if the Student uses the Internet through the District's access, that the Student waives the right to privacy the Student may have for such use. The Student and the parent/guardian agree that the district may monitor the Student's use of the District's Internet Access and may also examine all system activities the Student participates in, including but not limited to e-mail, voice, and video transmissions, to ensure proper use of the system. The District may share such transmission with the Student's parents/guardians.
7. No Guarantees: The District will make good faith efforts to protect children from improper or harmful matter that may be on the Internet. At the same time, in signing this agreement, the parent and Student recognize that the District makes no guarantees about preventing improper access to such materials on the part of the Student.

**Heber Springs Middle School
Verification of Receipt of Policies by Parent/Student
2018-2019**

I verify that we have received and reviewed the following policies in the Student Handbook for Heber Springs Middle School for the 2017-2018 school year:

- Student Discipline Policies**
- Homework Policy**
- Summary of Parental Involvement Plan**
- Attendance Policy**
- Internet Use Agreement Form**

My signature does not indicate that I agree with these policies, only that I have received copies of them or that I have access to them on-line.

_____ PLEASE CHECK HERE IF YOU RECEIVED A HARD COPY OF THE STUDENT HANDBOOK.

CONFIDENTIALITY AGREEMENT: Heber Springs Middle School must have parental permission to videotape, photograph, and make a voice recording or motion picture of your minor child. These may be used in connection with a newspaper, district newsletter, educational television program or subsequent visual or audio presentations.

_____ YES, I give permission for the areas listed above and for my child's picture and/or name to appear in school publications and/or be released to the news media providing coverage of student activities.

_____ NO, I do not give permission for the areas listed above and for my child's picture and/or name to appear in school publications or to be released to any news media.

_____ YES, I give permission for my child's picture and/or name to appear in the school's yearbook.

_____ NO, I do not give permission for my child's picture and/or name to appear in the school's yearbook.

LOCAL TRIP AUTHORIZATION (Not overnight)

_____ YES, I give permission for my child to go on local trips and be transported by a school bus.

_____ NO, I do not give permission for my child to go on local trips.

Parent/Guardian Signature

Student Signature

Date Signed

Date Signed

A Note from the School Nurse...

As the school year begins, I would like to remind parents of some important issues that need to be addressed that will help us, help keep your children healthy and in school. Health history, medication orders, and care plans MUST be done every school year. Please read this letter completely and please contact the school nurse if you have further questions.

IMMUNIZATION REQUIREMENTS

All students must meet state immunization requirements in order to attend public school. If your child was a student at school last year, you received a note stating what vaccines your child needed to get over the summer. The goal of the Arkansas Department of Health requirements is to reduce and eliminate vaccine-preventable diseases among Arkansas students. Please make sure your child is up to date on all required immunizations. A new student will receive a letter from the school stating if their child is missing vaccines or not. They will have 30 days to get the vaccines or turn in the required documents before they are unable to attend school.

If you have a medical, religious, or philosophical reason to refuse the immunization you must have a letter for the approval from the Medical Director of the communicable Disease/Immunization Section at the Arkansas Department of Health. We must have a new form every school year—before the deadline –or your child will not be allowed to attend public school. The parent/guardian must provide a copy of the approval to the school before the deadline.

For more information on vaccines or to file for exemption please visit www.healthy.arkansas.gov

STUDENT HEALTH HISTORY and LIFE-THREATENING CONDITIONS

Please let the school nurse know if your student has a significant health history, life threatening allergies, or special medical concerns. If your child has a life-threatening condition—a nursing Emergency Care Plan must be provided by the student's healthcare provider and/or developed by the school Nurse, and signed by the HCP. This includes Asthma, Diabetes, Seizures, and allergies requiring an Epi-pen, or other medical conditions. A letter will be sent from the Food Service Director for a **FOOD ALLERGY**. It must be a diagnosed allergy by a Health Care Provider, not just a sensitivity, in order to provide substitutions.

MEDICATION AT SCHOOL- FORMS AVAILABLE IN OFFICE, NURSE OFFICE, AND ON HSMS WEBSITE UNDER

When a child requires a medication, in most cases this can be given at home, outside regular school hours. If your child requires medications that need to be given at school there are forms that are required to be filled out in order for your child to receive that medication. If the proper forms are not on file—your child **will not** receive this medication. A parent/guardian will be called to come and administer the medications while at school until documentation is provided if it is absolutely necessary. Also the first dose of any new medication will never be given at school. This is to be given by a parent or guardian to ensure no adverse reactions result.

- There are certain over the counter medications we do provide to students at school with a health history and parental consent on file only and at the discretion of the school nurse.
- Students are not allowed to bring any over the counter medications to school and carry them on their person during school hours, with the exception of cough drops.
- A student is allowed to self-carry or self-administer a rescue inhaler ,Epi-pen, Glucagon, or Insulin with an updated note every year from their doctor. If they are allowed to self-carry—it is recommended that a 2nd Epi-pen, Inhaler , or Glucagon kit be kept in the nurse office as a back up if the student were to forget or lose their medication.
- For all prescription meds to be given at school, they must be in the original pharmacy-labeled bottle/box (this includes Epi-pens and inhalers). At least one dose of a new medication must be given at home without any adverse side effects. Level 2 Prescription meds must be counted in the presence of a parent/or guardian before given at

school. If a parent/guardian is not available, the medication will be counted in the presence of the child, as well as another designated employee.

SCHOOL CLINIC

HSSD has a nurse here daily; however the nurse might not be available at your student's school that day. In the event that there is not a nurse at their school—in some cases—a trained staff member will take on the responsibility of the nurse in addition to their other responsibilities. If it is beyond the scope for the trained staff member- a nurse from another campus will be available to assist to the student's needs. We ask that you keep sick children home until they are well. If your child becomes ill at school, the student needs to come and visit the school nurse to be evaluated. We will call you to come pick him/her up if necessary. Please always be sure the school has current phone numbers for you and other emergency contact persons.

Remember we do not diagnose students, but rather treat them for acute concerns that are present.

GUIDELINES FOR KEEPING STUDENTS HOME FROM SCHOOL

Students are in close contact with one another at school. The following are some guidelines to help you decide when to keep your child home from school. These are the guidelines and symptoms we look for at school to determine when to send students home as well.

- Nausea, vomiting, diarrhea (student should be symptom free for 24 hours before returning back to school)
- Temperature over 100 degrees. (student should be fever free without the use of fever reducing medications for 24 hours before returning back to school)
- Unidentified rash or Communicable skin rash. Child may return to school following proper treatment.
- Pinkeye (conjunctivitis). The whites of the eyes will appear pink or red, AND feel painful and itchy. There may be yellow, green, or white matter in or around the eye or eye lashes. Once treatment is initiated and no drainage present, the student may return to school.

Healthy children learn better. Please be doing these things at home to help boost your child's immune system.

- Get plenty of rest each night.
- Encourage healthy foods. Limit junk food. Have regular mealtimes. Encourage water consumption.
- Be sure your child gets DAILY exercise and fresh air outside of school whenever possible.
- Avoid exposing your child to second hand smoke in the house and car.
- Teach your child to keep their bodies and hair clean daily, use deodorant as needed, brush teeth twice per day, and wash their hands often.

Please contact the school office if your child is absent for any reason if due to illness/injury. Please inform us of symptoms, for infection control purposes. Please inform the nurse if your child will be out for an extended time due to illness, have frequent absences due to a documented chronic medical condition, has any surgical procedures or hospitalizations that may require accommodations to ensure your child's health needs and academic success.

It is helpful to us as a school community to have good communication with families at all times. Please do not hesitate to call me at 501-362-2488, if I can be of any assistance to advocate for your child's healthcare needs. I wish good health and a successful 2018-2019 school year for your children!

Leslie Williams, RN, BSN (Middle school Nurse)
Leslie.williams@hssd.k12.ar.us

Heber Springs School District Nurse Information Sheet 2018-2019

Student Name: _____ Grade: _____

Parent/Guardian Name(s): _____ Phone: _____

Authorized Emergency Contact: _____ Phone: _____ Relationship: _____

Authorized Emergency Contact: _____ Phone: _____ Relationship: _____

Physician's Name: _____ Phone: _____

Does student have a current medical diagnosis of any of the following conditions? Check all that apply

- ☐ ASTHMA ☐ ADD/ADHD ☐ WEAR CONTACTS/GLASSES
☐ DIABETES ☐ BLOOD DISORDER ☐ HEARING LOSS ☐ RIGHT ☐ LEFT ☐ HEARING AID
☐ HEART CONDITION ☐ CEREBRAL PALSY ☐ ALLERGIC TO MEDICATION (specify): _____
☐ SEIZURES ☐ KIDNEY DISORDER ☐ OTHER (specify): _____
☐ SEVERE OR LIFE-THREATENING ALLERGY TO NUTS, LATEX, STINGS, OTHER (specify): _____

What medication(s) is your child currently taking? (Please circle any they will be taking at school)

Do you authorize the use of :Acetaminophen (Tylenol), Ibuprofen (Motrin/Advil), Eye drops, Chloraseptic Spray (throat spray), Benadryl (for severe stings/ severe allergy only), Pepto Bismol, Tums, Cough Drops, Vicks Vapor Rub

☐ YES ☐ NO (Please mark through any medication you may not want your child to receive)

Do you want your child to participate in our annual Body Mass Index screening? ____yes ____no

Please circle all that apply: My child has a current prescription for: INHALER EPI PEN

My child will: ____carries it with them (requires note from doctor), ____kept in nurse office

I give permission for the above named student to be given first aid if deemed necessary by the Heber Springs School District staff trained in first aid procedures. I acknowledge that the Heber Springs School District, the Board of Directors, and School Employees shall be immune from civil liability for damages resulting from the administration of medications and/or first aid in accordance with this consent. _____(parent initials)

This is to certify that I have received and reviewed the Heber Springs School District nursing policies in the HSMS/HSHS handbook. _____(parent initials)

I will notify the school of any change in address, phone number, emergency contact or my child's health status. I understand that the above information may be released to appropriate School District employees and emergency personnel in order to facilitate health care for my child. I do hereby authorize Heber Springs School District officials to contact directly the physician and/ or hospital and give permission for them to render such treatment as may be necessary in an emergency for the health of the above named child. In the event that parents, physician, or authorized persons cannot be contacted, school officials are hereby authorized to take whatever action is deemed necessary for the health of my child. I will not hold the school district financially responsible for the emergency care and/or transportation for my child. I also understand that in the event of an emergency, EMS will treat and transport my child to the nearest hospital. _____(parent initials)

In compliance with the Family Education Right to Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) I give permission for my child to participate in the School Immunization Clinic. I understand that the appropriate Arkansas Department of Health consent forms will be provided for my consideration prior to the clinic.

Date: _____ Signature of Parent/Guardian: _____

**Heber Springs School District
Medication Form**

NOTE: A separate form must be completed for each medication administered

Student's Name _____ Date of Birth _____ Grade _____

Signature of Parent/Guardian _____ Date _____

Physician to be called _____ Phone _____

Name of Medication _____ Dosage _____

Time to be taken _____ Ordering Physician _____

Reason for Medication _____

In case of an Emergency, call _____

Cell _____ Work _____

I certify that *at least one* dose of the medication has *previously been given* and **NO** adverse reactions were experienced. Therefore, I give permission for the school nurse (or designee) to administer the above medication to my child.

I acknowledge that the District, its Board of Directors, and its employees shall be immune from civil liability for damages resulting from the administration of medications in accordance with this consent form.

Parent or Guardian

Date

Note: Medication **MUST BE** in current original container from the pharmacy. The medication will only be administered according to the physician's directions on the container.

Date	Pill Count	Brought by	Bottle Home	Initials/Initials	Comments

In compliance with the Family Educational Rights and Privacy Act (FERPA),

I, _____ give permission for my child,
(parent/guardian name)

_____’s personally identifiable
(child’s first and last name)

information/student education records to be disclosed to HEBER SPRINGS SCHOOL

DISTRICT for the purpose of billing Medicaid and/or private insurance.

Printed name of parent or guardian

Parent/Guardian Signature

Date signed

4.35F—MEDICATION ADMINISTRATION CONSENT FORM

Student's Name (Please Print) _____

This form is good for school year _____. This consent form must be updated anytime the student's medication order changes and renewed each year and/or anytime a student changes schools.

Medications, including those for self-administration, must be in the original container and be properly labeled with the student's name, the ordering provider's name, the name of the medication, the dosage, frequency, and instructions for the administration of the medication (including times). Additional information accompanying the medication shall state the purpose for the medication, its possible side effects, and any other pertinent instructions (such as special storage requirements) or warnings.

I hereby authorize the school nurse or his/her designee to administer the following medications to my child.

Name(s) of medication(s)

Name of physician or dentist (if applicable)

Dosage _____

Instructions for administering the medication

Other instructions

I acknowledge that the District, its Board of Directors, and its employees shall be immune from civil liability for damages resulting from the administration of medications in accordance with this consent form.

Parent or legal guardian signature

Date _____

4.35F2—MEDICATION SELF-ADMINISTRATION CONSENT FORM-XE 4.35F

Student's Name (Please Print) _____

This form is good for school year _____. This consent form must be updated anytime the student's medication order changes and renewed each year and/or anytime a student changes schools.

The following must be provided for the student to be eligible to self-administer rescue inhalers and/or auto-injectable epinephrine. Eligibility is only valid for this school for the current academic year.

☐ a written statement from licensed a health-care provider who has prescriptive privileges that he//she has prescribed the rescue inhaler and/or auto-injectable epinephrine for the student and that the student needs to carry the medication on his/her person due to a medical condition;

☐ the specific medications prescribed for the student;

☐ an individualized health care plan developed by the prescribing health-care provider containing the treatment plan for managing asthma and/or anaphylaxis episodes of the student and for medication use by the student during school hours; and

☐ a statement from the prescribing health-care provider that the student possesses the skill and responsibility necessary to use and administer the asthma inhaler and/or auto-injectable epinephrine. If the school nurse is available, the student shall demonstrate his/her skill level in using the rescue inhalers and/or auto-injectable epinephrine to the nurse.

Rescue inhalers and/or auto-injectable epinephrine for a student's self-administration shall be supplied by the student's parent or guardian and be in the original container properly labeled with the student's name, the ordering provider's name, the name of the medication, the dosage, frequency, and instructions for the administration of the medication (including times). Additional information accompanying the medication shall state the purpose for the medication, its possible side effects, and any other pertinent instructions (such as special storage requirements) or warnings.

Students who self-carry a rescue inhaler or an epinephrine auto-injector shall also provide the school nurse with a rescue inhaler or an epinephrine auto-injector to be used in emergency situations.

My signature below is an acknowledgment that I understand that the District, its Board of Directors, and its employees shall be immune from civil liability for injury resulting from the self-administration of medications by the student named above.

Parent or legal guardian signature _____

Date _____

4.35 F3 - GLUCAGON ADMINISTRATION CONSENT FORM

Student's Name (Please Print) _____

The school has developed a Section 504 plan acknowledging that my child has been diagnosed as suffering from Type I diabetes. The 504 Plan authorizes the school nurse or, in the absence of the nurse, trained volunteer district personnel, to administer Glucagon in an emergency situation to my child.

I hereby authorize the school nurse or, in the absence of the nurse, trained volunteer district personnel designated as care providers, to administer Glucagon to my child in an emergency situation. Glucagon shall be supplied to the school nurse by the student's parent or guardian and be in the original container properly labeled with the student's name, the ordering provider's name, the name of the medication, the dosage, frequency, and instructions for the administration of the medication (including times). Additional information accompanying the medication shall state the purpose for the medication, its possible side effects, and any other pertinent instructions (such as special storage requirements) or warnings..

I acknowledge that the District, its Board of Directors, its employees, or an agent of the District, including a healthcare professional who trained volunteer school personnel designated as care providers shall not be liable for any damages resulting from his/her actions or inactions in the administration of Glucagon in accordance with this consent form and the 504 plan.

Parent or legal guardian signature _____

Date _____

4.35F4—EPINEPHRINE EMERGENCY ADMINISTRATION CONSENT FORM- XE4.35F4

Student's Name (Please Print) _____

This form is good for school year _____. This consent form must be updated anytime the student's medication order changes and renewed each year and/or anytime a student changes schools.

My child has an IHP developed under Section 504 of the Rehabilitation Act of 1973 which provides for the administration of epinephrine in emergency situations. I hereby authorize the school nurse or other school employee certified to administer auto-injectable epinephrine in emergency situations when he/she believes my child is having a life-threatening anaphylactic reaction.

The medication must be in the original container and be properly labeled with the student's name, the ordering provider's name, the name of the medication, the dosage, frequency, and instructions for the administration of the medication (including times). Additional information accompanying the medication shall state the purpose for the medication, its possible side effects, and any other pertinent instructions (such as special storage requirements) or warnings.

Date of physician's order _____

Circumstances under which Epinephrine may be administered

Other instructions

I acknowledge that the District, its Board of Directors, and its employees shall be immune from civil liability for damages resulting from the administration of auto-injector epinephrine in accordance with this consent form, District policy, and Arkansas law.

_____ Date _____
Parent or legal guardian signature

**Heber Springs School District
Access of Handbook for Homeschool Students**

We are very glad that we have the opportunity to work with your child while he/she attends Heber Springs Schools. We feel that it is very important that the faculty, parents, and students work together to provide the best learning environment possible.

In accordance with Act 104 of 1983, parents/guardians and students must have access to a copy of the student discipline policies. Homeschool students do not follow the regular attendance or graduation requirements. Please sign the form below and return it to the school. Your signature does not mean that you agree or disagree with the contents of this book. It simply indicates that you have received and reviewed the handbook. Your cooperation in this matter is greatly appreciated.

It shall be the policy of the Heber Springs School District that the most recently adopted version of the Student Handbook be incorporated by reference into the policies of this district. In the event that there is a conflict between the student handbook and a general board policy or policies, and the student handbook is more recently adopted than the general board policy, the student handbook will be considered binding and controlling on the matter.

Student Name_____

Student Address_____

Parent Phone (Day)_____ **(Night)**_____

_____ **I have online access to the student handbook.**

_____ **I would like a hard copy of the student handbook.**

Student Signature

Date

Parent Signature

Date