

HAZEN HIGH SCHOOL

STUDENT HANDBOOK

2012 - 2013

To the Students and Parents of Hazen High School:

On behalf of the administration, faculty, and staff, I want to welcome you to the 2012-2013 school year at Hazen High School. Hazen High School has a long tradition of graduating students who are well-prepared to face the challenges of career and college. It is our hope that you continue that tradition as you learn to meet the demands and responsibilities of the twenty-first century. We pledge to help you meet those challenges.

We hope that the information contained in this handbook will answer any of the questions you may have about the day to day workings of Hazen High School. If there is something you do not understand, please do not hesitate to ask. We encourage you to become familiar with this handbook. It is designed to help you have a successful, fulfilling year.

Roxanne Bradow
Principal

OUR VISION

Hazen High School is committed to
the Five Core Areas of

Curriculum, Character, Community, Communication and Caring

OUR MISSION

The mission of the Hazen School District is to provide opportunities for academic achievement in a safe, non-threatening environment which promotes the development of responsible, productive citizens for our school, community, and nation.

OUR GOALS

The students of the Hazen School District will:

- acquire core concepts and abilities from math, language arts, social studies, science, technology and the arts;
- apply creative thinking and problem solving skills;
- demonstrate the ability to express ideas clearly, both verbally and in written form;
- develop positive attitudes toward themselves and others;
- collaborate with others;
- demonstrate self-discipline, self-reliance, and shared responsibility for achievement and behavior with staff and parents; and
- gain the knowledge to compete in a global economy.

Preface

Any deviations from the policies and regulations as stated in this handbook will have to be placed before the School Board in a regularly held meeting.

Table of Contents

Vision, Mission, Goals	2
Alma Mater	5
Educational Philosophy.....	6
Bell Schedule	7
Enrollment Policy	7
Absentee Policy	10
Withdrawal from School.....	14
Tardies.....	14
Makeup Work.....	14
Check In/Check Out Procedures.....	15
Graduation Requirements	16
Smart Core Curriculum.....	16
Core Curriculum	19
Curriculum for Higher Education	21
College Prep Curriculum	22
Concurrent Credit.....	22
Correspondence Course Policy.....	23
Summer School Credits.....	24
Changing Classes	24
Dropping Classes	24
Class Standing.....	25
Additional Graduation Requirements	25
Honor Graduate Policies.....	26
Valedictorian/Salutatorian Requirements.....	27
Advanced Placement Classes	28
Honors Grading Scales and Points.....	28
Graduation Exercises	29
Gifted and Talented Program.....	30
Alternative Learning Education Program.....	30
Grading Policy	33
Honor Code	33
Homework Policy.....	33
Grading Scales	34

Semester Tests Policy	35
Parent Communication	37
Report Cards.....	37
Progress Reports.....	38
Remediation Program	38
Special Services.....	39
Student Discipline.....	40
In-school Suspension	43
Out-of-school Suspension.....	44
Expulsion.....	45
Searches of Lockers and Students.....	47
Complaints and Grievances	48
Due Process	49
Prohibited Conduct	49
Standards of Conduct.....	51
Discipline of Handicapped Students.....	69
Student Dress Code	70
Miscellaneous Policies	72
Emergency Conditions	73
Computer Use Policy	74
Bus Transportation	75
Student Vehicles.....	76
Specific Information and Rules	76
Publication of Directory Information	78
Extracurricular Activities	78
Athletic Program	80
Band Program.....	81
Guidance	83
Student Clubs and Organizations	83
Health Services.....	88
Grievance Procedures for Title and 504 Programs.....	89
School Website	90

ALMA MATER

**HAZEN HIGH SCHOOL IS
THE DEAREST THAT YOU
CAN FIND MILES AROUND.**

**HER FUTURE IS THE BRIGHTEST
WITH HER FOES ALL DOWN.**

**SHE IS SURE TO BE A WINNER,
WE'LL SING HER PRAISES TODAY--**

**AND WE LOVE, WE LOVE,
WE LOVE HER EVERY STEP
OF THE WAY.**

EDUCATIONAL PHILOSOPHY

The Hazen School District assumes the responsibility of providing students attending its schools a high quality education that challenges each student to achieve to their maximum potential. The District shall endeavor to create the environment within the schools necessary to attain this goal. The creation of the necessary climate shall be based on the following core beliefs:

1. The District's vision statement will be developed with input from students, parents, business leaders, and other community members.
2. All students can be successful learners.
3. Students learn at different rates and in different ways.
4. A primary goal shall be to give students the skills they need to be life-long learners.
5. The education of all citizens is basic to our community's well-being.
6. Student achievement is affected positively by the involvement of parents and the community in the schools.
7. The District is responsible for helping cultivate good citizenship skills in its students.
8. Students reflect the moral and ethical values of their environment.
9. All people have a right to a safe environment.
10. Each person is responsible for his/her own actions.
11. Innovation involves taking risks.
12. Schools are responsible for creating the conditions that promote success.
13. Each person is entitled to retain his/her dignity.

14. All people have the right to be treated with respect and the responsibility to treat others respectfully.
15. For teachers to succeed in cultivating high student achievement, they need to be given the materials, training, and environment necessary to produce such results.

BELL SCHEDULE

First bell	7:55
1st Period	8:00 - 8:45
2nd period	8:50 – 9:35
3rd Period.....	9:40 – 10:25
4th Period.....	10:30 – 11:15
5th Period.....	11:20 – 12:05
Lunch	12:05 – 12:35
6th Period	12:40 – 1:25
7th Period.....	1:30 – 2:20
8th Period.....	2:25 – 3:15

ACCREDITATION

Hazen High School has been accredited by the North Central Association of Colleges and Secondary Schools since 1953. This is the highest accreditation agency in our area and is recognized as one of the largest and strongest accrediting agencies in the United States. The association assures you of high quality instruction and admission to college according to your achievement. In 2009 Hazen School District was granted accreditation by AdvancEd.

ENROLLMENT POLICY

COMPULSORY ATTENDANCE REQUIREMENTS

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

1. The child is enrolled in private or parochial school.
2. The child is being home-schooled and the conditions of policy (HOME SCHOOLING) have been met.
3. The child will not be age six (6) on or before September 15 of that particular school year and the parent, guardian, or other person having custody or charge of the child elects not to have him/her attend kindergarten. A kindergarten waiver form prescribed by regulation of the Department of Education must be signed and on file with the District administrative office.
4. The child has received a high school diploma or its equivalent as determined by the State Board of Education.
5. The child is age sixteen (16) or above and is enrolled in a post-secondary vocational-technical institution, a community college, or a two-year or four-year institution of higher education.
6. 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).

Students must be enrolled in school before the end of the second week of school. The Hazen School District is open and free through completion of the secondary program to students in our district between the ages of five (5) and up to their twenty-second (22nd) birthday.

Legal Reference: A.C.A. § 6-18-201

Prior to a student's admission to Hazen High School the student's parent, guardian or other responsible person must furnish the student's social security number. The school will assign the student, upon request, a nine-digit number designated by the Department of Education. In addition, some documentation proving the student's age must be provided. This documentation may be any of the following:

1. A birth certificate
2. A statement by the local registrar or a county recorder certifying the student's date of birth.
3. An attested baptism certificate

4. A passport
5. An affidavit of the date and place of birth by the child's parent or guardian
6. United States military identification
7. Previous school records

It must also be indicated on the student registration form if the student has been expelled from school in any other school district or is a party to an expulsion proceeding. It is the policy of Hazen High School that any suspensions or expulsions must be served before registering.

Any student transferring from a school accredited by the Department of Education to Hazen High School 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 home school or a school that is not accredited by the Department of Education shall be evaluated by the staff of Hazen High School to determine that student's proper placement.

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.

FOSTER CHILD POLICY

Hazen High School will afford the same services and educational opportunities to foster children as are afforded other children and youths. The school shall work with the Department of Human Services ("DHS") to ensure that foster children are able to maintain their continuity of educational services to the fullest extent that is practical and reasonable.

HOMELESS POLICY

There will be no barriers to the enrollment and retention of homeless students at Hazen High School, nor will this school allow these students to be isolated or stigmatized.

HOME SCHOOLING

There are occasions when parents/guardians feel that their children would be better served by schooling them at home. Hazen has a policy that deals with

the specifics of and procedures of home schooling.

Parents/guardians who are interested need to contact the Superintendent of Schools for copies of those policies and instructions on how to legally proceed.

Students who were home schooled and wish to enroll in Hazen schools will have to provide proof of grades through a certified home school program. Students who are not enrolled in a certified home school program and cannot provide a transcript will be required to take semester tests in each class to determine proper grade placement and credits. Students who are required to take tests will receive pass or fail grades only. Students must be enrolled in Hazen high school for 3 semesters to qualify for an Honor graduate position.

FOREIGN EXCHANGE STUDENTS

Foreign exchange students will be admitted to Hazen High School on an individual basis. A transcript in English must be provided to the school prior to enrollment. No student will be guaranteed graduation or the right to participate in graduation exercises. These students will not be eligible for honor graduate positions.

EQUAL EDUCATIONAL OPPORTUNITY

No student in the Hazen 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.

ABSENTEE POLICY

ACT 1069 of 1985

Act 1069 of 1985 states in Section 4: “The Board of Directors of each school district in this state shall adopt student attendance policies. Each school district shall, as a part of its six year educational plan, develop strategies for promoting maximum student attendance, including but not limited to, the use of alternative classrooms and in-school suspensions in lieu of suspension from school. A student attendance policy may include excessive unexcused absences as a mandatory basis for denial of promotion or graduation.”

The Hazen School District supports the philosophy that the instructional program is the vital part of a formal education. It further believes that it is necessary for students to be in attendance a number of days for

instructional purposes during each school year.

A student is expected to attend school at all times when school is in session. Students participating in any extra-curricular school sponsored activity after school hours shall be in attendance on the day of the activity. However, exceptions can be made when extenuating circumstances are involved. Absences from school are acceptable only when a child is ill, when a family emergency exists, when the student is on official school business and, in rare instances, when the child is released from school for educational or hardship activities. A family emergency exists when there is a death, serious illness, or an extenuating circumstance in the immediate family of the student. (See the excused and unexcused sections below.)

If make-up work is allowed, the **student** will be responsible for contacting each teacher concerning any work missed during an absence the first day that he/she returns to class. The teacher will determine the work to be made up. ALL work is to be made up in a reasonable length of time with the exceptions of suspension and truancy.

The number of days of school missed by a student who enrolls in school after the beginning of a semester will be counted as absences. A student will not be permitted to enroll in grades 9-12 after 10 (ten) days of the first semester or ten (10) days of the second semester unless the principal determines that extenuating circumstances existed. Exceptions may be made for transfer students who were in good standing (not suspended or expelled) at their last school attended.

The students will be required to maintain a level of attendance which will enable them to discharge their responsibility as learners and the school to meet its obligation to the students.

A. Compulsory School Attendance Laws:

1. It is the responsibility of the parent/guardian to see that the student is in attendance in school. The parent is to notify the principal's office by no later than 10:00 a.m. on the day that the student is absent. For an absence to be counted as excused, the school must be contacted by the parent/guardian, or the student must present an official note from the doctor's office, the court, or some other official entity.

The student is responsible for picking up their admit slip on the first day following an absence whether the absence is excused or unexcused. No absences will be counted as excused after 5 school days following the absence unless an extension has been granted by the teacher for extenuating circumstances.

A student will be allowed to miss no more than ten (10) days in a class during each semester. Only seven (7) of these days may be excused by the parent/guardian. After the seventh (7th) parent/guardian excuse, absences will only be excused if accompanied by a note from a doctor, the court, or some other official entity.

After the 10th absence in a class, the student will not be allowed to make up the class work missed, depending upon the teacher's discretion and the nature of the absences (see 4 below).

2. When the student has been absent from school for a total of four (4) days the student's parents, guardians or persons in loco parentis shall be notified by mail that their child has missed over 1/3 of the days permitted under the school district's student attendance policy per semester.

3. When the student has been absent from school for a total of eight (8) days the student's parents, guardians or persons in loco parentis shall be notified by mail that their child has missed over 2/3 of the days permitted under the school district's student attendance policy per semester.

4. Before a student accumulates the maximum number of absences allowed by policy, the parent/guardian may petition the administration for special arrangements to address the student's absences. If special arrangements are granted by the school, these arrangements will be formalized into a written agreement of conditions and consequences for not fulfilling the requirements. This agreement is to be signed by the school administrator, parent and student. (Act 1223 of 2011).

Any student with 10 or more unexcused or 15 or more excused absences will be recommended for ALE for credit recovery.

5. If a student has 10 or more **unexcused** absences in any class the county juvenile officer or prosecuting attorney will be notified, and a Family In Need Of Assistance (FINS) document may be filed. The student's parents, guardians or persons in loco parentis shall be subject to a civil penalty in such amount as a court of competent jurisdiction presiding in the presence of a representative of the school district may prescribe, but not to exceed five hundred dollars (\$500.00) plus the cost of court and any reasonable fees assessed by the court. The penalty shall be forwarded by the court to the school attended by the student.

6. When a student has unexcused absences from class totaling more than 10

days, the student will remain in the class but receive no credit unless granted an extension by the principal and the attendance committee, which will include the counselor and at least two of the student's teachers. No extensions will be granted to a student who has been truant or who has been suspended for a combined total of 5 days or more.

7. Each public, private or parochial school shall notify the Department of Finance and Administration whenever a student fourteen (14) years of age or older is no longer in school, and the dropped student's driver's license will be suspended by the Department of Finance and Administration.

8. **Students will be required to pick up absentee admit slips from the office between 7:45 and 8:00 a.m. and between 12:15 and 12:30 p.m. (for afternoon absences only) each day.** Students **must** give their teachers an admit slip if the absence is to be excused. Please note that **NO** admit slips will be handed out between or during class times, and that **the responsibility for picking up the slips and turning in excuses for absences lies with the student.**

Excused absences

Excused absences are those where the student was on official school business or when the absence was due to one of the reasons below:

1. Illness, or when attendance could jeopardize the health of other students. A maximum of seven (7) days are allowed per semester unless the condition(s) causing such absences is of a chronic or recurring nature, is medically documented, and approved by the principal.
2. Death or serious illness in their immediate family
3. Observance of recognized holidays observed by their faith
4. Appointment with a government agency
5. Medical appointment
6. Exceptional circumstances with prior approval of the principal

The student must bring a written statement upon his/her return to school from the parent, legal guardian, doctor's office, court or other legal entity stating the reason for the absence.

Unexcused absences

Absences not defined above or not having an accompanying note from the parent or legal guardian shall be considered as unexcused absences. After the

seventh parent/guardian excuse has been allowed, all other absences will be counted as unexcused, unless some official document is provided to prove the necessity for the absences. Students with ten (10) unexcused absences will not receive credit for the classes in which they have the excessive absences. At the discretion of the principal, and after consultation with persons having knowledge of the circumstances of the excessive unexcused absences, the student may be denied promotion or graduation. Students may also be recommended for Alternative School. Excessive absences shall not be a reason for expulsion or dismissal of a student.

DROPPING OUT OF OR WITHDRAWAL FROM SCHOOL

All students who drop out or withdraw from school must secure a withdrawal form from the principal's office and secure the required signatures. All monetary obligations must also be taken care of at this time. No grades or records will be transferred or released until this is done. The Social Security Administration will be notified if appropriate.

TARDIES

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. Four tardies in any class will result in disciplinary action. Tardies will be given to students if they come to class without the necessary materials. Tardies may also be given if a student must leave the classroom during class time to go to the bathroom unless it is an emergency.

MAKE-UP WORK

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

1. Students are responsible for asking the teachers of the classes they missed what assignments they need to make up.
2. Teachers are responsible for providing the missed assignments when asked by a returning student.
3. Students are required to ask for their assignments on their first day back at school or their first class day after their return.

4. Make up tests are to be rescheduled at the discretion of the teacher, but must be aligned with the schedule of the missed work to be made up.
5. Students shall have one class day to make up their work for each class day they are absent.
6. Make up work which is not turned in within the make up schedule for that assignment shall receive a diminishment in points earned, up to and including a zero.
7. Students are responsible for turning in their make up work without the teacher having to ask for it.
8. Students who are absent on the day their make up work is due must turn in their work the day they return to school whether or not the class for which the work is due meets the day of their return.

Work cannot not be made up for credit for unexcused absences. Out-of-school suspensions are unexcused absences.

CHECK-OUT AND CHECK-IN PROCEDURES

Hazen High School has a closed campus policy. Once a student arrives on campus, he/she may **not** leave the campus without checking out through the principal's office. If a student must leave the school grounds during the school day, the parent/guardian must personally sign the student out in the office. The high school principal shall have the authority to use discretion in unusual situations and emergencies. Parents are encouraged to refrain from checking out students except for emergency situations. **Students will not be allowed to leave with other students.**

Note:

Students who are more than 10 minutes late to class will be charged with an absence in that class.

Students who leave campus without checking out will be considered truant.

STUDENTS MUST LEAVE CAMPUS IMMEDIATELY AFTER CHECKING OUT.

CLOSED CAMPUS

Hazen High School has a closed campus. Students are required to stay on campus from their arrival until dismissal at the end of the regular school day. Students may be given permission to leave the campus by a school official and must sign out in the office upon their departure.

This means NO ONE LEAVES FOR LUNCH and then returns for class without an official notice from a doctor or other official entity or without specific permission from the principal.

GRADUATION REQUIREMENTS

The number of units students must earn in grades nine through twelve (9-12) to be eligible for high school graduation are to be earned from the following categories. A minimum of 23 units is required for graduation for student participating in either the Smart Core or Core curriculum. There are some distinctions made between Smart Core units and Graduation units. Not all units earned toward graduation necessarily apply to Smart Core requirements. The provisions of a student's Individualized Education Plan (IEP) serve as his/her graduation plan. Additionally, unless exempted by a student's IEP, all students must successfully pass all end-of-course (EOC) assessments they are required to take or meet the remediation required for the EOC assessment to receive academic credit for the applicable course and be eligible to graduate from high school.

SMART CORE CURRICULUM

Arkansas High Schools must teach the Smart Core curriculum as part of the thirty-eight (38) units required by the State Department of Education every year as listed in the Standards for Accreditation. In order to ensure that every child has access to a rigorous curriculum, beginning with the seventh grade class of the 2004-2005 academic year, the Smart Core curriculum and Core curriculum will be a standard component of the required course of study to graduate from Arkansas public schools.

All students who graduate after the year 2008 must participate in the Smart Core curriculum unless the parent or guardian waives a student's right to participate. In the case of a waiver, the student will be required to participate in

the Core curriculum. Parents, staff and students in grades 6 through 12 (as appropriate) will be involved in choosing between the Smart Core and the Core curricula. This choice will be reviewed each year by the counselor and principal. College bound students will be encouraged to follow the Smart Core curriculum.

Beginning with the 7th grade class of 2004-2005 parents of incoming seventh graders have been required to sign a Smart Core/Core informed consent document provided by the Arkansas Department of Education that lists the class requirements for both tracks, stating which curriculum they wish for their student to follow. This document will be attached to the permanent student transcript, and it can be reversed at any time if the required course of study can be completed by the end of the senior year.

Students who transfer will take a copy of this signed form, along with other educational information, to their next school. Students who transfer into the Hazen School District must either bring their signed Smart Core/Common Core informed consent document with them, or their parents must conference with the principal and counselor and sign another.

Every public school in Arkansas began to teach the Smart Core and the Core curricula as required by the State Department of Education to the seventh grade class 2004-2005. Parents and students of this and subsequent classes must decide in the eighth grade which of these two academic plans each student will follow. College bound students are required to take the Smart Core curriculum. By law, all students will follow the Smart Core curriculum unless the parent or guardian signs a consent form to opt out of the Smart Core program.

Students who transfer will take a copy of this signed form, along with other educational information, to their next school. Students who transfer into the Hazen School District must either bring their signed Smart Core/Core informed consent document with them, or their parents must conference with the principal and counselor and sign another.

Specifically, for the graduating class of 2009-2010 and all graduating classes thereafter, the state required 22 units shall be taken from the "Smart Core" curriculum or from the "Core" curriculum. All students will participate in the Smart Core curriculum unless the parent or guardian waives the student's right to participate. In such case of a waiver, the student will be required to participate in the Core curriculum.

SMART CORE: Sixteen (16) units

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

Oral Communications: one-half (1/2) unit (1/2 year)

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

- Algebra I or Algebra A & B* which may be taken in grades 7-8 or 8-9
- Geometry or Investigating Geometry or Geometry A & B* which may be taken in grades 8-9 or 9-10

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

- Algebra II
- Choice of: Transitions to College Math, Pre-Calculus, Calculus, Trigonometry, Statistics, Computer Math, Algebra III, or an Advanced Placement math

(Comparable concurrent credit college courses may be substituted where applicable)

Natural Science: three (3) units (years) with lab experience chosen from

- Physical Science
- Biology or Applied Biology/Chemistry
- Chemistry
- Physics or Principles of Technology I & II or PIC Physics

Social Studies: three (3) units (years)

- Civics or Civics/American Government
- World History
- American History
- Economics (beginning with the 2014 graduating class)

Physical Education: one-half (1/2) unit (1/2 year)

Note: While one-half (1/2) unit is required for graduation, no more than one (1) unit may be applied toward fulfilling the necessary units to graduate.

Health and Safety: one-half (1/2) unit (1/2 year)

Fine Arts: one-half (1/2) unit (1/2 year)

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.

All Smart Core and career focus courses **must total at least 23 for graduation**. Athletics may not count as an elective.

Beginning with the graduating class of 2014, ½ credit of economics will be added to the graduation requirements.

Note:

Foreign language is not required under Smart Core, but it may be required for eligibility for admission to many colleges.

CORE CURRICULUM

CORE: Sixteen (16) units

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

Oral Communications: one-half (1/2) unit (1/2 year)

Mathematics: four (4) units (years)

- 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 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 (years)

- at least one (1) unit of biology or its equivalent
- one (1) unit of a physical science

Social Studies: three (3) units (years)

- Civics or government, one-half (1/2) unit
- World history, one (1) unit
- U.S. history, one (1) unit
- Economics, one-half (1/2) unit (beginning with the class of 2014)

Physical Education: one-half (1/2) unit (1/2 year)

Note: While one-half (1/2) unit is required for graduation, no more than one (1) unit may be applied toward fulfilling the necessary units to graduate.

Health and Safety: one-half (1/2) unit (1/2 year)

Fine Arts: one-half (1/2) unit (1/2 year)

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.

All common core and career focus **must total at least 23 to graduate.**

Athletics may not count as an elective.

Beginning with the graduating class of 2014, ½ credit of economics will be added to the graduation requirements.

Beginning with the 2009-2010 school year students will be denied credit in Algebra I if they do not pass the state mandated End of Course exam for Algebra I.

Only students who have completed all requirements for graduation will be permitted to participate in the commencement exercises.

MINIMUM CORE CURRICULUM OF HIGH SCHOOL COURSES RECOMMENDED FOR PREPARATION FOR HIGHER EDUCATION

The Smart Core series of courses is designed to be a standards-based set of rigorous courses for students preparing themselves for success in college. The curriculum consists of two components. The first component designates the core courses designed for unconditional admission to any public two-year or four-year institution of higher education in Arkansas. The second component designates the core requirements for the Lottery Scholarship.

Component One:

Core Curriculum for Unconditional College Admission

English - Four units with emphasis on writing skills, not to include courses in oral communications, journalism, drama or debate.

Natural Sciences - Three units, with laboratories, chosen from Physical Science, Biology, Chemistry, or Physics. Only one unit may come from a Life Science.

Mathematics - Four units, including Algebra I and II, Geometry, and an advanced math course.

Social Studies - Three units, including one of American History (does not include Contemporary American History), one of World History (not to include World Cultures, World Geography, or Global Studies), and at least one half unit of Civics or American government (not to include courses in practical arts). Beginning with the class of 2014 one half unit of Economics will be required.

Component Two:

Core Curriculum for the Lottery Scholarship

English - Same as above

Natural Science - Same as above

Mathematics - Same as above **

Social Studies - Same as above

The fourth unit of math does **not necessarily have to be a course suitable for students planning to major in a math, science, or engineering related field. There are other courses available for this unit, depending upon the career objectives of the student.

CORE CURRICULUM FOR COLLEGE PREPARATION

Act 980 of 1991 established the following minimum core curriculum for those students planning to enter a college or university after graduation. Though this curriculum is not required for high school graduation, college bound students are encouraged to follow these minimum course guidelines in order to reduce the possibility for having to take developmental courses during the first year of college.

<u>Units</u>	<u>Core Subjects</u>
4	English (Not to include speech)
3	Natural Sciences - two courses chosen from Biology and Chemistry or Physics – plus appropriate labs.
4	Math - Algebra I, Algebra II, Geometry and one other math above Algebra II level (Pre-Calculus/Trig/College Algebra is preferred)
3	Social Studies - Civics/U.S. Government, American History, and World History plus one other social studies class. (Western Civilization preferred if the student qualifies)
2	Foreign Language (one language), 2 years

CONCURRENT CREDIT

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

Credit earned by CLEP examination may not be counted as high school credit.

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 15 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 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. All requirements of the concurrent credit program for graduation must be met as required by any other graduate. No extensions will be granted.

College courses given concurrent credit will not count as local honors credit courses unless they are identified by the college or Hazen High School as honors courses.

CORRESPONDENCE COURSE POLICY

Correspondence work will be accepted at Hazen High School under the following conditions:

- A. The course must apply to grades 9 - 12.
- B. Correspondence work may only be taken as make up work, and then only when other options have been exhausted. The student must make every effort to take courses in residence at Hazen High School before correspondence work may be considered. Correspondence courses may be taken to make up previously failed courses, but not in lieu of those courses. Exceptions to this rule include courses which the student wishes to take for enrichment that are not offered at Hazen High School and courses which the student needs, but can not take at school due to a scheduling impossibility.
- C. Students who wish to enroll in a correspondence course and apply that

course toward graduation, must receive prior approval of the counselor and principal.

D. Final grades must be received by the counselor two weeks prior to graduation to count toward graduation for seniors.

E. A maximum of two (2) credits will be accepted for credit toward graduation.

F. Correspondence courses must be chosen from a course provider acceptable to the school district.

SUMMER SCHOOL CREDITS

A maximum of 2 credits may be taken in summer school or by correspondence (in one year). Participation in summer school or enrollment in correspondence courses must be approved by the principal or the high school counselor.

CHANGING CLASSES

Students will have five (5) days from the beginning of the semester in which to notify the counselor of a desire to change, add to, or drop a class from their schedules. After 5 school days have passed, students must stay in the classes for which they are enrolled until the end of the semester. At that time they will again have five (5) days to change. All schedule changes must be made through the counselor's office and approved by the principal.

Schedule change requests in the fall will be permitted only for the following reasons:

1. When a student completes a course during summer school.
2. When a student fails a course prerequisite.
3. When a change is required due to a clerical error.
4. When a teacher recommends a change in the level of the course.
5. When enrollment in a course is insufficient, course will be dropped from schedule for one year.

DROPPING CLASSES

If a student drops a course at the end of a semester, the teacher must have written notice signed by counselor and principal before dropping his/her name from the class list.

CLASS STANDING

- A. A student with less than 4 credits will be classified a freshman for the entire year.
- B. A student with 4 but less than 10 credits and has passed both semesters of English I will be classified a sophomore.
- C. A student with 10 but less than 16 credits and passed both semesters of English II will be classified a junior.
- D. A student with 16 or more credits and passed both semesters of English III will be classified a senior.

ADDITIONAL GRADUATION REQUIREMENTS

Seniors must attend school for the entire school day, and they must be enrolled in at least 7 academic courses. Seniors who can prove that they must work because of a family financial hardship may leave during the last period of the day under certain conditions.

To be eligible to receive a diploma of graduation, a student must attend an accredited school for a minimum of eight (8) semesters.

In accordance with Act 275 of 1997, any student who is enrolled at Hazen High School and has earned the number of credits required by the school district for graduation shall be eligible to graduate without regard to grade level the student is enrolled in at the time such credits are earned. Correspondence courses will not count toward early graduation. However, students must be classified as seniors (earned 16 credits and passed both semesters of English III) at the start of the school year in order to qualify for any honor graduate positions.

Seniors must pay all fees, fines, expenses, etc. before they will be allowed to walk in the graduation ceremonies.

HONOR CORDS

A student who has completed a program of study in any area of workforce education will receive an honor cord.

HONOR GRADUATES

A student who has met the requirements for and has entered into the Advanced Placement/College Honors Program above, must satisfy the following minimum requirements to be an HONOR GRADUATE.

1. Students must complete eight (8) semesters in a fully accredited high school (exclusive of summer school).
2. A student's final two semesters must be completed, in their entirety, at Hazen High School or the Arkansas School for Math, Science and the Arts.
3. Students must accumulate a grade point average of 3.50 on a scale of 4.00, beginning with the first semester of the ninth grade and concluding at the end of the first semester of the senior year, with an evaluation at the end of the second semester of the senior year. All computations will be carried to the third place. (Student's grades for Algebra I or Foreign Language taken in the 8th grade count toward this average.)

COURSES REQUIRED FOR HHS HONOR GRADUATES

The honors courses taught by the Hazen High School staff will be more demanding, requiring more reading, writing and classroom preparation. Students must take this extra time and work into consideration when choosing whether or not to become an honor graduate. Honor graduates must take honors classes in all four core content areas.

In order to be an honor graduate, students must take at least 4 of the offered AP classes. Students may choose to substitute one honors class for one of the AP classes (if a choice is listed) and still be an honor graduate. Both AP Language and Composition and AP English Literature are required for all honor graduates. The AP classes will be weighted, while the honors classes will not.

All honor graduates must take AP Language and Composition, AP English Literature, AP Chemistry, and at least 1 other Advanced Placement course from the list below:

AP Language and Composition
AP Literature and Composition
AP U. S. History

AP Calculus
AP Chemistry
College Western Civilizations (substitute for AP U. S. History)
Statistics (substitute for AP Calculus)

An honor graduate may substitute one of these AP classes with its appropriate substitute honors class and still remain an honor graduate, but s/he must take AP courses in 3 of the 4 core areas. The appropriate substitutions for AP classes are:

Honor graduates must also successfully complete two years of the same foreign language.

The AP classes will be weighted, but their substitutes will not be weighted.

VALEDICTORIAN-SALUTATORIAN

In order to be honored with the designation of Valedictorian or Salutatorian of the graduating class, a senior must satisfy all of the minimum requirements of an Honor Graduate. They must have taken and passed all of the required Honors classes including the five offered AP classes (AP Language, AP Literature, AP Calculus, AP U.S. History, and AP Chemistry), and they must have completed their final four semesters at Hazen High School.

The Valedictorian shall be the Honors student with the highest grade point average on a 4.0 grading scale in their high school classes through the first semester of their senior year, with an evaluation at the end of the senior year. The Salutatorian will be the Honors student(s) with the second highest grade point average in their high school classes through the first semester of their senior year, with an evaluation at the end of the senior year. All grade points will be with computations carried to the third place.

ADVANCED PLACEMENT CLASSES

All AP, ADE Honors, and IB courses will be graded on a 5.0 point scale. All AP students must take and make at least a 3 or a 4 on the AP exam to get college credit for the course, unless the AP course is also a concurrent credit course. College credit is dependent upon the chosen college's requirements.

DROPPING AP CLASSES

Students may have the option to drop an AP class for a regular class in the same subject area during the first four weeks of the first nine weeks grading period. There must be a parent conference before the student is dropped.

Students who receive a failing grade at semester in an AP class **MUST** drop the class at semester. Grades made in the AP class will be transferred to the new class in which the student enrolls. Transfer grades will not be weighted.

GRADE POINT AVERAGE AND RANK-IN-CLASS PROCEDURE

The student's GPA will be determined by the grades received on credit classes (the classes in which a student earns a unit toward the 23 credits counted toward graduation). All credit classes attempted, grades 9-12, will be counted toward the GPA.

AP COURSE MATERIALS

Advanced Placement courses are college level courses, and college level material will be presented in these courses. AP classes will also require extra time and effort on the part of both the students and the teachers.

GRADING SCALES AND POINT VALUES FOR REGULAR AND ADVANCED CLASSES

Point values for grades for Advanced Placement and all other courses for calculating GPA and class rank are as follows: (Act 1070 or 1991)

Grading Scale	Point Values	
Grading Scale	Regular, Honors & Pre-AP Courses	AP, IB & ADE approved Honors Courses
A= 90-100%	4 pts.	5 pts.
B= 80-89%	3 pts.	4 pts.
C= 70-79%	2 pts.	3 pts.
D= 60-69%	1 pts.	2 pts.
F= 59% and below	0 pts.	0 pts.

*In order to receive weighted credit for AP level courses, students must take

both semesters of the AP course and take the appropriate AP exam. Weighting will be reduced to a 4.0 scale on the final transcript for students who do not take AP exams.

Hazen High School will award weighted credit only to AP courses regardless of weighting applied to other courses at schools from which the students may transfer.

GPA's will be used to determine class rank with the exception of students with a modified curriculum. High school students who have taken Advanced Placement courses and whose GPA exceeds a 4.0 will have their GPA and class ranking figured on the number of credits required for graduation. This is to prevent students from being penalized for taking a larger number of credit classes. Any grade lower than an "A" must be included in the twenty three credits used to determine rank and all Honors and Advanced Placement grades will be counted in the twenty three credits.

GRADUATION EXERCISES

The Superintendent and Principal shall set the day for graduation and related activities as long as it does not interfere with the regular school program. The senior class, by majority vote will decide if a baccalaureate service will be held. If there is one, it will be on the Sunday afternoon before graduation.

Only students who have completed all requirements for graduation will be permitted to participate in the commencement exercises.

All graduates will be expected to pay for their graduation gowns, the cost of any class jewelry, the cost of any commencement invitations, and the cost of other materials used individually. However, the school bears the cost of both diploma and cover.

It is strongly recommended that a student be in attendance for four (4) years in grades nine (9) through twelve (12) in order to graduate from Hazen High School. In the event any student decides to terminate student status prior to completion of four (4) years in attendance in grades nine (9) through twelve (12), eligibility to participate in class activities and graduation exercises will be forfeited.

GRADUATION USHERS

Ushers for Senior Class Graduation are chosen by the senior class from among the junior class. Two boys and two girls are chosen and serve as attendants during graduation exercises. Those chosen will have a grade point average of 2.0 or better and displayed good conduct during the school year.

GIFTED AND TALENTED PROGRAM

According to the state of Arkansas definition, gifted students are those who have outstanding abilities and who are capable of high performance, as identified by professionals using procedures. The term gifted includes the following characteristics: high intellectual ability, task commitment and/or motivation, and creative ability.

The program seeks to meet the unique abilities, needs, and interests of gifted and talented students through identification procedures, a special curriculum, teacher training, and instructional activities.

Nominations may be made by the student, peers, parents, teachers, or the community. A teacher nomination is required. The gifted and talented program does not discriminate against race, gender, or disabilities.

ALTERNATIVE LEARNING ENVIRONMENT

The district shall have an alternative learning environment (ALE) which shall be part of an intervention program designed to provide guidance, counseling, and academic support to students who are experiencing emotional, social, or academic problems.

The superintendent or his/her designee shall appoint an Alternative Education Placement Team which shall have the responsibility of determining student placement in the ALE. The team should consist of at least a school counselor, the ALE director or principal, a parent or legal guardian, and a regular classroom teacher.

Students who are placed in the ALE shall exhibit at least two of the following characteristics:

- Disruptive behavior
- Drop out from school
- Personal or family problems or situations
- Recurring absenteeism

- Transition to or from residential programs

For the purposes of the ALE, personal or family problems or situations are conditions that negatively affect the student's academic and social progress.

These may include, but are not limited to:

- Ongoing, persistent lack of attaining proficiency levels in literacy and mathematics or other coursework
- Abuse: physical, mental, or sexual
- Frequent relocation of residency
- Homelessness
- Inadequate emotional support
- Mental/physical health problem
- Pregnancy
- Single parenting

The teachers and administrator of the ALE shall determine exit criteria for students assigned to the district's ALE on which to base the student's return to the regular school program of instruction.

The purpose of the Alternative Learning Center is to allow students who are academically challenged or are such a discipline problem they cannot function in the regular class an alternative way to attain their high school diploma. The structure is different and some guidelines are not the same as regular students or other ALE students. Students may be assigned regular classes all day or not at all. ALE students are required to follow school academic and discipline guidelines.

A. REFERRALS - Any teacher, student, parent, counselor, or principal may request the admission of a student to the ALE. The reasons for the placement must be submitted to the counselor or the principal in written form.

B. PLACEMENT COMMITTEE - The ALE Coordinator, High School Principal, Counselor, one or more teachers and the parent/guardian shall make up the Placement Committee.

C. REASONS FOR PLACEMENT -

1. The student is at risk of dropping out of school.
2. The student is at risk of failing course(s).

3. The student is significantly deficient in credits toward graduation.
4. The student's conduct inhibits participation in the regular classroom.
5. Other reasons as stated in the referral.

D. PARENT NOTIFICATION - Parents will be notified by letter or phone of Placement Committee conferences and recommendations.

E. CLASSROOM RE-ENTRY PROCESS - Students will be reviewed throughout each grading period. Re-entry to the regular classroom will take place upon recommendation of the ALE Coordinator for review by the Placement Committee and Classroom teachers. Final recommendation will be made by the Placement Committee.

F. ALE ACTIVITIES -

1. Behavior modification
2. Leadership roles
3. Making smart choices
4. Intervention strategies
5. Educational testing
 - a. Star reading
 - b. Woodcock reading
 - c. DRA testing
6. SkillsTutor Program
7. Credit Recovery

G. ACADEMIC ASSESSMENT - ALE students will be assigned course work and grades by one or more of the following methods:

1. Assigned and graded by the classroom teacher.
2. Use classroom teacher's lesson plans and graded by ALE Coordinator or classroom teacher.
3. Computer delivered and assessed.

All course work will be monitored by the Coordinator.

GRADING POLICIES

HONOR CODE

All students will be responsible for the Hazen High School Honor Code which is as follows:

Hazen High School aligns our policies on academic honesty with similar policies found at colleges. To this end, cheating at Hazen High School includes any attempt to defraud, deceive, or mislead a teacher in arriving at an honest evaluation of student achievement. Cheating includes, but is not limited to the following:

1. Looking at a test, quiz or exam of another student while taking an evaluation
2. Attempting to communicate information in any way during an in-class evaluation
3. Having cheat sheets or information written on the body or other personal objects
4. Using programmed calculators or other electronic devices unless expressly permitted by the teacher
5. Looking at quiz, test or exam materials prior to their administration
6. Failing to give credit for the ideas, words or works of others
7. Giving information regarding an evaluation to another student who is scheduled to take the same evaluation
8. Submitting work through the use of technology that is not created by the student, including but not limited to, file sharing (submitting the same work with different header), copying files to and from disks and websites, or purchasing solutions or works from others.

Students who cheat will receive a grade of zero for the work. Whether or not the student may re-submit their own work or retake an exam for a reduced grade will be at the discretion of the teacher.

HOMEWORK POLICY

It is the policy of the Hazen School District to allow the professional staff to assign homework to students. The homework must be related to the aims or philosophy of the school. Assignment of homework is encouraged when it can be seen to be of benefit to the student and the following limitations are observed:

- a. Assigned homework will not involve any new phase of teaching or learning.
- b. Homework will be purposeful and varied, not busywork.
- c. Homework may not interfere with the proper development of the student's health.
- d. Homework will not interfere with the student's assuming proper responsibilities in the home.
- e. Homework should not take so much of the student's time that the student is denied opportunities to engage in activities of their own choosing.

GRADING SCALES

Hazen High School has a normal grading scale for regular classes and an advanced placement grading scale for AP, IB and state approved honors classes. They are as follows:

Regular Grading Scale

Grade	Weight	Numeric grade range
A-----	4-----	90 – 100
B-----	3-----	80 - 89
C-----	2-----	70 – 79
D-----	1-----	60 – 69
F-----	0-----	0 – 59

Advanced Placement Grading Scale

Students who take Advanced Placement courses, International Baccalaureate courses, or honors courses approved for weighted credit by the Arkansas Department of Education shall be graded according to the following schedule:

A-----	5-----	90 – 100
B-----	4-----	80 – 89
C-----	3-----	70 – 79
D-----	2-----	60 – 69
F-----	0-----	0 – 59

The 5.0 grading scale is dependent upon teacher training and the student's

taking of the Advanced Placement test for the course.

Students taking AP, International Baccalaureate or state approved courses shall receive weighted credit as described in this policy. Credit shall be given for each grading period during the course of the year, but shall be retroactively removed from a student's grade for any course in which the student fails to take the applicable AP exam. Students who do not take the AP exam shall receive the same numeric value for the grade he/she receives in the course as if it were a non-AP course.²

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

Grades at Hazen High School are based on educational objectives only. Grades assigned to students for performance in a course reflect only the extent to which a student has achieved the expressed academic objectives of the course. Grades that are aligned with other educational objectives such as the student learning expectations contained in the curriculum frameworks may also be given. These expectations include the timely production of work.

The grade point values for Advanced Placement (AP), International Baccalaureate (IB), and state approved honor courses shall be one point greater than for regular courses with the exception that an F shall still be worth 0 points.

SEMESTER TESTS

Semester tests will be given covering all work done in the previous semester and the test will count 20% of the semester grade. **NO MORE THAN TWO DAYS OF CLASS TIME MAY BE DEVOTED TO SEMESTER TEST REVIEW.**

SEMESTER TEST EXEMPTIONS

Students who score proficient on the previous year's state Benchmark Exams and/or Vocational End of Course exams will be exempt from **first semester** exams provided that their semester grades are a C or above with the exceptions below:

1. Students will have to take semester exams in any class in which their grade is below a C.
2. Students who have an outstanding debt will not be exempted from any semester test.
3. Students will not be exempt if they have missed more than 5 days for the semester in the class in which they have earned a “C”. Students will not be exempt if they have missed more than 7 days in the classes in which they have earned a “B” or an “A”.
4. Students who have been assigned to In-School suspension for any offense other than tardies, who have been assigned to Saturday School, or who have been given Out-of-School suspension during the first semester will not be exempt from any first semester tests.

Students **may** be exempt from comprehensive semester exams for the **second semester**. The requirements for eligibility for exemption follow.

1. A student must have a semester grade of “C” (70%) or better in the class for which the test is to be given.
2. Any student given an out-of-school suspension during either of the two semesters in the school year, regardless of the length of the suspension, will not be exempt from taking semester test.
3. In-School suspension during the second semester (only) for offenses other than tardies will result in canceling eligibility for exemption.
4. Students will not be exempt if they have missed more than 5 days for the semester in the class in which they have earned a “C”. Students will not be exempt if they have missed more than 7 days in the classes in which they have earned a “B” or an “A”.
5. Any student who has an outstanding debt will not be exempt from any semester test.
6. Any student who moves into the district during a semester will take semester tests for that semester.
7. Assignment to Saturday School during the second semester (only) will result in canceling eligibility for exemption.

NOTE:

1. Test exemptions shall be granted on an individual class basis. A student who meets the exemption criteria for some classes, but not all, shall only be exempted from tests for the classes for which the criteria are met.
2. Students that have missed school due to a medical emergency that

required hospitalization will be reviewed on an individual basis for exemption.

3. Students will only be allowed to check in and out during semester tests only if the parent of the student checks them out.

PARENT COMMUNICATION POLICY

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

The parent or guardian of each student at Hazen High School will be contacted about the progress of their son/daughter at least twice during the school year.

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

NOTE: Written "progress" notes will be mailed or given to parents during parent-teacher conference of those students having academic difficulties during the fifth week of any nine weeks grading period, or when the need arises.

The school will document parent or guardian participation or nonparticipation in the required conferences.

REPORT CARDS

Hazen High School will use a nine week grade reporting system. Report cards will be carried home by the students following the end of the each nine weeks. Report cards at the end of the school year will be picked up at the school or students may bring a self addressed stamped envelope to the office. All fines must be paid before receiving the year end report card.

If a student receives an "I" (Incomplete) at the end of a grading period, the work which resulted in the "I" grade must be made up before the next grading period

ends or the “I” becomes an “F”. There can be no “I” grades at the end of a school term. Students must make arrangements to do work necessary to change an “I” to a grade by July 1st, or the “I” becomes an “F”.

PROGRESS REPORTS FOR STUDENTS

The parent(s) or guardian(s) of each student at Hazen High School will be contacted about the progress of their son/daughter at least twice during the school year. The teacher will meet with the parent(s) or guardian(s) of each student through a parent-teacher conference, a telephone conference, or a home visit. The parents of the students that are having difficulty during a nine week grading period will either be sent a written report or make contact during the parent-teacher conference about four weeks before the end of any grading period stating the reason for the difficulty. If a teacher feels that it will be beneficial to the student, the parent will be contacted more often.

NOTE: Written “progress” notes will be mailed or given to parents during parent-teacher conference of those students having academic difficulties during the fifth week of any nine weeks grading period, or when the need arises.

The school will document parent or guardian participation or nonparticipation in the required conferences.

REMEDICATION PROGRAM

Students who do not score proficient on the previous year’s state ACTAAP benchmark exams must have an Academic Improvement Plan (AIP) and must be remediated by Hazen High School. These remediation plans (AIP’s) must be agreed upon and signed by the parent based upon the previous year’s benchmark deficiencies, and the educational needs of the student.

Time has been scheduled into the regular school day to provide for remediation. If the time set aside for remediation during the school day does not prove to be sufficient for academic improvement, additional remediation time will assigned. This may include tutoring, extended days, double blocking of instruction in deficient areas, Saturday School or any other means as deemed necessary. Students who do not participate in the remediation program will be retained. (Ark. Ann. Code 6-15-2003)

SPECIAL SERVICES

PLACEMENT AND PROGRESS OF STUDENTS

Placement and progress of students enrolled in special education will be determined at the year-end conference for each student. In order to be promoted to the next level (grade), a student must make satisfactory progress toward meeting the objectives stated in his or her Individualized Educational Program (IEP).

Parents of special services students who disagree with the grade placement of their child should contact their local special education supervisor for a hearing.

GRADING POLICIES FOR SPECIAL SERVICES STUDENTS

All course work will be modified according to the student's IEP as required by law. Students will be graded in accordance with these modifications.

STUDENT DISCIPLINE

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

The District's personnel policy committee shall review the student discipline policies annually and may recommend changes in the policies to the Hazen 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 Dean of Students report to the police any incidents where 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.

Students should conduct themselves in a manner that will create a learning atmosphere. Student actions and reactions must not interfere with or interrupt the educational program. Everyone in this school system is entitled to an education. No one has the right to create a disturbance or interfere with another student's opportunity to learn.

Each student will be governed by the same regulations. The penalty for violating regulations will be the same for every student, according to the handbook policy. It is important that all parents and students read and understand the policies in this book. As with all rules and regulations in life, ignorance of the law is no excuse. If there is a question about how you should conduct yourself, check the handbook and/or follow the Golden Rule.

Special Education students may be disciplined to the same degree and severity as other students if their misconduct is not a direct result of their disabilities. Misbehavior that may be caused by a disability will be addressed in the student's IEP.

If one uses common sense, courtesy, discretion, and consideration in his or her actions within the school community, one will seldom find himself or herself in conflict with school regulations. Correct conduct requires cooperation.

Who Is Responsible for Student Conduct?

Students

EACH STUDENT is responsible for his/her own conduct at all times. Students have the responsibility of behaving themselves in a manner that shows respect for other students, faculty members, staff members, parents and other people in and out of the district. Students should be aware that they have a responsibility to cooperate with the school staff and abide by the rules and regulations established by the Board of Education and implemented by teachers and school administrators. They are required to show respect and consideration for all other students and the faculty and staff members.

Parents or Guardians

Parents or guardians are responsible for exercising the required controls so that their children's behavior at school will be conducive to their own progress and not disruptive to the school's educational program. They are responsible for alerting school personnel when they have reason to believe that their children are experiencing difficulties, so that some sort of cooperative intervention program can be developed to improve behavior and increase learning.

No student will be allowed to continually disrupt the educational process.

Teachers and Staff Members

All teachers and other staff members are responsible for the supervision of student behavior anytime students are under the jurisdiction of the school. This includes not only the students who are regularly assigned to the teacher, but all other students with whom the teacher comes in contact. Each teacher is expected to maintain the kind of environment which will promote the learning process. Teachers may schedule conferences with students and parents and/or refer students to the counselor or other supportive service personnel of the district. The teacher is authorized to administer corporal punishment according to guidelines established by district policy. When a teacher cannot control the behavior of a student, the student is to be referred to the school principal.

Principals and Dean of Students

The principal is expected to give handbooks to all students at the beginning of the school year and go over any changes. Each new student will be given a handbook upon registration. Like the students, she is required to follow the policy within the handbook. The principal is also responsible for conducting continued in-service education for all personnel on a regular basis to interpret

and implement established policies. Each principal or the principal's designee is authorized to discipline students which may include the assignment of students to isolation, or to probation status, or to in or out-of-school suspension. The principal or designee is expected to inform the parents or guardian of any student whose behavior is in serious conflict with established laws, rules and procedures.

It is the principal's responsibility to be as fair as possible and record any disciplinary actions that take place during the school year.

Superintendent

The superintendent is responsible for exercising leadership in establishing all necessary procedures, rules and regulations to make effective the Board of Education policies relating to standards of student behavior.

Board of Education

The Board of Education of the Hazen Public School, acting through the superintendent, holds all school employees responsible for the supervision of the behavior of students while legally under the supervision of the school. The board expects all employees to be concerned with student behavior and, when and where unacceptable behavior occurs, to take proper action.

DEFINITIONS

1. **EXPULSION:** Prohibition of a student from entering the school or school grounds (except for a pre-arranged conference with an administrator) until the end of the semester, the end of the current school year or permanently, depending upon the severity of the offense, with loss of academic credit. This action shall be taken by the Board of Education only.

A student may be suspended or expelled for immorality, refractory conduct, insubordination, infectious disease, habitual uncleanliness, or other conduct that would tend to impair the discipline of the school or harm the other pupils, regardless of whether the student's conduct occurs on or off campus and during or between school terms and regardless of whether a specific prohibition of the conduct is contained in this student handbook. (Act. 742 of 1997)

Students who are expelled from other school systems will not be allowed to enroll in the Hazen School District until the term of the expulsion from the previous school district has expired.

2. **SUSPENSION:** Prohibition of a student from entering the school or school

grounds (except for a pre-arranged conference with an administrator) for a period of time set by the principal of the school or the superintendent. Suspensions normally will not be longer than ten (10) school days including the day on which the offense occurred unless it is deemed a long-term suspension which must be determined by the Board of Education only. Suspension does not carry with it loss of credit for the semester; however, make-up work may not be allowed. (See attendance policy.)

3. **PROBATION:** When a student is placed on probation, that student must obey all school rules and regulations for the rest of the school year. If probation is broken by the student, expulsion will be recommended.

4. **REASONABLE FORCE:** The minimum amount of force necessary to stop or restrain a student from conducting himself/herself in an inappropriate manner or in a manner which could cause physical injury to an individual.

5. **PARENT:** The term parent shall include every parent, guardian, or person in parental relation having control or charge of any student in attendance in the schools of the district.

6. **ISOLATION:** The placing of a student in a confined area so as not to interact with other students for a specified period of time.

IN-SCHOOL SUSPENSION

1. Students must report to In School Suspension (ISS) upon entering campus each morning. Students must be in their assigned seats before the tardy bell rings and will be dismissed at the end of the day by the ISS supervisor. **ADDITIONAL DAYS WILL BE ADDED IF YOU ARE TARDY OR HAVE AN UNEXCUSED ABSENCE.**

2. Students may use school transportation or provide their own.

3. **NO EATING, DRINKING OR GUM CHEWING.** All students will go to the cafeteria during the designated time. Students have the choice of bringing their lunch or eating from the cafeteria's hot line.

4. Students will immediately and courteously obey the direct and reasonable requests of all school employees.

5. Students will be responsible for bringing necessary materials to complete assignments.

6. Work areas will be kept according to the ISS supervisor's specifications.

7. All assignments must be completed to the satisfaction of the classroom teacher and the ISS supervisor. Students will make two copies of each assignment, one for the teacher and one to be placed in their folder. Make-up work will be permitted for a student who is in in-school suspension..

8. Talking is not permitted in In-School Suspension. Communication in any form (talking, notes, etc.) with other students is prohibited unless otherwise directed by the in school suspension supervisor.

9. Two restroom breaks will be permitted during the day, one before lunch and one after lunch.

10. Students who are placed in In-School Suspension will not attend or participate in any school functions until the suspension has been fully served.

11. NO SLEEPING IS ALLOWED. Do not put your head down.

12. Students attending In School Suspension will follow the Hazen High School Handbook rules and guidelines. All dress codes and codes of conduct will be strictly enforced.

13. Student's re-entry into the regular classroom will be based on student progress. Before re-entry, conferences will be arranged between the student, assigning administrator and the counselor.

14. Failure to comply with rules and regulations of In School Suspension or failure to comply with direction of the supervisor may result in extra days or recommendation for suspension or expulsion from school.

SHORT TERM OUT-OF-SCHOOL SUSPENSION

(10 Days or Less)

Each principal is authorized to suspend students from school for a period of up to 10 days for disciplinary reasons.

Unless the official imposing the suspension has personally witnessed the infraction he/she will conduct such investigation into the matter as he/she deems necessary, including an interview with the subject student.

Before imposing a suspension the school official will, in an informal conference, advise the student orally or in writing of the nature of his misconduct and, if he/she denies the misconduct, an explanation of the evidence the school authorities have, at which time the student shall have an opportunity to present his/her version of what happened as a means of defense or mitigation.

The informal administrative conference normally will be held prior to the removal of the student from school, except where the student's conduct and presence pose a danger to persons or property or a threat of material disruption to the educational process, in which case the student may be removed from the school immediately. In such case the administrative conference will be held as soon as practicable.

The school official suspending a student shall notify the custodial parent or guardian.

The school official conducting the informal hearing or advising the student of his/her misconduct and providing the student the opportunity to present his/her version of what happened shall prepare a brief written summary of the procedure to be kept in the school files.

EXPULSION FROM SCHOOL

The principal of a school may recommend that a student be expelled from school with loss of credit and shall make said recommendation to the superintendent in writing which will include a written statement of the charge or charges against the student. If the superintendent concurs with the recommendation, he/she shall schedule a hearing before the School Board. The School Board may expel a student for the remainder of the semester or for the remainder of the school year or permanently for conduct it deems to be of such seriousness as to make a suspension inappropriate, or where it finds that the student's continued attendance at school would be unacceptably disruptive to the educational program or would be attended with unreasonable danger to other students and faculty members. Permanent expulsion is appropriate only for those instances in which serious bodily harm occurred or reasonably could have been expected to occur to another person.

The superintendent or designee shall give written notice, mailed within five calendar days from the alleged incident causing the expulsion recommendation, to the parent if the student is a minor or to the student if he/she is an adult. Such hearing 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, the student and the student's parent may agree in writing to a date not conforming to this limitation. The notice will also state charges against the student in clear and concise terms.

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. The superintendent or designee shall present evidence and may present witnesses or statements from those persons

having personal knowledge of the events or circumstances giving rise to the expulsion recommendation at the hearing. The student or representative may then present witnesses or statements by witnesses with personal knowledge of events or circumstances relevant to the issues. Normally, formal cross-examination will not be permitted. If, during the course of the hearing, the board determines that the credibility of any of the witnesses is in issue, then it will permit cross examination by the student and the superintendent or their representatives of those witnesses whose credibility has become an issue. Such cross examination should ordinarily be limited to the question or questions of which the credibility of the witness has become an issue. Opportunity shall be afforded for the student to observe all evidence offered against him. Members of the board may question any witness.

At the conclusion of the hearing, the board may discuss the matter and will dispose of it by vote. If the board does not expel the pupil with loss of credit, they may impose less severe disciplinary actions such as long-term suspension which may be with or without allowing him/her to make up school work. The board shall briefly state its findings in writing within ten days after the hearing.

The board shall cause to be made a record of the evidence taken at the proceedings by use of either a court reporter and/or tape recorder. If the student so desires, the record will be transcribed and a copy of it will be furnished to the student. Copies of all statements used as evidence will be included with the record.

An appeal shall be conducted in executive session if requested by the parent or guardian of the student provided that after hearing all the testimony and debate the School Board shall conclude the executive session and reconvene in public session to vote on such appeal.

The president of the board or the presiding officer has the authority to limit unproductively long or irrelevant questioning by non-board members.

CORPORAL PUNISHMENT

The board recognizes the need for firmness in disciplinary action to deal with problems which occur in the classrooms and during other school activities, whether on or off the school premises. Accordingly, the board authorizes the administration of corporal punishment as a part of the disciplinary process.

Corporal punishment may be administered by any certified employee of the district to any pupil for disruptive or unmanageable conduct, insubordination, profane, violent, vulgar or insulting language or other conduct that would tend to disrupt the educational process.

The board directs that corporal punishment will be administered according to the following requirements:

1. It will be administered in the presence of at least one other certified school employee as a witness who shall be present when the student is advised of the reason for the punishment.

2. It will not be administered in the presence of other students or in a spirit of malice or anger, nor will it be excessive.

3. Refusal to take corporal punishment may result in suspension. (See below.)

4. The employee administering the corporal punishment will prepare a written report stating the reason for the punishment and the name of the witness and will submit a copy to the principal's office.

5. On request, the parent shall be informed in writing of the reasons for the punishment and the name of the witness.

Note: this policy has been reviewed and edited by an A.S.B.A. attorney.

REFUSAL TO TAKE ANY DISCIPLINARY PROCEDURE

Refusal to take any discipline procedure will result in the following:

1. Parents will be notified.

2. The student will be allowed to go home with parent's permission.

3. The student will be allowed to return to school anytime he/she decides to receive the discipline procedure as it was originally stated. Upon returning to school, the student must be accompanied by a parent or guardian.

4. No class work may be made up due to absences of this nature.

5. In the event a student decides to go home rather than accept a discipline procedure, the days missed will be added to the total of five days a student may miss with parental permission during each semester.

LOCKER SEARCHES

1. A search may be conducted if there is reasonable belief that a controlled substance, gun or other contraband is present.

2. A blanket search of lockers will not be conducted except in unusual circumstances, such as in the case of a bomb threat, etc.

3. Students are responsible for everything that is in their lockers and are encouraged to have locks on them. All locks must be obtained from the principal's office.

4. If damage is done to school owned lockers the student will assume responsibility for repairs. (Ark. Stat. 6-21-608)

SEARCHES OF STUDENTS

A search of a student may be conducted if there is **reasonable suspicion** that a controlled substance, gun or other contraband is present. (Ark. Stat. 6-21-608)

COMPLAINTS AND GRIEVANCES POLICY

The Hazen School District recognizes that there are times when parents/guardians do not agree with the actions taken by school personnel regarding a student's behavior or academic work. If such a situation occurs, parents must appeal the action at the level at which the action was taken. The levels in the system are as follows:

Level 1: Teacher

Level 2: Building Principal

Level 3: District Superintendent

Level 4: School Board

Complaints and Grievances will be referred back to the appropriate level if the person at that level has not had an opportunity to hear the appeal.

If parents/guardians are not satisfied with the results of the appeal, they have the right to appeal at the next level. If a student or the parent of a student involved in a disciplinary ruling wishes to contest a disciplinary ruling or a condition or circumstance imposed by a teacher or school administrator, the procedure which follows should be used by the person filing the complaint. Normally the complaint is oral; however, any party to a complaint may at any time request that a complaint be made in writing.

1. The complaint must be directed to the person who originally took the action upon which the complaint is based. The person should reconsider his/her action and give his/her decision to the complainant.

2. If the complainant is not satisfied with the decision of the person who

originally took the action, the complaint must be directed to the principal. The principal shall review the original action which was taken and render a decision or suggest a solution which might be mutually satisfactory to all parties. If either party is not satisfied with the decision of the principal, the complaint may be directed to the superintendent.

3. The superintendent shall review the complaint and shall issue a decision regarding the complaint. Any further appeal must be made to the board of education through regular procedures (provided by the superintendent) for appearing before the board.

DUE PROCESS

Students have the right to be immediately informed of alleged violations of standards of behavior as established by board policy and/or school regulations and to be informed of appeal procedures.

Students have the responsibility to know and obey school rules, to express grievances in a polite and hospitable manner, and to give parents correct information concerning misconduct. Principals and teachers have the responsibility to follow board established procedures in disciplinary actions against students. Principals are responsible for notifying and conferring with parents and students in cases involving suspension and expulsion recommendations. Parents have the responsibility to call principals for conferences when needed and to arrange with proper school authorities for desired student hearings.

PROHIBITED CONDUCT

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

1. Disrespect for school employees and failing to comply with their reasonable directions or otherwise demonstrating insubordination;
2. Disruptive behavior that interferes with orderly school operations;

3. Willfully and intentionally assaulting or threatening to assault or physically abusing any student or school employee;
4. Possession of any weapon that can reasonably be considered capable of causing bodily harm to another individual;
5. Possession or use of tobacco in any form on any property owned or leased by any public school;
6. Willfully or intentionally damaging, destroying, or stealing school property;
7. Possession of any paging device, beeper, or similar electronic communication devices, cameras, MP 3 players, Ipods, and other portable music devices on the school campus during normal school hours (unless stored in silent mode in the student's locker or vehicle) unless specifically exempted by the administration for health or other compelling reasons;
8. Possession, selling, distributing, or being under the influence of an alcoholic beverage, any illegal drug, unauthorized inhalants, or the inappropriate use or sharing of prescription or over the counter drugs, or other intoxicants, or anything represented to be a drug;
9. Inappropriate public displays of affection;
10. Cheating, copying, or claiming another person's work to be his/her own;
11. Gambling;
12. Inappropriate student dress;
13. Use of vulgar, profane, or obscene language or gestures;
14. Truancy;
15. Excessive tardiness;
16. Engaging in behavior designed to taunt, degrade, or ridicule another person on the basis of race, ethnicity, national origin, sex, or disability;
17. Hazing, or aiding in the hazing of another student;

18. Gangs or gang-related activities, including belonging to secret societies of any kind, are forbidden on school property. Gang insignias, clothing, “throwing signs” or other gestures associated with gangs are prohibited;

19. Sexual harassment; and

20. Bullying.

The Board directs each school in the District to develop implementation regulations for prohibited student conduct consistent with applicable Board policy, State and Federal laws, and judicial decisions.

STANDARDS OF CONDUCT

All students are expected to conduct themselves at all times in a manner that will contribute to the best interest of the school and not infringe upon the rights of others. School staff members have the authority and the responsibility to take customary and reasonable measures to maintain proper control and discipline among students placed under their care and supervision. Such measures may include the use of reasonable force in the exercise of lawful authority to restrain or correct students and maintain order.

Students who are well-informed of their responsibilities and who understand the standards of behavior expected in school should not require disciplinary action. For the information of all students some infractions to avoid and the recommended disciplinary actions for committing them are presented below. If there is no listed penalty then the principal or dean of students may choose at her/his discretion from the following list, from minimum to maximum, depending upon the severity of the offense.

Infractions to Avoid

The following activities are considered major infractions of proper conduct and will subject the student to disciplinary action including, but not limited to, suspension or expulsion from school, and/or notification of law enforcement officials. The violations of a rule will occur whether the conduct takes place on the school grounds at any time, off the school grounds at a school supervised activity, function, event, or en route to and from school or a school activity, function or event.

Below each rule is a standardized list of disciplinary actions to be taken.

Normally this list will be adhered to in level order after each occurrence. However, the administration may exercise more extreme action in severe situations, or in situations in which a student has been involved in other rule infractions. The administration reserves the right to prescribe different disciplinary action if needed for rule infractions.

All punishments fall under Administrator/Dean of Student's discretion and may include but are not limited to conference and warning, contacting the parent, after school detention, lunch detention, corporal punishment, clean-up detail, loss of privileges (including athletic contests, school activities, free time on campus), probation or any other reasonable means of correcting a student. Should a student be placed on probation, that student must obey the rules and regulations during the probation period. If the student breaks probation, suspension or expulsion may be recommended.

Teachers' discretion includes temporary removal from academic class (conference with student and parent/guardian required if student is removed for more than one class period), lunch detention, and after-school detention.

Any behavior problems which might occur when on the school campus or while on a school activity will be classified as Disruptive, Uncooperative, or Severe. These behaviors will be dealt with according to the classification of the offense.

Disruptive Behavior is a behavior which interferes with or disrupts the learning environment within the classroom or school setting.

Uncooperative Behavior is any behavior which indicates a lack of willingness on the part of the student to comply with reasonable demands of the teacher or adult in authority.

Severe Behavior includes any actions which are deemed to be beyond disruptive and uncooperative behaviors.

Consequences for:

SEVERE BEHAVIOR

1st offense – one day OSS

2nd offense – 3 days OSS

3rd offense – 5 days OSS

4th offense – 10 days OSS with recommendation for expulsion

UNCOOPERATIVE AND DISRUPTIVE BEHAVIOR

1st offense – 1 day after-school detention

2nd offense – 1 day after-school detention

3rd offense – 1 day of Saturday School

4th offense – considered as insubordination and moves the student to the 1st offense for severe behavior – 1 day OSS.

Once a student moves to the severe category for discipline, they will stay on the severe behavior disciplinary track.

Any student who fights at an extracurricular school function will be punished by a minimum of a ten day suspension and banned from all extracurricular school functions for the remainder of the school year.

Students with four discipline referrals to the office based on Disruptive and/or Severe behavior will not be allowed to attend any extracurricular school functions for the remainder of the school year, which will affect a student's eligibility for clubs, activities and athletics.

Any activity that occurs outside of the learning environment of the classroom should be an earned reward for students who have demonstrated positive attitudes, good choices and proper conduct. Students who have been assigned to Saturday School, In-School Suspension (ISS), or Out-of-School Suspension (OSS) for severe and/or disruptive behavior will not be allowed to attend any extracurricular activities or go on school trips. Repetitive minor infractions that result in OSS will be included in this restriction.

The minimum consequence for all rules will be a warning.

The maximum consequence for all rules will be expulsion.

RULE 1: Skip Days – UNCOOPERATIVE BEHAVIOR

The Board of Education does not approve of skip days and students who participate in skip days are subject to disciplinary action.

Minimum punishment: warning

Maximum punishment: expulsion

RULE 2: Tardies – UNCOOPERATIVE BEHAVIOR

All students shall be considered tardy to class if he/she is not in his/her designated seat or area when the tardy bell rings up to ten (10) minutes into class. An excused tardy will carry no penalty. **Three tardies in a class will count as one unexcused absence.**

Students with excessive tardies will have a parent conference to decide how best to fix the problem.

Consequences:

4 tardies – one day lunch detention and letter informing parents of the number of tardies

5 tardies – moves to the UNCOOPERATIVE discipline track – 1 day after-school detention

6 tardies – 1 day after-school detention

7 tardies – 1 day after-school detention

8 tardies - 1 day of Saturday School

9 tardies moves the student to the SEVERE BEHAVIOR disciplinary track – 1 day OSS

The student will also be recommended for the Alternative Learning Environment (ALE).

RULE 3: Truancy and/or Leaving Campus or Designated Area Without Permission– UNCOOPERATIVE BEHAVIOR

After arrival on the school campus a student shall not leave the campus or designated area without permission from school authorities. (Ark. Stat. 6-18-201) **Once school has begun students will not be allowed to go to their cars for ANY REASON without permission.** Make sure that you bring all of your books, homework, projects or anything else that you need into the building in the morning.

After arrival on campus, a student absent from his/her assigned learning stations without permission from school authorities, shall be considered as truant.

(Ark. Stat. 6-18-201)

Minimum punishment: warning

Maximum punishment: expulsion

RULE 4: Breaking rules in the Cafeteria

1st offense – warning and go to the end of the lunch line.

2nd offense – Student must go to the end of the lunch line and serve 1 lunch detention

3rd offense – Student goes to the end of the lunch line and receives 2 lunch detentions

4th offense – Student goes to the end of the lunch line and receives 3 lunch detentions.

5th offense – The student is moved to the uncooperative behavior track beginning with one day after school detention.

RULE 5: Disregard of Directions or Command (Insubordination) – INSUBORDINATION MAY BE EITHER UNCOOPERATIVE OR SEVERE BEHAVIOR DEPENDING UPON THE OFFENSE.

A student shall comply with reasonable directions or commands of teachers, substitute teachers, teacher aides, principals, administrative personnel, school bus drivers, or any other authorized personnel. (Ark Stat. 5-60-112, 5-71-207, 5-71-226, 5-60-113)

Minimum punishment: ISS

Maximum punishment: expulsion

RULE 6: Disorderly and Repetitious Misconduct – UNCOOPERATIVE BEHAVIOR

A student shall not engage in behavior which produces situations in which instruction or activities of other students are adversely affected. A student who persists in acts of misconduct after reasonable efforts have been made by the school, will be recommended for expulsion. Efforts toward behavior modification will be made except where very serious offenses have been committed. (Ark Stat 5-71-207, 5-71-226, 5-60-112)

Minimum punishment: detention

Maximum punishment: expulsion

RULE 7: Forgery of Passes and/or Falsification of General Information – SEVERE BEHAVIOR

A student shall not forge another person's name to any pass or student scheduling information, nor falsify telephone numbers and addresses on general information forms.

Minimum punishment: detention

Maximum punishment: expulsion

RULE 8: Loitering by Suspended Students – UNCOOPERATIVE BEHAVIOR

A student provided written notification that because of an act of misbehavior he/she is prohibited from being in a school building or on a school campus for a specified period of time shall not enter any school building or be on any school grounds or at any school sponsored event. (Ark. Stat. 6-21-607, 5-39-203,

5-71-231)

Minimum punishment: warning

Maximum punishment: expulsion

RULE 9: Public Display of Affection – UNCOOPERATIVE BEHAVIOR

Public display of affection is not appropriate behavior at school. Failure to comply with reasonable expectation of school staff will lead to disciplinary action. No hand-holding will be allowed.

Minimum punishment: warning

Maximum punishment: expulsion

RULE 10: Food in the High School Building and Classrooms – UNCOOPERATIVE BEHAVIOR

Students will not bring any drinks, food or candy into the auditorium. Students may consume food, candy or any other product that might be classified as food with the teacher's permission. **Food may not be eaten in the hallways.**

Minimum punishment: warning

Maximum punishment: expulsion

RULE 11: Cheating on Test and Daily Homework – UNCOOPERATIVE BEHAVIOR

A student will not cheat on tests and homework nor will a student aid other students in cheating. Any student caught cheating will receive a zero on the work or the test.

Minimum punishment: warning

Maximum punishment: expulsion

RULE 12: Blocking Hall Traffic & Lockers – UNCOOPERATIVE BEHAVIOR

It is necessary to observe certain precautions to prevent traffic jams. Students should keep to the right and walk to class. Stopping to visit in the halls or to walk two or three abreast may cause some students to be tardy to class.

Lines which form at the drinking fountain should keep along the walls out of traffic. No running is permitted in the halls at anytime. Students will be assigned a locker, and will keep the same locker for the entire year. Each student will be responsible for the appearance of his/her locker. Students may purchase a lock from the office to protect the contents of their locker. The lock used must be a school lock. Students should keep their lockers locked. Repair costs because of damage to lockers may be charged to the student who has been assigned to that locker.

Minimum punishment: warning

Maximum punishment: expulsion

RULE 13: Disruption, Causing a Riot and Interference with School – SEVERE BEHAVIOR

No Student Shall:

A. Occupy any school building or properties with intent to deprive others of its use or where the effect thereof is to deprive others of its use.

B. Block the doorway or corridor of any school building or property so as to deprive others of access.

C. Prevent or attempt to prevent the convening or continued functioning of any school class, activity, or lawful meeting or assembly on the school campus.

D. Prevent students from attending a class or school activity.

E. Block normal pedestrian or vehicular traffic on the school campus or adjacent grounds unless under the direction of the school administrator.

F. In any manner by the use of violence, force, noise, coercion, threat, intimidation, harassment, fear, passive resistance, or any other conduct intentionally cause the disruption of any lawful process or function of the school or engage in any such conduct for the purpose of causing the disruption or obstruction of any such lawful process or function.

G. Encourage other students to violate any rule or school board policy.

H. A student shall not participate in a school walkout or boycott. (Ark. Stat. 5-71-207, 5-38-205, 5-71-203, 5-71-214, 5-71-201, 5-71-226)

Minimum punishment: OSS

Maximum punishment: expulsion

RULE 14: Smoking and Smokeless Tobacco – SEVERE BEHAVIOR

A student will not possess tobacco products and paraphernalia of any form, at any time upon the Hazen campus and any school sponsored activities. All students are prohibited by Arkansas Law from smoking on a school bus. (Ark.

Stat. 6-21-609)

Minimum punishment: OSS

Maximum punishment: expulsion

RULE 15: Misuse of Automobiles on School Grounds – UNCOOPERATIVE BEHAVIOR

A motor vehicle registration form will be properly filled out by each student desiring to drive a vehicle on campus. Those forms are available in the principal's office and must be filled out within 5 days of the time a student starts driving. Driver's license, vehicle registration, and liability insurance will be required. Students who drive will be given a parking pass that must be placed face up on the dashboard of the vehicle at all times.

Vehicles parked within 2 blocks of school property may be subject to random, passive searches.

Driving recklessly or sitting in the vehicle while parked during the school day may result in the student losing driving privileges.

Students may park only in those areas designated for student parking. Once a student parks a vehicle, it may not be moved until the student leaves for the day or until permission from the principal is given. A search of a vehicle may be conducted if there is reasonable suspicion that a controlled substance, gun or other contraband is present.

Minimum punishment: warning

Maximum punishment: expulsion

RULE 16: Gambling – DISRUPTIVE BEHAVIOR

A student will not engage in any game of chance on school premises at any time. (Ark. Stat. 5-66-106)

Minimum punishment: warning

Maximum punishment: expulsion

RULE 17: Profanity, Verbal Abuse, Obscene Gestures – SEVERE BEHAVIOR

A student will not use profane, violent, vulgar, abusive or insulting language at any time. A student shall not use physical gestures that convey a connotation of obscene or highly disrespectful acts, infringe upon the rights of others, or cause or begin an overt an immediate disruption of the educational process. (Ark. Stat. 5-71-208)

Minimum punishment: Saturday School

Maximum punishment: expulsion

RULE 18: Damage, Destruction, Arson or Theft of School Property – SEVERE BEHAVIOR

A student will not cause or attempt to cause damage, arson or theft of school property. (Ark. Stat. 5-17-216, 5-38-203, 5-38-204, 5-38-301, 5-71-103, 5-39-301, 5-39-202,)

Minimum punishment: Saturday School and repayment for damage done

Maximum punishment: expulsion

RULE 19: Unauthorized Accessing or Attempting to Access Computer Files - SEVERE

A student will not access or attempt to access any computer file for which he/she is not authorized. The Hazen School's Computer Network is to be used for educational purposes only. Use of the network for immoral or unethical purposes will result in revocation of all passwords, rights and privileges to network. (See Computer Use Policy below).

Use of improper or vulgar language on the e-mail system or any internal or external system by students will not be tolerated. Passwords are to be regarded as private property and must not be shared with anyone or written down anywhere.

Attempting to access any directory, DOS files, or system management file other than your own is strictly prohibited and is considered a major violation of policy. Students are prohibited from having unauthorized software or computer disk on campus. Any student who brings software on campus or is involved in planning, or furnishes the software to another person who intentionally causes damage by installing or alters any systems will result in suspension.

Students will not use any computer for unauthorized activities of any kind.

Any action, including theft, tampering, or damage, that results in the operation of computer network being interrupted temporarily or permanently will be dealt with accordingly. The consequences will be as follows: (Ark. Stat. 5-41-104, 5-41-103)

Minimum punishment: OSS

Maximum punishment: expulsion

RULE 20: Indecent Exposure and Sexual Advances – SEVERE BEHAVIOR

A student will not deliberately commit indecent exposure while in school, at school, or at school sponsored activities on or off campus, nor will a student make improper sexual advances toward another person. (Ark. Stat. 5-14-111,

5-14-112)

Minimum punishment: OSS

Maximum punishment: expulsion

RULE 21: Theft and Extortion – SEVERE BEHAVIOR

A student shall not cause or attempt to cause damage or steal or attempt to steal the property of another student or any other person, nor shall a student obtain or attempt to obtain something (of value) from another person by either physical force or threat (illegal acts) (Ark. Stat. 5-41-203, 5-12-102, 5-12-103, 5-36-103)

Minimum punishment: OSS

Maximum punishment: expulsion

RULE 22: Bullying or Cyber-bullying another student – SEVERE BEHAVIOR

Definitions:

Bullying means the intentional harassment, intimidation, humiliation, ridicule, defamation, or threat or incitement of violence by a student against another student or public school employee by a written, verbal, electronic, or physical act that causes or creates a clear and present danger of:

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

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.

Cyberbullying is defined as when:

1. a person transmits, sends, or posts a communication by electronic means with the purpose to frighten, coerce, intimidate, threaten, abuse, harass, or alarm another person; and
2. the transmission was in furtherance of severe, repeated, or hostile behavior toward the other person.

“Electronic means” means any textual, visual, written, or oral communication of any kind made through the use of a computer online service, Internet service, telephone, or any other means of electronic communication, including without limitation to a local bulletin board service, an Internet chat room, electronic mail a social networking site, or an online messaging service.

The offense of cyberbullying may be reported to the police and can be prosecuted in the county where the defendant was located when he or she transmitted, sent, or posted a communication by electronic means, in the county where the communication by electronic means was received by the person, or in the county where the person targeted by the electronic communications resides.

Cyberbullying is a Class B misdemeanor.

Electronic act means without limitation a communication or image transmitted by

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

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

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

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

- Necessary cessation of instruction or educational activities;
- Inability of students or educational staff to focus on learning or function as an educational unit because of a hostile environment;
- Severe or repetitive disciplinary measures are needed in the classroom or during educational activities; or
- Exhibition of other behaviors by students or educational staff that substantially interfere with the learning environment.

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

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

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

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

Copies of this policy shall be available upon request.

(Ark Stat 5-13-301)

Minimum punishment: OSS

Maximum punishment: expulsion

RULE 23: Fraternities, Sororities, Gangs or other secret organizations or societies - DISRUPTIVE BEHAVIOR

No student shall participate in, recruit for, or display the symbols of a fraternity, sorority, gang, or other secret organization or society.

Prohibited activities include (but are not limited to) the following:

1. Soliciting and/or recruiting others for membership.
2. Participating in and/or inviting physical violence.
3. Extorting or soliciting money and/or other services.
4. Coercing, harassing, and/or otherwise intimidating or threatening.
5. Wearing, possessing, raising, displaying in any manner, distributing, or selling any clothing, jewelry, emblem, badge, symbol, sign, or other items commonly associated with membership in or affiliation with a gang.
6. Using any communication, verbal or non-verbal (gestures, handshakes, etc.) Suggesting or showing membership in or affiliation with a gang.
7. Engaging in any activity intended to promote or further the interests of any gang or any gang-related activity including distributing literature, drawing or displaying unauthorized symbols on any surface, teaching others to "represent", or acting like a member of a gang.
8. Engaging in any activity defined by the laws of Arkansas to be

“HAZING”. When there is question as to whether or not possessions or clothes are gang related, determination will be made by the Hazen School Administration. (Ark. Stat. 6-5-202)

Minimum punishment: warning

Maximum punishment: expulsion

RULE 24: Physical Abuse or Assault by a Student on another Student – SEVERE BEHAVIOR

A student may not strike or beat another student, or intentionally attempt to cause another student to be injured. (Ark Stat 5-71-207, 5-71-208, 5-71-209)

Students will not fight while at school, on buses, or at any school sponsored event regardless of where or when that event takes place.

(Ark Stat 5-71-226, 5-71-207)

The student who starts the fight by initiating physical contact will be punished. A student who becomes involved in a fight out of self-defense may or may not be disciplined according to the circumstances. If fault cannot be determined, all students involved shall be disciplined fairly and equally, as determined by the teachers and/or principal. In all cases the school is required by Act 888 to report all violent acts to the Hazen Police Department.

Minimum punishment: 3 days suspension

Maximum punishment: expulsion

RULE 25: Threatening another Student – SEVERE BEHAVIOR

Threatening is an expression, either physical or verbal, of the intention to inflict injury or damage to a person or property.

Minimum punishment: OSS

Maximum punishment: expulsion

RULE 26: Rule 26: Sexual Harassment by lewd remarks, physical contact or by using electronic devices (sexting, pictures, inappropriate text messages, etc.) SEVERE BEHAVIOR

State law requires sexual harassment be reported to the proper authorities (Ark. Stat. 5-14-109, 5-14-107, 5-68-201)

Minimum punishment: OSS

Maximum punishment: expulsion

RULE 27: Direct Verbal Abuse of a School Employee – SEVERE BEHAVIOR

A student will not, under any circumstances, verbally abuse any school

employee. (Ark. Stat. 5-71-208)

Minimum punishment: out-of-school suspension

Maximum punishment: expulsion

RULE 28: Possession/Use of Paging Devices (Beepers), Cell Phones, and/or Other Electronic Communication Devices – DISRUPTIVE BEHAVIOR

Use and misuse of cell phones has become a serious problem that threatens the ability of the district's schools to properly and efficiently operate its education program. The school board believes it is necessary to restrict student use and possession of cell phones, other electronic communication devices, cameras, MP 3 players, Ipods, and other portable music devices so that the opportunity for learning in the district's schools may be enhanced.

For the purpose of this policy, the use of a cell phone or other communication device includes any incoming call, text message, message waiting, or any other audible sound coming from the phone or device.

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

From the time of the first bell until after the last bell, students are forbidden from using cell phones, any paging device, beeper, or similar electronic communication devices. Such devices must be stored in the student's locker or vehicle in a silent mode of operation. Exceptions may be made by the building principal or his/her designee for health or other compelling reasons.

From the time of the first bell until after the last bell, students are forbidden from having cameras, MP 3 players, Ipods, or any other portable music device without specific teacher permission. Such devices may be stored in the student's purse, backpack, book bag, locker or vehicle so long as they are in a silent mode of operation. Exceptions may be made by the building principal or his/her designee for health or other compelling reasons.

Before and after normal school hours, possession of cell phones, any paging device, beeper, or similar electronic communication devices, cameras, MP 3 players, Ipods, and other portable music devices is permitted on the school campus and on school buses as long as they do not disturb others and they are permitted by the school staff member in charge. The use of such devices at school sponsored functions outside the regular school day is permitted to the extent and within the limitations allowed by the event or activity the student is attending.

Students using or possessing, other than those devices properly stored in a locker or vehicle, cell phones or other portable technological devices after the first bell and before the last bell without permission shall have them confiscated. Confiscated cell

phones and other electronic communication devices may be picked up at the high school office by the student's parents or guardians.

Students have no right of privacy as to the content contained on any cell phones and other electronic communication devices that have been confiscated.

Students who use a school issued cell phones and/or computers for non-school purposes, except as permitted by the district's Internet/computer use policy, shall be subject to discipline, up to and including suspension or expulsion.

All confiscations will be for at least 24 hours and/or until the punishment has been served. If a phone is confiscated on Friday, it cannot be picked up until the next school day. The school will not be responsible for loss, damage, or theft of any electronic device brought to school or on to district property. A parent or some related adult must pick up the phone.

First offense – confiscation of device for 24 hours and warning

2nd offense – confiscation of device for 48 hours and after-school detention

3rd offense – confiscation of device for 72 hours and Saturday School

4th offense – confiscation of device for 96 hours and movement to the severe behavior discipline track beginning with one day OSS.

Maximum punishment: expulsion

RULE 29: Possession and/or Use of Over-the-Counter and Prescription Medications – UNCOOPERATIVE BEHAVIOR

All over-the-counter medication (Advil, Tylenol, Aspirin, Benadryl, etc.) or prescription medications must be taken under the supervision of the school nurse, or office personnel. All medications must be turned into the office with proper forms before they can be administered. Exceptions to this rule are those students with a note from a physician or an inhaler for asthma or an epi pen.

Minimum punishment: warning

Maximum punishment: expulsion

RULE 30: Alcohol and Drug Possession, Use, and/or Under the Influence of Alcohol or Drugs – SEVERE BEHAVIOR

Students of Hazen High School will not possess, use, or be under the influence of alcohol, illegal drugs or drug devices on school property, within 1,000 feet of school property, or at school-sponsored activities, including trips. Drug devices will include, but not limited to, pipes, tubes, clips, spoons, or vials. Prohibited substance will include, but not limited to, alcohol or alcoholic

beverages, inhalants, marijuana, narcotic drugs, hallucinogens, stimulants, depressants, or any substance that the student represents or believes to be a substance prohibited by this policy, or any substance manufactured to look like a substance prohibited by this policy. Prescription drugs must be checked in at the nurse's office or the principal's office. The student will be required to come to the nurse's office or the principal's office to receive prescribed medication. (exceptions as listed in rule 30)

Minimum punishment: 10 days out of school suspension or 5 days suspension with proof of counseling

Maximum punishment: expulsion

RULE 31: Selling and/or Distributing Illegal or Prescription Drugs – SEVERE BEHAVIOR

Students of Hazen High School will not sell or distribute alcohol, illegal drugs' or drug devices on school property, within 1,000 feet of school property, or at school -sponsored activities, including trips. Drug devices will include, but not limited to, alcohol or alcoholic beverages, inhalants, marijuana, narcotic drugs, hallucinogens, stimulants, depressants, or any substance that the student represents or believes to be a substance prohibited by this policy. The distribution or sale of prescription drugs is prohibited. Prescription drugs must be checked in at the office. The student will be required to come to the office to receive prescribed medication (exceptions as listed in rule 30).

Students who sell, distribute or attempt to sell or distribute illegal or prescription drugs will face an automatic recommendation for expulsion and charges will be filed as required by law.

Minimum punishment: 10 days out of school suspension and recommendation for expulsion

Maximum punishment: expulsion

RULE 32: Use of any implement for a weapon with the intent to cause severe injury – SEVERE BEHAVIOR

Notification to proper authorities will be made. (Ark. Stat. 5-13-202, 5-13-204, 5-73-104)

Minimum punishment: 10 days suspension and recommendation for expulsion

Maximum punishment: expulsion

RULE 33: Possession of a weapon other than firearms – SEVERE BEHAVIOR

Criminal charges will be filed. These are defined as implements that are generally prohibited by law and could cause a person harm and are not appropriate in a school setting. (Ark. Stat. 5-73-120)

Consequences: Required by United States Law and Arkansas State Law, expulsion for not less than 1 year; however, the superintendent shall have discretion to modify such expulsion requirement for a student on a case-by-case basis.

Minimum punishment: 10 days out of school suspension and recommendation for expulsion

Maximum punishment: expulsion

RULE 34: Possession of a Firearm – SEVERE BEHAVIOR

No student will be in possession of or use a firearm on campus. Criminal charges will be filed. (Ark. Stat. 5-73-119)

Consequences: Required by United States Law and Arkansas State Law, expulsion for not less than 1 year; however, the superintendent shall have discretion to modify such expulsion requirements for a student on a case-by-case basis

Minimum punishment: 10 days out of school suspension with recommendation for expulsion

Maximum punishment: expulsion

RULE 35: Bomb Threats – SEVERE BEHAVIOR

Persons making bomb threats to any schools or district offices will be prosecuted under Act 1189, 1993. Criminal charges will be filed.

Minimum punishment: 10 days out of school suspension with recommendation for expulsion

Maximum punishment: expulsion

RULE 36: Possession of Hand Held Laser Pointer – DISRUPTIVE BEHAVIOR

Hand Held Laser Pointers of any type will not be in the possession of any student. School staff will seize the instrument immediately and turn it into the office. (Act 1408 of 1999)

Minimum punishment: detention

Maximum punishment: expulsion

RULE 37: Intimidation, Threatening, Physical Abuse or Assault of School

Staff – SEVERE BEHAVIOR

No student is permitted to act or make statements which may be construed as intimidating.

State Law requires criminal charges be filed. (Ark. Stat. 5-13-202, 5-13-206, 5-13-301)

Minimum punishment: 3 days suspension

Maximum punishment: expulsion

RULE 38: Behavior not Covered Above

The Hazen School District reserves the right to pursue disciplinary or legal action for behavior which is subversive to good order and discipline in the schools even though such behavior is not specified in the preceding written rules.

Minimum punishment: warning

Maximum punishment: expulsion

DISCIPLINE OF HANDICAPPED STUDENTS

Handicapped students are to follow all school rules and are subject to regular school disciplinary procedures as long as there is no denial of free, appropriate public education (94-142)

Special Education due process procedures will be utilized in the suspension and/or expulsion of handicapped students. These due process procedures will include the following:

1. Carefully follow placement procedures. IEP's should include statements that anticipate disciplinary problems and action. (These statements are to be based on past behavior and successful or unsuccessful efforts to correct misbehavior. If inappropriate educational placement leads to disruptive behavior by a handicapped student, suspension and/or expulsion is inappropriate.
2. Review records of Special Education student with IEP committee upon making a decision about a disciplinary action. IEP committee may recommend a different educational placement (ex: home) for handicapped students who disrupt the school educational program for other students or who pose a real danger to others or themselves.
3. Provide an alternate educational program after suspension.
4. Expulsion of a handicapped student will be considered after an expert

examination and hearing.

5. Any unacceptable behavior that may be dangerous and makes necessary suspension or expulsion should be documented and filed with the appropriate school officials.

6. The school district will follow the guidelines established by the Arkansas Department of Education concerning the use of a time-out seclusion room as disciplinary action.

7. Due process requires that students and parents be informed of all discipline policies.

STUDENT DRESS CODE

DRESS STANDARDS FOR SCHOOL AND SCHOOL ACTIVITIES DURING AND OUTSIDE THE SCHOOL DAY THAT OCCUR ON SCHOOL GROUNDS

Students are prohibited from wearing, while on the grounds of a public school during the regular school day and at school-sponsored activities and events, clothing that exposes undergarments, buttocks, midriffs, or breasts.

Minimum: ISS until clothing can be changed or removal from school grounds (if during an after-school activity.)

Maximum: Expulsion.

In addition to the general guidelines given above, the following is a list of specific guidelines for what clothing will be acceptable or unacceptable.

Clothing or objects will not be worn with words, pictures or slogans that promote alcohol, beer, tobacco products, any form of drugs, drug paraphernalia, illegal activities, racism, violence, profanity, suggestive, obscene, rude, vulgar, or sexually explicit messages.

Shirts must have a sleeve; sleeveless shirts are not permitted.

Shirts that are low cut, see through, have lace, or holes must have a tank top underneath.

Exposed tank tops must have straps at least 1 inch in width, exposed spaghetti straps or bra straps will not be permitted.

Shirt neck openings that are excessively wide are not permitted to fall past the shoulder and must have a tank top with straps at least 1 inch in width underneath.

Shirts must be long enough so that when sitting or when the arms are raised, no skin or undergarments show.

No pajama pants, flannel pants, or lounge pants are permitted.

Any skirt or dress above the knee must have leggings underneath and be covered to finger-tip length/reach on the leg when arms are straight down one's side.

Shorts are not permitted to be any shorter than 4 inches above the knee.

Leggings, jeggings, and yoga pants must be covered to finger-tip length/reach on the leg when arms are straight down one's side.

Sweat pants are permitted if they are worn with the appropriate FIT, not so tight that the lines of undergarments show and not so loose that the waist of undergarments shows.

Jeans with holes are not permitted to show any skin above the knee.

Sagging pants or shorts will not be permitted. When sitting or standing the waist of any pants or shorts is not permitted to fall below mid buttocks. The crotch is not permitted to hang lower than finger-tip length/reach on the leg when arms are straight down one's side.

Shoes must be worn at all times. House shoes are not acceptable footwear.

No hats, caps, hoods, or other head coverings are permitted inside any school buildings, unless part of a spirit day. They may be worn only outside. Any student wearing a hat, cap, or head covering inside will have it confiscated and returned at the end of the day for the first offense, any time thereafter the hat, cap, or head covering will not be returned until the end of the semester.

Sunglasses are not permitted inside any school building, unless part of a spirit day. They may be worn only outside. Any student wearing sunglasses inside

will have them confiscated and returned at the end of the day for the first offense, any time thereafter the sunglasses will not be returned until the end of the semester.

Consequences for dress code violation(s):

1st offense – sent to ISS until clothing can be changed and 1 day after school detention.

2nd offense – sent to ISS until clothing can be changed and 1 full day ISS.

3rd offense – sent to ISS until clothing can be changed and Saturday School.

4th offense – sent to ISS until clothing can be changed and 1 full day OSS.

Being sent to ISS until clothing can be changed will not count as the full day of ISS, the full day will be served separately when the student arrives for the next full day of school.

DRESS STANDARDS FOR SCHOOL TRIPS, ASSEMBLIES AND OTHER FORMAL OCCASIONS –

Students will wear clothes appropriate for these solemn and dignified occasions. Semi-formal, business or “dressy” attire is expected. Class, club and/or activities sponsors will give students advance notice of the appropriate attire for specific occasions such as induction ceremonies for Beta Club and National Honor Society and Student Council elections. Dress shoes will be worn.

Students who do not dress according to the stated requirements will not be allowed to participate in the ceremony. Students who plan to participate in specific assemblies should consult with the sponsor before determining what to wear. The sponsor and principal have the final say in what is considered appropriate.

MISCELLANEOUS POLICIES

CLASS POLICIES

All graduates will be expected to pay for their graduation gowns, the cost of any class jewelry, the cost of any commencement invitations, and the cost of other materials used individually. However, the school bears the cost of both diploma and cover.

The senior class is responsible for the Senior High Homecoming.

The junior class is responsible for providing the Junior-Senior Prom/Banquet

and the preparations for the graduation exercises.

The sophomore class is responsible for the annual auction.

The freshman class is responsible for the Junior High Homecoming.

Individual classes will vote on policies regarding participation in activities, fees, etc. Students must participate in these activities to be eligible to attend the Junior/Senior prom.

SENIOR PRIVILEGES

1. Seniors will be allowed to cut in line for lunch during the second semester.
2. Seniors may have a senior table in cafeteria if they desire.
3. If proper conduct has been observed during the school year, seniors may leave campus to eat lunch the last nine (9) weeks of school. A signed permission slip from a student's parents must be in the principal's possession before this privilege is extended.
4. School administrators reserve the right to revoke any or all of the above privileges.

EARLY DISMISSAL FROM SCHOOL

Any pupil leaving the school before the end of the day must make arrangements through the principal's office.

1. No child shall be taken from school by anyone except a person who has the right to the child's custody (parent or legal guardian).
2. No child shall be taken from class or from school and sent on errands (either for the individual teacher or for the school) away from the school grounds except by permission of the principal and consent of the parents.
3. Students must sign out in the office.
(See Attendance Policy.)

CLOSING SCHOOL UNDER EMERGENCY CONDITIONS

When school in the Hazen School District are not to be open due to inclement weather or other emergency conditions, public announcement will be made no later than 7 a.m. by the superintendent of schools or the principal through the local radio stations and the School Reach telephone system. Parents and students

are encouraged to listen to the radio broadcast rather than call the offices or homes of the administration. Parents may also be assured that when schools close early, students may remain in the building under supervision until they can be picked up.

STUDENT VISITORS

The purpose of school is for learning. Social visitors generally disrupt the classroom and interfere with learning that should be taking place. Therefore, visiting with students at school is prohibited. This includes visits to students made by former students, friends, and/or relatives of teachers or students. Any visitation to the classroom shall be allowed only with the permission of the school principal and all visitors must first register at the office.

USE OF OFFICE TELEPHONES

The office phone is a business phone and may be used by students only in an **emergency**. Leaving books or school work at home is not considered an emergency. Likewise, pupils will not be called from classes to answer the telephone except in the case of an emergency. Parents and friends are asked to cooperate with the school by not calling students during school hours unless there is an **EMERGENCY**. Abuse of this privilege will result in the loss of this privilege.

REVIEW OF RECORDS

Parents, guardians, and students may review students' records upon request to the principal. A conference shall be arranged as soon as possible for the review. Questions pertaining to the review shall be recorded and a request for a hearing challenging information contained in a student's folder may be addressed in writing to the principal. If the parent or guardian is not satisfied with the hearing with the principal, he/she shall have the opportunity to appeal the decision to a review panel. This request must be made in writing to the superintendent.

COMPUTER USE POLICY

Hazen High School makes computers and/or computer Internet access available to students, to permit students to perform research and to allow students to learn how to use computer technology. Use of district computers is for educational and/or instructional purposes only. It is the policy of this school district to equip

each computer with Internet filtering software designed to prevent users from accessing material that is harmful to minors.

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) 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 computer use agreement.

ASSEMBLIES

Assemblies are designed to create national and school spirit, to promote culture and to entertain. These assemblies are designed to use a balance of student participation, outside speakers, and professional programs. All assembly programs will be planned and arranged by the Assembly Committee of the Student Council. The president of the Student Council will preside at all assemblies. Students are expected to show courtesy and good behavior during assemblies.

BUS TRANSPORTATION

School buses are owned and operated by the school district for the purpose of transporting to and from school students who live too great a distance from the school to walk. **The drivers have the same authority and responsibility on the bus that teachers have in the classroom.**

Policies for Students Riding School Buses

All students who use school buses, either regularly or occasionally, should be familiar with the following rules. These rules apply to all schools in the Hazen School District.

1. Be at the bus stop at the scheduled time. Stand back about ten feet from

the bus stop and wait until the door is open before moving closer to the bus; do not attempt to hitch-hike or walk to or from school.

2. While entering or leaving the bus, be orderly and quick.

3. While riding the bus, you are under the supervision of the driver and must obey the driver at all times. The driver has the authority to temporarily suspend a student from riding the bus. Students causing disciplinary problems will be identified and the following actions will be taken:

a. Parents will be notified by letter.

b. A second incident will result in suspension from riding the bus, and parents will again be notified and asked to come to school to personally discuss it with the principal.

c. Further incidents on the part of the student will make it necessary for the school to refuse bus service to that student.

4. Students are expected to conduct themselves in such a manner that they will not distract the attention of their driver or disturb other riders. This means keep your hands to yourself, attend to your own business, leave other students alone, and be reasonably quiet.

5. No food or drink except lunches will be brought aboard buses without the driver's permission.

6. Riding a bus is a privilege, not a right. Any student who chooses to be insubordinate on a bus is endangering the lives of the other students and will be suspended from riding the bus. The length of the suspension will be determined by the principal and may be anywhere from 3 days up to a year.

STUDENT VEHICLES

Students who have presented a valid driver's license and proof of insurance to the appropriate office personnel, may drive their vehicle to school. Vehicles driven to school shall be parked in the area designated for student parking.

Students are not permitted to loiter in parking areas and are not to return to their vehicles for any reason unless given permission to do so by school personnel.

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.

SPECIFIC SCHOOL INFORMATION AND RULES

1. The Pledge of Allegiance will be recited each morning before announcements. The flag will be raised at the beginning of each day and lowered at the end of each day.
2. School sponsored dances and parties will be terminated at 11:45 p.m.
3. The secretary and treasurer of each organization in school will be responsible for collecting and depositing money in the school activity fund. Receipt books are available in the office. The school secretary will give you a receipt for deposit. All purchase tickets must be signed by purchaser after receiving a purchase order from the principal.
4. Senior rings are usually ordered the 1st semester of the junior year.
5. Lost items including books, clothing, glasses, etc. are turned in to the principal's office. This is the first place to look for lost articles.
6. You are responsible for the locker issued to you at the beginning of the year; it is also your responsibility to keep the locker clean and to keep the door closed and preferably locked. The cost of the lock is \$5. Once a lock is bought it belongs to the student. Lost locks must be replaced at replacement value.
7. All solicitations for money and all advertising must have the approval of the principal.
8. No checks on school organizations will be written unless a requisition is made out and signed by the teacher/sponsor.

COMMUNICABLE DISEASES AND PARASITES

Students with communicable diseases or with parasites shall demonstrate respect for other students by not attending school while they are contagious. In some instances, a letter from a health care provider may be required prior to the student being readmitted to the school.

The parents or legal guardians of students found to have live lice or nits will be asked to pick their child up at school. The parents or legal guardians will be given information concerning the eradication and control of head lice. Before students may be readmitted following an absence due to head lice, the school nurse or designee shall examine the student to make sure they are free of any lice or nits.

Each school may conduct screenings of students for head lice as needed. The screenings shall be conducted in a manner that respects the confidentiality of each student.

STUDENT PUBLICATIONS

Students are entitled to express in writing their personal opinions. The distribution of handwritten, duplicated, or printed material on school premises must be with the prior consent of the principal and may not interfere with or disrupt the educational process. Written expressions which are distributed must be signed by the author.

Students who edit, publish, distribute handwritten, printed or duplicated matter among their fellow students within the schools must assume responsibility for the content of such publications.

Libelous or obscene matter and personal attacks are prohibited in all publications.

FUNDRAISING PROJECTS

All clubs, organizations, or classes wishing to raise money must have approval from the principal's office before starting a project. Any representative of a company must receive the principal's approval before approaching a class, club, organization, or its sponsor. Money derived from the sale of products must be turned in and handled through the activities account in the administrative office.

SCHOOL PARTIES

Every school party must be approved by the principal and given a definite date, place, and time on the activity calendar and must be scheduled at least two weeks before the end of school. Every school party must have a faculty sponsor plus other sponsors that the principal may require. Students will be expected to conduct themselves at school parties and activities the same as they would during regular school hours. Violations of this code of conduct will be punished the same as they would during the regular school day.

MILITARY RECRUITING

Hazen School District will comply with the No Child Left Behind Act with regards to access to students on our campus for military recruitment purposes.

PUBLICATION OF DIRECTORY INFORMATION

Parents who have objections to the disclosure of student information to the military, post-secondary institutions or potential employers may get a form for

that purpose in the high school office.

EXTRACURRICULAR ACTIVITIES

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 and absences from class to participate in extracurricular activities are to be minimal. Additionally, a student's participation in, and the District's operation of, extracurricular activities shall be subject to the following policy. All students meeting this policy's criteria are eligible for extracurricular activities.

Definitions:

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

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 certification in the course, and has a course content guide which has been approved by the Arkansas Department of Education. Any of the courses for which concurrent high school credit is earned may be from an institution of higher education recognized by the Arkansas Department of Education. 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.

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

ACADEMIC REQUIREMENTS: Junior High

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

The second semester ninth-grade student meets the scholarship requirements for junior high if he/she has successfully passed (4) academic courses the previous semester which count toward his/her 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 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 a supplemental instruction program 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 the Arkansas Activities Association (AAA) governing interscholastic activities.

ATHLETIC PROGRAM POLICIES

The Hazen High School Athletic Program is composed of extracurricular sports including football, basketball, baseball, softball, track and golf. The program is

coordinated by Joe Besancon. Participation in athletics is a privilege and although any student may sign up, students must follow the rules, regulations, and behavior policies set up by the various coaches to remain in any sport. Students can be removed from the athletic program at any time by the coaches or the principal for non-compliance with athletic rules, regulations and policies.

ATHLETIC AWARDS

First Year Awards:

School will pay the cost of letter.

Second Year Awards:

School will pay cost of letter bar insert.

Third Year Awards: (Seniors only)

School will provide three-year letterman plaque.

A letter will be awarded to all first year lettermen starting in the sophomore year (an exception is made for baseball and softball only).

Cost of honor patches (excluding honorable mention All-conference) and championship patches will be paid by school.

One major award per athlete.

If a student letters in more than one sport, the other sport will be inserted on the letter. Example: Football, Basketball, Track, Baseball.

BAND PROGRAM

The band director will discuss grading procedures with his/her students at the beginning of each semester. Students may be graded on such things as participation, playing progress, attitude and attentiveness.

Band Policies

In as much as the band is part of the total school curriculum, with credit given each year to each student officially registering for credit and meeting required standards, regulations are clarified herein. Both parents and band members are asked to familiarize themselves with these.

Rehearsals

1. Band members and their parents should realize that extra practice outside

school hours will be necessary on occasion, and if students expect to receive their credits, they must be present for these practices unless providentially hindered.

2. Extra rehearsals of the senior band will be held when the need arises. The director will always attempt to forecast rehearsals as far in advance as possible; however, during football season it is many times impossible to do this because of inclement weather, difficult routines, and lack of concentration on the part of the students. Attendance will be required unless it conflicts with a previously planned appointment of a serious nature (i.e., a doctor appointment, etc.).

Admittance Eligibility

1. Admittance to the band program will be at the discretion of the director and administration.

2. Rules and regulations concerning class procedures, dress, and conduct while on trips, etc. have been formulated and posted by the director. These have been called to the attention of the students and the parents.

3. Students will be required to pay the cost of replacement of any uniform, instrument, or other equipment that they might lose or damage.

4. Admittance to the senior band will be try-out only. No student will be admitted to the senior band by age or grade level only. Number of years spent playing an instrument will not determine the level of band the student is to be placed in.

5. Any student who drops band without valid reason and approval of the director and administration cancels his/her eligibility for band.

Procedures of Discipline

1. Discipline in band will be handled just as in any other classroom or activity. The director will take any necessary disciplinary measures, as prescribed in the official school manual, as well as the following procedures.

2. Any student who, due to excessively missing school, failure to practice, or lack of ability, cannot keep up with the band level he/she participates in will have to either drop band or be placed in the band a level below where he/she presently is.

3. Failure to attend a scheduled performance of the band, without previous permission and excuse from the director, will result in dismissal from the program for an indefinite of time.

GUIDANCE COUNSELING

The basic function of guidance is to help individuals who need or seek assistance in the meeting of problem situations. The guidance program emphasizes the importance of recognizing and providing for the individual needs, interests, aptitudes and abilities of students in achieving their maximum potential from their school experience.

The program includes the accumulation of health, personal, academic and test data about each student, and this information is readily available for guidance purposes. The program provides for the administration and interpretation of standardized tests of interests, achievement and mental maturity at various levels.

Career information, educational or vocational, will be made available to students and parents to help them understand the various opportunities and requirements related to future careers. Financial aid, scholarships, loans and grants, for continuing education, are available. Students and parents are encouraged to visit the office at any time regarding academic or social progress of the students. An appointment is necessary only to insure that the counselor will be available at the most convenient time to you.

Counseling service is available for personal matters. Your confidence will be respected.

STUDENT CLUBS AND ORGANIZATIONS

A variety of student clubs and organizations are available for students. Each club or organization is sponsored by a faculty member. These clubs and organizations all have rules, regulations, or by-laws governing membership requirements which are on file in the sponsor's room.

CLASS/CLUB ACTIVITIES

All class/club meetings will be held as scheduled by the principal and sponsor.

STUDENT ACTIVITIES FUNDS MANAGEMENT

Principals shall be responsible for the management of student activities funds in their schools.

All activity funds shall be received and disbursed through the school office. All expenditures from the activity funds shall be by signed checks. An approved accounting system shall be used and audited annually.

LIBRARY

Because it is our desire for all those connected with the school to receive maximum benefits from the library, teacher and students are asked to consider carefully and abide by these regulations.

The librarian has an organized group of student assistants who have specific duties and play an important part in extending library services. Patrons to the library are expected to cooperate with the helpers by respecting their requests.

Keeping books clean and attractive is the responsibility of library users.

Though the librarian will take the lead in the systematic instruction that the students will receive in library skills, all teachers will give the students exercises that will require the locating and use of book and non-book materials.

Both teachers and students have a part in the selection of library materials. Their recommendations are solicited and are the determining factor in each other.

Magazines, newspapers, and reference books, generally speaking, are for use within the library only. Under certain conditions, magazines and newspapers may be checked out for use outside the library for one period or overnight.

Additional books may be placed on reserve at the request of a teacher and are subject to the same regulations.

All other books are normally checked out for a one week period, with one renewal permissible.

A fine of five (5) cents per day is charged against the student for each day or fraction thereof that books are kept overtime. Saturday and Sunday are not included in the assessment fines.

Fines on all overdue library materials must be paid and materials returned to the

library before the testing period each nine (9) weeks. Should students fail to pay library fines or fail to return materials they will not be allowed to take nine (9) weeks or semester tests.

Any book which becomes due on a holiday, however, may be returned during the first period of the next school day without fine.

Information file materials may be checked out in specially provided envelopes.

Furthermore, a provision is made for checking out filmstrips and records.

All borrowers are responsible for materials checked out in their names and must pay the cost of replacement if lost or defaced.

Books are placed in open shelves, and patrons are encouraged to use the card catalog and browse freely in making their selections. While free browsing is encouraged, as stated above, students who "take advantage" by making unnecessary visits back and forth between the study hall and library will find their library privileges restricted.

Similar restrictions will be placed on students who fail to return materials to the proper places.

SENIOR HIGH BETA CLUB

To be considered as a candidate to Senior High Beta Club, a student must be in the 10th grade and have a cumulative G.P.A. of 3.20. Candidates must exhibit qualities of leadership, character, and service.

Any student who has been suspended or put in ISS is not eligible to be inducted into the Beta Club. Students who are currently in the Beta Club and are suspended or put in ISS will no longer be allowed to be members.

JUNIOR HIGH BETA CLUB

To be considered as a candidate to the Junior Beta Club, a student must have a minimum of 3.20 at the end of their 8th grade year. Candidates to be inducted must exhibit qualities of leadership, character and service.

NATIONAL HONOR SOCIETY

To be considered as a candidate to the National Honor Society, a student must have a minimum grade point average of 3.50 at the end of the first semester of their junior year. Candidates to be included into the society must exhibit high qualities of leadership, character and service.

STUDENT COUNCIL

The purpose of the Student Council of Hazen High School is to provide and foster a spirit of cooperation among students and faculty, maintain high standards of personal conduct, promote activities for the best interest of the school and develop good citizens by means of experience in school government.

The Hazen Student Council is affiliated with the Arkansas Association of Student Councils, the Southern Association of Student Councils, and the National Association of Student Councils. Representatives from the local council attend meetings of these organizations and make reports to the student body in assembly. Expenses for attendance are partially met by the council. A student must have a GPA of 2.5 to participate.

LIBRARY CLUB

The Library Club is composed of student librarians, chosen by the current librarian.

F.B.L.A.

Future Business Leaders of America is sponsored by the business teacher.

F.C.C.L.A.

Membership in Family, Career, and Community Leaders of America is voluntary and open to pupils enrolled in Family and Consumer Science or to those who have previously been enrolled.

F.E.A.

Future Educators Association is sponsored by teachers for those students interested in possibly pursuing education as a career.

F.F.A.

Membership in the Hazen FFA chapter is limited to those students who are enrolled in agriculture classes.

QUIZ BOWL

Quiz Bowl is a team that competes against other schools in academic competition. Competitors must meet AAA guidelines for eligibility. The Junior High team is composed of grades 7-9. The Senior High team is composed of grades 10-12. Most practices are held after school or at noon. Team members will be chosen by the coach based on attendance at practices and number of questions answered correctly. Quiz bowl competitions are held in the late fall semester and early spring semester.

THE HORNET

The Hornet is the Hazen High School yearbook. Staff members are selected from students who show the special abilities and skills needed to produce an outstanding yearbook.

Students who do not fulfill their responsibilities will be removed from the staff at the discretion of the sponsor. All work done and turned in for inclusion in the annual is the property of the annual staff, not the student who produced the work. Malicious destruction of annual property will result in assignment to ISS or, in severe cases, OSS.

THE LUNCHROOM

Students may obtain nourishing, well-balanced meals at a nominal price in the school lunchroom. Breakfast is served each morning before school.

PROM DAY

All junior class members will be excused from class to work on junior prom decorations, only on the day of the activity. Servers from the 10th grade will not be excused from school to work. Any junior not reporting for work or not working all day will be counted absent and will not be allowed to attend the junior/senior prom activities.

SPORTS EVENTS

Students will be dismissed for events of this nature as the need arises.

Responsibility for determining departure and student dismissal time will be at the discretion of the administration with input from the coach of the particular sport.

HOMECOMING ACTIVITIES

Afternoon coronation ceremonies will begin no sooner than 2 p.m. School will be dismissed following coronation and pep assembly.

DONATING BLOOD

Students meeting age and medical requirements will be excused from school to donate blood. Prior arrangements must be made through the principal's office. Students must return to school immediately after discharge by the Bloodmobile nurse.

PEP ASSEMBLIES

Pep assemblies will be held as deemed necessary by the administrator in charge.

DRUG POLICIES

Under the Hazen School District Policy JGCE all students who participate in Arkansas Activities Association-sponsored extracurricular activities, and all students who drive a vehicle to school are subject to random drug testing.

LOCAL CLUBS AND ORGANIZATIONS

Any club, organization or activity representing Hazen Schools that is not governed by the Arkansas Activities Association will require its members to meet requirements that are specified in the by-laws of each organization's constitution.

All admittance to any school organization or team will be at the discretion of the sponsor and the administration. Any additional requirements or the raising of minimum requirements to participate in local and extracurricular activities will be at the discretion of the sponsor, pending approval by the administration.

HEALTH SERVICES

1. If students become ill during class or while at school, they should get

permission from their teacher to go the school office. Every effort will be made to contact the parent so that the student may go home or to the doctor. A sick room shall be maintained to meet emergency needs at any time.

2. No student shall be sent home without contacting the parent.

3. In case of an accident the principal will be notified immediately, and the parents will be contacted.

4. Any child who becomes injured at school shall be attended to by the teacher, principal, or school nurse, and the parent shall be notified. If the child's condition is thought to be serious, the child shall be sent home. In case immediate attention of a physician is necessary, the child shall be taken to the family physician and the parents notified. Parents are requested to furnish the school with the name of the family doctor of their choice. If no choice is indicated and immediate attention is necessary, the child shall be taken to a doctor at the parent's expense.

GRIEVANCE PROCEDURES FOR TITLE VI, TITLE IX, AND SECTION 504

If at any time an employee or student of the Hazen School District feels that he/she has legitimate grievance based upon discrimination because of the sex, race, or handicap of the person, the following procedures should be used:

1. Contact the high school principal, at his office, or call 255-4546 (office) to register a complaint.

2. If, after discussion of the complaint with the high school principal, the feeling exists that there has been discrimination based upon sex, race, or handicap, the compliant will be referred to a grievance committee.

3. The grievance committee will meet with the person or persons as soon as a meeting can be arranged by the chairman to hear the grievance and to make recommendations for a possible solution to the grievance.

4. If the person or persons is/are not satisfied with recommendations of the grievance committee, he/she/they may appeal to the superintendent of Hazen Schools. The appeal must be registered in writing to the contact person and to the superintendent. The superintendent shall arrange a conference with the person or persons as soon as his schedule permits.

In keeping with the guidelines of Title VI, section 601, Civil Rights Act of 1964, Title IX, Section 901, Educational Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, Hazen School District assures that no person in the United States shall, on the basis of race, color, national origin, sex, or

handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

Superintendent
Title VI Coordinator, Title IX Coordinator, and 504 Coordinator
477 N. Hazen Avenue
Hazen, AR 72064
255-4549

Any person having inquiries concerning compliance with Title VI (race), Title IX (sex), or Section 504 (handicap) is directed to contact the above coordinator or the director of civil rights.

SCHOOL WEB SITE

Hazen High School shall maintain a web page to provide information about the school, students, and activities to the community.

The Hazen High School web site shall be used for educational purposes only. It shall not create either a public or a limited public forum. Any link from any page on the District's site may only be to another educational site. The web site shall not use "cookies" to collect or retain identifying information about visitors to its web site nor shall any such information be given to "third parties." Any data collected shall be used solely for the purpose of monitoring site activity to help the district improve the usefulness of the site to its visitors.

The school's web page shall be under the supervision of the District's Web Master and the school's principal. They shall have the responsibility for ensuring that web pages meet appropriate levels of academic standards and are in compliance with these guidelines and any additional administrative regulations. To this end the District and School Web Masters shall have the authority to review and edit any proposed changes to web pages to ensure their compliance with this policy. All such editing shall be viewpoint neutral.

PERMISSION TO DISPLAY STUDENT PHOTOS

Hazen School District reserves the right to display photographs or video clips of students (if student is under the age of eighteen { 18 }) on the District's web site (including any page on the site), school yearbook, school newspaper, or in any other District publication. Parents or guardians who do not wish for their student's picture to be published must notify Hazen High School in writing.

The student's name may be used in conjunction with the photograph or video clip. It is understood, however, that once the photograph or video clip is displayed on a web site, the District has no control over how the photograph or video clip is used or misused by persons with computers accessing the District's web site.

STUDENT HANDBOOK POLICIES

It shall be the policy of the Hazen 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, the more recently adopted language will be considered binding and controlling on the matter provided the parent(s) of the student, or the student if 18 years of age or older have acknowledged receipt of the controlling language.