

HEBER SPRINGS SCHOOL DISTRICT
ACCESS OF HANDBOOK

We are very glad that we have the opportunity to work with your child while he/she attends Heber Springs High School. 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 of a copy of the student discipline policies. Please sign the form below and return to 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.

Students are responsible for knowing the complete contents of their handbook. We will meet with your student to cover the handbook.

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

THIS IS TO CERTIFY THAT I HAVE ACCESS TO
THE STUDENT HANDBOOK

PRINT STUDENT NAME _____

STUDENT SIGNATURE _____

CURRENT MAILING ADDRESS _____

SIGNATURE OF PARENT/GUARDIAN _____

IMPORTANT Phone numbers where parent(s) can be reached

DAY _____ EVENING _____ email _____

_____ YES, I give permission for my child to be administered mild medication such as, ibuprofen, acetaminophen, etc. by office personnel.

_____ NO, do not allow my child to take any medication without immediate parent approval.

_____ **I don't have internet access and would like a hard copy of the handbook.**

**Heber Springs School District
Access of Handbook for Home-school 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. Home-school 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 recent 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 don't have online access to the student handbook and would like a hard copy of the handbook.**

Student Signature

Date

Parent Signature

Date

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**HEBER SPRINGS HIGH SCHOOL
STUDENT HANDBOOK**

BOARD OF EDUCATION

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ADMINISTRATION

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MR. MARC GRIFFIN, PRINCIPAL

**HEBER SPRINGS HIGH SCHOOL
800 WEST PINE
HEBER SPRINGS, ARKANSAS
72543**

Web address: www.hssd.k12.ar.us

**PH. (501) 362-3141
FAX (501) 362-9931**

2018-2019 SCHOOL CALENDAR

August 6 – 9	Professional Development for Staff
August 9	Open House (ES) 4:00-6:00 pm (MS-HS) 5-7 pm
August 13	First Day for Students
September 3	NO SCHOOL-Labor Day
September 18-19	Parent/Teacher Conf until 7:00(ES,MS,HS)
October 8	Professional Development
October 12	End of 1st Quarter
November 19-23	Thanksgiving Break
December 19	END OF 2ND QUARTER
Dec 20-Jan 2	CHRISTMAS BREAK
January 3	School Resumes
February 4	Professional Development (Make-up day)
February 18	(Make-up day)
March 8	End OF 3rd QUARTER
March 14	Parent/Teacher Conf until 7:00 (ES,MS,HS)
March 18-22	Spring Break
April 19	Student Holiday
May 10	HS Graduation
May 22-24,28	Make-up Days
May 29	End of Fourth Quarter
June 3	Professional Development

Total 178 Teacher/Student Days – 190 Teacher Days

HEBER SPRINGS SCHOOL DISTRICT PHILOSOPHY

The philosophy of the Heber Springs School District is that education be directed toward the growth of the whole person. Students should learn to think, to reason, to strive for excellence, to expand their horizons, and to become useful and contributing members of the ever-changing world. In order for students to be successful in these endeavors, it is necessary for them to receive effective, challenging instruction in all areas taught. The schools should develop the potential of all students, encourage the students in their personal academic pursuits, teach the skills necessary for lifelong learning, and help students to develop a feeling of self-worth and confidence.

EQUAL EDUCATIONAL OPPORTUNITIES

It is the responsibility of each principal to see that a satisfactory instructional program is scheduled for each pupil in his/her building. This schedule should provide for the best use of the pupils' time in relationship to their goals, within the framework of practical school operation.

No student in the Heber Springs School District shall, on the grounds of race, color, religion, national origin, sex, age, or disability be excluded from participation in, or denied the benefits of, or subjected to discrimination under any educational program or activity sponsored by the District.

STUDENT ORGANIZATIONS/EQUAL ACCESS

Non-curriculum-related secondary school student organizations wishing to conduct meetings on school premises during non-instructional time shall not be denied equal access on the basis of 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 non-instructional time;
4. Employees or agents of the school are present at religious meetings only in a non-participatory capacity;
5. The meeting does not materially and substantially interfere with the orderly conduct of educational activities within the school; and
6. Non-school 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 District's schools. 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.

IMPACT STATEMENT

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 superintendent, an employee of the school district 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 complaints to the Superintendents Office, 1100 West Pine, Heber Springs, Arkansas 72543. The phone number to call is 501-362-6712.

SEXUAL DISCRIMINATION AND HARASSMENT

The Board of Education and Heber Springs Schools is opposed to unlawful discrimination against any student, teacher, or employee. All students, employees, and teachers should enjoy a non-hostile, non-intimidating, and non-offensive environment, free from sexual harassment or unlawful discrimination. Any concerns or violations from students, teachers, or employees should be reported. Complaints and grievances should be filed and reported as outlined in School Board Policy. (Policy GBAA)

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 student and employees about the nature of sexual harassment, the procedures for registering a complaint, and the possible redress that is available. The information will stress that the district does not tolerate sexual harassment and that student 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 intimidation, hostile, or offensive academic environment.

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

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

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

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

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.

ATTENDING HEBER SPRINGS SCHOOLS

RESIDENCE REQUIREMENTS

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

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

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

residence outside the District, may continue to remain enrolled in his/her current school unless the presiding court rules otherwise.

The children or wards of any person who is at least a half-time employee of this district but reside in another district are eligible to enroll in District schools.

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.

ENROLLMENT REQUIREMENTS

To enroll in Heber Springs High School, the student must be a resident, (resident means a student whose parents, legal guardians, persons having legal, lawful control of the student under order of a court, foster children, or persons standing in loco parentis reside in the school district) of the District, meet the criteria of “homeless student”, be accepted as a transfer student, 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 the 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

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

1. The parent, guardian, or other responsible person shall furnish the child's social security number, or if they request, the district will assign the child a nine (9) digit number designated by the department of education.
2. The parent, guardian, or other responsible person shall provide the district with one (1) of the following documents indicating the child's age:
 - 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.
 - h. Proof of residency.
3. 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.
4. The child shall be age appropriately immunized from poliomyelitis, diphtheria, tetanus, pertussis, red (rubeola) measles, rubella, and other diseases as designated by the State Board of Health, or have an exemption issued by the Arkansas State Department of Health. Proof of immunization shall be by a certificate of a licensed physician or a public health department acknowledging the immunization.

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

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

SPECIAL EDUCATION

The district shall provide a free appropriate public education and necessary related services to all children with disabilities residing within the district, as required under the Individuals With Disabilities Education Act (“IDEA”²), Section 504 of the Rehabilitation Act of 1973, the Americans With Disabilities Act, and Arkansas Statutes.

It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated and provided with appropriate educational services. Students may be disabled within the meaning of Section 504 of the Rehabilitation Act even though they do not require services pursuant to the IDEA.

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

The Board directs the superintendent to ensure procedures are in place for the implementation of special education services and that programs are developed to conform to the requirements of state and federal legislation. The superintendent is responsible for appointing a district coordinator for overseeing district fulfillment of its responsibilities regarding students with disabilities.¹ Among the coordinator’s responsibilities shall be ensuring district enforcement of the due process rights of students with disabilities and their parents.

SCHOOL CHOICE

Standard School Choice Exemption

The District is under an enforceable desegregation court order/court-approved desegregation plan that explicitly limits the transfer of students between school districts and has submitted the appropriate documentation to the Arkansas Department of Education (ADE).² 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.⁵

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 1.⁶

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.⁷ 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.⁸

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 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.⁹

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
- 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.¹⁰

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 District¹¹**

For the purposes of this section of the policy, a “lack of capacity”¹² 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 capacity¹² 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.¹⁴

Transfers out of, or within, the District¹¹

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 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.¹⁵

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.

STUDENTS WHO ARE FOSTER CHILDREN

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

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

The District, working with other individuals and agencies shall, unless the presiding court rules otherwise or DHS grants a request to transfer under Foster Child School Choice, ensure that the foster child remains in his/her school of origin, even if a change in the foster child’s placement results in a residency that is outside the district. In such a situation, the

District will work with DHS to arrange for transportation to and from school for the foster child to the extent it is reasonable and practical.²

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

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

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

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

Foster Child School Choice

If DHS approves a request from a foster parent, or the foster child if the foster child is eighteen (18) years of age, to transfer to another school in the District or into the district as being in the best interest of the foster child, the District shall allow the foster child to transfer to another school in the District or into the District if the foster parent, or the foster child if the foster child is eighteen (18) years of age, submits a request to transfer on a form approved by ADE that is postmarked by no later than May 1 of the year the student seeks to begin the fall semester at another school in the District or in the District.

By July 1 of the school year in which the student seeks to transfer under this section, the superintendent shall notify the foster parent, or the foster child if the foster child is eighteen (18) years of age, in writing whether the application has been accepted or rejected. If the application is accepted, the superintendent shall state in the notification letter a reasonable deadline for the foster child to enroll in the new school or the District and that failure to enroll by the date shall void the school choice acceptance. If the application is rejected, the superintendent shall state in the notification letter the reason for the rejection and that the foster parent, or the foster child if the foster child is eighteen (18) years of age, may submit a written appeal of the rejection to the State board within ten (10) days of receiving the notification letter.

The District shall only reject a Foster Child School Choice application if:⁵

1. The public school or District has reached the maximum student-to-teacher ratio allowed under federal law, state law, rules for standards of accreditation, or other applicable rule or regulation;
or

2. Approving the transfer would conflict with a provision of an enforceable desegregation court order or a public school district's court-approved desegregation plan regarding the effects of past racial segregation in student assignment.

A foster child whose application is rejected by the District may submit a written request within ten (10) days following the receipt of the rejection letter from the superintendent to the State Board of Education for the State Board to reconsider the transfer.

A Foster Child School Choice transfer shall remain in effect until the foster child:

- Graduates from high school; or
- Transfers to another school or school district under:
 - The Foster Child School Choice Act;
 - Opportunity Public School Choice Act of 2004;
 - The Public School Choice Act of 2015; or
 - Any other law that allows a transfer.

The District shall accept credits toward graduation that were awarded by another public school district.

When a foster child transfers from the foster child's school of origin to another school in the District or into the District, the foster child or the foster parent is responsible for the foster child's transportation to and from the school the foster child transferred to. The District and the foster parent, or the foster child if the foster child is eighteen (18) years of age, may enter into a written agreement for the District to provide the transportation to and from the school the foster child transferred to.

⁵ If the district is not under an enforceable desegregation court order or a court-approved desegregation plan, remove it as an option for denial of a Foster Child School Choice application.

If a foster child application is denied due to the district's enforceable desegregation court order or court-approved desegregation plan, the law requires that the district immediately submit proof from a federal court to ADE that the public school district has a genuine conflict under an active desegregation order or active court-approved desegregation plan with the provisions of A.C.A. § 6-18-233.

HOME SCHOOLING

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

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

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.

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

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

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

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.

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

Any student transferring from a school that is not accredited by the Department of Education to Heber Springs High 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 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.

For students transferring from Heber Springs High School to another district during the school year, a parent or legal guardian is to telephone the school or come to the school to inform the principal of need to withdraw a student. The student will obtain a drop sheet from the office. The student will visit with each teacher, librarian, etc., and clear all fines or charges against him/her. At this time all withdrawal grades will be entered on the drop form, and the form will be signed by the teacher.

The Principal will sign the drop sheet last to assure full clearance of the student. The drop sheet is to be presented to the new school to facilitate his placement in this school.

ABSENTEE POLICY

If any student's Individual Educational 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 grades are, 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 resulting 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 or faxed statement from his/her doctor upon his/her return to school or a parent or legal guardian call or visit the office stating such reason.

1. The student's illness or when attendance could jeopardize the health of other students.
2. Death or serious illness in their immediate family.
3. Observance of recognized holidays observed by their 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.
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 may, however, be the basis for the denial of course credit, promotion or graduation.

Unexcused Absences

Absences not defined above or not having an accompanying note/fax/visit from the parent or legal guardian shall be considered as unexcused absences. Students with ten (10) unexcused absences in a course in a semester shall not receive credit for that course. At the discretion of the principal after consultation with persons having knowledge of the circumstances of the unexcused absences, the student may be denied promotion or graduation. Excessive absences shall not be a reason for expulsion or dismissal of a student.

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

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

Students who attend STP shall not be counted absent for those days.

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

The District shall notify the Department of Finance and Administration whenever a student fourteen 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.

Applicants for an instruction permit or for a driver's license by persons less than eighteen 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 a 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.

Students who serve as pages for a member of the General Assembly shall be considered on instructional assignment and shall not be considered absent from school for the day the student is serving as a page.

TEN (10) OR MORE ABSENCES MAY RESULT IN LOSS OF CREDIT

A student who loses credit for a class due to excessive unexcused absences will receive an F on their transcript that will count in his/her overall grade point average.

It is extremely important that students understand that the ten (10) unexcused absences allowed are not to be considered as approved “SKIP DAYS” or other days organized by students for the purpose of missing school.

Following **ANY** absences, parents/guardians are encouraged to phone the high school office explaining their child’s absence. This information could have an impact on the decision to allow the student to retain credit for classes taken should the student exceed the ten-day limit. Only an authorized medical excuse or court judgment will be accepted as an excused absence.

Medical documentation or court papers should be submitted to **SCHOOL PERSONNEL WITHIN THREE (3) SCHOOL DAYS AFTER RETURNING FROM AN ABSENCE. THE SCHOOL WILL ONLY ACCEPT FAXED Dr.’s OFFICE CONTACT AS OFFICIAL DOCUMENTATION.**

NOTICE: Students who fall under the Arkansas Compulsory School Attendance Laws (to age 18) must continue to attend school even though they may have been designated not to receive credit for class(es).

NO MAKE-UP WORK IS ALLOWED FOR OUT OF SCHOOL SUSPENSIONS.

Students who regularly have doctor, dentist, or other professional appointments which cannot be scheduled after school hours are urged to stagger the time of appointments so that the same class is not missed each time.

Parents will be notified on the fourth (4) absence from any class; a letter will be sent only for the first class in which students miss fourth (4) days. Parents will also receive a letter when their student is absent from a class for the sixth (6) time.

In order to earn credit in class, students must be in attendance until the end of the semester and must fulfill all unit requirements, including completing the semester exam. Should a student drop a class during the first nine weeks of a semester, a grade will not be recorded on the transcript. Should a student drop a class during the second nine weeks of a semester an “F” will be recorded on the transcript.

Students who become ill between or during class and miss part of the period will be counted absent. However, should the student meet the criteria for an excused absence, the absence will be recorded as excused.

Seniors will be excused for two (2) college visitations, **ONLY after having the visits pre-arranged with one of the guidance counselors. To miss school for a college visit without making arrangements with a counselor will result in an absence.** If an additional day is needed, parents are asked to fill out the college day form again, as done initially. (Note – Request forms should be submitted 5 days in advance to plan for ALL college visitations.) Failure to obtain this approval will result in unexcused absence as indicated on the college day form. HSHS strongly recommends that parents/students actively plan these visits and allow the school to assist in the appointment visitations.

Students with irregular attendance accompanied by other negative school-related factors may be recommended for the Panther Academy alternative learning center.

By State Law, any student absent for ten (10) consecutive days must be dropped from the rolls.

Make-up Work Policy

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

1. Students are responsible for asking the teachers of the classes they missed what assignments they need to make up; students are responsible for turning in their make up work to the teacher;
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 4 school days to make up any classwork that was missed.
6. A student absent for part of a school day is responsible for all work assignments due in on that day;
7. The teacher may require a student who is absent for **one** day to make up work, turn in assignments, take tests, etc., that had been announced prior to the assignment so long as proper information and/or test preparation materials are provided to the student;
8. Make up work which is not turned in within the make up schedule for that assignment shall receive a zero;
9. 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.
10. Work may not be made up for credit for absences in excess of the number of allowable absences in a semester unless the absences are part of a signed agreement as permitted in the absence policy.
11. As required/permitted by the student's Individual Education Program or 504 Plan.

A student who cuts classes, or is truant, may not make up work missed as a result of these infractions. A student suspended out of school may NOT make up work missed.

TARDY POLICY

Promptness is an important character trait that District staff is encouraged 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.

Tardy shall be defined as a student not being in the classroom at the first sound (ding) of the tardy bell.

- 1). A student may accumulate up to five (5) tardies per semester without suffering any disciplinary consequences.
- 2). When a student is tardy for the sixth (6) time, the student will be assigned to one (1) after school detention.
- 3). When a student is tardy for the seventh (7) time, the student will be assigned to two (2) Saturday morning detentions.
- 4). For each tardy beyond seven (7) tardies, the student will be assigned to STP.
- 5). Continuous excessive tardies may result in an Alternative School Assignment.

Students who are more than ten (10) minutes late to class will be counted as **absent**. Administrative discretion will be used to evaluate truancy. Students leaving class ten (10) or more minutes before class is over will be considered absent.

Students who arrive late for school regularly may be suspended and/or have their schedules changed.

Students who arrive after 8:00 must report to the Principal's Office for attendance purposes.

CLOSED CAMPUS

Heber Springs High School is a closed campus. In accordance with School Board Policy, **students are expected to stay on campus during their assigned class time**. Students will not be allowed to leave school during the day except for medical or emergency situations verified by administration. Students will be allowed to leave **with** their parent/guardian after getting permission from office personnel and signing out on the sign out board. Students given permission to leave the campus by a school official **must sign out in the office upon their departure**.

_Note: To leave campus at any time, for any reason, without permission from building administration, will result in truancy for the absence. The same penalty for truancy applies.

LATE ENROLLMENT

Days of school not attended by a student prior to their enrollment into Heber Springs High School may be counted as absences.

SCHOOL POLICIES AND GENERAL INFORMATION

STUDENT ILLNESS/ACCIDENT POLICY

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

applicable, the student's emergency contact numbers and medical information will be utilized. Parents are strongly encouraged to keep this information up to date.

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 not limited to: chicken pox, measles, scabies, conjunctivitis (Pink Eye), impetigo/MRSA, streptococcal and staphylococcal infections, ringworm, mononucleosis, Hepatitis A, B, and C, mumps, vomiting, diarrhea, and fever (100.0 F when taken orally). A student who has been sent home by the school nurse will be subsequently readmitted, at the discretion of the school nurse, when the student is no longer a transmission risk. In some instances, a letter from a health care provider may be required prior to the student being readmitted to the school.

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

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

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

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

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

CONTACT WITH STUDENTS WHILE AT SCHOOL

Parents wishing to visit their children during the school day shall register first with the office. If there is any question concerning the legal custody of the student, the parent shall present documentation to the principal or his/her designee establishing the parent's custody

of the student or legal right of visitation. It shall be the responsibility of the custodial parent to make any visitation restrictions regarding the non-custodial parent known to the principal by presenting a copy of a file-marked court order. Estranged parents may visit their child during school hours with the consent of the custodial parent.

Questioning of student 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.

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 the social services 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 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.

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' educational 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 from the education records of each student. Disclosure of education records is authorized by law to school officials with legitimate educational interests. A personal record kept by a school staff member is not considered an education record if it meets the following tests.

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

For 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/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 personally identifiable information 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 personally identifiable information 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 a court order exists which directs that a parent not have access to a student or his records, the parent or 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 file must be initiated with the building principal, with an appeal available to the Superintendent or his designee. Any appeal above that level will be to an independent hearing officer and must be consistent with the purposes of the federal Family Educational Rights and Privacy Act.

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 student, 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, classes in which he/she is enrolled, his/her placement on the honor role (or 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 number, user ID, or other unique personal identifier used by a student for purposes of accessing or communicating in electronic systems and a student ID number or other unique personal identifier that is displayed on a student's ID badge, provided the ID cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number, password or other factor known or possessed only by the authorized user. A student's name when associated with their physical address, email address, telephone number, or photograph will only be displayed on the district or school's web page after receiving the written permission of the student's parent or student of over the age of eighteen (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. Failure to file an objection by that time is considered 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

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 graduates 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 upon the transfer of the student to another district.

These records are considered confidential and can only be inspected by parents, school officials, and students who are 18 years of age or who are attending an institution of post-secondary education. These records are maintained in a secure location.

In order for records to be released, written consent must be obtained from the parents of the student except in the following cases:

- 1). Other school officials within the same school may request and receive a student's record;
- 2). Officials of other schools or school systems in which the student had enrolled may request and receive a student's record.

The school principal or designee will be present during an inspection of the records.

If the contents of any records are misleading, inaccurate, or otherwise inappropriate, the parent may request a hearing in order to challenge the records. The request will be honored within 45 days. The same time limit applies to a hearing. If the school fails to comply with these requirements (P.L.93-380), a complaint may be filed with the Federal Office of Education.

When any student has reached the age of 18 years or is attending an institution of post-secondary education, the rights accorded to and the consent required of the parent of the student shall thereafter only be accorded to and required of the eligible student.

The school may release information (name, grade, address, telephone number, date of birth, and place of birth) to appropriate officials, agencies, or organizations unless a written request is filed in the principal's office by October 1 of the current school year.

According to federal law, a school district must:

a) Destroy student records within five years after the data is no longer needed to provide educational services to the child, except that a permanent record of students name, address, and telephone number, his/her grades, attendance record, classes attended, grade level completed, and year completed;

b) Prior to destruction of data, reasonable effort shall be made to notify parents (or the child upon reaching legal age) that they have the right to be provided with a copy of any data which has been obtained or used for the purpose previously mentioned.

PETITIONS

All petitions shall be free of obscenities, libelous statements, and personal attack and shall be within the bounds of reasonable conduct. Student signing such petitions shall be free from recrimination or retribution from members of the staff and administration.

STUDENT PUBLICATIONS AND THE DISTRIBUTION OF LITERATURE

School 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 which are, in the opinion of the appropriate teacher and/or administrator, ungrammatical, poorly written, inadequately researched, biased or prejudiced, vulgar or profane, or unsuitable for immature audiences.
3. Publications may be regulated to refuse to publish material which might reasonably be perceived to advocate drug or alcohol use, irresponsible sex, or conduct otherwise

inconsistent with the shared values of a civilized social order, or to associate the school with any position other than neutrality on matters of political controversy.

4. Prohibited publications include:
 - a. Those that are obscene as to minors;
 - b. Those that are libelous or slanderous, including material containing defamatory falsehoods about public figures or governmental officials, which are made with knowledge of their falsity or reckless disregard of the truth;
 - c. Those that constitute an unwarranted invasion of privacy as defined by state law,
 - d. Publications that suggest or urge the commission of unlawful acts on the school premises;
 - e. Publications which suggest or urge the violation of lawful school regulations;
 - f. Hate literature that 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 this includes not using a student's photograph when associated with the student's name unless written permission has been received from the student's parent or student if over the age of 18.
3. State that the views expressed are not necessarily those of the School Board or the employees of the district.

Non-school 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. Material 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.

MOTOR VEHICLE AND PARKING REGULATIONS

It is a privilege to park on school grounds, therefore, parking regulations will be strictly enforced. Violations of the following motor vehicle and parking regulations will result in suspension of driving privileges, towing of vehicles, and/or suspension from school.

- 1.) Students planning to drive a vehicle to school must come to the office to register their vehicle(s).
- 2.) All other students are to park in the area designated for students. This will be first come, first served parking. To park in any location other than the designated student parking area will result in disciplinary action.
- 3.) Upon arrival to school, cars will be parked and locked. Riding around the parking lot is prohibited. Sitting in parked cars or loitering in the parking area is a violation subject to discipline.
- 4.) All student drivers must be licensed and insured. The school will not be responsible for the car or its contents.
- 5.) There will be no speeding – driving over 10 miles per hour – or any form of reckless driving on the school grounds. ANYONE SPEEDING OR CREATING A TRAFFIC PROBLEM WILL HAVE HIS/HER CAR SUSPENDED FROM CAMPUS AND MAY FACE A PERSONAL SUSPENSION.
- 6.) It is understood that there is not expectation of privacy in vehicles in parking areas. Drivers of vehicles parked on a school campus will be held accountable for illegal substances or any other item prohibited by District policy found in their vehicle. Student vehicles may be subject to search if there is reasonable suspicion to suspect that drugs, alcohol, stolen property, or other contraband might be present in the vehicle.
- 7.) Once students have arrived at school they are not to be seated in a car at ANYTIME on campus or picked up/visited until their school day is over.
- 8.) Students could lose Parking Privileges due to excessive absences or discipline referrals.

SCHOOL MEAL MODIFICATIONS

The district only provides modified meal components on menus to accommodate students with a disability. A parent/guardian wishing to request dietary accommodations for their student with a disability must submit to the district's Director of Child Nutrition¹ a medical statement completed by a State licensed healthcare professional, which includes:²

- Physicians, including those licensed by:
 - The Arkansas State Medical Board;
 - The Arkansas State Board of Chiropractic Examiners (Chiropractors);
 - The Arkansas Board of Podiatric Medicine (Podiatrists);
- Nurse Practitioners (APRNs in family or pediatric practice with prescriptive authority);
- Physician Assistants (PAs who work in collaborative practice with a physician); and
- Dentists.

The medical statement should include:

1. A description of the student's disability that is sufficient to understand how the disability restricts the student's diet;
2. An explanation of what must be done to accommodate the disability, which may include:
 - a. Food(s) to avoid or restrict;
 - b. Food(s) to substitute;
 - c. Caloric modifications; or
 - d. The substitution of a liquid nutritive formula.

If the information provided in the medical statement is unclear, or lacks sufficient detail, the district's Director of Child Nutrition¹ shall request additional information so that a proper and safe meal can be provided.

When choosing an appropriate approach to accommodate a student's disability, the District will consider the expense and efficiency of the requested accommodations. The District will offer a reasonable modification that effectively accommodates the child's disability and provides equal opportunity to participate in or benefit from the program, which may include a generic version of a product.

Parents may file a grievance regarding the request for accommodations with the District's 504 Coordinator³, who will schedule a hearing on the grievance to be held as soon as possible. The 504 coordinator shall provide a copy of the procedures governing the hearing, including that the parent has the right to be accompanied by counsel, and the appeal process upon request.

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

FOOD SERVICE PREPAYMENT

Meal Charges¹

Option 1: The district does not provide credit for students to charge for meals, a la carte, or other food and beverage items available for purchase in the school food service areas.

Meals, a la carte, or other food and beverage items may be purchased by either providing payment for the items at the time of receipt or by having a prepaid account with the District that may be charged for the items. Parents, or students choosing to do so, may pay in advance for meals, a la carte, or other food and beverage items through any of the following methods:²

- Submitting cash or check payment at _____³;
- Depositing funds through the District's online service;

A student's parents will be contacted by authorized District personnel regarding a student's prepaid account balance at the following times:⁴

Option 2: The District participates in _____⁵ and provides meals to all students at no charge. The District does not provide credit for students to charge for a la carte or other food and

beverage items available for purchase in the school food service areas. A la carte or other food and beverage items may be purchased by either providing payment for the items at the time of receipt or by having a prepaid account with the District that may be charged for the items. Parents, or students choosing to do so, may pay in advance for a la carte or other food and beverage items through any of the following methods:²

- Submitting cash or check payment to _____³;
- Depositing funds through the District’s online service;

Alternative Meals⁶

Option A: The District does not provide alternative meals for students.

Option B: The District provides alternative meals at no cost to students whose accounts do not have enough funds to purchase a meal. Alternative meals are available during _____⁷. A student may select an alternative meal up to _____⁸ times in a school year. The District will notify a student’s parents when the student has:

- _____⁹ alternative meal options remaining in the school year; and
- No more alternative meals available for the school year.

The alternative meals provided to students are available as _____.¹⁰ Students who have submitted proper documentation to receive a meal modification in accordance with Policy 4.50—SCHOOL MEAL MODIFICATIONS shall receive the same type of modification for an alternative meal.

Notes: This policy is similar to policy 7.17. If you change this policy, please review 7.17 at the same time to ensure applicable consistency between the two.

While districts have the option to allow students to charge for meals, a la carte items, and alternative meals, we have not provided any options that would allow students to do so because Chapter 3 of the federal Fair and Accurate Credit Transaction Act of 2007 (15 U.S.C. § 1681 *et seq.*), along with its accompanying regulations (16 C.F.R. part 681), requires “creditors” to implement an Identity Theft Protection Program. We see the establishment and maintenance of an identity theft protection program to be a financial and potentially time-consuming burden. Districts can avoid this burden by not having practices deemed to make them “creditors”, such as through the language in this policy.

A copy of this policy must be communicated in writing at least once to all households at the start of each school year and to households of students who transfer to the school during the school year. Some suggestions on communication methods are to include a copy of the policy in:

- Student enrollment materials;
- Print versions of student handbooks; or
- Notification methods on applying for free or reduced price meals.

The United States Department of Agriculture (USDA) does not consider providing a

copy of this policy only in electronic format to satisfy the communication requirement.

A written copy of this policy must be provided to all staff responsible for policy enforcement. This includes:

- A. School food service professionals;
- B. Staff involved in notifying families of low prepaid account balances;
- C. School social workers;
- D. School nurses; and
- E. The LEA homeless student liaison.

¹ While the options provided in this section are written as though they will apply to the district as a whole and that you will only need to select one option, the circumstances at your district may require you to select an option at the individual school level. As an example: if your elementary and middle school both participate in the USDA's Community Eligibility Provision (CEP) while the high school is a traditional school, then you would need to adopt Option 2 for both the elementary and middle school and Option 1 for the high school.

² Insert the methods here that parents and students may use to put money into the student's account. If you do not have an online method for parents to place money in a student's account, then remove it from this list. If you have an online prepayment system, the USDA requires that an option for the parent or student to provide funds through a cash or check system continue to be provided as not all families may have easy access to the internet. In addition, if there are any fees associated with your online prepayment system, or any other prepayment system, that are not covered by the district, you are required to inform district parents of the fees.

³ Insert the place where parents and students may go to submit money for the student's account. Examples include, but are not limited to: the district's central office, the school's central office, or the food service office.

⁴ Insert the times and method an authorized person will attempt to contact a student's parents to inform them the student's account is low. As an example, you may choose to have the parents be contacted by phone when the student's account has five dollars (\$5) left and to send a letter along with a copy of the policy if the student's account becomes empty. The goal is to try and prevent a student from showing up with too few funds to purchase a meal.

⁵ Insert the applicable USDA Special Assistance Provision. Examples include, but are not limited to, the USDA's CEP or Provision 2.

⁶ While the options provided in this section are written as though they will apply to the district as a whole and that you will only need to select one option, the circumstances at your district may require you to select an option at the individual school level. As an example: if your elementary and middle school both participate

in USDA's CEP while the high school is a traditional school, then you should adopt Option A for both the elementary and middle school and could select either Option for the high school. You are not required to offer alternative meals to students but need to indicate in this policy whether or not you will. We included the option for alternative meals to provide a method to attempt to prevent a student from going hungry due to lack of funds because we did not include a method for students to charge for meals.

⁷ Insert the meal(s) where alternative meals will be provided.

⁸ Insert the number of times a student may receive an alternative meal in a school year due to the student not having payment in hand or enough funds in the prepaid account to purchase a reimbursable meal.

⁹ Insert a number of alternative meals remaining when you will contact a student's parents to inform them of the number of alternative meals the student is still eligible to receive during the school year. We recommend informing the parents when the student has received half of the total number of alternative meals the student is eligible to receive during the school year. While we have only included in the policy one time a student's parents will be notified as to how many alternative meals their student may receive before the student has used all of the student's alternative meals, you may add additional times the student's parents will be notified.

¹⁰ Insert the type of alternative meal(s) that will be available to students. While the traditional alternative meal is a sack lunch, our understanding is that districts may provide a traditional or low cost reimbursable meal at no cost to the student instead; providing the reimbursable meal a limited number of times per year to students who are otherwise unable to pay has the benefits of ensuring the student receives a healthy meal while removing any possible stigma from not being able to pay and receiving a noticeable sack lunch. For districts who provide the alternative meal as a sack lunch at no charge, the alternative meal provided is not required to meet the Federal Smart Snacks requirements or the Arkansas Nutrition Standards.

FIRE DRILLS AND TORNADO WARNING

Fire drills will be conducted under the supervision of the Principal by student fire marshals. **WHENEVER THE FIRE ALARM SOUNDS, THE BUILDING MUST BE EVACUATED IMMEDIATELY!**

Tornado drill will be conducted periodically during the spring of each school year. Student fire marshals and designated faculty members will supervise these drills.

Fire and tornado drill plans will be made available to all faculty and staff members at the beginning of each year. The classroom teacher will then make the procedure known to the student body.

VISITORS

According to Arkansas law, any person who is not enrolled in the Heber Springs High School is a visitor. HSHS operates under the premise of a closed campus policy. It is requested that students have no visitors at school.

LOCKERS

Lockers belong to the school district. Each student is assigned a locker at the beginning of the school year. Students have the option to use or not to use their locker. The school reserves the authority to inspect its' lockers at any time. A student is responsible for any damage to his/her locker. Students are **NOT** to change from their assigned lockers or to occupy an additional locker without permission from the office. Students are not to "Jimmy" or "Fix" their lockers so that it will not lock properly. This causes damage to the lock and the combination. Any student found to have their locker in this fashion will have their locker taken away for the remainder of the school year.

PERSONAL ITEMS

The school is not responsible for personal items brought to school. Students are discouraged from bringing 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. At the end of each month, 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 first be obtained from the teacher, supported with a written hall pass. Permission must then be obtained from the Principal or one of the Principal's secretaries. Students will not be called to the telephone unless it is a message of emergency nature. **Please see disciplinary section for use of cell phones.**

TEXTBOOKS

High School textbooks are furnished by the state. Teachers will issue textbooks at the beginning of the year. Students are expected to take good care of the textbooks as others will have to use them in the coming school year. Students who lose or damage their school textbooks will be required to pay for the loss or damage.

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 athlete has no personal insurance the school's policy becomes primary with limited coverage.

FIELD TRIPS

From time to time students will leave school on school sponsored trips. The following procedure should be used for students going on trips:

Students will be given a permission form two days prior to a planned field trip. This form must be signed by parent or guardian and returned to the participating teacher before student will be allowed to accompany the class on the trip.

It is the student's responsibility to conduct him/herself in an orderly manner at all times and to remember he/she is a representative of the Heber Springs School and the Heber Springs Community. If a student is caught misbehaving he/she may lose future opportunities to go on other activity trips.

ACADEMIC AND EXTRACURRICULAR INFORMATION

BELL SCHEDULE

7 Period Day Bell Schedule

First Bell 7:55

1st- 8:00-8:55

2nd- 9:00-9:55

3rd- 10:00-10:55

4A- 11:00-11:55

2nd Lunch 11:55-12:25

4B- 11:30-12:25

1st Lunch 10:55-11:25

5th- 12:30-1:25

6th- 1:30-2:25

7th- 2:30-3:25

Nine-week grades will be determined by the teachers using as a basis the knowledge gained by the student through classroom discussions and participation in academic activities, reports, and examinations. Midway of each nine-week period, students with a class grade of less than seventy percent will have a progress report sent home. Evaluations will be made every nine weeks and report cards will be issued during the week following the end of the grading period.

The Heber Springs High School grading system is as follows:

100 – 90.....	A
89 – 80.....	B
79 – 70.....	C
69 – 60.....	D
Below 60.....	F

GRADE POINT AVERAGE POLICY

Heber Springs High School will count all classes that require grade level work in the students GPA and Class Rank. In the event two or more students have all A's and have taken the same number of Advanced Placement, IB or other ADE approved honors courses, but have different cumulative grade point averages solely because of having taken a different number of non-advanced placement courses, those students will be ranked as if they have identical cumulative grade point averages.

The student or students with the highest cumulative grade point average in accordance with the previous paragraph, will be **valedictorian** and the next highest will be **salutatorian**.

Quality Points:

4.0 Scale	A=4 pts.	B=3 pts.	C=2 pts.	D=1 pts.	F=0 pts.
5.0 Scale	A=5 pts.	B=4 pts.	C=3 pts.	D=2 pts.	F=0 pts.

NOTE: In accordance with Arkansas Law, students taking Advanced Placement, IB or other ADE approved honors courses must take the appropriate exam in order to get the weighted credit. Weighted credit for AP, IB or other ADE approved honors classes shall be reflected on the fall semester report card, however, it shall be retroactively removed from a student's grade for any applicable course in which the student fails to take the applicable exam.

When two or more students have the same grade point average their rank in the school class shall be the same. (1, 2, 3, 3, 5, 6, etc. for example)

Class rank will appear on the transcript as most colleges require such information.

In order for students to obtain quality points in AP classes the AP Teachers must attend Advanced Placement Training every 5 years.

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.

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.¹ 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 student² 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.²

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.³ Students falling under the provisions of this paragraph shall be permitted to attend curriculum related field trips occurring during the school day.⁶⁴

Common Core 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.

The Heber Springs public schools will begin to implement the common core standards beginning in Elementary during the 2011-12 school year. However, the implementation is a process that will not be fully in place district wide until the 2014-15 school year.

SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS FOR THE CLASSES OF, 2019, AND 2020

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

shall be available to students and their parents or legal guardians prior to the time they are required to sign the consent forms.

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

This policy, the Smart Core curriculum, and the courses necessary for graduation shall be reviewed by staff, students, and parents as part of the annual school district support plan development process to determine if changes need to be made to better serve the needs of the district's students. The superintendent, or his/her designee, shall select the composition of the review panel.

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

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

Administrators, or their designees, shall train newly hired employees, required to be licensed as a condition of their employment, regarding this policy. The district's annual professional development shall include the training required by this paragraph.⁵

To the best of its ability, the District shall follow the requirements covering the transfer of course credit and graduation set forth in the Interstate Compact on Educational Opportunity for Military Children for all students who meet the definition of "eligible child" in Policy 4.2 ENTRANCE REQUIREMENTS.

GRADUATION REQUIREMENTS

The number of units students must earn to be eligible for high school graduation is to be earned from the categories listed below. A minimum of twenty-two & half (22 1/2) units is required for graduation for a student participating in either the Smart Core or Core curriculum. In addition to the twenty-two & half (22 1/2) units required for graduation by the Arkansas Department of Education, the district requires an additional __ units to graduate for a total of __ units. The additional required units may be taken from any electives offered by the district.⁶ There are some distinctions made between Smart Core units and Graduation units. Not all units earned toward graduation necessarily apply to Smart Core requirements.

All students must receive a passing score on the Arkansas Civics Exam in order to graduate.

Digital Learning Courses

The District shall offer one or more digital learning course(s) through one or more District approved provider(s) as either a primary or supplementary method of instruction. The courses may be in a blended learning, online-based, or other technology-based format.⁷ In addition to the other graduation requirements contained in this policy, students are required to take at least one (1) digital learning course for credit while in high school.

SMART CORE: Sixteen (16) units

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

Oral Communications: one-half (½) unit

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

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

2) Geometry or Geometry A & B* which may be taken in grades 8-9 or 9-10;

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

3) Algebra II; and

4) The fourth unit may be either:

- A math unit beyond Algebra II; or
- A computer science flex credit may be taken in the place of a fourth math credit.

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

One unit of Biology; and either:

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

- Physical Science;
- Chemistry;
- Physics; or

One unit from the three categories above and a computer science flex credit may be taken in the place of a third science credit.

Social Studies: three (3) units

- Civics one-half (½) unit
- World History - one unit
- American History - one unit
- Other social studies – one-half (1/2) credit

Physical Education: one-half (½) unit

Note: While one-half (½) unit is required for graduation, no more than one (1) unit may be

applied toward fulfilling the necessary units to graduate.

Health and Safety: one-half ($\frac{1}{2}$) unit

Economics – one half ($\frac{1}{2}$) unit – dependent upon the licensure of the teacher teaching the course, this can count toward the required three (3) social studies credits or the six (6) required Career Focus elective credits.⁸

Fine Arts: one-half ($\frac{1}{2}$) unit

Financial Literacy: one-half ($\frac{1}{2}$) unit

CAREER FOCUS: - Six (6) units

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

A student who enlists in a branch of the United States Armed Forces or the National Guard through the military delayed entry program, the National Guard Split Training Option, or other similar early entry program and completes basic training before graduating from high school shall receive two (2) units of the Career Focus graduation requirements.

A student who completes at least seventy-five clock hours of documented community service in grades nine (9) through twelve (12) at any certified service agency or a part of a service-learning school program shall receive one (1) Career Focus credit.

CORE: Sixteen (16) units

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

Oral Communications: one-half ($\frac{1}{2}$) unit

Mathematics: four (4) units

- Algebra or its equivalent* - 1 unit
- Geometry or its equivalent* - 1 unit
- All math units must build on the base of algebra and geometry knowledge and skills.
- (Comparable concurrent credit college courses may be substituted where applicable)
- A computer science flex credit may be taken in the place of a math credit beyond Algebra I and Geometry

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

Science: three (3) units

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

Two units chosen from the following three categories:

- Physical Science;
- Chemistry;

- Physics; or

One unit from the three categories above and a computer science flex credit may be taken in the place of a third science credit.

Social Studies: three (3) units

- Civics one-half (½) unit
- World history, one (1) unit
- American History, one (1) unit
- Other social studies one-half ½ unit

Physical Education: one-half (½) unit

Note: While one-half (½) unit is required for graduation, no more than one (1) unit may be applied toward fulfilling the necessary units to graduate.

Health and Safety: one-half (½) unit

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

Fine Arts: one-half (½) unit

Financial Literacy: one-half (1/2) unit

CAREER FOCUS: - Six (6) units

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

A student who enlists in a branch of the United States Armed Forces or the National Guard through the military delayed entry program, the National Guard Split Training Option, or other similar early entry program and completes basic training before graduating from high school shall receive two (2) units of the Career Focus graduation requirements.

A student who completes at least seventy-five clock hours of documented community service in grades nine (9) through twelve (12) at any certified service agency or a part of a service-learning school program shall receive one (1) Career Focus credit.

SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS FOR THE CLASSES OF 2021 AND THEREAFTER

All students are required to participate in the Smart Core curriculum unless their parents or guardians, or the students if they are eighteen (18) years of age or older, sign a *Smart Core Waiver Form* to not participate. While Smart Core is the default option, both a *Smart Core Informed Consent Form* and a *Smart Core Waiver Form* will be sent home with students prior to their enrolling in seventh (7th) grade, or when a seventh (7th) through twelfth (12th) grade student enrolls in the district for the first time and there is not a signed form in the

student's permanent record. Parents must sign one of the forms and return it to the school so it can be placed in the students' permanent record.¹ This policy is to be included in student handbooks for grades six (6) through twelve (12) and both students and parents must sign an acknowledgement they have received the policy. Those students not participating in the Smart Core curriculum will be required to fulfill the Core curriculum or the requirements of their IEP (when applicable) to be eligible for graduation. Counseling by trained personnel shall be available to students and their parents or legal guardians prior to the time they are required to sign the consent forms.

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

This policy, the Smart Core curriculum, and the courses necessary for graduation shall be reviewed by staff, students, and parents at least every other year³ to determine if changes need to be made to better serve the needs of the district's students. The superintendent, or his/her designee, shall select the composition of the review panel.

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

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

Administrators, or their designees, shall train newly hired employees, required to be licensed as a condition of their employment, regarding this policy. The district's annual professional development shall include the training required by this paragraph.⁵

To the best of its ability, the District shall follow the requirements covering the transfer of course credit and graduation set forth in the Interstate Compact on Educational Opportunity for Military Children for all students who meet the definition of "eligible child" in Policy 4.2—ENTRANCE REQUIREMENTS.

BEGINNING WITH THE CLASS OF 2018:

The district shall offer one or more digital learning course(s) through one or more District approved provider(s) as either a primary or supplementary method of instruction. The courses may be in a blended learning, online-based, or other technology-based format. In addition to the other graduation requirements contained

in this policy, students are required to take at least one digital learning course for credit while in high school.

HONOR GRADUATE & ARKANSAS ACADEMIC CHALLENGE SCHOLARSHIP REQUIREMENTS

Students planning to attend college upon completion of high school are encouraged to fulfill the requirements the **Arkansas Academic Challenge Scholarship**. By doing so the student will meet the college core requirements for unconditional admission to two-year or four-year Arkansas Schools, and may qualify for financial assistance to attend a state supported college/university.

Students wishing to qualify for the Arkansas Academic Challenge Scholarship should fulfill smart core curriculum requirements for unconditional admission to Arkansas’ public colleges and universities should complete the following college preparatory curriculum and earn a 2.5 g.p.a.

English	4 credits	Math	4
		credits must include Alg. I, II, Geo. and a course above Alg. II	
Science		3 credits must include Physical, Biology, Chemistry, or Physics (or its equiv.)	
Social Studies		3 credits must include Civics/Government, World & American Histories	
		Health	5 credits
		Physical Education	.5 credits
		Fine Arts	.5 credits
		Oral Communications	.5 credits
		Foreign Language	2 credits
		CBA	1 credit
		Career Focus Electives	4 credits
TOTAL CREDITS		23	

HONOR GRADUATES

Students completing the Arkansas Challenge Scholarship curriculum with a minimum grade point average of 3.5 and two credits of a foreign language will be recognized at the graduation ceremony as an Honor Graduate.

In addition to the graduation requirements listed above, a student enrolled in special education classes may receive an I. E. P. Completion Diploma after eight semesters.

Valedictorian and **Salutatorian** will be earned by the Seniors with the first and second ranked weighted grade point averages, respectively. In order to be eligible for Valedictorian

or Salutatorian, a student must meet all requirements to be an Honors Graduate, plus pass all five weighted AP courses that are offered on the Heber Springs High School campus. In addition, they must take all five AP administered exams. AP or weighted courses from other educational entities will NOT be considered in calculating the top two GPA's.

HIGH SCHOOL/COLLEGE CONCURRENT CREDIT POLICY

Arkansas law allows students who are *enrolled in a public school in Arkansas* and who have successfully completed the 8th grade to enroll in college classes for concurrent credit. A ninth through twelfth grade student who successfully completes a college course(s) from an institution approved by the Arkansas Department of Education shall be given credit toward high school grades and graduation at the rate of one (1) high school credit for each three (3) semester hours of college credit. Unless approved by the school's principal, prior to enrolling for the course, the concurrent credit shall be applied toward the students graduation requirements as an elective.

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

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

*The District's student, and his/her parent's, guardians, if the public school student is under the age of eighteen (18).

*The District; and

*The publicly supported community college, technical college, four-year college or university, or private institution the student attends to take the concurrent credit course.

Students are responsible for having the transcript for the concurrent credit course(s) they've taken sent to their school in order to receive credit for the course(s). Credit for concurrent credit courses will not be given until a transcript is received. Transcripts for students who take concurrent credit courses as partial fulfillment of the required full day of class for students in grades 9-12 are to be received by the school within ten (10) school days of the end of the semester in which the course is taken. Students may not receive credit for the course(s) they took or the credit may be delayed if the transcripts are not received in time, or at all. This may jeopardize students' eligibility for extracurricular activities, or graduation.

Students will retain credit earned through the concurrent credit program which was applied toward a course required for high school graduation from a previously attended, accredited, public school.

Any and all costs of higher education courses taken for concurrent credit are the student's responsibility.

OTHER GRADUATION INFORMATION

Credits earned in grades nine through twelve in addition to algebra I completed in the eighth grade will count toward graduation.

We encourage each pupil completing requirements for graduation to attend the graduation ceremony unless prevented by circumstances beyond their control. Upon completion of required work for graduation, and upon payment of any past due charges, students will be granted a diploma.

Students who are not able to graduate because of an inadequate number of credits may be permitted to walk in the baccalaureate exercise if they started the year as a senior. Students anticipating a problem at graduation time should discuss this matter with the principal prior to the ordering of caps, gowns, and announcements.

Only those students meeting all requirements for graduation at the end of the given school year may have their picture on the senior class composite, their name on the senior class concrete walk, may participate in commencement exercises, and receive a diploma.

STUDENT SPEAKERS FOR GRADUATION

Seniors ranked first (Valedictorian) and second (Salutatorian) in their class at the end of their eighth semester will be **automatically invited to speak** at graduation, **provided** an administrative committee has approved their speeches. Students ranked one and two are not under any obligation to speak and may decline to speak if they wish.

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 papers for publishing. Students being placed on the honor roll must have a grade average of B or above, in all subjects.

STUDENT GENERAL ACADEMIC INFORMATION

Academic electives must be taken from any areas other than physical education or athletics. Any student wanting a change of class schedule must meet with a counselor for approval. No class changes will be made after the second week of each semester, except in extenuating circumstances.

Information concerning correspondence courses, summer school classes, credit via the NET, etc., is available from the counselor's office. Heber Springs students needing to take correspondence courses, summer school classes, etc., must first have them approved through the counselor's office. Summer school credit for work failed is presently being accepted.

A student transferring to Heber Springs High School from a school on a block schedule may be allowed to take correspondence courses to make up for scheduling difficulties.

ACT 688 of 1993 requires school districts to attach seals to transcripts and diplomas of students who complete the Smart Core curriculum with 2.75 GPA.

Heber Springs High School is a participant in the Arkansas Scholar Program. Graduating students meeting the requirements of the Arkansas Scholar Program will have the Arkansas Scholar seal attached to the transcripts and diploma.

Athletics will not be counted as one of the twenty-one credits required by the state to meet graduation requirements. Students who participate in four years of athletics and exceeds the credit requirement of the state, will be awarded an activity for the fourth year.

Only one unit of Physical Education will count toward satisfying the first 22 units of study required for graduation.

STUDENT CLASSIFICATION

To be classified as a sophomore, a student must have earned 4 academic credits.

To be classified as a junior, a student must have earned 9 academic credits.

To be classified as a senior, a student must have earned 15 academic credits for minimum requirements or take correspondence courses during the school year to enable student to graduate.

EXTRACURRICULAR ACTIVITIES

DEFINITION

“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

“Interscholastic Activities” means athletic or non-athletic/academic activities where students compete with students from within the same school.¹

“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 one 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 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.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.⁶

Interscholastic Activities AAA Governed Activities

Students participating in interscholastic 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 interscholastic 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 interscholastic extracurricular activities. Interscholastic activities designed for a particular grade(s) or course(s) shall require the student to be enrolled in the grade(s) or course(s).

ELIGIBILITY REQUIREMENTS

The Heber Springs School District requires all students to meet the guidelines as set by the Arkansas Department of Education in order to participate in school sponsored extracurricular activities.

A student may satisfy the eligibility requirement by successfully completing courses failed or courses needed or an equivalent course(s) in a summer term(s) or a correspondence course(s) approved by the Arkansas Department of Education and Heber Springs High School for granting credit for graduation requirements.

Special Education - A student must meet the requirements of his/her I.E.P. for the previous semester.

EXTRACURRICULAR ACTIVITY CONFLICTS

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 teacher/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. If an academic extracurricular activity is involved, and the student chooses not to attend after it has been worked out for the student to attend both activities, the student's grade in the academic class could be affected.

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

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.¹

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 course³ 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;
- required drug testing; ⁴
- 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.

HOMEWORK AND INDEPENDENT STUDY SKILLS DEFINITION

Homework and independent study, which occur outside the regularly scheduled class periods, are designed for the reinforcement or extension of classroom activities.

The Heber Springs School District recognizes that homework is a beneficial addition to the in-school instructional program. It is a flexible and individual responsibility of the classroom teachers. 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. Homework tells students that learning is more than just a classroom activity; that expectations go beyond minimum effort and that independent learning is valued. Through a well-formulated homework system students will acquire academic content while also developing self-discipline, responsibility, and good study/work habits. Students who possess these characteristics will be prepared for both academic and /or vocational careers.

Therefore, the Heber Springs School District encourages the assigning of relevant homework to its students. The following guidelines are suggested:

- 1) Each year students and parents will be informed concerning the homework procedure to be followed.
- 2) The District recognizes that students work at different rates due to varying abilities. When daily homework is assigned, the following guidelines are suggested for the average student:

- a) Grades 1-8 – Homework shall not exceed fifteen minutes per subject or a total of one and one-half hours.
- b) Grades 9-12 – Homework shall not exceed twenty minutes per subject or a total of two hours per night.
- 3) Homework assignments should not be based on the assumption that parental or adult help will be available.
- 4) Homework assignments may be modified for disciplinary reasons or special projects of classes.
- 5) Homework assignments shall be evaluated in a manner similar to the evaluation of in-class assignments. Students are expected to complete all homework assignments and submit them for evaluation as they become due. (Arkansas Education Standards III G, February, 1984)

INTERRUPTION OF INSTRUCTION

Interruption of instructional activities due to school announcements or visitors on campus or other activities shall occur only during those rare instances deemed necessary by the school's administration.

STUDENT COUNSELING SERVICES

The high school counselors are available to counsel with students seven periods a day. The student counseling service is provided as an attempt to help all students toward better educational and personal adjustment; to help student grow in self-understanding and self-direction. Your counselors will meet with you in individual interviews and will try to assist you with any problems, educational, vocational, or personal that are of concern to you. You may return as often as necessary.

LIBRARY

All library materials except those designated as overnight, class reserved, and non-circulation are borrowed for a period of two school weeks. Encyclopedias and one volume reference are not to be taken from the library at any time. Loan books may be renewed at the discretion of the Librarian. Books and other materials may be reserved for certain classes or students at the request of the teachers and at the discretion of the Librarian. All materials should be returned to the charging desk on or before the date due. The Librarian, in consultation with teachers and the principal, schedules classes for orientation. Classes scheduled for the library should obey the rules required for library use. The Librarian will be glad to help you with any problem you encounter in the use of the Library.

STUDENT ORGANIZATIONS/EQUAL ACCESS POLICY

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 Heber Springs High School. 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.

Students are encouraged to participate in the clubs and organizations listed below:

Art Club	HSHS Players (Drama Club)
Athletics	Journalism Club
Band	Library Club
Beta Club	Quiz Bowl Club
Cheerleaders	Science Club
Fellowship of Christian Athletes (FCA)	Spanish Club
Future Business Leaders of America (FBLA)	Student Council
Future Farmers of America (FFA)	Yearbook
Family Career and Community Leaders of America (FCCLA)	

INTERNET SAFETY and ELECTRONIC DEVICE POLICY

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

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

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

agreement is incorporated by reference into board policy and is considered part of the student handbook.

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 who misuse district owned computers or Internet access in any way, including using computers except as directed or assigned by staff or teachers, using computers to violate any other policy or contrary to the computer use agreement, attempting to defeat or bypass Internet filtering software, 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.

The designated District Technology Administrator or designee may authorize the disabling of the filter to enable access by an adult for a bona fide research or other lawful purpose.

A copy of the policy is included at the back of this handbook.

In addition to Internet Use Rules, the following rules apply to all students in the use of any school computer or other technology equipment.

1. Students are to use machines/equipment only as directed by the teacher.
2. Students are not to go to any program, internet game, or site unless directed, instructed or given permission to do so by the teacher.
3. Students are not to alter any settings on any machine.
4. Anytime a student discovers that a previous student has failed to log off, the discovering student is to immediately report to the teacher.
5. Students are not to delete or modify another students' files.

Violation of any of the stated computer/equipment usage rules will result in the following:

1st offense – D-hall

2nd offense – Sat D-hall

3rd offense – STP assignment

Repeated offenses may result in a student being removed from class. Based on the severity of the offense the administration reserves the right to enforce the offenses listed above at any time.

EMERGENCY CLOSING

Regular sessions of school are canceled only in case of emergency. Heavy storms or serious weather conditions that might cause hazard to pupils or make transportation difficult are the principal reasons for the emergency closing of schools. Notice of such closing will be released to the Little Rock TV stations for broadcast as soon as decisions are made. As the schools scroll, please watch for Heber Springs Public Schools, not Heber Springs Community School. Please do not call members of the school staff.

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

CONDUCT TO AND FROM SCHOOL

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 student who violate student code of conduct rules

SEARCH, SEIZURE, AND INTERROGATIONS

The Heber Springs School 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 question students, and 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 to include the resource officer may request the assistance of the 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.

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 of 18 years of age or older), 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. Notification of parents/guardians is not required if student access is granted to law enforcement personnel for purposes of investigating family child abuse or neglect.

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 the 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.

DUE PROCESS

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

All students will be afforded due process whenever deprived of their right to an education through exclusion from regular classroom instruction or other activities because of (1) suspension, (2) expulsion, (3) probation or withdrawal of privileges, (4) exclusion from graduating ceremonies, (5) statements removed from students' records, and (6) clearing one's reputation.

Due process procedures are:

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

DISCIPLINE FOR HANDICAPPED

Handicapped students who engage in misbehavior are subject to normal school disciplinary rules and procedures so long as such treatment does not abridge the right to free appropriate public education.

The individualized education plan (IEP) team for a handicapped student will consider whether particular discipline procedures should be adopted for the student and included in the IEP.

Handicapped students may be excluded from school only in emergencies and only for the duration of the emergency.

After an emergency suspension is imposed on a handicapped student, an immediate meeting of the student's IEP team should be held to determine the cause and effect of the suspension with view toward assessing the effectiveness and appropriateness of the student's placement and toward minimizing the harm resulting from the exclusion.

The person designated as grievance officer for ACT 504 is the school superintendent.

ALTERNATIVE SCHOOL

This program was developed in response to 1991 Legislative Act 830 that requires all school districts to provide an alternative school for at-risk students. Heber Springs High School will identify students that are most likely to be at-risk of premature departure from school and involve them in this program.

Heber Springs School District will provide an Alternative School in grades 7-12. The Alternative Learning Center campus is located on campus. Its purpose is to provide educational options for at-risk students in an educational environment and to provide an avenue for those students who need an alternative approach to learning.

Supplemental Tutorial Program

Heber Springs School District will operate a Supplemental Tutorial Program program in grades 4-12. In many cases, a student may be assigned to STP in lieu of a suspension. By removing students who violate behavior policies from the normal classroom environment, STP will provide a more productive learning atmosphere in our schools. Also, STP will decrease the number of suspensions.

When a student has reached the point that a suspension would be in order, he/she can be assigned to the STP Room. A student who chooses not to attend STP as assigned, will not be allowed to return to regular classes and may be recommended for expulsion unless the STP assignment is fulfilled.

Experience has shown us that repeated assignment to the STP Room has not served as an effective deterrent to continual misbehavior of a student. Therefore, after a student has been assigned to STP an excessive number of times for misbehavior, the Principal should invoke more stringent penalties. These more stringent penalties may include suspension of up to ten days or recommendation for expulsion. Due process will be given each student assigned to the STP program. Parents will be notified in writing by the administrator making the assignment. The written notice will include the reason the student was assigned to the STP program.

Student assignments to the STP program will be decided by the building administration. Students will be readmitted to regular classes when the student has met the criteria stated in the STP Rules and Guidelines the student and parent signs prior to the student attending the program. Before reassignment to regular classes, the building administrator or project director may require that a student reassignment contract be signed.

Students assigned to the STP program will be given the opportunity to complete classroom assignments and tests while in STP. The student's regular teachers will be expected to make class work assignments for the student to enable the student to keep up with the class. A teacher, at his/her discretion, may send tests to STP for the student to take. If a teacher chooses not to send tests to STP, the tests missed will be made up as soon as possible at the teacher's convenience after the student's readmission. Full credit will be given for work correctly completed in STP. Regular teachers will not be expected to assign make-up work, give make-up tests, or help the student catch up after returning to regular class other than the provision outlined here.

A student assigned to STP/Out-of-School Suspension 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.

SUSPENSION FROM SCHOOL

When students are absent from school they 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;
- going to and from school or a school activity.

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

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

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

1. The student shall be given written notice or advised orally of the charges against him/her;
2. 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;
3. 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 18 or older prior to the suspension. Such notice shall be handed to the parent(s), legal

guardian(s), or to the student if age 18 or older or mailed to the last address reflected in the records of the school district.

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

During the term of an out-of-school suspension, students shall not be permitted on campus except to attend a student/parent/administrator conference. School worked missed during an out-of-school suspension may not be made up and zero's should be recorded for the worked missed.

During the term of both in-school and out-of-school suspensions, students shall not attend any school sponsored activities nor shall students participate in any school sponsored activity.

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.

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 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. The presiding officer shall decide questions concerning the appropriateness or relevance of any questions asked during the hearing.

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

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

Expulsion Procedures:

- 1). The principal of a school may recommend that a student be expelled from school with loss of credit. A written recommendation to the superintendent shall include a statement of the charge against the student.
- 2). If the superintendent concurs with the recommendation, he/she shall schedule a hearing before the school board.
- 3). The school board may expel a student for the remainder of the semester, for the remainder of the school year for conduct it deems to be of such seriousness as to make a suspension inappropriate where it finds that the student's continued attendance at school would be unacceptable disruptive to the educational program or would be attended with unreasonable danger to other students and faculty members.
- 4). The superintendent or designee shall give written notice, mailed within ten calendar days from the alleged incident which caused the expulsion recommendation, to the parent/guardian if the student is a minor, or to the student if he/she is an adult. Such hearings will be conducted not earlier than three calendar days or more than seven calendar days following the date of the notice except that the superintendent and the student and the student's parents may agree in writing to a date not conforming to this limitation.

- 5). The notice will also state charges against the students in clear and concise terms the names of witnesses who will appear against the student and a brief statement concerning the nature of their testimony.
- 6). In every case of a hearing held by a school board regarding the expulsion of a student, the president of the board, or in his/her absence, another member selected by the board, shall preside at the hearing. The student shall be entitled to representation by a lawyer or lay counsel.
- 7). The superintendent or designee shall present evidence and may present witnesses or statements of those persons who have personal knowledge of the events or circumstances which give rise to the expulsion recommendations at the hearing.
- 8). The student or representative may then present witnesses or statements by witnesses with personal knowledge of events or circumstances relevant to the issues.
- 9). Normally, formal cross-examination will be permitted.
- 10). During the course of the hearing, if the board determines that the credibility of any of the witnesses is an issue, it will permit cross-examination by the student, the superintendent, or their representatives of those witnesses whose credibility has become an issue.
- 11). Cross-examination should ordinarily be limited to the question or questions on which the credibility of the witness has become an issue.
- 12). The student may observe all evidence offered against him/her.
- 13). Members of the board may question any witness.
- 14). At the conclusion of the hearing, the board may discuss the matter and dispose of it by vote.
- 15). If the board does not expel the pupil with loss of credit, it may impose less severe disciplinary action, such as long-term suspension, which may be with or without opportunity for make-up school work. The board shall briefly state its findings in writing within ten days after the hearing.
- 16). The board may make a record of the evidence taken at the proceedings by use of either a court reporter or a tape recorder.
- 17). If the student wishes, the record will be transcribed and a copy furnished the student. Copies of all statements used as evidence will be included with the record.
- 18). The school administration has the responsibility to present the evidence to the board, and the administration is entitled to open and conclude the hearings.
- 19). The president of the board or the presiding officer has the authority to limit unproductively long or irrelevant questioning by non-board members.

Group Hearing For Suspension or Expulsion

When two or more students are charged with violating the same rule and have acted in concert and the facts are basically the same for all such students, a single hearing may be conducted for them if the president of the board believes the following conditions exist:

- 1). Single hearing will not likely result in confusion, and
- 2). Student will not have his/her interest substantially prejudiced by group hearing.

If during the hearing, the president finds that a student's interest will be substantially prejudiced by the group hearing, a separate hearing may be ordered for that student.

CORPORAL PUNISHMENT

The board of education recognizes the need for firmness in dispensing with problems calling for disciplinary action in any school setting, on any school property, or at any school sponsored event. The board further recognizes that the principal and faculty of the school must always be in a position to take disciplinary action if the atmosphere for learning is to be maintained. All disciplinary action should contribute to the general welfare of the school or class as a whole and should be directed toward the positive improvement of citizenship of the group or individual involved. The board directs the corporal punishment, when deemed necessary, may be administered by any licensed employee provided, that such punishment will be administered according to the following requirements:

- 1). Corporal punishment shall not be administered to any pupil until a witness, who shall be a certified employee, has been summoned and advised in the presence of the pupil the reason for the contemplated punishment and the pupil has been given the opportunity to explain the reason for his/her actions or to deny the charge.
- 2). The administration of the corporal punishment shall be observed by another school administrator or designee who shall be a licensed staff member employed by the district.
- 3). Corporal punishment shall be administered privately, i.e. out of sight and hearing of other students. It shall not be excessive, nor shall it be administered in a spirit of malice or anger.
- 4). A written report signed by the employee administering the corporal punishment and the witness shall be filed in the principal's office. The report shall give the reason for the punishment.
- 5). All corporal punishment shall be administered in the principal's office.
- 6). Corporal punishment is authorized by state law and, no permission from parents is necessary for administering it.
- 7). If the student refuses to take corporal punishment, the administration may choose to suspend the student.

STUDENT CONDUCT NOT PERMITTED MINIMUM & MAXIMUM PENALTIES

Discipline in the Heber Springs Public Schools can only be maintained through the cooperative efforts of the community especially, parents, educators, and students. **Each student has a right to expect a wholesome atmosphere that is conducive to learning.** Such a climate can best be created where respect and consideration of the rights of others prevail.

Open communication between the home and school by participation in meetings, open house, and other school activities is encouraged. Discipline problems are less likely to occur when there is frequent parental contact with the school.

The school has a responsibility to inform students of their rights and responsibilities; likewise, the student has the responsibility to know and abide by the rules and regulations of the school. It is also necessary for parents to familiarize themselves with school regulations to eliminate misunderstandings and join in the effort to maintain a quality educational program.

School personnel will deal with students fairly and honestly and treat all students with the courtesy and respect due any human being.

One of the primary goals of the Heber Springs High School is to provide students with a proper atmosphere in which to learn. Proper student behavior is an essential part of a good school atmosphere. Students are expected to conduct themselves properly, and we are confident that they will. The following rules identify actions that are not acceptable at school and describe the sanctions or punishment that will result if the rules are violated. The school reserves the right to punish behavior that is detrimental to the education of other students even though such behavior is not specified in the written rules.

When serious misconduct occurs, the teacher may send a written report to the principal or when necessary accompany the student to the office of the principal. A written report is to be filed with the principal as soon as practical. The principal will determine disciplinary action in accordance with the Discipline Policy. When the misconduct is not specified in the policy, the principal may choose one or more of the following alternatives:

- 1). Warning
- 2). Student conference
- 3). Detention - upon receiving a classroom disciplinary referral from a teacher, a student may be assigned after school detention or lunch detention by the Principal or Assistant Principal.
- 4). Detention Hall – D-Hall meets Tuesday through Thursday from 3:25-4:15. A designated employee is responsible for formally supervising this part of our district discipline policy. Only the Principal or Assistant Principal may reschedule a D-Hall assignment. Failure to attend D-Hall on the assigned date may result in an STP assignment
- 5). Saturday Morning Detention – students may be assigned by the principal or his designee to attend a Saturday morning detention. The detention period will be from 8:00 a.m. until 12:00 noon.
- 6). Corporal punishment
- 7). Parent-student-principal conference
- 8). STP
- 9). Suspension
- 10). Alternative School Assignment
- 11). Recommendation for expulsion
- 12). Other disciplinary action (depending on specific circumstances, the building administrator may use other disciplinary actions for violations of the school district discipline policies. Such actions may include loss of vehicle or bus privileges, restitution for damages, confiscation of materials in violation of school policies, loss of test scores, and notification of law enforcement officials).

The sanctions or punishments listed do not denote an order or sequence by which actions will be used. Infractions will be considered on a case-by-case basis, and decisions will be made depending upon the age of the offender, the severity of the infraction, the regularity of the offense(s), and other circumstances. **The principal or assistant principal has the authority to implement alternative punishment for minor offenses.**

RULES AND CONSEQUENCES

Rules for student behavior and the minimum to maximum consequences or punishment for violating these rules are listed on the following pages.

DISREGARD OF DIRECTIONS OR COMMANDS (INSUBORDINATION)

A student shall not fail to comply with directions of teachers, student teachers, substitute teachers, teacher aides, principals, or other authorized school personnel during any period of time when he/she is properly under the authority of any school personnel.

Minimum	Warning
Maximum	Recommend expulsion

MEDICATION

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 nurse, or in the absence of the nurse, to the principal's office. The student may bring the medication if accompanied by a written authorization from the parent or legal guardian. When medications are brought to the school nurse, the nurse shall document, in the presence of the parent, the quantity of the medication(s). If the medications are brought by a student, the school nurse shall ask another school employee to verify, in the presence of the student the quantity of the medication(s). Each person present shall sign a form verifying the quantity of the medication(s).

Medications, including those for self-medication, must be in the original container and be properly labeled with the student's name, the ordering health care provider's name, the name of the medication, the dosage, frequency, and instructions for the administration of the medication (including times). Additional information accompanying the medication shall state the purpose 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 as determined by the school nurse) shall be allowed to attend school.

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

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

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 the (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.

Students will be allowed to carry and use prescription asthma inhalers and auto-injection epinephrine. However, parents of students with these needs must report to the office by way of a written statement stating the child's health needs and the medication necessary to meet those health needs.

Personnel at Heber Springs High 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 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.

Sharing, diverting, transferring, applying to others (such as needles or lancets), or in any way misusing medication or any medical supplies in their possession.

Failure to follow these guidelines will result in disciplinary action.

Minimum	Warning
Maximum	Recommend Expulsion

NARCOTICS, ALCOHOLIC BEVERAGES, AND STIMULANT DRUGS

A student shall not knowingly 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 narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant or counterfeit drug of any kind:

- 1). On school property or school grounds, Act 345 of 2007 makes school bus stops an extension of school grounds and as such this policy holds true at those locations.
- 2). Off the school grounds at a school-sponsored activity. (Use of a drug authorized by a medical prescription from a registered M.D., D.D.S., or O.D. shall not be considered a violation of this rule.

A student shall not knowingly possess any form of drug paraphernalia. Students shall not be found to be sharing, diverting, transferring, applying to others (such as needles or lancets), or in any way misusing medication or any medical supplies in their possession.

Minimum	10 day out-of-school suspension.
Maximum	Recommend expulsion, or student option to attend Crossroads Alternative

The selling, trading, giving, or negotiating to sell, trade, give, or any means to distribute drugs or items represented to be drugs by any student will result in expulsion from the Heber Springs School District.

PHYSICAL ABUSE OR ASSAULT OF SCHOOL STAFF

A student shall not intentionally cause or attempt to cause physical injury or intentionally behave in a manner that could reasonably cause physical injury to a school employee;

- 1). On the school grounds during and immediately before or immediately after school hours,
- 2). On the school grounds at any other time when the school is being used by a school group,
- 3). Off the school grounds at a school activity, function, or event.

Neither self-defense nor action undertaken on the reasonable belief that it was necessary to protect some other person is to be considered an intentional act under this rule.

Minimum Recommend expulsion.

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.

Minimum	STP
Maximum	Recommend Expulsion

BULLY POLICY

Respect for the dignity of others is a cornerstone of civil society. Bullying creates an atmosphere of fear and intimidation, robs a person of their 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 it occurs on the school grounds; off school grounds at a school sponsored or approved function, activity, or event; or going to or from school or a school activity.

Definition:

Bullying is any pattern of behavior by a student, or a group of students, that is intended to harass, intimidate, ridicule, humiliate, or instill fear in another child or group of children. Bullying behavior can be a threat of, or actual, physical harm or it can be verbal of the child. Bullying is a series of recurring actions committed over a period of time directed toward one student, or successive, separate actions directed against multiple students.

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

1. Sarcastic “compliments” about another student’s personal appearance,
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 personal characteristics,
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. Electronic acts using school equipment or non school equipment that results in substantial disruption i.e. “cyber bully” or “texting” (Act-115)
12. Hazing

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, 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. 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 student who bully shall be conspicuously posted in every classroom, cafeteria, restroom, gymnasium, auditorium, and school bus. Parents, students, school volunteers, and employees shall be given copies of the notice.

Copies of this policy shall be available upon request.

Minimum	Warning
Maximum	Recommend Expulsion

WEAPONS AND DANGEROUS INSTRUMENTS

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

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

Possession means having a weapon, as defined in this policy, on the student's body or in an area under his/her control. If, prior to any questioning or search by any school personnel, a student discovers that he/she has accidentally brought a weapon to school including a weapon that is in a vehicle on school grounds, and the student informs the principal or a staff person immediately, the student will not be considered to be in possession of a weapon. The weapon shall be confiscated and held in the office until such time as the student's parent/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 School Board 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 weapon 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 weapons violation shall also 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 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.

Punishment for violations other than possessing a firearm shall be

Minimum	STP
Maximum	Recommend Expulsion, report to police

COMMUNICATING A DEATH THREAT

Arkansas Legislative Act 1046 of 2001 makes it unlawful for anyone to communicate a death threat concerning a school employee or student. To communicate a death threat is a Class D felony.

Any student violating Act 1046 will be referred to local police authorities. School punishment shall be as follows:

Minimum	Recommend expulsion
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THREATS OF VIOLENCE

Arkansas Legislative Act of 1520 of 1999 requires school principals to report acts or threats of violence and/or any crime involving a deadly weapon by any person on school property or while under school supervision to the appropriate law enforcement agency and to the superintendent.

Minimum	STP in addition to report to legal authorities
Maximum	Recommendation for expulsion, also report to legal authorities.

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.

Minimum	Confiscation of item
Maximum	Confiscation of item, report to legal authorities, and a recommendation for expulsion

DAMAGE, DESTRUCTION, OR THEFT OF PROPERTY

A student shall not cause or attempt to cause damage to school property or steal or attempt to steal school property. The school district will attempt to recover damages from the student destroying school property. Parents of any minor student under the age of 18 living with the parents may be liable for damages caused by said minor in an amount not in excess of \$2,000.00.

A student shall not cause or attempt to cause any damages to any property belonging to others.

Minimum	Return or repay amount stolen, pay for damage or repair damage if deemed appropriate by the principal. Parent conference, with possible STP assignment.
Maximum	Recommend expulsion.

DISRUPTION AND INTERFERENCE WITH SCHOOL

No student shall by 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.

Minimum	Suspension with possible recommendation for expulsion.
Maximum	Recommend expulsion.

COMMUNICATING A FALSE ALARM

Arkansas Legislative Act 567 of 2001 makes it unlawful to for anyone to communicate a false alarm or to purposefully initiate or circulate a report of a present, past, or impending bombing, fire, offense, catastrophe, etc., or other emergency knowing the report is false or baseless. Communicating a false alarm is a Class D felony.

Any student violating Act 567 will be referred to local police authorities. School punishment shall be as follows:

Minimum	STP
Maximum	Recommendation for expulsion

GANG ACTIVITY OR ASSOCIATION

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 clothing, bandanas, jewelry, symbol, or other sign associated with membership in, or representative of, any gang;
2. Engaging in any verbal or nonverbal act such as throwing signs, gestures, or handshakes representative of membership in any gang;

3. Recruiting, soliciting, or encouraging any person through duress or intimidation to become or remain a member of any gang; and/or
4. Extorting payment from any individual in return for protection from harm from any gang;

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

Minimum	Warning
Maximum	Recommend expulsion

Act 835- An act to require school districts to prohibit the wearing of clothing that exposes underwear, buttocks, or the breast of a female.

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.

APPEARANCE AND DRESS CODE

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 distracting to classroom activity, pupil behavior, or the educational environment. Student clothing should not be worn which interferes with the rights or opportunities of others to learn or to teach. Whenever there is a disagreement about dress styles and/or hair styles, admission to class may not be permitted until the problem is resolved with the student’s parent or guardian.

1). **SHORTS AND SKIRTS:** Shorts and skirts may be worn at school. 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 fingertip length at the sides when arms are fully extended. Jeans or pants with holes above the mid-thigh that show skin are subject to office approval. Clothing worn in such a way as to expose undergarments will not be permitted. Clothing deemed to be sleep wear or intended to be worn as under garments are not appropriate for school wear. Tight fitting spandex type leggings must not be see through or transparent. Men’s boxer shorts will not be allowed. Office/Administration has the final say on any of the above items.

2). **SHIRTS/TOPS:** Shirts and tops for all students must cover the entire shoulder area. This includes the upper arm and under arm area. Tank tops are not permitted. Dresses, tops, or cutoff shirts that expose any part of the midriff or back are not permitted. Shirts with vulgarities, obscenities, inflammatory political messages that may cause a disruption, or insinuations of sexual innuendo, physical anatomy innuendo, or profanity will not be permitted. Any shirt or top that advertises or promotes tobacco, alcohol products, other illegal substances or their use will not be permitted. Office/Administration has the final say on any of the above items.

3). **HATS AND ACCESSORIES:** Hats, caps, toboggans and bandannas may not be worn inside the building by male or female students. Bandanas are not permitted on campus unless they are part of a school organizations uniform. No sunglasses are to be worn inside the building. Any accessories such as chains, spikes or jewelry that could be detrimental to the safety and/or welfare of students, faculty, staff or other persons will not be permitted. Office/Administration has the final say on any of the above items.

4). **GANG APPAREL:** The wearing of gang attire by gang members and by other students who imitate them is not only disruptive, it is 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 to be considered gang related will not be allowed. Office/Administration has the final say on any of the above items.

5). **SHOES:** Shoes must be worn at all times in accordance with state health regulations. Office/Administration has the final say on any of the above items.

6). **SPECIAL EVENTS OR CLASSES:** Students are expected to cooperate fully with clothing and/or safety standards for specialized classes and school activities. Office/Administration has the final say on any of the above items.

7). **TRENCH COATS:** Coats of a length that extend past the mid-thigh are not allowed in school. The only exception will be made in the case of inclement weather and they must be removed when the student enters the building and they must be placed in the student's locker until they leave for the day. Office/Administration has the final say on any of the above items.

First period teachers will have the primary responsibility to evaluate student dress. However, students are accountable each, and every period for meeting the dress code. One student being out of dress code does not imply that another student may also be out of dress code. Those not meeting dress code standards will be sent to the office. Appropriate steps will be taken to bring students into compliance. Appropriate steps may include being sent home to make clothing changes, which will also constitute an unexcused absence.

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 judgement when enforcing this policy.

Administration has the final say on any dress code violation. Decisions on dress code violations are not a matter for debate from either students or parents.

Minimum	Warning and possible sent home to change
Maximum	Suspension from school

FIREWORKS

Any student on school property or at school activities will not possess, handle, or store firecrackers, smoke bombs, cherry bombs, or any other kind of fireworks that could be danger to himself/herself or to other students.

Any violation of this policy may result in a school suspension with recommendation to expel. Parents, law enforcement personnel, and/or juvenile authorities will be notified as needed.

Minimum	STP
Maximum	Recommend expulsion.

IMMORALITY

A student shall abstain from indecent and immoral act. Punishment for each offense will be dependent upon the nature and severity of the act.

GAMBLING

A student shall not participate in any activity that may be termed gambling or wagering where the stakes are money or any other object or object of value.

Minimum	Warning.
Maximum	STP

PUBLIC DISPLAY OF AFFECTION

It should be remembered that there is a proper time and place for showing affection. School is not the place. Students are not to kiss, hug, or touch in inappropriate areas either in private or in open areas. Students are not to be in unsupervised areas.

Minimum	D-Hall
Maximum	Suspension

Act 37 of the 88th General Assembly prohibits the use of wireless phones in school zones.

Electronics Policy (Cell Phone)

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.

High School/Middle School

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.

High School/Middle School

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

TARDY POLICY

Promptness is an important character trait that District staff is encouraged 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.

Tardy shall be defined as a student not being in the classroom at the first sound (ding) of the tardy bell.

- 1). A student may accumulate up to five (5) tardies per semester without suffering any disciplinary consequences.
- 2). When a student is tardy for the sixth (6) time, the student will be assigned to one (1) day of Sat D-Hall.
- 3). When a student is tardy for the seventh (7) time, the student will be assigned to two (2) days Sat D-Hall.
- 4). For each tardy beyond the seven (7) tardies, the student will be assigned to STP
- 5). Continuous excessive tardies may result in an Alternative School Assignment.

ADDITIONAL RULES AND CONSEQUENCES

Punishment for the following infractions will range from:

Minimum Warning

Maximum STP

*Rude and argumentative behavior by a student not yet deemed insubordination.

*Misbehavior in the cafeteria, for example: Failure to clean up personal dining area; students throwing food; breaking lunch line; students making unnecessary messes.

*Distribution or posting written material which has not been cleared by sponsoring teacher or principal. This includes posters, advertisements, leaflets, etc.

*Students are limited to specific areas during their lunch period. Students are to remain in the cafeteria or within the designated picnic shelter area. Students are to enter the picnic area only through the doorways nearest the soft drinks machines. All other locations are off limits during lunch.

*Littering on campus (throwing cups, wrappers, etc.) in an area other than in container provided for litter.

*Students are not to bring radios, tape players, or other sound equipment to school unless authorized in writing by a teacher or administrator.

*Being in hallway without proper pass and permission to have the hall pass.

Punishment for the following infractions will range from:

Minimum	Warning
Maximum	Suspension

*All students bringing an automobile, motorcycle, or other vehicle to school and operating the vehicle on the campus must complete a registration form with the principal's office agreeing to obey the rules for operating the vehicle on the school campus; giving verifying proof of a valid operator's license. Failure to complete this form within TWO WEEKS of registering in school will result in disciplinary action.

*Speeding or reckless driving of automobiles, motorcycles, etc. (spinning out is considered a part of this).

*Student vehicles are to be parked in designated areas only.

*Students must park vehicles (autos, motorcycles, etc.) upon entering the campus and, all students involved must promptly leave vehicle and student parking area. Loitering on student parking lot by any student is not permitted. Sitting in vehicles, on vehicles, etc., or standing on the student parking area or failure to leave parking area promptly after arriving on campus by any student will result in disciplinary action. Students are not to return to vehicles during the school day. It is understood that there is no expectation of privacy in vehicles in parking areas. Drivers of vehicles parked on a school campus will be held accountable for illegal substances or any other item prohibited by District policy found in their vehicle. The act of a student parking a vehicle on campus is a grant of permission for school or law enforcement authorities to search that vehicle.

*Students who return to vehicles (auto, motorcycle, etc.) or parking area without permission of the Principal during the school day.

*Writing or marking on desks (removable by cleaning or washing). If marking causes permanent damage, see district rule, Damage to School Property.

First violation - Clean all desks in room - teacher punishment.

*Disruptive behavior in class, study hall, hallway, bus, cafeteria, etc.

*Distributing obscene or vulgar notes or materials.

*Use of profane language, cursing, or obscene gesture.

*Creating a disturbance at ball games and other school activities such as an assembly or pep rally, etc.

Punishment for the following infraction will range from:

***Cutting or Skipping** but remaining on campus

Minimum	Sat d-hall
Maximum	Recommend expulsion

Punishment for the following infraction will range from:

Minimum	STP
Maximum	Expulsion/Juvenile Court intervention

***Truancy (hooky).** Students are not to leave school at any time without receiving permission from the principal or secretary and signing out on the designated sheet in the office. A student who leaves school without proper permission or without following proper procedure or who checks out under false pretense will be considered truant.

Punishment for the following infraction will result in:

***Use or possession of any tobacco product** is prohibited on the Heber Springs campus or on a school sponsored activity. Students who violate this policy may be subject to legal proceedings. This includes e-cigarettes.

Minimum	Sat D-Hall and a Ticket to be written by school resource Officer to appear in juvenile court
Maximum	Recommend expulsion

Punishment for the following infractions will range from:

Minimum	STP
Maximum	Recommend expulsion

*Fighting on campus, on buses, etc.

*Forgery of any school document, such as report cards, etc.

*Altering school records, i.e. changing grades or other records.

*Failure of a student to report to the office when sent by school personnel.

*Failure to identify one's self to school personnel

Other situations:

*Cheating on tests or homework.

Minimum	Warning
Maximum	Removal from class, loss of credit.

*Stealing from students or staff members.

Minimum	Warning, plus return or repay amount of loss.
Maximum	Recommend expulsion.

STUDY HALL RULES

The purpose of the study hall is to provide an opportunity for students, under the supervision of a teacher, to participate in study and prepare lessons that have been assigned by teachers. Students may use the library for research and supplementary materials with permission from the study hall teacher. Students who do not use the library properly will be asked to return to study hall and will be restricted in their use of the library.

Study hall teachers are asked to maintain an acceptable atmosphere that is quiet, free from socializing, talking, and emphasizes study!

BUS REGULATIONS

Riding the school bus is a privilege. Improper conduct on the buses will result in that privilege being denied. Only regularly scheduled bus students are to ride the school buses. 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.

- 1). 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.
- 2). While loading or unloading, enter or leave the bus orderly and quickly.
- 3). While riding the bus, students are under the supervision of the driver and must obey the driver at all times.
- 4). 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.
- 5). No knives or sharp objects of any kind are allowed - neither firearms, pets nor other living animals, etc.
- 6). Students should not tamper with any of the safety devices such as door latches fire extinguishers, etc.
- 7). Students should not ask the driver to let them off the bus any place except at the students regular stop unless the student has written permission from the principal.
- 8). 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.
- 9). Pupils cannot ride any bus except their own. Visitors are not allowed except in case of emergency. Permission must be secured from the director of transportation or principal.
- 10). Pupils must keep assigned seats while the bus is in motion and must not move while the bus is stopped except as the driver directs.
- 11). Students are not to put their hands, arms, heads, or bodies out of the window.
- 12). Students should not yell at anyone outside the bus.
- 13). Students are not to deface the bus or any school property by writing on the bus or damaging seats, etc.
- 14). Students are not to throw paper, food, or any other objects on the floor of the bus or out the bus windows

- 15). Students are not to eat on the bus.
- 16). Students are not to possess or use any form of tobacco product.
- 17). Students are not to horseplay, scuffle, or fight on the bus.
- 18). Aisles of the bus should be clear of books, lunches, coats, feet, etc.
- 19). Students are not to play radios, tape players, band instruments, or any noise-making device.
- 20). The school district reserves the right to punish any behavior not covered but is deemed as unacceptable.

These rules are set to ensure that the students riding a bus in the Heber Springs School District are transported as safely as possible and, at the same time, are provided a pleasant trip to their destination.

PUNISHMENTS FOR BUS RULES VIOLATIONS:

Infraction 1	Written notice to parent
Infraction 2	Three (3) days bus suspension and conference with student, parent, and administrator
Infraction 3	One week bus suspension
Infraction 4	Two weeks bus suspension
Infraction 5	Indefinite bus suspension

Continuous misbehavior on the bus will result in a loss of transportation privileges temporarily or for the remainder of the year.

Ark. Code Ann. 5-64-411, Act 345 of 2007. This act makes school bus stops a location where it is illegal to sale, deliver, possess, possess with the intent to deliver, dispense, manufacture, transport, administer or distribute a controlled substance within a 1000 feet of a school bus stop. The school Narcotic, Alcoholic Beverage, and Stimulant Drug policy will be strictly enforced.

NOTICE: A student who smokes, uses any tobacco product, or uses any illegal drugs on a bus, who physically or verbally abuses a bus driver, or commits an act of vandalism causing damage to a bus shall not be permitted to ride a school bus in the Heber Springs School District for a minimum of nine weeks. In addition, the parents of a student who damages a school bus shall be required to reimburse the District for the cost of repairing the damage before the transportation privilege is restored. In the event of a second offense of any one of the above, a student shall be denied transportation for the remainder of the school term.

As a last resort, the Transportation Department may discontinue a bus route when a large number of students who ride the bus refuse to obey the regulations. If it becomes necessary for school personnel to consider eliminating a bus route because of continued misconduct by students, except in extreme circumstances, parents will be contacted by letter or telephone to inform them of the situation. A meeting with parents and school personnel will be arranged to discuss the circumstances and to consider possible solutions.

BEHAVIOR NOT COVERED

The Heber Springs School District reserves the right to punish behavior which is not conducive to good order and discipline in the school, even though such behavior is not specified in the written rules.

CLOSING REMARKS

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 Heber Springs Schools as an educational institution. New information will be given and new rules will be made to fit each new situation that might occur.

It is our wish that each student at this school conduct himself/herself in a way that will be acceptable to all concerned.

We are all here for one purpose and that is to see each of you receive an education that will allow you to develop to your fullest potential and to insure your mental and physical growth, which in turn, will insure your future happiness.

OBJECTION TO PUBLICATION OF DIRECTORY INFORMATION

(Not to be filed if the parent/student has no objection)

I, the undersigned, being a parent of a student, or a student of eighteen (18) years of age or older, hereby note my objection to the disclosure or publication by the Heber Spring School District of directory information, as defined in **Privacy of Student's Records** located on page 14 of this handbook.

I understand that the participation by the below-named student in any interscholastic activity, including athletics and school clubs, may make the publication of some directory information unavoidable, and the publication of such information in other forms, such as telephone directories, church directories, etc., is not within the control of the District.

I understand that this form must be filed with the office of the appropriate building principal within the (10) school days from the beginning of the current school year in order for the District to be bound by this objection. Failure to file this form within that time is a specific grant of permission to publish such information.

My objection is to the disclosure or publication of directory information to

Public and school sources _____

My objection is to the disclosure or publication of directory information to

Military recruiters _____

Name of Student (Printed)

Signature of parent (or student, if 18 or older)

Date form was filed (To be filled in by office personnel)

School Colors
Red & White

Mascot
Panthers

ALMA MATER

On our city's western border,
High against the sky
Proudly stands our Alma Mater;
As the years roll by.

Forward ever be our motto;
Conquer and prevail;
Hail to thee our Alma Mater;
Heber High, all hail.

Heber Springs High School
Ph. 501-362-3141
Fax 501-362-9931

Heber Springs School District
Administrative Offices
Ph. 501-362-6712

HEBER SPRINGS ATHLETICS

Interscholastic Activities

The Board of Education believes the aim of education is the development of the individual student to his fullest potential. The educational process must provide the opportunities necessary to develop the talents and skills each student possesses to the maximum extent possible. Therefore, realizing that learning is not exclusive to the classroom, the Board endorses the provision of appropriate learning experiences outside the regular classroom as an integral part of the instructional program.

Interscholastic and extracurricular activities are intended to be supplemental rather than a substitute for the basic educational programs.

Interscholastic Athletics

The Board of Education is committed to the belief that for the learning process for students to be complete, additional activities, such as athletics, must be an integral part of the educational program.

Interscholastic athletics shall be made available for students in the schools of the district. The Superintendent or his designee shall develop and maintain an athletic program in the school district which emphasizes participation of all students. All athletic programs within the school district shall comply fully with regulations of the Arkansas Activities Association and policies of the Board.

When a student engages in an interschool athletic program, he shall have written parental consent and have successfully passed a physical examination administered by a licensed physician. The parent shall also sign a release form which shall release the Board from any liability in the event of an accident or injury to the student as a result of any athletic participation or signify personal insurance that covers the student in case of accident.

The Board shall allow a student to participate in as many sports activities and academic activities as he is capable of participating in without fear of reprisal.

Philosophy of Athletic Program

We believe that participation in the Heber Springs School Athletic Program, both as a player and as a student spectator, is an integral part of the student's educational experience. Such participation is a privilege that carries with it responsibilities to the school, to the team, to the student body, to the community, and to the student himself/herself. In his/her conduct,

he/she is representing all of these groups. Such experiences contribute to the knowledge, skill, and emotional patterns that he/she possesses, thereby making him/her a better person and citizen.

We are concerned with the educational development of boys and girls through athletics and feel that a properly controlled, well organized sports program meets the students needs for self-expression, mental alertness, and physical growth. It is our hope to maintain a program sound in purpose and to further each student's educational maturity. A student who elects to participate in athletics is voluntarily making a choice of self-discipline and self-denial.

We as school officials have committed ourselves to provide:

- c) Well qualified coaches
- d) Adequate equipment and facilities
- e) Skilled officials
- f) Transportation to and from events
- g) Adequate insurance in the event of injury to the athlete

Philosophy of the 7th Grade Program

To provide an introduction into organized athletics through the use of intramural and extramural activities.

To provide each student with the opportunity to develop his/her potential.

To allow each student the opportunity to develop interest in each sport.

Coaches will use the 7th grade to evaluate each athlete.

The 7th grade coach will have full responsibility and will run the program.

To encourage participation at the next higher level of competition.

To promote the philosophy of the high school program.

Winning and losing are not the criteria for consideration of a good program.

Creating interest, promoting the athletic program, and development of fundamental skills and discipline are considered paramount.

Philosophy of the Jr. High Program

To increase the emphasis on competitive spirit.

To provide each student an opportunity to develop his/her potential

To encourage participation at the next higher level of competition.

To promote the philosophy of the high school program.

To encourage participation in all sports.

The Jr. High coach will have full responsibility and will run the program.

Winning and losing are not the criteria for consideration of a good program.

Creating interest, promoting the athletic program, and development of fundamental skills and discipline are considered paramount.

Philosophy of the Sr. High Program

- To further increase the emphasis on the competitive spirit.
- To perform at a level that is respectful in competition.
- To provide information and guidance regarding the opportunities to continue the use of athletic abilities and interests in the pursuit of higher education.

Objectives of Heber Springs Athletic Program

- To introduce and develop a wholesome, healthful, competitive athletic experience.
- The element of competition and winning, though it exists, is controlled to the point that it does not determine the nature of the program.
- Help each athlete acquire knowledge and habits to use in the development of physical abilities, and to develop positive attitudes.
- Teach the fundamental skills of athletics.
- Provide opportunities for the demonstration of individual skills and team integrated abilities.
- Develop cooperative attitudes, leadership abilities, and the willingness to assume responsibilities.
- Provide experiences wherein athletes learn to respect and appreciate human values and the abilities of others; and to work, play, and participate cooperatively for the best interest of all.
- Athletes should develop an appreciation for optimum health and physical fitness. The importance of proper rest, good eating habits, cleanliness and avoidance of harmful substances should be stressed at every opportunity.
- Develop all programs in such a manner that the end result will be one of unity, harmony, and success. Mass participation is to be emphasized and encouraged below the varsity level.
- Attempt to motivate athletes to be better students. Coaches should display interest in and approval of classroom achievements.
- Emphasize to the athletes the realization that athletic competition is a privilege that carries with it certain responsibilities. Some of these include training, loyalty, eligibility, courage, perseverance, and the desire to improve.

The competitive world, among students as well as adults, is neither gentle nor overly kind. In such a world, however, the youngster, under wise direction, begins to grow toward social maturity by learning to: (a) suffer mild hurts, both mental and physical, in silence; (b) control emotional outbursts; (c) overcome feelings of fear; (d) restrain the outward expression of sudden impulses; (e) understand and endure delays in getting what he/she wants; and (f) reject being “babied.”

Expectations of Coaches

The positive chemistry between coaches of an athletic program often carries over to the athletes and the whole program. Therefore, it is imperative that each coaching position be held by a person who can fulfill these expectations.

At no time will a coach or coaches promote his/her program over any other program in the school.

All coaches will follow the Heber Springs Board of Education, Athletic, and Arkansas Activities Association policies and procedures.

All coaches will be members of the Arkansas Coaches Association and the National Coaches Association.

All coaches will be expected to work the Panther Summer Sports Camp.

All coaches will be active in the Panther Booster Club.

The Head Coach of each program will be responsible for the player responsibility sheets. Responsibility sheets will be distributed and signed by the player/parents before each session.

Each Head Coach will be responsible for scheduling and organizing a meeting before the start of each season. Athletic Department information on policies, philosophy, and insurance will be presented along with information on the specific sport.

Good sportsmanship is fast becoming a thing of the past. We the staff of Heber Springs Athletics must promote good sportsmanship with our actions and word

AAU basketball on a team basis will not be allowed at any level. No more than three members of the Panther basketball program will be allowed to play on any given AAU team. Any athlete participating in a fall, winter, or spring sport offered by the Panther Athletic Program will be ineligible for AAU basketball or TAC track competition during that season unless permission is secured from the coach of the given sport. Violation of any of these rules will result in the athlete(s) going before the DAC.

Before the coach of one sport actively recruits a player involved in another sport, he must contact the coach in charge and explain his intentions. Both coaches will then encourage the athlete to be involved in the other sport.

The athlete always comes first in all decision making.

The boys and girls basketball programs will be given equal floor time in the basketball gym. The P.E. building should be used for limited drill time and instructions.

Insurance

Misunderstanding often occurs in regard to school athletic insurance coverage. The school district pays the premium for a policy which covers students while participating in school sponsored athletics, including practice, off-season, and conditioning activities supervised by members of the coaching staff. However, parents should be aware of the following:

The school insurance policy provides “secondary” coverage. If the student is covered by a family health or accident policy, that policy must pay all that it is going to pay before the school policy starts paying.

If the student has no other coverage, the school policy is “primary” and takes effect immediately.

The school district is not responsible for paying medical bills for athletes beyond what the insurance pays. Parents must assume responsibility for medical costs that the school insurance policy does not pay.

Medical bills from doctors and/or hospitals should be sent to parents, not to the school.

Benefits provided by the “AAA” Plan are described on the following page.

When an injury occurs, a claim form must be completed and signed by a school official or coach, a parent or guardian, and the attending doctor. The claim form is submitted with medical bills and an explanation of benefits from the student’s primary insurance company, if applicable. Medical treatment by a licensed doctor must be provided within 90 days of the injury.

We prefer to mail claim forms from the school so we can keep copies. We will be happy to call the insurance company if you have problems with a claim that has been submitted. Please feel free to contact the appropriate coach or the school if you have questions regarding the school athletic insurance.

Panther Athletic Policy

Participation in the athletic program at Heber Springs Public Schools is a privilege, not a right. As an athlete, you are a representative of your team, the school, and the entire

community. Each athlete is expected to conduct him/herself in such a way that represents those affected in a positive, productive manner. Any conduct by an athlete resulting in an embarrassment to the team, school, community, or coaching staff shall be met with an appropriate degree of punishment as determined by the coach.

Our athletes will be expected to participate in the sports in which they can contribute.

We expect our athletes to work harder and have more substance than our opponents. (Display Panther Spirit)

Respect will be shown to all teachers, coaches, administrators and staff members.

Athletes will meet all State and AAA eligibility requirements.

No inappropriate hair style will be worn by any player while participating during the season.

Any athlete who misses practice without prior approval or emergency reason will not participate in the next contest.

All players are responsible for equipment issued to them and will be accountable for loss or damage.

All players will keep his/her locker organized and clean at all times.

Players will ride home on the bus after Friday night games. For emergency reasons and week night games, a release form must be signed by a parent and the responsible coach.

A player who quits a sport during the season cannot go into off-season of any other sport unless agreement is reached by the responsible coaches. The student will be transferred to study hall until the season ends, at which time he may return to the sport of his choosing.

Players will be required to practice during holidays and weekends while their sport is in season if such practices are deemed necessary by the coach.

All players will wear only approved uniforms and equipment during games.

AAU basketball on a team basis will not be allowed at any level. No more than three members of the Panther basketball program will be allowed to play on any given AAU team. Any athlete participating on a fall, winter, or spring sport offered by the Panther Athletic Program will be ineligible for AAU basketball or TAC track competition during the season unless permission is secured from the coach of the given sport. Violation of these rules will result in the athlete(s) going before the DAC.

Athletes are not permitted to be a user of tobacco products in any form at any time. The penalty for violations of this provision will be determined by the responsible coach.

Athletes are not permitted to be in possession of, or under the influence of any controlled substances (alcohol, drugs) at any time. The penalties for violation of this provision are as follows:

First Violation:

Student and parent(s) must meet with members of the DAC (Disciplinary Action Committee) to discuss the incident and consequences.

Student must have an assessment performed at an agency approved by the school district within twenty (20) school days following the DAC meeting.

Student will be suspended from participation in any athletic activity (practice, scrimmage, traveling with team, competition, etc.) for a period of twenty (20) school days. However, the athlete is mandated to attend practices.

Student must successfully complete a “help session” designed by the head coach of the sport in which the athlete is currently participating.

The suspension will be removed upon satisfactory completion of items 1-4.

The student will be tested at each subsequent chemical screening session up to three times per semester.

Second Violation:

Student and parent(s) must meet with members of the DAC (Disciplinary Action Committee) to discuss the incident and consequences.

Student will be suspended from participation in any athletic activity (practice, scrimmage, traveling with team, competition, etc.) for a period of one calendar year (365 days). The student will be reassigned out of the athletic period.

Prior to re-admission to the school athletic program, following the year-long suspension, the student must submit to an alcohol/drug chemical screening and test negative.

Third Violation:

Students will be removed from the athletic program for the remainder of the student’s high school career.

NOTICE: Violations of this policy of the Chemical Screening Policy are not calculated on a year-to-year basis, but are based on the student's athletic career 9th through 12th grades.

The Disciplinary Action Committee (DAC) will consist of the following individuals:

The head coach of the sport the athlete is currently involved in.
The athletic director
The principal and/or assistant principal of the student.

CHEMICAL SCREENING PROGRAM

Philosophy

It is the policy of the Heber Springs Athletic Department that athletes should be encouraged and supported in their efforts to develop and maintain a substance-free lifestyle.

The Athletic Department and coaches recognize the use of alcohol and/or mood-altering chemicals as a significant health problem for some students, resulting in negative effects on behavior, learning, and the total development of each individual. The misuse and abuse of alcohol and/or mood-altering chemicals for some students affect academic growth, achievement, activities participation and the development of related skills. Others are affected by the misuse and abuse of chemicals by family, teammates, schoolmates, or other significant persons in their lives.

The purposes of the Chemical Screening Program of the Heber Springs Athletic Department are to:

- Emphasize concerns for the health of students in areas of safety while participating in activities and long-term physical and emotional effects of chemical use on their health.
- Promote a sense of order and discipline among students.
- Provide a deterrent to chemical abuse.
- Confirm and support existing State Laws designed to restrain the use of mood-altering chemicals.
- Establish standards of conduct for those students who are leaders and standard-bearers among their peers.

- Assist students who desire to resist peer-pressure which directs them toward the use of mood-altering chemicals.
- Assist students who should be referred for assistance or evaluation regarding their use of mood-altering chemicals.
- Work with the parents to assist in keeping their children free of mood-altering chemicals.

Method

All athletes and cheerleaders in grades 10 through 12 will be tested at the beginning of the year.

During the school year, each head coach will arrange for random selection and testing of members of his/her group.

The school nurse will be designated to conduct collection and handling procedures.

The head coach or his/her designated assistant will be present to supervise his/her athletes during each testing session.

Consequences of Refusal to Submit to Testing

Any athlete who refuses to submit to random chemical screening will be dismissed from the athletic program.

Consequences of First Positive Test Result

Student and parent(s) must meet with members of the DAC (Disciplinary Action Committee) to discuss the incident and consequences.

Student must have an assessment performed at an agency approved by the school district within twenty (20) school days following the DAC meeting.

Student will be suspended from participation in any athletic activity (practice, scrimmage, traveling with team, competition, etc.) for a period of twenty (20) school days. However, the athlete is mandated to attend practices.

Student must successfully complete a “help session” designed by the head coach of the sport in which the athlete is currently participating.

The suspension will be removed upon satisfactory completion of items 1-4.

The student will be tested at each subsequent chemical screening session up to three times per semester.

Consequences of a Second Positive Test Result

Student and parent(s) must meet with members of the DAC (Disciplinary Action Committee) to discuss the incident and consequences.

Student will be suspended from participation in any athletic activity (practice, scrimmage, traveling with team, competition, etc.) for a period of one calendar year (365 days). The student will be reassigned out of the athletic period.

Prior to re-admission to the school athletic program, following the year-long suspension, the student must submit to an alcohol/drug chemical screening and test negative.

Consequences of a Third Positive Test Result

Student will be removed from the athletic program for the remainder of the student's high school career.

Violations

Please note that violations of this and the athletic policy concerning alcohol/drugs are not calculated on a year-to-year basis, but are based on the student's athletic career 9th through 12th grades. Violations continue to be counted regardless of the year in which they occur.

Appeals

Appeals must be made to the DAC within twenty-four (24) hours of notification of a positive test result.

Exceptions

Steroids or similar chemicals could take more than twenty-one days to leave the student's system. In this case, a doctor's written opinion will be accepted at the student's expense.

Substance Abuse Screen

Amphetamines
Cocaine
Opiates

THC (marijuana)
PCP (phencyclidine)
