

HERMITAGE SCHOOL DISTRICT K-12 STUDENT/PARENT HANDBOOK

2023-2024 SCHOOL YEAR

www.hermitageschools.org



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SECTION 1: FOUNDATIONAL DISTRICT INFORMATION

1.1 FORWARD

This handbook was prepared to inform students, parents, and others of the activities and services, policies and procedures, and even the ideals that the Hermitage School District considers necessary in the pursuit of an efficient and effective educational program.

The handbook content has been carefully prepared and reviewed to provide consistency, but has enough flexibility to remain relevant as time may require needed changes and adjustments. The Board of Education and Administration reserve the right for revision and/or additions to the handbook as necessary, and these will be communicated promptly. Failure to read the handbook carefully will not relieve students/parents/others of responsibility for compliance with the contents presented herein.

1.2 ACCREDITATION

All schools in the Hermitage School District are currently accredited by the Arkansas Department of Education.

1.3 ALMA MATER, COLORS, AND MASCOT

1.3.1 Alma Mater

*Oh, HHS is the grandest school that heart and mind can mold;
Her boys and girls are the most worthwhile with hearts as pure as gold;
Her unfurled flag of black and white shall wave for all to see;
Fight with all our might for the black and the white,
Hooray for Hermitage High!*

1.3.2 School Colors

Black and White

1.3.3 School Mascot

The Hermit

1.4 VISION, MISSION, AND CORE BELIEFS

1.4.1 District Vision Statement

Hermit LEAD the way...Learning, Excelling, Achieving, Developing

1.4.2 District Mission Statement

We are a district that is committed to learning for all in an environment that promotes a pathway to excellence while fostering a sense of community that celebrates our diversity.

1.4.3 District Core Beliefs/Values

- **LEARNING FOR ALL**

We believe that students and staff must be lifelong learners utilizing technology, demonstrating innovative ideas, and acquiring the skills needed to succeed in careers and higher levels of education.

- **ENVIRONMENT**

We value our staff and students and believe that all are entitled to a collaborative learning environment that is safe and clean, fun and engaging, and caring and respectful.

- **EXCELLENCE**

We expect the HERMIT PRIDE to be evident in individuals, academics and extracurricular activities, with everyone striving for excellence and being held accountable for their actions.

- **COMMUNITY**

We honor the relationships and partnerships, particularly with our families and community, necessary to ensure that our students are healthy, safe, engaged, supported and challenged.

- **DIVERSITY**

We celebrate the people and cultures represented in our schools and seek to explore teaching methods that are engaging, while addressing different learning styles and interests.

SECTION 2: GENERAL DISTRICT INFORMATION

2.1 ADDRESSES AND CONTACT INFORMATION FOR DISTRICT/SCHOOL OFFICES

2.1.1 Superintendent's Office/Board Room

Physical Address: 310 North School Drive; Hermitage, AR 71647
Mailing Address: P.O. Box 38; Hermitage, AR 71647
Phone: (870) 463-2246
Fax: (870) 463-8520

2.1.2 Hermitage Elementary School (K-6)

Physical Address: 206 West School Drive; Hermitage, AR 71647
Mailing Address: P.O. Box 38; Hermitage, AR 71647
Phone: (870) 463-8500
Fax: (870) 463-2034

2.1.3 Hermitage High School (7-12)

Physical Address: 312 North School Drive; Hermitage, AR 71647
Mailing Address: P.O. Box 38; Hermitage, AR 71647
Phone: (870) 463-2235
Fax: (870) 463-2122

2.1.4 Hermitage Preschool Center

Physical Address: 404 North Farmville Road; Hermitage, AR 71647
Mailing Address: P.O. Box 38; Hermitage, AR 71647
Phone: (870) 463-2299
Fax: (870) 463-8520

Please contact the administrator if you have any concerns and/or questions.

2.2 SCHOOL TELEPHONE

2.2.1 Acceptable Use

School telephones are only to be used for official business or other administrator approved use. Students are not taken out of class to talk on the phone unless it is an extreme emergency.

2.2.2 Use for Illness

Only the phone in the office shall be used to call home due to an illness.

2.2.3 Use for Transportation Arrangements

Parents/guardians and students are asked to make necessary arrangements for after school transportation while at home each morning before coming to school. Remember to plan ahead for emergencies, because plans often must change. Be sure your child knows what to do on those occasions. Messages will be delivered to students in case of emergencies.

2.3 WEBSITE – Board Policy 5.20

The Hermitage School District shall maintain a web page to provide information about its schools, students, and activities to the community. This policy is adopted to promote continuity between the different pages on the district website by establishing guidelines for their construction and operation.

The Hermitage School District website 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 website shall not use "cookies" to collect or retain identifying information about visitors to its website 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.

Each school's web page shall be under the supervision of the school's Web Master and the District's website shall be under the supervision of the District's Web Master. 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.

District and school web pages shall also conform to the following guidelines.

1. All pages on the District's website may contain advertising and links only to educational sources.
2. The District's home page shall contain links to existing individual school's web pages and the school home pages shall link back to the District's home page. The District's home page may also include links to educational extracurricular organization's web pages which shall also link back to the District's home page.
3. Photos along with the student's name shall only be posted on web pages after receiving written permission from the student's parents or the student if the student is under the age of 18.
4. The District's web server shall host the Hermitage District's website.
5. No web page on the District website may contain public message boards or chat rooms.
6. All web pages on the District website shall be constructed to download in a reasonable length of time.
7. The District's home page shall contain a link to a privacy policy notice which must be placed in a clear and prominent place and manner.
8. With the exception of students who may retain the copyright of material they have created that is displayed on a District web page, all materials displayed on the District web site are owned the District.
9. The District's shall include the following information on its website through a link located on the District's homepage titled "State Required Information"
 - a. Local and state revenue sources;
 - b. Administrator and teacher salary and benefit expenditure data;
 - c. District balances, including legal balances and building fund balances;
 - d. Minutes of regular and special meetings of the school board;
 - e. The district's budget for the ensuing year;
 - f. A financial breakdown of monthly expenditures of the district;
 - g. The salary schedule for all employees including extended contract and supplementary pay amounts;
 - h. Current contract information (not including social security numbers, telephone numbers, personal addresses or signatures) for all district employees;
 - i. The district's annual budget;
 - j. The annual statistical report of the district;

- k. The district's personnel policies;
- l. The annual School Performance Report;
- m. School-Level Improvement Plans;
- n. The School District Support Plan;
- o. Student discipline policies;
- p. Comprehensive School Counseling Plan;
- q. The District financial policies;
- r. Student handbooks;
- s. The Annual Report to the Public; and
- t. The parent, family, and community engagement plan.
- u. The Immunization waiver report from Policy 4.57—IMMUNIZATIONS;
- v. School District Calendar;
- w. List of statutory, rule, or Standards for Accreditation waivers the District has received under A.C.A. § 6-15-103;
- x. The District's Teacher and Administrator Recruitment and Retention Plan;
- y. The total amount of State funds used for teacher salaries;

The information and data required for items A through K in 9 above shall be the actual data for the previous two (2) school-years and the projected data for the current school-year.

Before July 15 of each year, the District shall post on its website the following information:¹⁰

- The dyslexia intervention programs used during the previous school year that were specifically responsive to assisting students with dyslexia;
- The number of students during the previous school year who received dyslexia intervention; and
- The total number of students identified with dyslexia during the previous school year.
- If the District's reading curriculum is not taken from the DESE list of approved curricula, the District shall post the reading curriculum the District uses and a statement that the curriculum is not on the list of DESE approved curricula.

The District shall include the following information on its website that may be accessed through a link located on the District's homepage titled "Title IX/Sex Discrimination":¹¹

- Contact information for the District's Title IX Coordinator;
- A statement that any person may report sex discrimination, including sexual harassment, to the Title IX Coordinator in person or by using the mailing address, telephone number, or email address provided. A report may be made at any time, including during non-business hours, and may be on the individual's own behalf or on behalf of another individual who is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment;
- Copies of the District's sexual harassment policies;
- Copies of the District's Procedures governing the grievance and appeal process;
- The process for filing a formal complaint of sexual harassment; and
- Direct links to or copies of the materials used to train the District's Title IX Coordinators, investigators, and decision-makers.

The District and school webmasters are responsible for ensuring all District webpages meet required standards to be accessible to individuals with disabilities.

2.4 COMPLAINTS – Board Policy 6.7

It is a goal of the Board and the District to be responsive to the community it serves and to continuously improve the educational program offered in its schools. The Board or the District welcomes constructive criticism when it is offered with the intent of improving the quality of the system's educational program or the delivery of the District's services.

The Board formulates and adopts policies to achieve the District's vision and elects a Superintendent to implement its policies. The administrative functions of the District are delegated to the Superintendent, who is responsible for the effective administration and supervision of the District. Individuals with complaints concerning personnel, curriculum, discipline (including specific discipline policies), coaching, or the day to day management of the schools need to address those complaints according to the following sequence:

1. Teacher, coach, or other staff member against whom the complaint is directed,
2. Principal or Supervisor, then
3. Superintendent.

Other than in the few instances where statutorily allowed or required, student discipline and personnel matters may not be discussed in Board meetings. Individuals with complaints regarding such matters need to follow the sequence outlined above.

Unless authorized by the Board as a whole for a specific purpose, no individual Board member has any authority when acting alone. District constituents are reminded that the Board serves as a finder of fact, not unlike a jury, in matters such as student suspensions initiated by the Superintendent, expulsions, and personnel discipline. For this reason, the board may not be involved or informed prior to a board hearing on particular disciplinary matters.

Complaints that are related to district use or administration of federal funds generated through specific programs identified by the Arkansas Division of Elementary and Secondary Education and authorized in the Elementary and Secondary Education Act may be taken directly from a patron or by referral from the Arkansas Division of Elementary and Secondary Education (DESE). If taken directly from a patron, the complaint may be submitted by either a signed statement or by a certified, recorded deposition or statement in which the complainant is identified. The complaints shall be addressed in the following manner.

1. The complaint shall be referred to the federal programs director, who shall assemble a team of at least two people to investigate the complaint.
2. Throughout the investigation, sufficient notes and records will be taken and maintained to substantiate the position of the findings of the investigation.
3. The team will interview the complainant and others as necessary to enable the team to make a determination of the validity of the complaint. The team may consult with individuals with knowledge or expertise in the matter, which is the subject of the complaint, including legal counsel.
4. The investigation of complaints referred by the DESE shall be completed within 30 work days of receipt of the complaint, unless a longer time period has been approved by the DESE.
5. The investigation of complaints made directly to the district shall be completed within 40 work days unless there are extenuating circumstances; in such a case, a preliminary report shall be made within 40 work days of receipt of the complaint, which shall include an explanation of the unusual circumstances requiring additional time to complete the investigation.
6. The report of the conclusions of the investigation shall be given to the complainant. It shall contain: a summary of the allegations of the complaint; a summary of the investigative actions taken by the team; a

summary of the findings concerning each alleged violation or implied violation; a statement of corrective actions needed to resolve the issues involved in each allegation and finding of complaint.

2.5 SCHOOL DAY – GENERAL

2.5.1 Instructional Day Length

The instructional day for students in grades K-12 is a minimum of an average of 6 hours.

2.6 SCHOOL DAY – ELEMENTARY/PRESCHOOL

2.6.1 Arrival and Beginning Times

The elementary school day begins at 7:50 AM. Elementary and preschool students may arrive no earlier than 7:30 AM.

2.6.2 Dismissal Time

Monday, Tuesday, Thursday, Friday: Students are dismissed at 3:15 PM.

Wednesday: Students are dismissed at 2:15 PM.

2.6.3 Dismissal Information

2.6.3(a) Car Riders

Car riders will be dismissed to the car line at 3:15 p.m. on Monday, Tuesday, Thursday, and Friday and 2:15 p.m. on Wednesday. All cars must remain in the appropriate traffic lane. Parents should remain in the car unless they need to see a teacher. (Please give consideration to the fact that afternoon dismissal is a very busy time, and this is not the best time to meet with the teacher. We will be happy to schedule an appointment during the day for you to meet with the teacher as needed.) We realize that the traffic situation is a challenge; but to ensure the safety of our students, we must follow these guidelines. Students who are car riders must be picked up between 3:15 p.m. and 3:25 p.m. on Monday, Tuesday, Thursday, and Friday and 2:15 p.m. and 2:25 p.m. on Wednesday. Students not picked up by the appropriate time. must be checked out in the office.

2.6.3(b) Bus Riders

Bus riders will be dismissed at 3:15 p.m. To ensure safety, a check out early slip must be completed in the office before bus students are released from the bus line to be car riders.

2.6.3(c) Bike Riders and Walkers

Bike riders and walkers will be detained at elementary until the traffic clears.

2.7 SCHOOL DAY – SECONDARY

2.7.1 Arrival and Beginning Times

High school students may not arrive on campus before 7:30 AM. The high school day begins at 7:55 AM.

2.7.2 Dismissal Times

Monday, Tuesday, Thursday, and Friday: The high school day ends at 3:25 PM.

Wednesday: Students are dismissed at 2:25 PM.

2.8 PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE – Board Policy 4.46

Recitation of the Pledge of Allegiance

The Pledge of Allegiance shall be recited during the first class period of each school day, at the beginning of each school-sanctioned after-school assembly, and at the beginning of each school-sanctioned sporting event. If 2 or more school-sanctioned sporting events occur on the same day at the same school, the Pledge may be recited at only 1 of the school-sanctioned sporting events. Those students choosing to participate shall do so by facing the flag with their right hands over their hearts, or in an appropriate salute if in uniform, while reciting the Pledge of Allegiance. Students who choose not to recite the Pledge shall either stand or sit quietly while other students recite the Pledge of Allegiance. Students choosing not to recite the Pledge of Allegiance shall not be subject to any comments, retaliation or disciplinary action.

Moment of Silence

Following the recitation of the Pledge, there shall be an observance of 1 minute of silence. During the period of silence, a student may, without interfering with or distracting another student, reflect, pray, meditate or engage in any other silent activity. Students who do not disrupt the 1 minute moment of silence shall not be subject to any comments, retaliation, or disciplinary action.

2.9 NATIONAL ANTHEM – Board Policy 4.44

Each school in the district shall broadcast The Star-Spangled Banner at the beginning of each school-sanctioned sporting event and at least once each week during school hours. In the event that 2 or more school-sanctioned sporting events occur on the same day at the same school, the broadcast must only occur at 1 of the events. The broadcast may be recorded or performed live, as long as it meets DESE rules.

Students shall not be compelled to participate in the performance of The Star-Spangled Banner, but students who choose not to participate in the performance shall not disrupt those students choosing to participate. Students choosing not to participate and who do not disrupt the participation of or performance of The Star-Spangled Banner shall not be subject to any comments, retaliation, or disciplinary action.

2.10 DELIVERIES

2.10.1 Gift Deliveries

Delivery of flowers, gifts, etc. to students is prohibited except on the day of Homecoming and Valentine's Day. Balloons are prohibited on school district buses. Gifts too large to fit in backpacks will not be permitted on school buses.

2.10.2 Lunch Deliveries

A parent/guardian may bring lunch only to his/her own child, but this must be done through the School Office. Students will not be allowed to loiter in the office or the vicinity of the office in order to wait on a parent or guardian to deliver lunch. Parents/guardians or immediate family members of students may deliver food to the office for students before the student's scheduled lunch time. Food may not be delivered to the cafeteria, dropped off in front of the school, or delivered to any other location on school campus. Violation of this rule will result in the removal of the provision for all students. Exceptions to this rule may be made for school-wide functions.

2.11 CLASS PARTIES/CELEBRATIONS

2.11.1 Administrator Approval

In order to keep our school environment in compliance with regulations for nutrition, the administrator must approve all celebrations.

2.11.2 Celebrations and Parties Involving Food and/or Drinks

Each school may not have more than 9 celebrations per year that involve food. Any foods brought by students for celebrations must be pre-packaged or purchased from a licensed bakery. For specific information regarding these regulations, please contact the administrator.

2.11.3 Parties for or from Individuals

Parties for individual students or from individual parents are not permitted.

2.12 SCHOOL CLOSINGS

2.12.1 School Closing Policy

When weather, contagious disease outbreaks, utility outages or other circumstances make it necessary to close school, the decision to close early (as early as 1:00 PM), open late (as late as 10:00 AM), or close for the entire day will be made as soon as possible. (Act 747 of 2017)

2.12.2 School Closing Announcements and Notifications

Announcements concerning school closings will be:

- sent out via school messaging system (text or call),
- posted on our Facebook page (Hermitage School Information Page), and
- submitted to the Saline River Chronicle, Monticello Live, and FM 105.5 KWRF in Warren, and possibly
- submitted to KATV Channel 7 in Little Rock.

Please do not phone school personnel since this delays efficient dismissal.

2.13 CLOSED CAMPUS – Board Policy 4.10

2.13.1 General Policy

- All schools in the District shall operate closed campuses.
- Students are required to stay on campus from their arrival until dismissed at the end of the regular school day unless given permission to leave the campus by a school official or designee. Students must sign out in the office upon their departure.
- Whether a student is brought to school, walks, rides a bus, or drives his/her own vehicle, the school day starts for that student as soon as he/she arrives on campus.
- Upon arrival, students must go to an approved area to wait for the first bell.
- Sitting in a vehicle or standing around on the parking lot shall not be permitted, nor shall any student be permitted to return to his/her vehicle during the school day without a school official's escort or pass from the office.
- Any student who leaves the campus at any time without going through proper procedures shall be considered truant, and the Truancy Policy will be applied.
- The campus is off limits except for a reasonable length of time after the end of a school sanctioned or sponsored activity.

Students arriving at school after the school day has begun must sign in through the office and receive a tardy slip for entry into class.

2.14 EQUAL OPPORTUNITY – Board Policy 4.11

2.14.1 Policy

The Hermitage School District is an equal opportunity employer and shall not discriminate on the grounds of race, color, national origin, sex, age, or disability. This includes, but is not limited to admissions, educational services, financial aid and employment.

No student in the Hermitage 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.

Any person may report sex discrimination, including sexual harassment, to the Title IX Coordinator in person or by using the mailing address, telephone number, or email address provided on the district website. A report may be made at any time, including during non-business hours, and may be on the individual's own behalf of another individual who is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment.

For inquiries concerning equity, please contact LaDonna Spain, Superintendent of Schools.

2.14.2 Annual Dissemination of Policies

This educational institution will disseminate nondiscriminatory policies to students, parents, employees and the public prior to the beginning of each school year. These policies are posted on the district webpage, www.hermitageschools.org.

2.14.3 Committee Selection

Committees will be selected in a fair and equitable manner and will reflect the diversity of the district in terms of sex, race, socioeconomic level, disability, national origin and other population.

2.15 SPECIAL SERVICES

Many special services are available to assist your child. Some of the services available include:

- Food services,
- Health services,
- Guidance services,
- Special education services,
- Professional counseling services,
- Therapists (as available),
- Gifted and Talented services,
- Alternative Learning Environment (A.L.E.),
- Migrant services, and
- Parent/Outreach services.

The Hermitage School District, in compliance with AR Code Ann. 6-18-508 and 6-18-509, has an Alternative Learning Environment (A.L.E.) that seeks to eliminate traditional barriers to student learning. This non-traditional, non-punitive intervention is designed to provide guidance, counseling, and academic support to students who are experiencing emotional, social, or academic difficulties. The Hermitage School District is

committed to offering an alternative learning environment for students in grades 7 – 12. Student needs and appropriate placement are determined on an individual basis. A.L.E. provides each student with opportunities to realize success in academics, as well as the importance of setting goals, achieving goals, maintaining a good self-image and becoming an asset to their home-base school and community. A behavior plan or an updated plan will be formulated for each student and progress will be reviewed upon exiting.

Please contact your child's school for more information on any of these services or with any other needs.

2.16 HOMEBOUND/HOSPITAL BOUND STUDENTS

The district may provide homebound instruction for those students who are unable to attend regular school instruction. Need for such programs shall be based on individual student needs and shall be provided in accordance with appropriate rules and regulations. Please contact your child's school for more information.

2.17 LIBRARY MEDIA SERVICES

Both schools in the Hermitage School District have a library/media center with a specialist assigned in accordance with state guidelines. Items checked out from the center must be returned in original condition to avoid financial debt being imposed.

2.18 DYSLEXIA SERVICES

The Arkansas State Legislature enacted Act 1294 of the 2013 regular session to ensure that children with dyslexia have their needs met by all Arkansas public school systems. Act 1268 of 2015 amended parts of the original legislation. The legislation defines dyslexia, describes required screening and intervention, and lists required actions of the state, education cooperatives, and school districts.

Information on dyslexia services offered by the Hermitage School District can be found on our district website. Our Literacy Facilitators or Building Administrators may also provide information.

2.19 MCKINNEY-VENTO HOMELESS SERVICES

The McKinney-Vento program is designed to address the problems that homeless children and youth have faced in enrolling, attending, and succeeding in school. Under this program, State Educational Agencies (SEAs) must ensure that each homeless child and youth has equal access to the same free, appropriate public education, including a public preschool education, as other children and youth. Homeless students may not be separated from the mainstream school environment. States and districts are required to review and undertake steps to revise laws, regulations, practices, or policies that may act as a barrier to the enrollment, attendance, or success in school of homeless children and youth.

The program is authorized under Title VII-B of the McKinney-Vento Homeless Assistance Act (42 USC 11431 et seq.), (McKinney-Vento Act). The program was originally authorized in 1987 and, most recently, reauthorized by the No Child Left Behind Act of 2001.

Information on homeless services in the Hermitage School District should be addressed to the Social Worker.

2.20 STUDENT NAME, TITLE, OR PRONOUN - Board Policy 4.62

Unless a District employee has the written permission of the parent, legal guardian, person having lawful control of the student, or person standing in loco parentis to the student or the student if the student is an emancipated minor or over eighteen (18) years of age, a District employee shall not address a student with a:

1. Name other than that listed on the student's birth certificate, except for a derivative of the name; or
2. Pronoun or title that is inconsistent with the student's biological sex.

A student shall not be subject to discipline for declining to address a person using a:

- a. Name other than that listed on the student's birth certificate, except for a derivative of the name; or
- b. Pronoun or title that is inconsistent with the person's biological sex.

2.21 STUDENT RELIGIOUS EXPRESSION - Board Policy 4.63

The Hermitage School District Board of Directors does not allow the discrimination against a student based on a student's voluntary religious expression, if any. At the same time, the District shall provide a process to eliminate any actual or perceived sponsorship or attribution to the District of a student's public voluntary expression of a religious viewpoint, if any.

Student Assignments

Student assignments include, but are not limited to:

- Homework;
- Classwork;
- Artwork; and
- Other written or oral assignments.

A student may express the student's religious viewpoint, if any, in the student's assignments without discrimination based on the religious content, if any. A student's assignments shall:

1. Be graded and judged:
 - By ordinary academic standards of substance and relevance; and
 - Against other conventional, pedagogical topics as identified by the District curriculum; and
2. Not be penalized or rewarded based on the religious content, if any, of the student's assignments.

Student Presenters

A student's expression of a religious viewpoint, if any, on an otherwise permissible subject shall not be excluded from a forum, whether oral or in writing, where students are allowed to speak.

The District has the right to restrict student speech that is inappropriate in the school setting by being obscene, vulgar, offensively lewd, or indecent.

Review of written student forums shall be handled in accordance with Policy 4.14—STUDENT MEDIA AND THE DISTRIBUTION OF LITERATURE.

If the forum is a scheduled event with designated student speakers, the building principal shall have an opportunity to review pre-written remarks prior to the student's presentation at the scheduled forum. The principal may require the student to amend the student's remarks to the extent necessary to address any portions that are determined to be inappropriate. A student's refusal to amend the remarks that were determined to be inappropriate may be prohibited from participation in the forum. A student who diverts from the approved pre-written remarks during a speech in such a manner that is determined to be inappropriate by the building principal or another present District staff member may be asked to return to the approved remarks. If a student refuses to return to the approved remarks or continues to divert from the approved remarks in a manner that is

determined to be inappropriate may be escorted from the forum and disciplined in accordance with the District's Student Code of Conduct.

If the timing or format of the forum does not provide for pre-written remarks to be reviewed, then the building principal or other District staff shall have the authority to address a student whose remarks are determined to be inappropriate. The building principal or District staff member shall initially ask the student to cease the inappropriate remarks. If the student refuses or makes additional inappropriate remarks after being directed to cease such remarks, Then the building principal or District staff member may escort the student from the forum and the student may be disciplined in accordance with the District's Student Code of Conduct

There shall be a disclaimer that a student speaker's speech does not reflect the endorsement, sponsorship, position, or expression of the District. The disclaimer shall be provided at all forums where students speak and at all graduation ceremonies. The disclaimer shall be provided orally or in writing as most appropriately fits the format of the forum.

Information on how to participate in a student forum shall be provided to all students. Students are notified of upcoming forums, such as a student newsletters, posting to bulletin boards, or distribution of information to students but are not limited to paper notification, orally, electronically by means of text, email, etc.

In Policy 5.17—HONOR ROLL AND HONOR GRADUATES, the following students may speak during the District's graduation ceremony: students of Highest Honors and additional students as needed in rank order.

SECTION 3: ACADEMICS GENERAL INFORMATION

3.1 COMPULSORY ATTENDANCE REQUIREMENTS – Board Policy 4.3

Every parent, legal guardian, person having lawful control of the child, or person standing in loco parentis of any child age five (5) through seventeen (17) years on or before August 1 of that year who resides, as defined by policy (4.1—RESIDENCE REQUIREMENTS), within the District shall enroll and ensure the attendance of the child at a District school with the following exceptions.

1. The child is enrolled in private or parochial school;
2. The child is being home-schooled and the conditions of policy (4.6 – HOMESCHOOLING) have been met;
3. The child will not be age six (6) on or before August 1 of that particular school year and the parent, legal guardian, person having lawful control of the child, or person standing in loco parentis of the child elects not to have him/her attend kindergarten. A kindergarten waiver form prescribed by regulation of the Division of Elementary and Secondary 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).

3.2 STUDENT PROMOTION AND RETENTION – Board Policy 4.55

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

Each time a student is assessed by use of a high-quality literacy screener, with results at least once each semester, the Parents, legal guardians, persons having lawful control of the student, or persons acting in loco parentis, and teacher(s) of a student in kindergarten through eighth (8th) grade shall be notified in writing of the student's independent grade-level-equivalency in reading and, in a parent friendly manner, the student's reading progress.

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

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

- a. The building principal or designee;
- b. The student's teacher(s);

- c. School counselor
- d. A 504/special education representative (if applicable); and
- e. The student's parents, legal guardians, persons with lawful control of the student, or persons standing in loco parentis.

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

All students must successfully pass all end-of-course (EOC) assessments they are required to take unless exempted by the student's individualized education program (IEP). To receive academic credit on his/her

Each student shall have a student success plan (SSP) developed by school personnel in collaboration with the student's parents and the student that is reviewed and updated annually. A student's SSP shall use multiple academic measures to personalize learning in order for students to achieve their grade-level expectations and individual growth. The SSP will identify if the student is in need of additional support or acceleration.

Academic measures to be used in creating and updating a student's SSP shall include, but are not limited to:

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

The SSP for a student in kindergarten through grade three (K-3) who does not meet the reading standard As set by the state board and determined by a high-quality literacy screener or the statewide assessment shall include an individual reading plan for each student. An individual reading plan shall include:

1. The student's specific, diagnosed reading skill needs, including without limitation:
 - Phonemic awareness;
 - Phonics decoding;
 - Text reading fluency;
 - Vocabulary-building strategies; and
 - Self-regulated use of reading comprehension strategies, as identified by high-quality literacy screener data;
2. The goals and benchmarks for the student's growth;
3. How the student's progress will be monitored and evaluated;
4. The type of additional instructional services and interventions the student may receive;
5. The intensive, evidence-based literacy intervention program aligned to the science of reading the student's teacher will use to address the areas of phonemic awareness, phonics, fluency, vocabulary, and comprehension;
6. The strategies the student's parents, legal guardians, or persons standing in loco parentis to the student are encouraged to use in assisting the student to achieve the student's reading goal; and
7. Any additional services the student's teacher determines are available and appropriate to accelerate the student's reading skill development.

All parents, legal guardians, or persons standing in loco parentis shall be notified in writing:

- a. Of the content of their child's independent reading plan and progress on the independent reading plan throughout the year; and

- b. By no later than October 1 of each year, or as soon as practicable if a student's reading need is identified after October 1:
 - Of their student's eligibility to participate in the literacy tutoring grant program;
 - The process for applying for the literacy tutoring grant program; and
 - Other information provided by DESE.

For each student who does not meet the reading standard established by the state board by the end of third (3rd) grade, including students who are promoted to the fourth (4th) grade under a good cause waiver, the District, during the subsequent summer and school year, shall :

- a. Provide at least ninety (90) minutes of evidence-based literacy instruction aligned to the science of reading during each school day;
- b. Assign the student to:
 - If the District has a teacher with a value-added model score in the top quartile statewide in English language arts for the past three (3) years, a teacher with a value-added model score in the top quartile statewide in English language arts for the past three (3) years; or
 - If the District is unable to identify a teacher with a value-added model score in the top quartile statewide in English language arts for the past three (3) years, a teacher:
 - With a highly-effective rating according to the Teacher Excellence and Support System, when possible; or
 - Deemed to be a high-performing teacher as defined by a Master Professional Educator designation.
- c. Provide parents, legal guardians, or persons standing in loco parentis to students with a “read-at-home” plan to support student early literacy growth, which shall include evidence-based science of reading strategies and tools that are aligned to a student's individual reading plan for parents, legal guardians, or persons standing in loco parentis to use with their student;
- d. Notify parents, legal guardians, or persons standing in loco parentis to a student regarding their student's eligibility for a literacy tutoring grant;
- e. Be given priority to receive a literacy tutoring grant; and
- f. Be given the option to participate in additional intensive, evidence-based literacy intervention programs aligned to the science of reading.

The SSP of a student in kindergarten through grade eight (K-8) who is not performing at or above grade level on the state assessment, as defined by the State Board of Education shall include a math intervention plan. The math intervention plan may include the:

1. Provision of each student with access to high-dosage, targeted math tutoring in the subsequent school year, which shall include three (3) or more tutoring sessions a week in a one-on-one or small-group setting;
2. Assignment to:
 - if the District has a teacher with a value-added model score in the top quartile statewide in math for the previous three (3) years, a teacher, with a value-added model score in the top quartile statewide in math for the previous three (3) years; or
 - if the District is unable to find a teacher with a value-added model score in the top quartile statewide in math for the previous three (3) years, a teacher:
 - With a highly-effective rating in the Teacher Excellence and Support System, when possible; or
 - Deemed to be a high-performing teacher as defined by a Master Professional Educator designation; and
3. Provision of each student with extended time on math instruction during or after school.

All parents, legal guardians, or persons standing in loco parentis shall receive written notification of their student's math intervention plan and progress on the student's math intervention plan throughout the school year.

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

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

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

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

A student's SSP shall include the recommended sequence of courses for successful completion of the diploma pathway selected by the student but be sufficiently flexible to allow the student to change the student's selected diploma pathway. The school counselor shall meet with the student's parent, legal guardian, or persons standing in loco parentis and the student to review the student's SSP annually and to revise the student's SSP as necessary to identify the courses to be taken each year until all required core courses are completed. Part of the review shall include an explanation of the possible impacts the revisions to the plan might have on the student's graduation requirements and postsecondary education goals. Any change made to a student's SSP as part of the review that amends the student's diploma pathway shall be structured to ensure that the student will meet the high school graduation requirements for the student's chosen diploma pathway and be qualified for admission to a postsecondary educational institution or to enter the workforce. After each review, the student's SSP shall be signed by the student; student's parent, legal guardian, or person standing in loco parentis to the student; and the school counselor.

An SSP shall be created:

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

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

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

In addition to the possibility of retention or withholding of course credit, students who either refuse to sit for a State assessment or attempt to boycott a Statewide assessment by failing to put forth a good faith effort on the assessment as determined by the assessment administrator/proctor, or whose parents do not send their student to school on the dates the assessments are originally administered or scheduled as make-up days shall not be permitted to participate in any non-curriculum related extracurricular activity, including school dances, prom, homecoming, senior events, and may be prevented from walking or participating in graduation exercises. The

student shall remain ineligible to participate until the student takes the same or a following Statewide assessment, as applicable. The Superintendent or designee may waive this paragraph's provisions when the student's failure was due to exceptional or extraordinary circumstances. Students falling under the provisions of this paragraph shall be permitted to attend curriculum related field trips occurring during the school day.

3.3 GIFTED AND TALENTED PROGRAM

It shall be the expectation of the State Board of Education that:

- The school district shall develop procedures to identify gifted and talented students in accordance with guidelines established by the State Department of Education.
- The school district shall provide educational opportunities for students identified as gifted and talented appropriate to their ability.
- Each school shall use procedures to evaluate the effectiveness of the provisions of these educational opportunities.

Students in the Hermitage School District are served in the following ways:

- K-3 – All students receive whole group enrichment – 30 minutes/week;
- 4-6 – Identified students receive 150 minutes/week of resource room services delivered by a GT certified teacher;
- 7-9 – Modification in the regular classroom through consultant teacher and course content; and
- 10-12 – AP and concurrent credit courses in various content areas, delivered by trained teachers.

3.4 HOMEWORK – Board Policy 5.14

3.4.1 General Policy

Homework is considered to be part of the educational program of the District. Assignments shall be an extension of the teaching/learning experience that promotes the student's educational development. As an extension of the classroom, homework must be planned and organized and should be viewed by the students as purposeful.

Teachers should be aware of the potential problem students may have completing assignments from multiple teachers and vary the amount of homework they give from day to day.

Homework will vary within content areas, and consideration should be given as to the need for such work, ability of student, maturity of student, and availability of resource materials. When assigned, it should be based on one or more of the following criteria:

- To promote reading and skills development,
- To reinforce what was taught in the instructional setting,
- To promote retention, through practice, that which was taught in the instructional setting,
- To research assigned topics,
- To conduct independent investigations,
- To promote references and study skills,
- To complete assignments begun in the instructional setting,
- Homework should be used in a positive, constructive, and non-punitive manner.

3.4.2 Guidelines

We further recognize that homework should be assigned on a regular basis in all academic areas. Because homework is essential for the student to master the skills necessary in each discipline and a certain amount of independent work is necessary at each level, the following guidelines are to be followed regarding homework.

- Homework assignment completion times will vary by the subject and ability level of the student. NOTE: Advanced Placement classes are considered college classes and homework will reflect the rigor associated with a college level class;
- Homework should be a gradual and progressive experience for all students;
- Homework should never be assigned as punishment;
- Homework should not be assigned on material not previously taught;
- Student work should always be graded and feedback given. Homework grades will not constitute more than 10% of a student's grade in each subject/class each nine-week period;
- Failure to complete or turn in homework may result in a lower grade average;
- Homework will not be assigned over school breaks (Thanksgiving, Christmas, and Spring Break).

3.5 MAKE-UP WORK – Board Policy 4.8

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 zero.
7. Students are responsible for turning in their make-up work without the teacher having to ask for it.
8. Students who are absent on the day their make-up work is due must turn in their work the day they return to school whether or not the class for which the work is due meets the day of their return.
9. As required/permitted by the student's Individual Education Program or 504 Plan.

Work may not be made up for credit for unexcused absences unless the unexcused absences are part of a signed agreement as permitted by policy 4.7—ABSENCES.

Work for students serving an out-of-school suspension or expulsion shall be in accordance with the District's programs, measures, or alternative means and methods to continue student engagement and access to education during the student's period of suspension or expulsion.

In lieu of the timeline above, assignments for students who are excluded from school by the Arkansas Department of Health during a disease outbreak are to be made up as set forth in Policy 4.57—IMMUNIZATIONS.

In addition to the make-up work process above, at the conclusion of a pregnancy-related or parenting-related period of absence, a student may choose from various options to make up missed work, including without limitation:

- a. Retaking a semester at the District school where the student is enrolled;

- b. Participating in an online course credit recovery program;
- c. Being granted six (6) weeks to continue at the same pace and finish the semester at a later date, provided that the student may:
 - Complete the student's coursework within the current school year; or
 - Attend previously scheduled summer school classes made available by the District Where the student is enrolled; and
- d. Receiving home-based instruction services.

3.6 BOOKS

3.6.1 Availability of Textbooks

Basic textbooks in all classes will be furnished free to all students.

3.6.2 Care of District Property

The student is responsible for the care and protection of the items issued to him/her. If items are lost or defaced in any way, the student will be required to pay for damages or replacement. This policy is applicable to all items signed out to an individual student. Unpaid fines will be tracked in the office and may result in loss of privilege to participate in graduation exercises.

SECTION 4: ACADEMICS - ELEMENTARY

4.1 GRADING AND REPORTING – Board Policy 5.15

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

All grade level conferences with parent(s) and or guardian(s) shall be scheduled at a time and place to best accommodate those participating in the conference. The school shall document participation or non-participation in required conferences.

Each teacher shall meet with the parent(s) or guardian(s) of each student twice a year through a parent/ teacher conference, telephone conference, or a home visit. More frequent communication shall occur with the parent(s) or guardian(s) of students not performing at the level expected for their grade. If a student is to be retained at any grade level, notice of retention and the reasons for retention shall be communicated promptly in a personal conference.

Students will receive a minimum of one (1) scored assignment per subject per week in each nine (9) week grading period. Mid-nine (9) week reports (progress reports) will be sent home each grading period with the student. Grades will be posted to E-School weekly.

4.1.2 Grading Scale – Kindergarten

Kindergarten will use standard checklists for communicating student performance with parents.

K Grading Scale:

- 1 = Not yet mastered
- 2 = Progressing toward mastery
- 3 = Meets mastery

4.1.3 Grading Scale – Grades 1-6

The grading scale for Hermitage Elementary (Grades 1-6) students shall be as follows:

- A = 100-90
- B = 89-80
- C = 79-70
- D = 69-60
- F = 59 and below.

4.1.4 Grade Changes

After a 9-week or semester grade has been submitted to an electronic grade book, printed, verified by the teacher, entered into E-School, and printed on a report card, in order to change the grade, a grade change request must be submitted in writing by the teacher and signed by the teacher, student, parent or guardian of the student, the administrator, and the school staff member (usually the Guidance Counselor) responsible for entering the grade change on E-School.

4.1.5 Grading Practices

Quarterly grades will be based upon 3 categories: assessments, classwork, and homework. 60% or more of a grade shall come from assessments that are graded with the use of a rubric or answer key and represent the student's understanding of the standards. No more than 10% of a student's grade shall come from homework assignments.

4.2 STUDENT HONORS

4.2.1 Honor Roll

Two honor rolls for each grading period and both semesters are recognized as follows:

- A-Honor Roll – Students who have A's in all subject areas are recognized for the A-Honor Roll.
- A/B-Honor Roll – Students who have all A's and B's in all subject areas are recognized for the A/B-Honor Roll.

Handwriting will not be considered for inclusion on Honor Roll.

Kindergarten will only be recognized each 9-week grading period.

4.2.2 Elementary Honor Graduates

Elementary Honor Graduates will be chosen from the 6th grade graduating class. Graduates earning a 4.0 Grade Point Average will be recognized as Graduating with Highest Honors. Graduates earning a 3.80 – 3.99 Grade Point Average will be recognized as Graduating with High Honors. Graduates earning a 3.60 – 3.79 Grade Point Average will be recognized as Graduating with Honors. Grade Point Averages will be calculated on semester grades in all subjects from grade four through the second semester of sixth grade. The second semester of sixth grade average will be calculated by using the average of the third nine-weeks grade and the progress report grade for the fourth nine-weeks.

4.2.3 Elementary Honor Attendants

Elementary Honor Attendants will be chosen from the 5th grade class and will be chosen based on a 3.60 and above Grade Point Average calculated on semester grades in all subjects from grade four through the end of the second semester in grade five. The second semester of fifth grade average will be calculated by using the average of the third nine-weeks grade and the progress report grades for the fourth nine-weeks.

4.2.4 Honors Breakfast

The Elementary Honors Breakfast will be held annually at the end of each school year on a date set by administration.

- **Grades 1-6** – Students who are invited to attend this event will have and maintain all "A" or "A/B" for the first three nine-week periods in all subjects and on the progress report for the fourth nine weeks for the current year.

4.2.5 Junior Beta Club – Division 1: Grades 4 and 5 Division 2: Grade 6, 7, and 8

- **Induction requirements –**
 - **Grading** – Students must maintain all A’s and B’s for each nine weeks for their previous school year and for the first 9 weeks of the current school year.
 - **Character Traits** – Students are expected to exhibit exemplary character traits. Students inducted to Junior Beta Club must not have been assigned to ISS or OSS for the previous and current school year more than once.
 - **Assessment** – Students must pass (proficient or exceeding) the reading and math portions on the state standardized test for the previous school year.
 - **Fee** – Students are required to pay the National Beta Club fee prior to induction.
- **Yearly requirements –**
 - **Grading** – Students chosen for the Junior Beta Club shall maintain A’s and B’s on each nine-week report card. If a student in the club receives a grade below a B on a nine-week report, he/she will be on probation until the next nine-week report. Once the nine-week report shows the grade has been brought back up to an A or B, then the student will no longer be on probation. While on probation, the student will not attend regular meetings or activities.
 - **Character Traits** – Students chosen for the Junior Beta Club shall be expected to not get ISS or OSS. If a student in the club receives ISS or OSS, he/she will be on probation until the next nine-week report. Once the nine-week report shows the student has not been placed in ISS or OSS for that nine-weeks period, then the student will no longer be on probation. While on probation, the student will not attend regular meetings or activities.
 - **Assessment** – Students chosen for the Junior Beta Club are expected to pass (proficient or exceeding) the reading and math portions on the state standardized test. If a student in the club does not pass the reading and math portions of the state standardized test, he/she will be on probation until the next school year. Once the student has passed the reading and math portions of the state standardized test, then the student will no longer be on probation. While on probation, the student will not attend regular meetings or activities.

4.3 STUDENT INTERVENTION SERVICES AND SUMMER SCHOOL – Board Policy 5.13

4.3.1 Student Intervention Services

The Hermitage School District will offer literacy and math interventions to any student in need, in accordance with current laws, rules, regulations, best practices, etc.

4.3.2 Summer School

The Hermitage School District shall offer remediation programs during the school year to those students in kindergarten through third grade not performing at grade level.

SECTION 5: ACADEMICS - SECONDARY

5.1 ACADEMIC GUIDELINES

5.1.1 General Policy

It is the responsibility of the student and parents to make sure graduation requirements are being met.

5.1.2 Diploma and Commencement

A student who fails to pass his class work because of a failure to put forth his best effort or who fails due to poor attendance cannot receive a diploma.

Students must successfully complete all course requirements and be in good standing to participate in Commencement Exercises.

5.2 GRADING AND REPORTING – Board Policy 5.15

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

All grade level conferences with parent(s) and or guardian(s) shall be scheduled at a time and place to best accommodate those participating in the conference. The school shall document participation or non-participation in required conferences.

Each teacher shall meet with the parent(s) or guardian(s) of each student twice a semester through a parent/teacher conference, telephone conference, or a home visit. More frequent communication shall occur with the parent(s) or guardian(s) of students not performing at the level expected for their grade. If a student is to be retained at any grade level, notice of retention and the reasons for retention shall be communicated promptly in a personal conference.

Students will receive one grade per period per week for each nine (9) week grading period. Mid-nine (9) week reports (progress reports) will be sent home each grading period with the student. Grades will be posted to E-School weekly.

5.2.2 Grade Placement

Beginning with 9th grade, grade placement is based on the number of credits. *See Section 5.3.1. – Student Classification.*

5.2.3 Repeated Coursework

- A failed grade in a course is not replaced on the student's transcript when the course is repeated.
- The grade earned when the course is repeated will also be added to the student's transcript.
- Both grades will be calculated into the student's cumulative GPA.

5.2.4 Standard Grading Scale

The grading scale and numeric values for all other courses offered shall be as follows:

- A - 90 - 100% = 4 points
- B - 80 - 89% = 3 points
- C - 70 - 79% = 2 points
- D - 60 - 69% = 1 point
- F - 59 and below = 0 point

5.2.5 Grade Changes

After a 9-week or semester grade has been submitted to an electronic grade book, printed, verified by the teacher, entered into E-School, and printed on a report card, in order to change the grade, a grade change request must be submitted in writing by the teacher and signed by the teacher, student, parent or guardian of the student, the administrator, and the school staff member (usually the Guidance Counselor) responsible for entering the grade change on E-School.

5.2.6 Advanced Placement, International Baccalaureate, and Honors Courses (Board Policy 5.21)

Students in grades 7-12 who take advanced placement (AP) courses; International Baccalaureate courses (IB); or honors or concurrent credit college courses; or other courses approved for weighted credit by the Division of Elementary and Secondary Education (DESE) or the Division of Career and Technical Education (DCTE) shall be graded according to the following schedule:

- A = 100 – 90
- B = 89 – 80
- C = 79 – 70
- D = 69-60
- F = 59 and below

For the purpose of determining grade point averages, the numeric value of each letter grade shall be

- A = 5 points
- B = 4 points
- C = 3 points
- D = 2 point
- F = 0 points

For a student to be eligible to receive weighted credit for an AP, or IB course:

- The course must be taught by an Arkansas licensed teacher who has received the appropriate training required by Arkansas statute and DESE Rule or, for an AP teacher, is in the process of completing an Additional Training Plan; and
- The student takes the applicable AP or IB examination after completing the entire course. 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 exam. Students who do not take the applicable exam shall receive the same numeric value for the grade he/she receives in the course as if it were a non-AP or IB course.

"Honors Courses" are those courses that have been approved by (DESE) as honors courses. Honors courses must stress higher order learning and be offered in addition to curriculum offerings required by the Standards for Accreditation.

For career and technical education courses taken after July 1, 2023, career and technical courses that are eligible for weighted credit are those career and technical education courses that are approved by DCTE to exceed the curriculum standards for a non-weighted class and lead to an approved industry-recognized certification. A student shall receive weighted credit for each approved career and technical education course upon the student:

- Completing the relevant career and technical pathway; and
- Earning the high-value industry credential aligned with the career and technical pathway.

Students who transfer into the district will be given weighted credit for the AP; courses, IB courses; honors or concurrent credit college courses; and other courses approved by DESE and DCTE for weighted credit that were taken for weighted credit at his/her previous school(s) according to the preceding scale.

5.2.7 AP Course Drop Policy

- Students will not be allowed to drop an AP course until the first quarter has ended. (1st 9 weeks)
- Following the fifth week of the first quarter, the students must meet with the administrator, counselor, and AP instructor to identify reasons for wishing to drop the course.
- There will be a four-week waiting period following these meetings, during which the student must continue to participate in the AP course.
- During the four-week waiting period, the student must document efforts to improve coursework. This may include extra tutoring sessions, study aids, and time with the AP instructor.
- If, at the end of the four-week wait period, the student has satisfied all requirements for dropping the course, and still wishes to drop, he/she will be removed.
- If the student has not made efforts to improve class performance, he/she will not be allowed to drop.

5.2.8 Report Cards

A report card will be issued for each subject at the end of each quarter. However, the semester grade is the one that is recorded on the student's transcript. It is determined in the following manner: 50% from the first quarter and 50% from the second quarter. (Cumulative, performance-based assessments will be given each quarter and will be calculated as 20% of the quarter grade. Students enrolled in classes through Virtual Arkansas will receive grades according to the grading practices of Virtual Arkansas.)

5.2.9 Transcript Reporting

All grades become permanent once they are added to the student's individual transcript.

5.2.10 Calculating Grades for Transfer Students – Board Policy 5.15

- The final grades of students who transfer in for part of a semester will be determined by blending the grades earned in the district with those earned outside of the district.
- Each final grade will be the sum of the percentage of days in the grading period transferred from outside the district times the transferred grade from outside the district plus the percentage of days in the grading period while in the district times the grade earned in the district.
- Example:
 - The grading period has 40 days.
 - A student transferred with a grade of 83% earned in 10 days at the previous school.

- The student had a grade of 75% in Hermitage High School earned during the remaining 30 days of the grading period.
- Ten (10) days is 25% of 40 while 30 days is 75% of 40 days.
- Thus the final grade would be $(0.25 \times 83) + (0.75 \times 75) = 77\%$.

5.2.11 Grading Practices

Quarterly grades will be based upon 3 categories: assessments, classwork, and homework. 60% or more of a grade shall come from assessments that are graded with the use of a rubric or answer key and represent the student's understanding of the standards. No more than 10% of a student's grade shall come from homework assignments.

5.3 GRADE LEVEL CLASSIFICATION OF STUDENTS

5.3.1 Student Classification

Students are classified according to the minimum number of solid credits passed. The classification scale is as follows:

- Sophomore = 5.5 credits
- Junior = 11 credits
- Senior = 16.5 credits

5.4 COURSE LOAD

All students are required to attend a full day of school each day. Enrollment and attendance in vocational educational training courses, college courses, school work programs, and other department sanctioned educational programs may be used to satisfy the requirements of this section even if the programs are not located at the school. If the class is related to a seasonal activity, the class must continue to meet until the semester ends to be counted toward the requirement of planned instruction time.

5.5 SCHEDULE CHANGES

5.5.1 Requests by Students

All requests to drop a class, add a class, or in any way change a student's schedule must be made through the counselor's office. Changes must be requested within five days after the semester begins. The administrator and the counselor must approve all changes before they are official.

5.5.2 Requests by School Employees

In some cases, the administrator and/or the counselor and faculty members may recommend a change in a student's schedule (dropping a higher-level class for a lower level class) during a semester if they feel that the change will benefit the student.

5.5.3 Grade Implications

If a student drops a class any time after five days (unless approved by administration), the student will receive a failing grade of an F, which will be figured into the student's cumulative GPA.

5.5.4 Approval

Schedule changes will be based on the educational placement of the student. All changes must be approved by the administration before they are official.

5.6 SMART CORE/CORE CURRICULUM & GRADUATION REQUIREMENTS –

5.6.1 Smart Core Curriculum and Graduation Requirements for the Classes of 2024 & 2025 (Board Policy 4.45)

All students are required to participate in the Smart Core curriculum unless their parents or guardians, or the students if they are eighteen (18) years of age or older, sign a Smart Core Waiver Form to not participate. While Smart Core is the default option, a Smart Core Information Sheet and a Smart Core Waiver Form will be sent home with students prior to their enrolling in seventh (7th) grade, or when a seventh (7th) through twelfth (12th) grade student enrolls in the district for the first time and there is not a signed waiver form in the student's permanent record. This policy is to be included in student handbooks for grades six (6) through twelve (12) and both students and parents must sign an acknowledgement they have received the policy. Those students not participating in the Smart Core curriculum will be required to fulfill the Core curriculum or the Alternate Pathway to Graduation when required by their IEP to be eligible for graduation. Counseling by trained personnel shall be available to students and their parents or legal guardians prior to the deadline for them to sign and return the waiver form.

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

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

Sufficient information relating to Smart Core and the district's graduation requirements shall be communicated to parents and students to ensure their informed understanding of each; this shall be accomplished through holding an informational meeting for parents, legal guardians, or persons standing in loco parentis to students enrolled in grades six through twelve (6-12) with the school counselor and may be accomplished through any or all of the additional following means:

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

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

To the best of its ability, the District shall follow the requirements covering the transfer of course credit and graduation set forth in the Interstate Compact on Educational Opportunity for Military Children and the Arkansas Military Child School Transitions Act of 2021 for all students who meet the definition of "eligible

child” in Policy 4.2—ENTRANCE REQUIREMENTS including the waiving of specific courses that are required for graduation if similar coursework has been satisfactorily completed.

GRADUATION REQUIREMENTS

The number of units students must earn to be eligible for high school graduation is to be earned from the categories listed below. A minimum of twenty-two (22) units is required for graduation for a student participating in either the Smart Core or Core curriculum. In addition to the twenty-two (22) units required for graduation by the Division of Elementary and Secondary Education (DESE), the district requires an additional 2 units to graduate for a total of 24 units. The additional required units may be taken from any electives offered by the district. There are some distinctions made between Smart Core units and Graduation units. Not all units earned toward graduation necessarily apply to Smart Core requirements. Career education courses that are determined by DESE to be eligible for use in the place of a listed course may be substituted for the course as designated by DESE.

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

Students shall be trained in quality psychomotor skill bases in cardiopulmonary resuscitation and the use of automated external defibrillators in order to graduate.

Personal and Family Finance

All students shall receive credit in a course covering the Personal and Family Finance Standards in order to graduate.

SMART CORE: Sixteen (16) units

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

Oral Communications: one-half (½) unit

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

- Algebra I or Algebra A & B* which may be taken in grades 7-8 or 8-9;
- 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; and
- The fourth unit may be either:
A math unit approved by DESE beyond Algebra II; or
A computer science flex credit may be taken in the place of a fourth math credit.

Natural Science: three (3) units

- DESE approved biology – 1 credit;
- DESE approved physical science – 1 credit; and
- A third unit that is either:
An additional science credit approved by DESE; or
A computer science flex credit may be taken in the place of a third science credit.

Social Studies: three (3) units
Civics - one-half ($\frac{1}{2}$) unit
World History - one unit
American History - one unit
Other social studies – one-half ($\frac{1}{2}$) Unit

Physical Education: one-half ($\frac{1}{2}$) unit

Note: While one-half ($\frac{1}{2}$) 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 ($\frac{1}{2}$) unit

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

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

CAREER FOCUS: - Six (6) units

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

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

a student who completes at least seventy-five (75) clock hours of documented community service in grades nine (9) through twelve (12) at any certified service agency or a part of a service-learning school program shall receive one (1) Career Focus credit.

CORE: Sixteen (16) units

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

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

Mathematics: four (4) units

- Algebra or its equivalent* - 1 unit
- Geometry or its equivalent* - 1 unit

All math units must build on the base of algebra and geometry knowledge and skills.
(Comparable concurrent credit college courses may be substituted where applicable)

A computer science flex credit may be taken in the place of a math credit beyond Algebra I and Geometry

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

Science: three (3) units

- DESE approved biology – 1 credit;
- DESE approved physical science – 1 credit; and
- A third unit that is either:
An additional science credit approved by DESE; or
A computer science flex credit may be taken in the place of a third science credit.

Social Studies: three (3) units
 Civics one-half (½) unit
 World history, one (1) unit
 American History, one (1) unit
 Other social studies – one-half (½) unit

Physical Education: one-half (½) unit

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

Health and Safety: one-half (½) unit

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

Fine Arts: one-half (½) unit

CAREER FOCUS: - Six (6) units

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

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

A student who completes at least seventy-five (75) clock hours of documented community service in grades nine (9) through twelve (12) at any certified service agency or a part of a service-learning school program shall receive one (1) Career Focus credit.

5.6.2 Smart Core Curriculum and Graduation Requirements for the Class of 2026 (Board Policy 4.45.1)

All students are required to participate in the Smart Core curriculum unless their parents or guardians, or the students if they are eighteen (18) years of age or older, sign a Smart Core Waiver Form to not participate. While Smart Core is the default option, a Smart Core Information Sheet and a Smart Core Waiver Form will be sent home with students prior to their enrolling in seventh (7th) grade, or when a seventh (7th) through twelfth (12th) grade student enrolls in the district for the first time and there is not a signed waiver form in the student’s permanent record. This policy is to be included in student handbooks for grades six (6) through twelve (12) and

both students and parents must sign an acknowledgement they have received the policy. Those students not participating in the Smart Core curriculum will be required to fulfill the Core curriculum or the Alternate Pathway to Graduation when required by their IEP to be eligible for graduation. Counseling by trained personnel shall be available to students and their parents or legal guardians prior to the deadline for them to sign and return the waiver form.

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

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

Sufficient information relating to Smart Core and the district's graduation requirements shall be communicated to parents and students to ensure their informed understanding of each; this shall be accomplished through holding an informational meeting for parents, legal guardians, or persons standing in loco parentis to students enrolled in grades six through twelve (6-12) with the school counselor and may be accomplished through any or all of the additional following means:

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

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

To the best of its ability, the District shall follow the requirements covering the transfer of course credit and graduation set forth in the Interstate Compact on Educational Opportunity for Military Children and the Arkansas Military Child School Transitions Act of 2021 for all students who meet the definition of "eligible child" in Policy 4.2—ENTRANCE REQUIREMENTS including the waiving of specific courses that are required for graduation if similar coursework has been satisfactorily completed.

GRADUATION REQUIREMENTS

The number of units students must earn to be eligible for high school graduation is to be earned from the categories listed below. A minimum of twenty-two (22) units is required for graduation for a student participating in either the Smart Core or Core curriculum. In addition to the twenty-two (22) units required for graduation by the Division of Elementary and Secondary Education (DESE), the district requires an additional 2 units to graduate for a total of 24 units. The additional required units may be taken from any electives offered by the district. There are some distinctions made between Smart Core units and Graduation units. Not all units earned toward graduation necessarily apply to Smart Core requirements. Career education courses that are determined by DESE to be eligible for use in the place of a listed course may be substituted for the course as designated by DESE.

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

Students shall be trained in quality psychomotor skill bases in cardiopulmonary resuscitation and the use of automated external defibrillators in order to graduate.

Personal and Family Finance

All students shall receive credit in a course covering the Personal and Family Finance Standards in order to graduate.

Computer Science

All students shall earn one (1) unit of credit in a computer science or computer related career and technical education course in order to graduate.

SMART CORE: Sixteen (16) units

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

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

Mathematics: four (4) units (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 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; and
- The fourth unit may be either:
A math unit approved by DESE beyond Algebra II; or
A computer science flex credit may be taken in the place of a fourth math credit.

Natural Science: three (3) units

- DESE approved biology – 1 credit;
- DESE approved physical science – 1 credit; and
- A third unit that is either:
● An additional science credit approved by DESE; or

A computer science flex credit may be taken in the place of a third science credit.

Social Studies: three (3) units

Civics - one-half ($\frac{1}{2}$) unit

World History - one unit

American History - one unit

Other social studies – one-half ($\frac{1}{2}$) Unit

Physical Education: one-half ($\frac{1}{2}$) unit

Note: While one-half ($\frac{1}{2}$) 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 ($\frac{1}{2}$) unit

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

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

CAREER FOCUS: - Six (6) units

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

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

A student who completes at least seventy-five (75) clock hours of documented community service in grades nine (9) through twelve (12) at any certified service agency or a part of a service-learning school program shall receive one (1) Career Focus credit.

CORE: Sixteen (16) units

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

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

Mathematics: four (4) units

- Algebra or its equivalent* - 1 unit
- Geometry or its equivalent* - 1 unit

All math units must build on the base of algebra and geometry knowledge and skills.

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

A computer science flex credit may be taken in the place of a math credit beyond Algebra I and Geometry

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

Science: three (3) units

- DESE approved biology – 1 credit;
- DESE approved physical science – 1 credit; and
- A third unit that is either:
An additional science credit approved by DESE; or
A computer science flex credit may be taken in the place of a third science credit.

Social Studies: three (3) units

Civics one-half ($\frac{1}{2}$) unit

World history, one (1) unit

American History, one (1) unit
Other social studies – one-half (½) unit

Physical Education: one-half (½) unit

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

Health and Safety: one-half (½) unit

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

Fine Arts: one-half (½) unit

CAREER FOCUS: - Six (6) units

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

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

A student who completes at least seventy-five (75) clock hours of documented community service in grades nine (9) through twelve (12) at any certified service agency or a part of a service-learning school program shall receive one (1) Career Focus credit.

5.6.3 SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS FOR THE CLASS OF 2027 AND THEREAFTER (Board Policy 4.45.2)

All students are required to participate in the Smart Core curriculum unless their parents or guardians, or the students if they are eighteen (18) years of age or older, sign a Smart Core Waiver Form to not participate. While Smart Core is the default option, a Smart Core Information Sheet and a Smart Core Waiver Form1 will be sent home with students prior to their enrolling in seventh (7th) grade, or when a seventh (7th) through twelfth (12th) grade student enrolls in the district for the first time and there is not a signed waiver form in the student's permanent record. This policy is to be included in student handbooks for grades six (6) through twelve (12) and both students and parents must sign an acknowledgement they have received the policy. Those students not participating in the Smart Core curriculum will be required to fulfill the Core curriculum or the Alternate Pathway to Graduation when required by their IEP to be eligible for graduation. Counseling by trained personnel shall be available to students and their parents or legal guardians prior to the deadline for them to sign and return the waiver form.

While there are similarities between the two curriculums, following the Core curriculum may not qualify students for some scholarships and admission to certain colleges could be jeopardized. Students initially choosing the Core curriculum may subsequently change to the Smart Core curriculum providing they would be

able to complete the required course of study by the end of their senior year.² Students wishing to change their choice of curriculums must consult with their counselor to determine the feasibility of changing paths.

This policy, the Smart Core curriculum, and the courses necessary for graduation shall be reviewed by staff, students, and parents as part of the annual school district support plan development process³ to determine if changes need to be made to better serve the needs of the district's students. The superintendent, or his/her designee, shall select the composition of the review panel.

Sufficient information relating to Smart Core and the district's graduation requirements shall be communicated to parents and students to ensure their informed understanding of each; this shall be accomplished through holding an informational meeting for parents, legal guardians, or persons standing in loco parentis to students enrolled in grades six through twelve (6-12) with the school counselor and may be accomplished through any or all of the additional following means:⁴

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

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

To the best of its ability, the District shall follow the requirements covering the transfer of course credit and graduation set forth in the Interstate Compact on Educational Opportunity for Military Children and the Arkansas Military Child School Transitions Act of 2021 for all students who meet the definition of "eligible child" in Policy 4.2—ENTRANCE REQUIREMENTS including the waiving of specific courses that are required for graduation if similar coursework has been satisfactorily completed.

GRADUATION REQUIREMENTS

The number of units students must earn to be eligible for high school graduation is to be earned from the categories listed below. A minimum of twenty-two (22) units is required for graduation for a student participating in either the Smart Core or Core curriculum. In addition to the twenty-two (22) units required for graduation by the Division of Elementary and Secondary Education (DESE), the district requires an additional ___ units to graduate for a total of ___ units. The additional required units may be taken from any electives offered by the district.⁶ There are some distinctions made between Smart Core units and Graduation units. Not all units earned toward graduation necessarily apply to Smart Core requirements. Career education courses that are determined by DESE to be eligible for use in the place of a listed course may be substituted for the course as designated by DESE.

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

Students shall be trained in quality psychomotor skill bases in cardiopulmonary resuscitation and the use of automated external defibrillators in order to graduate.

Personal and Family Finance

All students shall receive credit in a course covering the Personal and Family Finance Standards in order to graduate.

Computer Science

All students shall earn one (1) unit of credit in a computer science or computer science related career and technical education course in order to graduate.

Community Service

Each student must receive seventy-five (75) clock hours of community service that is certified by the service agency or organization where the student volunteers.

The community service must be in programs or activities, either in Arkansas or outside of Arkansas, that meet the requirements established by the State Board and the District Board of Directors and include preparation, action, and reflection components. Except as provided by this policy, a student must receive at least the following documented clock hours of community service each year:

- Fifteen (15) hours for students in grade nine (9);
- Twenty (20) hours for students in grade ten (10);
- Twenty (20) hours for students in grade eleven (11); and
- Twenty (20) hours for students in grade twelve (12).

Students transferring into the District after grade nine (9) or students who are graduating early may receive a diploma provided that the minimum requirement for each year the student attends the District is met. The District Board of Directors may grant a waiver of the community service requirement for extenuating circumstances on a case-by-case basis, which may include without limitation:

- A major illness associated with a student or a family member of a student;
- Student homelessness or housing insecurity; and
- Notice to the public school district board of directors if the student is a major contributor to family income.

SMART CORE: Sixteen (16) units

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

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

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

1. Algebra I or Algebra A & B* which may be taken in grades 7-8 or 8-9;
2. Geometry or Geometry A & B* which may be taken in grades 8-9 or 9-10;

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

3. Algebra II; and
4. The fourth unit may be either:
 - A math unit approved by DESE beyond Algebra II; or
 - A computer science flex credit may be taken in the place of a fourth math credit.

Natural Science: three (3) units

- a. DESE approved biology – 1 credit;
- b. DESE approved physical science – 1 credit; and
- c. A third unit that is either:
 - An additional science credit approved by DESE; or
 - A computer science flex credit may be taken in the place of a third science credit.

Social Studies: three (3) units

- Civics - one-half ($\frac{1}{2}$) unit
- World History - one unit
- American History - one unit
- Other social studies – one-half ($\frac{1}{2}$) Unit

Physical Education: one-half ($\frac{1}{2}$) unit

Note: While one-half ($\frac{1}{2}$) 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 ($\frac{1}{2}$) unit

Economics – one half ($\frac{1}{2}$) unit – dependent upon the licensure of the teacher teaching the course, this can count toward the required three (3) social studies credits or the six (6) required Career Focus elective credits.⁷

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

CAREER FOCUS: - Six (6) units

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

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

CORE: Sixteen (16) units

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

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

Mathematics: four (4) units

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

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

Science: three (3) units

- a. DESE approved biology – 1 credit;
- b. DESE approved physical science – 1 credit; and

- c. A third unit that is either:
- An additional science credit approved by DESE; or
 - A computer science flex credit may be taken in the place of a third science credit.

Social Studies: three (3) units

- Civics one-half ($\frac{1}{2}$) unit
- World history, one (1) unit
- American History, one (1) unit
- Other social studies – one-half ($\frac{1}{2}$) unit

Physical Education: one-half ($\frac{1}{2}$) unit

Note: While one-half ($\frac{1}{2}$) 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 ($\frac{1}{2}$) unit

Economics – one half ($\frac{1}{2}$) unit – dependent upon the licensure of the teacher teaching the course, this can count toward the required three (3) social studies credits or the six (6) required Career Focus elective credits.⁷

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

CAREER FOCUS: - Six (6) units

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

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

5.6.4 Alternate Pathway to Graduation for the Classes of 2023 and Thereafter

ESSA allows for an alternate diploma option for students with the most significant cognitive disabilities (those who participate in the state's alternate assessment), and the Arkansas Alternate Pathway to Graduation is being put into place beginning with the 2019-20 school year. This option provides a meaningful diploma pathway for students with the most significant cognitive disabilities.

This pathway will be implemented in the 2019-2020 school year for ninth graders, adding an additional grade each year with full implementation for grades nine through twelve in the 2022-23 school year.

5.7 AUDITING COURSES

Students are afforded the privilege of auditing classes under the following circumstances:

- If the student plans to enroll in the class for the second semester for credit, the student may audit the first semester in an effort to have a firm foundation to be successful during the upcoming semester.
- Students, who enroll at HHS from a private but not accredited school, may audit courses for the remainder of that semester. This will be done in an effort to prepare students for the semester exams that the enrolling student **MUST** pass to gain/earn credit.

5.8 CONCURRENT CREDIT – Board Policy 5.22

A ninth (9th) through twelfth (12th) grade student who successfully completes a college course(s) from an institution approved by the Division of Elementary and Secondary Education (DESE) shall be given credit toward high school grades and graduation at the rate of one high school credit for each three (3) semester hours of college credit. Unless approved by the school's principal **prior to enrolling for the course**, the concurrent credit shall be applied toward the student's graduation requirements as an elective.

As permitted by the DESE Rules Governing Grading and Course Credit, a student who takes a three-semester hour remedial/developmental education course shall receive a half (1/2) unit of credit for a high school career focus elective. The remedial/developmental education course cannot be used to meet the core subject area/unit requirements in English and mathematics.

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

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

Students are responsible for having the transcript for the concurrent credit course(s) they've taken sent to their school in order to receive credit for the course(s). Credit for concurrent credit courses will not be given until a transcript is received. Students may not receive credit for the course(s) they took or the credit may be delayed if the transcripts are not received at all or in a timely manner. This may jeopardize students' eligibility for extracurricular activities or graduation.

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

The Hermitage School District works hard to ensure our students have access to any course they are interested in studying. Typically, we try not to charge students for the cost of concurrent courses. However, if we find ourselves in a situation where we must, if a student eligible to receive free or reduced price meals shall not be responsible for any of the costs for the student's first six (6) concurrent credit hours so long as the concurrent credit courses are taught on the District grounds and by a teacher employed by the District. Any and all costs of concurrent credit courses beyond the six (6) hours permitted, that are not taught on the District's campus, or are not taught by a teacher employed by the District are the responsibility of the student. Students who are not eligible to receive free or reduced price meals are responsible for any and all costs associated with concurrent credit courses.

5.9 CORRESPONDENCE WORK

Only students classified as seniors will be allowed to take correspondence work to complete their graduation requirements during the second semester of their senior year. Students desiring to take correspondence work should contact the counselor to learn what courses are available and to get approval to enroll in one. A maximum of two credits may be earned in this manner – one math and/or one English only. Registration for these courses may not take place until the first day of the second semester, and must be coordinated through the counselor's office with the approval of the administrator. Students are responsible for all applicable fees, supplies, and other costs associated with these courses.

All grades for graduation requirements secured outside of Hermitage High School and taken during the spring semester must be received by May 1. Grades from courses taken during the summer must be received by the first Monday in August.

5.10 EIGHTH GRADE COURSES FOR HIGH SCHOOL CREDIT

Any students taking courses in eighth grade for high school credit must seek approval from the Building Administrator and Director of Student Services. These courses will be used for cumulative grade point average (GPA) calculations but are not used when calculating the eight-semester honor graduate requirement

5.11 MILITARY CREDIT

In accordance with State Law, Arkansas Code Annotated §6-145-201, a student in grades 11 and 12 who participates in the "Split Level Training Option" offered by the Army National Guard may receive 1 unit in elective high school credit.

5.12 STUDENT HONORS

5.12.1 Honor Roll

Two honor rolls for each grading period and both semesters are recognized as follows:

- A-Honor Roll – Students who have all A's in all subjects are recognized for the A-Honor Roll.
- A/B-Honor Roll – Students who have all A's and B's in all subject areas are recognized for the A/B-Honor Roll.

5.12.2 Honor Graduates – Board Policy 5.17

Beginning with the graduating class of 2016, all honor graduates must have a 3.60 grade point average on a 4.0 scale. Students who have successfully completed eight semesters beginning the ninth grade year AND the minimum core of courses recommended for preparation for Smart Core as defined by the State Board of Higher Education and the State Board of Education AND have a minimum cumulative GPA of 3.6000 will be designated as honor students. The GPA must include the grades earned in all courses required in the preparation for Smart Core, as defined by the Higher Education Coordinating Board and the State Board of Education. Candidates for the Honor Graduate designations will be announced at Senior Night. The list of candidates will be released to the media. This will be based on the seven-semester transcript and will include third quarter grades. Final determination of Honor Graduate designations will be announced when final grades are entered, calculated, and verified by school officials. This determination will be based upon the eight semester transcript.

Designations will be as follows:

- Highest Honors - 4.0000 or higher;
- High Honors - 3.9999 – 3.8000;
- Honors - 3.7999 – 3.6000.

5.13 ACADEMIC CHALLENGE/LOTTERY SCHOLARSHIP PROGRAM

5.13.1 General Information

The Academic Challenge Program provides educational assistance to Arkansas residents in pursuit of a higher education. Additional funding made possible by the Arkansas Scholarship Lottery has allowed the expansion of the Arkansas Academic Challenge Scholarship to provide higher education opportunities to previously underserved Arkansans (both traditional and nontraditional students). The goal of the scholarship is to provide significant financial aid to those who qualify. Eligibility requirements for the Academic Challenge Scholarship are based on three student categories: Traditional (Incoming freshmen), Current Achievers and Nontraditional Students.

5.13.2 Basic Eligibility Criteria

An applicant must:

- Be an Arkansas resident (at least 12 months prior to enrollment) and US citizen/lawful permanent resident
- Be accepted for admission at an approved institution of higher education in a program of study that leads to a baccalaureate degree, associate degree, qualified certificate or a nursing school diploma
- Not have earned a baccalaureate degree
- Complete the Free Application for Federal Student Aid (FAFSA) (although there is no maximum income)
- Not owe a refund on a federal or state student financial aid grant for higher education
- Not be in default on a federal or state student financial aid loan for higher education
- Not borrowed in excess of annual federal loan limits
- Not be incarcerated at the time of application for or during the time the applicant receives the scholarship
- Complied with the United States Selective Service System requirements for registration
- Certify to be drug free
- Graduate from an Arkansas public high school and has a minimum composite score on nineteen (19) on the ACT or the equivalent score on an ACT equivalent test
- Enroll full-time each semester
- Applicant who has a disability identified under the Individuals with Disabilities Education Act, 20U.S.C. § 1400 et seq., as it existed on July 1, 2009, and graduated from an Arkansas public high school, and achieve a minimum composite score of nineteen (19) on the ACT or the equivalent score on an ACT equivalent;
- Graduate from a private or home school or out-of-state high school and achieve a minimum composite score of nineteen (19) on the ACT or the equivalent score on an ACT equivalent; or
- Enroll as a full-time, first-time freshman but not receive the Arkansas Academic Challenge will be considered traditional if they: complete 27 semester hours in the academic year following high school graduation and achieve a 2.5 on a 4.0 scale as a full-time first-time student.

Application deadline is July 1 of the senior year of high school.

For the most current information: See the school counselor, visit the Arkansas Department of Higher Education website or go on-line at <https://scholarships.adhe.edu/scholarships/detail/academic-challenge-scholarships>.

5.14 ARKANSAS GOVERNOR'S SCHOLARSHIPS

5.14.1 Creation and Purpose

Arkansas Code Annotated §6-82-305 has created a scholarship program to recognize students who have distinguished themselves in their high school achievements. Act 850 of 2015 amended this program.

5.14.2 Awards

Governor's Scholarships, typically \$10,000 per year, are based upon GPA and ACT or SAT scores. These awards are regulated and awarded by the Arkansas Department of Higher Education. Including application deadlines.

For more information: See your counselor or visit

<https://scholarships.adhe.edu/scholarships/detail/governors-distinguished-scholarship> for more information.

5.15 GED PROGRAM WAIVER

The Hermitage Schools may grant a waiver of attendance for 17-year-old students to enter an adult high school GED Program provided the following requirements have been met:

- The student and his parent/guardian makes a formal (written) application to the administrator and counselors of the school in which he is attending.
- After the formal application, the administrators, the counselors, and the past and present teachers will confer concerning the request. If these parties agree that it is in the student's best interest to be given a waiver, the next step is to be taken.
- After step two and prior to any further action on such application, the student shall be administered a Test for Adult Basic Education (T.A.B.E.) under standardized testing conditions. The student shall score 9.0 on each section of the complete battery.
- When the T.A.B.E. scores are returned, the student and the student's parent, guardian, or persons in loco parentis then meet with the school counselor and administrator to discuss academic options open to the student.
- The adult education program shall have the opportunity to review the student's test scores and school record. They may agree to admit the student provided that the administrator, counselors, and teachers are in agreement that this would be in the student's best interest.
- The adult education program shall require, for continued enrollment, a minimum of twenty (20) hours per week and they shall agree to provide monthly attendance reports to the Hermitage School District superintendent. The student and the student's parent, guardian, or person in loco parentis shall agree in writing that the student will have regular attendance and appropriate conduct.

If all previous steps are met and the Adult Education Program agrees to accept the student, the Superintendent of Hermitage School District will write a letter granting a waiver of attendance.

In the event that a student does not attend class as mandated by Act 837 and by these guidelines or in the event that the student disrupts or is a threat to the learning environment of adult education classes or in the event that the student does not make reasonable progress toward completion of the adult education curriculum, the student shall re-enroll in the public schools within (5) days from the date that the student is released from the Adult Education Program. Once a student has been expelled from the Adult Education Program, he/she must re-enroll with the public school or he/she will be referred to the juvenile justice system for non-attendance in accordance with Act 572 of the 1995 General Assembly.

5.16 CREDIT RECOVERY AND SUMMER SCHOOL – Board Policy 5.13

5.16.1 Credit Recovery General Policy

Hermitage High School's credit recovery program is only offered to students who have made an F or who have lost credit in a course for absences. Upon receiving a failing semester grade, students may be assigned to credit recovery for core courses. Both the failing grade and the credit recovery grade will be reflected on the student's transcript. GPA calculations will include both grades.

The high school administrator has the final decision on acceptance into the program. Parents/Guardian(s) of the student will be notified of the student's admittance into Credit Recovery.

5.16.2 Summer School

Summer school will not be available to students for the purpose of getting ahead a grade level. When funds are available, summer school services will be offered to eligible students.

5.17 STUDENT ACCELERATION - Board Policy 4.54

The Board believes that acceleration is an effective and research-based intervention for the academic growth of students who are ready for an advanced or faster-paced curriculum. Acceleration can allow a student to move through the traditional educational setting more rapidly, based on assessed readiness, capability and motivation. At the same time, the Board understands that acceleration is not a replacement for gifted education services or programs.

Generally, acceleration can occur through one of two broad categories: content based and grade based. Grade based acceleration shortens the number of years a student would otherwise spend in K-12 education, while content based acceleration occurs within the normal K-12 time span. Either form of acceleration can be triggered by either a parent/guardian, student, or community member's request or by the referral of school personnel. In either case, the process of determining the appropriateness of the request shall be under the direction of the district/school Gifted and Talented Program Coordinator. The district/school Gifted and Talented Program Coordinator shall convene the Acceleration Placement Committee and communicate with the individuals necessary for the Acceleration Placement Committee to make an informed decision, which shall include the student's parents or guardians.

While the needs of the student should dictate when acceleration decisions are considered, the Board believes the optimal time for referrals is in the spring, which gives adequate time for working through the determination process and for preparing those concerned for a smooth transition to the acceleration beginning in the following school-year.

5.17.1 Early Graduation Procedures

Any student intending to graduate early must schedule a meeting with the principal, counselor and parent(s) before the beginning of the school year in which the student is requesting graduation and sign an early graduation intent form.

- Receipt of early graduation intent form must be received prior to the first day of school.
- In order to be considered a senior and granted all senior privileges including senior pictures, senior college days, etc., a student must have accumulated 16.5 credits.

- An early graduate shall be subject to the same student handbook rules and regulations as regular graduates.
- An early graduate must meet handbook requirements to be granted honor graduate status.
- Hermitage High School reserves the right to grant or deny credit for course work taken outside the regular curriculum.

SECTION 6: ACTIVITIES

6.1 EXTRACURRICULAR ACTIVITIES AND CLUBS – GENERAL POLICIES

6.1.1 Assemblies

Assemblies, pep rallies, and club meetings will be announced in the weekly bulletins. Assemblies are an integral part of the curriculum and as such are designed to be educational as well as entertaining. They provide one of the few opportunities in school to learn formal audience behavior. At all times the student's behavior should be refined and courteous. An indication of the cultural level of a school is the conduct of its student body at an assembly. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole. Unacceptable conduct includes whistling, talking, or any other action that detracts from the program. Students at assemblies are subject to the same disciplinary action as practiced in the classroom.

6.1.2 Right to Prohibit Attendance at Events

The Hermitage Public School District reserves the right to prohibit any individual's attendance at any activity if that person poses a threat to the orderly conduct of that activity.

6.1.3 Student Organizations/Equal Access – Board Policy 4.12

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

- The meeting is to be voluntary and student initiated;
- There is no sponsorship of the meeting by the school, the government, or its agents or employees;
- The meeting must occur during non-instructional time;
- Employees or agents of the school are present at religious meetings only in a non-participatory capacity;
- The meeting does not materially and substantially interfere with the orderly conduct of educational activities within the school; and
- Non-school persons may not direct, conduct, control, or regularly attend activities of student groups.
- Groups that meet criteria established by A.C.A. § 6-10-130 as providing youth patriotic services shall have access to students during the school day.

All meetings held on school premises must be scheduled and approved by the administrator. The school, its agents, and employees retain the authority to maintain order and discipline, to protect the well-being of students and faculty, and to assure that attendance of students at meetings is voluntary.

Fraternities, sororities, and secret societies are forbidden in the District's schools. Membership to student organizations shall not be by a vote of the organization's members, nor be restricted by the student's race, religion, sex, national origin, or other arbitrary criteria. Hazing, as defined by law, is forbidden in connection with initiation into, or affiliation with, any student organization, extracurricular activity or sport program.

6.1.4 Daily Attendance Requirement

The minimum requirement is that in order to participate in extracurricular activities, a student must attend the entire school day.

The only exceptions are if the student is excused by the administration for a previously approved medical appointment, funeral, legal matter, or school-related activity.

Students who are assigned to OSS or ISS will not be allowed to attend any school functions/activities/practices during their time in OSS or ISS.

6.2 EXTRACURRICULAR ACTIVITIES AND CLUBS – ELEMENTARY – Board Policy 4.56.1

Definitions

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

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

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

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

Extracurricular Eligibility

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

A student may lose his/her eligibility to participate in extracurricular activities when, in the opinion of the school’s administration, the student’s participation in such an activity may adversely jeopardize his/her academic achievement. Students may also be denied permission to participate in extracurricular activities as a consequence of disciplinary action taken by the administration for inappropriate behavior.

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

A student who enrolls in the district and meets the definition of “eligible child” in Policy 4.2—ENTRANCE REQUIREMENTS shall be eligible to tryout for an extracurricular activity regardless of the date the student

enrolls in the District so long as the student meets all other eligibility requirements and the extracurricular activity is still ongoing.

No student shall be required to pay for individual or group instruction in order to participate in an extracurricular activity.

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

6.2.1 Hermitage Elementary League of Parents (HELP)

Parent Teacher collaboration is essential to the success of our school and students. This partnership encourages parents to help with the various projects and to also have input in the planning of improvement strategies for specific areas of the educational process.

6.2.2 Parent Participation

Pre-school children and students who are sixth grade and under must be accompanied by an adult when attending ball games, track meets, band or choir concerts, or any other extracurricular activities of the school district.

6.2.3 Sudden Cardiac Arrest Information Sheet

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

6.3 EXTRACURRICULAR ACTIVITIES – SECONDARY – Board Policy 4.56

Definitions:

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

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

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

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

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

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

Extracurricular Eligibility

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

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

A student who enrolls in the district and meets the definition of “eligible child” in Policy 4.2—ENROLLMENT shall be eligible to tryout for an extracurricular activity regardless of the date the student enrolls in the District so long as the student meets all other eligibility requirements and the extracurricular activity is still ongoing.

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

No student shall be required to pay for individual or group instruction in order to participate in an extracurricular activity.

Interscholastic Activities

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

ACADEMIC REQUIREMENTS: Junior High

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

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

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

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

ACADEMIC REQUIREMENTS: Senior High

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

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

STUDENTS WITH AN INDIVIDUAL EDUCATION PROGRAM

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

HOMELESS STUDENTS

Students who are determined to be experiencing homelessness by the school's homeless LEA shall be eligible for participation in interscholastic activities.

ARKANSAS ACTIVITIES ASSOCIATION

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

Interscholastic Activities

AAA Governed Activities

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

Non-AAA Governed Activities

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

School Choice Transfers

A student who transfers under a legal school choice option shall not be denied participation in an extracurricular activity where the student transfers based exclusively on the student's decision to transfer. A student who transfers after July 1 of the year the student enters grade seven (7) shall complete a Changing Schools/Athletic Participation form as defined by AAA, which must be signed by the:

- Superintendent of the student's resident school district;
- Superintendent of the nonresident school district to which the student transfers; and
- Parent, legal guardian, person having lawful control of the student, or person standing in loco parentis to the student.

The completed Changing Schools/Athletic Participation form shall be filed with the non-resident school district where the student transfers and the AAA. The Changing Schools/Athletic Participation form shall be signed by the superintendent of a student's resident school district and the superintendent of the nonresident school district to which a student transfers unless there is demonstrable evidence of recruiting by the receiving school district personnel or that the student is transferring to the nonresident school district solely for athletic purposes.

6.4 EXTRACURRICULAR ACTIVITIES AND CLUBS – HOMESCHOOLED STUDENTS – Board Policy 4.56.2

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

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

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

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

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

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

A student and the parent or legal guardian of the student shall sign and return an acknowledgement of receipt and review of an information sheet regarding signs and symptoms of sudden cardiac arrest before the student may participate in an athletic activity and before each school year the student participates in an athletic activity. A student who meets the requirements for eligibility to participate in an interscholastic activity is required to register for no more than one course in the District's school where the student is intending to participate in an interscholastic activity.

The student shall regularly attend the class in which the student is registered beginning no later than the eleventh (11th) day of the semester in which the student's interscholastic activity participation is desired. The student must attend the practices for the interscholastic activity to the same extent as is required of traditional students.

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

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

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

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

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

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

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

6.5 ATHLETIC ACTIVITIES – SECONDARY

6.5.1 Philosophy

The Hermitage School Athletic Department, Hermitage High School and the Hermitage School District believe in the importance of extracurricular activities and athletics in general. They should be viewed as an extension of the learning process. We are striving to provide a program that the student body and community will be proud of, one that success shall be measured in more than the number of wins and losses but in the type of individuals who graduate through our program. Student/athletes should understand that participation in athletics is an honor and carries responsibilities to the team, school, and community. It is important that we teach and practice good sportsmanship, respect, self-discipline, teamwork, and self-esteem. While winning is always desired, it should not be the driving motivation of our program. Our goal should be to help guide the student/athlete in their quest to be the best athlete and person they can be and to teach the values of responsibility, respect, integrity, compassion, and honesty.

This section has been prepared as a reference for all coaches, administrators, and Board of Education members to help assist everyone in the Hermitage School District in conducting a worthwhile athletic program. It will also clearly define all the policies and procedures of the Hermitage Athletic Program as they pertain to conducting the program, the coaches and their staff, and the students.

All coaches should familiarize themselves thoroughly with the contents of this guide and with the entire Athlete's Handbook so that they will develop a better understanding of the policies and procedures that govern the interscholastic program in the district. The Administration will also have on file a current copy of the Arkansas Activities Association Handbook.

All coaches shall receive their own copy of the rules that govern the playing of their sport. They shall familiarize themselves with these rules and rule changes, and conduct the program accordingly. The coach should be able to teach and interpret all rules of their sport to the students in that sport.

Hermitage High School, its coaches, and its students shall abide by the policies set forth in this handbook, as well as the rules and regulations set forth by the Arkansas Activities Association and the Hermitage School District Board of Education.

The coach of an interscholastic team assumes a very responsible position in education. He/she has the rich opportunity to mold character of youth, to guide their destinies in life situations, and to instruct them in teaching them in the technique of his/her specialty and witness the results of his/her teaching. A coach is a teacher and the field/court is his/her classroom. The program should be conducted as such.

Because of the very nature of the athletic activity, a quick and personal rapport is established through the cooperative effort of the coach and player. Through this association and close relationship, the coach has a very unique and seldom attained relationship in education—a very effective personal guidance climate in which the coach can affect real leadership. The sport activity is the vehicle in which this climate is created.

6.5.2 Physical Examinations and Medical Procedures

An annual physical examination must be completed and the card on file in the athletic office before an athlete may participate in tryouts or practice. Current physicals are those received on or after June 1 of the previous school year.

No athlete may participate in any athletic event or extracurricular activity within 24 hours after undergoing any medical procedure, unless approved by the administrator and superintendent. This includes, but is not limited to surgery, dental/orthodontic procedures, blood donations, optometric procedures, etc.

6.5.3 Limited Team Membership

Athletes may not participate in any outside competition in a sport during the season after the athlete has represented his or her school except individual participation in a maximum of two individual sports meets or contests. Athletes may not have participated in so-called all-star charity or exhibition football or basketball games during the school year. As an example, an athlete may not play high school basketball or softball at the same time they are playing on a church basketball or softball team.

6.5.4 Enrollment

A student athlete must be enrolled at Hermitage High School.

6.5.5 Age Requirements

- **Junior High** – A junior high student is not eligible for junior high competition if the student's 16th birthday is one or before September 1. NOTE: In the year a student in junior high becomes too old for junior high competition, the student may be allowed to participate for the senior high if all other eligibility rules are met.
- **Senior High** – The student must be under 19 years of age at the time of the contest unless the student's 19th birthday occurs on or after September 1 of the current school year, in which case the student is eligible for the balance of that school year in all sports.

6.5.6 Seasons of Competition and Enrollment

Junior High – A student has six semesters of opportunity for eligibility. A student repeating either the seventh or the eighth grade for any reason shall not have the opportunity for eligibility during the complete year that is repeated.

Senior High – A student is limited to eight consecutive semesters of opportunity for eligibility beginning with the student's first enrollment in the ninth grade.

A student is limited to a total of 12 semesters of opportunity for eligibility upon entering the seventh grade.

6.5.7 Disqualification Rule

The Arkansas Activities Association (AAA) Regulations Handbook states that students and coaches who are disqualified from one contest for unsportsmanlike conduct shall be disqualified from the next contest in all sports. The team has a player limit policy. Students, who wish to participate or try out in these sports after the first official day, but prior to the midpoint of the season, must make arrangements with the head coach prior to the first official practice. No student may tryout for an athletic team, with or without a player limit, after the mid-point in the season, unless approved by the head coach. A transfer student who is eligible to participate may tryout after the midpoint of the season with the approval of the head coach, but must practice for at least two (2) weeks before competing in a contracted athletic event and has a physical.

6.5.8 Quitting a Sport or Being Dismissed from a Sport

There is no place in interscholastic athletics for quitters. No student should quit any sport without first consulting the coach and explaining his or her intentions. Every athlete who chooses to participate in a sport will be given a two-week tryout, which will begin on the first practice day as established by the head coach and

administration. At that time, the athlete may quit the sport without loss of future eligibility. After the two-week trial period, an athlete who quits any interscholastic athletic activity or is dismissed by the coach with consent from the Superintendent of Schools may not participate in another sport until 120 calendar days (excluding summer break) have passed. This does not include documented health or academic issues. During this time, students who quit a sport or were dismissed from a sport may not have any contact with other sports, including practices. The athlete, parent, coach, and administrator will hold a meeting to discuss the situation and consequences for quitting or being dismissed.

A student may choose to quit a sport and return to the team within a 48-hour “cooling down” period. In such cases, the coaches will determine the penalty (if any) for the action taken by the athlete.

6.5.9 Trying Out for a Sport

Any student who meets eligibility requirements for the Hermitage School District as well as those expressed by the Arkansas Activities Association may tryout for an athletic team. The coaching staff in the sport or through other pre-arranged procedures will select teams. Coaches will select their teams based upon their judgment of talent and knowledge of the athletes. Any student who desires to join a team after the first official practice (the day the coach has designated and announced as the beginning of practice, and which cannot be earlier than the AAA beginning practice date) must practice with the team for at least two weeks before he/she will be allowed to participate in a contracted athletic event.

6.5.10 Athletic Code

The Athletic Code of Conduct (as defined by the expectations outlined in this handbook) is in effect year-round beginning with the first sport season a student participates in until the conclusion of their senior year.

6.5.11 Travel

When the school provides transportation to out of town contests, all athletes must travel to and from the contest in the transportation provided by the athletic department. Athletes will remain with their team and under the supervision of a coach when attending away contests. All regular school bus rules will be followed. These include, (but are not limited to) food, noise, remaining in seats, care and respect for vehicles. An athlete may return from an athletic contest with their parent provided the parent informs the coach in writing. Athletes may not leave an athletic contest or other event with anyone other than their parent or legal guardian. The parent must be at the athletic contest and assume direct supervision of the athlete via the written permission. If there is an urgent need for a student to leave an athletic contest or other event with someone other than a parent, requests should be presented to the Superintendent prior to the student leaving school for consideration and/or approval. Athletes will not be released on the basis of a telephone call. Coaches reserve the right to require all athletes to ride together as a team on the school transportation provided to and from the athletic contest.

Transportation to and from events held within the Hermitage School District and to and from Hermitage School District property before and after an away game is the responsibility of the parent.

6.5.12 Equipment and Uniforms

An athlete is financially responsible for all equipment and/or uniforms issued to her/him. Destroyed, lost or stolen equipment or uniforms must be paid for. The athlete and the athlete's parents will be notified of such a decision within three (3) working days.

6.5.13 Athletic Penalties

Any student transferring into Hermitage School District with an AAA athletic penalty in effect will retain the penalty and duration until its completion in the Hermitage School District. After-school suspensions will be assigned on the next scheduled date, regardless of conflicts.

6.5.14 Insurance

Hermitage School District does not assume financial responsibility for medical, hospital, or ambulance expenses incurred because of athletic injuries. Athletics is a voluntary program in which students participate at their own risk. Our athletes, however, are covered by a VOLUNTARY insurance program, with the district opting to purchase and pay the yearly premium for. School insurance is a secondary coverage for medical expenses incurred in a co-curricular activity that may or may not be covered by the family insurance. Should there be no family medical insurance, a \$25.00 deductible fee may be assessed prior to any payment of the school's insurance carrier, which is not the responsibility of the District. The coach or school office will provide the initial claim form, but it is the responsibility of the student/family to file this form. All subsequent contacts shall be between the parents and insurance carrier.

6.5.15 Suspensions

Athletes serving in school or out of school suspensions are ineligible to practice or compete during the time they are suspended. For suspensions ending on Friday, a coach shall determine if the athlete will compete on a Saturday.

Coaches will determine consequences for athletes who receive suspensions. Repeat offenses will be dealt with by the administrator and athletic director.

6.5.16 General Conduct

Conduct reflecting poorly on the athletic program or the Hermitage School District shall be brought to the attention of the administrator.

6.5.17 Letter Policy

CRITERIA 1: ATTITUDE

The coaching staff will determine if the athlete's attitude is acceptable based on the following:

- Does the athlete consistently accept assigned workouts with enthusiasm?
- Does the athlete consistently work up to his/her ability at practice and competitions?
- Does the athlete serve as a good role model and display good sportsmanship?
- Does the athlete take care of equipment, uniforms, and locker room space?
- Does the athlete show interest in the performance of self and teammates?
- Does the athlete properly prepare for his/her competitions?
- Does the athlete advocate for the team?
- Does the athlete show respect to the coaching staff and teammates?
- Does the athlete remain drug free?

CRITERIA 2: ATTENDANCE

Attendance is crucial to an athlete's and team's success. The coaching staff will determine if the athlete's attendance is acceptable based on the following:

- Does the athlete arrive on time to practices?

- Does the athlete schedule other commitments around practice and competitions?
- Does the athlete clear absences with the coaching staff BEFORE they occur? (School sports in season have precedence over other sports.)
- Does the athlete arrive to practice or games ready to compete? (Have equipment, not attend when ill and excused by coaching staff, etc.)
- Does the athlete complete the season as a productive member of the team?

CRITERIA 3: PARTICIPATION

Fulfillment of the following criteria for each sport will be determined by the coaching staff when determining eligibility for the awarding of a school letter.

- Football: Play in at least half of the varsity games
- Cross Country: Place as an individual in a meet or contribute points as a member of a team
- Basketball: Play in at least half of the varsity games
- Track: Earn 10 meet points
- Softball: Play in at least half of the varsity games and/or pitch in $\frac{1}{4}$ of the varsity games
- Baseball: Play in at least half of the varsity games and/or pitch in $\frac{1}{4}$ of the varsity games
- Soccer: Play in at least half of the varsity games
- Cheer: Actively participates in all games or events unless the absence is excused through coaching staff and/or administration
- Band: Actively participates in all games, events, or competitions unless the absence is excused through coaching staff and/or administration
- Trap Shooting: Participates in at least half of the events and mandatory participation in regional tournament

6.5.18 Supplemental Instruction Program (SIP)

Students passing four academic classes but failing to meet the 2.0 GPA requirement must be enrolled in and attending the Supplemental Instruction Program established criteria as approved by the AAA.

If a student's GPA drops below 2.0 at the end of any semester, the student must attend SIP at the beginning of the next concurrent semester. If a student fails to enroll in SIP at this time, the student must attain a 2.0 GPA to regain eligibility.

In the first semester of SIP, the student must meet the stated requirement (2.0) at the end of that semester in order to be fully eligible again or meet the requirement to remain in SIP one additional semester.

To maintain eligibility under SIP and be eligible to continue a second semester, the student must show improvement of at least one-tenth of one point in his/her GPA after the first semester of participation. For continued participation after the second semester, the student must have reached a 2.0 GPA as well as passing four (4) academic courses.

Maximum participation in SIP is two (2) consecutive semesters. A student who has been in SIP and regained eligibility by achieving a 2.0 GPA would be eligible to enter SIP again later passing four courses but not earning a 2.0 GPA.

Loss of Opportunity for Participation in SIP: During participation in SIP, the student must have no unexcused absences from SIP. The student must have no school disciplinary action (suspensions) for the current semester. The student must have no felony convictions during a semester in which the student is in SIP. If at any point the student falls out of compliance with any criteria listed above during the semester, the student will be immediately suspended from competition for the remainder of the semester. In order to reestablish eligibility, he/she must pass four academic courses and achieve a 2.0 GPA. If a student fails to participate in SIP during any semester, then eligibility can only be regained by meeting the academic and GPA requirements established by AAA.

6.5.19 Attendance

The minimum requirement is that in order to participate in competition, an athlete must attend the entire school day. The only exceptions are if the athlete is excused by the administrator for a previously approved medical appointment, funeral, legal matter, or school-related activity. If the absence is overlooked and the athlete participates, he/she will be required to miss the next scheduled contest.

6.5.20 Sportsmanship

As an athlete, you can help us continue to improve upon our reputation as a school, which is known for good sportsmanship. We must all work hard in conducting ourselves in a respectful manner. Displays of poor sportsmanship can and will result in sanctions against the offending athlete (i.e., suspension from the following event) and/or school. Always observe the following guidelines for good sportsmanship.

The good name of our school is more important than any contest won unfairly. Accept decisions of officials without dispute. They are seldom responsible for your success; so, do not blame them for your failure. Recognize and show appreciation for the fine play of your opponent. Be proud of your school's reputation and work hard to protect it. Remember to practice "The Golden Rule" (do unto others, as you would have them do unto you.).

6.5.21 NCAA Regulations

If you want to practice and play your freshman year of college at an NCAA Division I or Division II college, you must satisfy the requirements of the NCAA, which requires you to:

- Graduate from high school;
- Register with the NCAA Initial-Eligibility Clearinghouse (<http://www.ncaa.org/student-athletes/future/eligibility-center>), and
- Earn a combined SAT or ACT sum score that matches your core-course grade-point average and test score sliding scale.

Specific eligibility criteria should be obtained from the NCAA Eligibility Center (web address above).

6.5.22 Chemical Screening and Testing of Student Athletes

6.5.22(a) Statement of Policy

Hermitage School District has a keen interest in assuring that student athletes are drug free because they could potentially suffer injury during participation in interscholastic sports and because they are role models for other students – especially younger students. Therefore, it is the policy of the Hermitage School District to discourage student athletes from using drugs in order to provide for their own health and safety and to encourage other students to remain drug free.

6.5.22(b) Consent

All student athletes and their parent(s) or guardian(s) shall sign a form provided by the district consenting to the drug testing requirements.

6.5.22(c) Drug Testing Requirement

All students in grades 7 – 12 who wish to participate in interscholastic athletic programs shall submit to drug testing by urinalysis before participating in interscholastic sports competitions during each school year. Additional testing may occur due to random testing or reasonable suspicion as outlined below.

6.5.22(d) Random Testing and Reasonable Suspicion

Random Testing

On dates throughout the semester, determined by the administrator, the names of all student athletes for the sports that are in season shall be placed in a pool. A Hermitage School District employee who is not a member of the athletic coaching staff, in the presence of at least one school administrator, will blindly draw the names of at least twenty percent (20%) of the student athletes for each team for random testing. If a student participates in more than one sport during each random testing date, their name shall be placed in the pool for each sport. In the event that their name is chosen for more than one sport, another selection will be made in the second pool of athletes. Students selected for random testing are to be tested immediately. A student who is absent on the day that their name is selected will be tested immediately upon returning to school. If a student fails to complete or refuses to complete drug testing, they shall be considered to have a positive result (See policy 6.5.24(i)).

Reasonable Suspicion

Reasonable Suspicion is defined as a reasonable determination by a school administrator that a student has used, possessed, been under the influence, or sold illegal drugs on campus or at a school sponsored event. This includes the misuse of prescription medications.

Examples of reasonable suspicion include, but are not limited to:

- Eyewitness evidence by a District official, administrator, or employee;
Eyewitness evidence of another person plus additional evidence;
Eyewitness evidence by multiple people.
- Individualized suspicion by an employee of the District, which is based upon a reasonable determination and/or reasonably reliable evidence.
- Under the influence of a chemical substance is defined as being controlled by or affected by a chemical substance, which causes a student to exhibit physical manifestations, abnormal physical behavior, diminished motor skills, etc. Elevated blood pressure, erratic heart rate, slow pupil reaction, etc. may be evaluated by a licensed medical professional.
- “In the possession of a chemical substance” is defined as having any chemical substance on or about one’s person or personal property.
- In possession of drug paraphernalia.

6.5.22(e) Drug Testing Expense

Hermitage School District will pay for the initial, random, and reasonable suspicion testing of students. However, the student athlete shall be responsible for re-entry testing after he or she has tested positive.

6.5.22(f) Testing Procedure

The Administrator, Certified Designee, and/or School Nurse will collect urine specimens. If a student is taking prescription medication, the student must identify the prescription medication to the Administrator/Nurse before being tested. The student must provide a copy of a current prescription to the school within 24 hours.

If a student is found in possession of or using anything that might interfere with testing results (for example, synthetic urine) the student will be considered to have a positive testing result (See 6.5.24(i)).

6.5.22(g) Testing of Specimen

At minimum, the urinalysis kit will test for amphetamine, cocaine, marijuana, opiates, and methamphetamine. The testing kit will show results in approximately five (5) minutes.

6.5.22(h) Results of Testing

The administrator will retain the test results in their files. The parent/guardian will be notified of positive test results. The Superintendent of Schools will be notified of positive test results. The district will only keep the test results until the student graduates or otherwise leaves the District. At that time, the test results will be destroyed. Students who leave the district and return will be re-tested before being allowed to participate in activities. However, if these students have tested positive more than once, any residual disciplinary action will remain in effect upon their return. Any student who transfers or otherwise moves into the District who is under such (or similar) penalties as listed above will be treated in accordance with the disciplinary action suitable for his or her individual circumstance.

If a student's parent/guardian feels the student received a false positive, they may acquire an additional test for the student. This test must be completed within 24 hours of the original test, must be completed at a licensed medical facility, and will be the financial responsibility of the parent/guardian. The student athlete will be suspended from participation in interscholastic athletics and from driving on campus until negative test results are provided to the district.

6.5.22(i) Positive Results

First Offense

If a student tests positive, the student athlete and his or her parents/guardians will be notified of the positive results and the following procedures and options will be followed:

- The student will be suspended from athletic participation and from driving on campus for 20 school days.
- The student must complete work as prescribed by the coach.
- The student must attend counseling on drug abuse.
- The student must have a negative drug screening paid for by the parent/guardian and administered by the district or a licensed medical facility prior to participating in interscholastic athletics and driving on campus again.
- If the student athlete refuses to comply with the above terms, he or she shall be suspended from all interscholastic athletics and from driving on campus for one calendar year.

Second Offense in a Calendar Year

Any student athlete who tests positive on a second drug-screening test shall be suspended from participating in all interscholastic athletics and from driving on campus for the remainder of the current school semester and the next school semester. The student must have a negative drug screening paid for by the parent/guardian and administered by the district or a licensed medical facility prior to participating in interscholastic athletics and from driving on campus again.

Third Offense in Two Calendar Years of the First Offense

Any student athlete who tests positive on a third drug screening shall be permanently barred from participating in any interscholastic athletic program sanctioned by the AAA in the District and from driving on campus.

6.6 CHEERLEADING – SECONDARY

6.6.1 Purpose of the Cheerleading Squad

Hermitage High School cheer squads exist to promote and uphold school spirit, to develop a sense of good sportsmanship among students, and to better relationships between schools during athletic events.

6.6.2 Policy General

The rules and guidelines put forth by the Arkansas Activities Association (AAA) will be observed with regard to this cheerleading policy.

6.6.3 Members

There will be one Varsity squad.

There will be one Jr. Varsity squad.

6.6.4 Captains

There shall be a maximum of two (2) captains chosen for each squad. Individuals wishing to be captain must have been a cheerleader on that squad the prior year. In addition, they must let the sponsor know they wish to be captain by mock tryouts. A maximum of two individuals that score the highest from tryouts will be named captains. Captains are expected to demonstrate quality leadership at all times. Captains will receive one (1) warning for one incident of inappropriate/unsatisfactory leadership or failing to perform duties stated below. Captains will be removed if another incident occurs. If a captain is released from their duties, they will not be eligible for captain the following year.

Captains will have the following duties:

- Have all members warm up and stretch before each practice and performance;
- Be responsible for squad conduct during performances.
- They must call cheers, keep the squad focused on the game, and ensure good sportsmanship.
- They will inform the sponsor of any problems.
- Captains do not have the right to intimidate, belittle, or give demerits.
- Captains will lose their position if they have three (3) office referrals or one suspension (in-school or out-of-school), and someone else may take their position.

6.6.5 Tryouts

- Eligibility:
 - Junior High and Senior High cheerleader candidates must have a 2.0 GPA from the previous semester to tryout for cheerleader.
 - Junior High and Senior High cheerleader candidates must meet the academic requirements as defined by AAA.
 - Junior High and Senior High cheerleader candidates must NOT be enrolled in the Supplemental Instruction Program (SIP).
- Tryout material will be assigned and taught by an impartial person.

- Tryouts will be closed to the public; No one, other than the sponsors, judges, and impartial person, and other school officials will be allowed in the gym. If the sponsor has family connections to anyone trying out, then the sponsor will be excluded from the tryouts.
- High School candidates must score 200 out of 300 points from the judges at tryouts. This will be a cutoff score. Any candidate scoring 200 or above will become a cheerleader. Any candidate scoring 199 or below will not be a cheerleader.
- Junior High candidates must score 175 out of 300 points from the judges at tryouts. This will be a cutoff score. Any candidate scoring 175 or above will become a cheerleader. Any candidate scoring 174 or below will not be a cheerleader.
- Any candidate who leaves the gym or allows someone into the gym may be dismissed from the tryouts.
- Cheerleaders will be judged on spirit, appearance, athletic ability, and tryout material. The judges' scores will be the total score for tryouts.
- Squads will be announced after tryouts.
- Tryout Uniform
 - Junior High -Black Shorts, White T-Shirts, Sneakers, White Socks
 - Senior High -Black Shorts, Red T-Shirts, Sneakers, White Socks
 - NOTE: NO jewelry, including any type of body piercing or tongue piercing. If hair touches the shoulder, it must be worn in a ponytail. No clippies. Fingernails should be a moderate length (below the end of the finger) with no polish. Do not overdo makeup. This is not a beauty pageant.

6.6.6 AAA Regulations

- Fingernails will be cut so that they cannot be seen over the end of the finger.
- Hair must be worn so that it is off the shoulders and out of the face.
- No gum chewing while practicing or performing. It looks bad and can present a hazard if swallowed.
- No jewelry may be worn during practice or performance. This includes belly-button rings, earrings, etc.

6.6.7 Quitting or Dismissal

If a cheerleader is dismissed or quits the squad for any reason other than a medical condition or a family move, that cheerleader will not be allowed to try out the following year. Exceptions may be made for special circumstances, such as a surgery that requires extended recovery or a family that moves away then returns before tryouts the following year. Any cheerleader who quits more than once in grades 7 - 11 will not be allowed to try out again. For purposes of eligibility for the squad, once a cheerleader tryouts for and is selected for the squad, they are considered to have attended a practice and fall under the provisions of the athletic handbook.

The sponsor shall have the authority to permanently dismiss a cheerleader for the following reasons:

- Repeated undesirable appearance or behavior;
- Repeated failure to perform duties;
- Repeated failure to attend scheduled practices or events;
- Unsportsmanlike conduct;
- Violations of Arkansas Activities Association regulations; and/or
- Repeated or excessive disciplinary problems in school.

Before a cheerleader is dismissed, the sponsor will hold a conference with the administration. If it is agreed that dismissal is warranted, parents will then be informed of the dismissal in writing. Other disciplinary problems will be handled as they occur by the sponsor and administrator.

6.7 FUNDRAISING – Board Policy 6.6

6.7.1 Approval Required

All fund raising activities held in the District or in the name of the District must be pre-approved in writing by the Superintendent and administrator. Approval will be granted on the potential for return relative to the time and energy to be invested in the fund raising. Fundraising that conflicts excessively with and/or distracts from student or teacher instructional time in either the planning or the execution of the activity will not be approved.

6.7.2 Policy

Fund Raising Activity Requirements

- Schools must provide written notification of the following to parents or legal guardians of elementary students who participate in fundraising programs:
 - Student participation in fundraising programs is voluntary;
 - Students who do not participate will not forfeit any school privileges;
 - Students may not participate in fundraising programs without written parental permission returned to school authorities;
 - An elementary school student who sells fundraising merchandise door-to-door must be accompanied by a parent or an adult;
 - Unless the school provides supervision, parents must accept responsibility for appropriate adult supervision.
 - The parental permission form must be completed and filed in the school's office prior to any door- to-door fundraising. Prior to any fund-raising, an application to request a fund-raising activity must be completed and approved.

Neither an individual school nor the District shall be liable for any contract between clubs or organizations and third parties.

To help ensure the safety and well-being of all students, the Hermitage School District discourages all door-to-door fundraising for elementary and secondary students.

6.8 STUDENT TRIPS

6.8.1 General Policy

The Administrator and the Superintendent must approve all travel for student trips. This must be done in advance. All out of state travel must also be approved by the School Board of Directors and reported to the appropriate insurance providers. When seeking approval to attend an event out of the district, the sponsor/coach must attach a list of the students' names and contact phone numbers to the completed requisition. A student may lose the right to go on school-sponsored trips due to discipline.

6.8.2 Field Trips/Reward Trips

Field trips may be planned to extend or enrich learning. Reward trips may be planned to increase student motivation. Specific details about field or reward trips will be provided prior to the trip, and parental permission must be granted in writing prior to a trip. The Administrator and Superintendent must approve field trips.

6.9 SCHOOL DANCES/SPECIAL EVENTS

6.9.1 Junior/Senior Prom

Prom dates must be 9th grade or above and under age 21. A valid ID is required from all attendees who do not attend Hermitage High School.

Any person attending Prom from outside the Hermitage School District must go through a background check.

If this person is attending a public school, he/she must present the Prom Attendance Form to the Administrator of their school and have the form completed and faxed to the Hermitage High School Office by 5:00 PM on the Wednesday before Prom.

If the person is not attending a public school, he/she must present proper identification and complete the Background Check Form. A charge of \$10 must be paid to the School District to cover the cost of this background check. This must be completed by 5:00 PM on the Monday before Prom.

Prom attire must be appropriate for a formal event, as well as a school function. Any questions about the appropriateness of Prom attire should be directed to the Administrator.

Waiters and Waitresses for Prom are selected from the sophomore class. To be eligible for Prom Waiter and Waitress, a sophomore must have the following criteria during the tenth grade year:

- 3.0 GPA or better, and
- No out-of-school suspension or previous expulsion.

Sophomore students meeting the criteria to serve as a Waiter or Waitress for Prom are not obligated to do so. In the event additional wait staff is needed, Prom sponsors may select attendants from the freshman class provided they meet the above requirements. Students chosen for Waiter or Waitress for Prom must comply with the dress code provided by the Prom Sponsor. Specific duties for Waiters and Waitresses for Prom will include duties before, after, and during Prom and will be provided by the Prom Sponsor.

6.9.2 Senior Walk

Prior to the Hermitage Prom, a “Senior Walk” will be scheduled by the parents of the senior class and approved by the administration. The space for the Senior Walk will be held in a location separate from the Prom and it will be provided by the district. The Senior Walk will be held at a time and location that will be determined by the administration and sponsors. Participation in the Senior Walk is encouraged but not mandatory. The total number of participants will determine the length of the Senior Walk.

6.10 HOMECOMING

6.10.1 Royalty Selection

The maids and queen will be selected by the following process:

- The student body (grade levels 10-12) will elect the homecoming court.
- Seven (7) maids will be elected. Criteria for being on the ballot will be as follows:
 1. Must be a senior girl in accordance with the classification policy of HHS.
 2. Must have a 2.00 GPA.
 3. Must have no out-of-school suspensions the current semester or prior expulsions.
 4. Repeat seniors (9th semester seniors) are not eligible.
- The girl receiving the most votes will be named the Homecoming queen.

6.10.2 Announcement of Queen

The HHS Homecoming Queen will be announced at the afternoon coronation ceremony. At this time the queen will be crowned and presented with a football.

6.10.3 Homecoming Attendants

After the Homecoming Court has been named, the ladies on the court will select a Kindergarten boy and girl to serve as attendants for the Homecoming ceremony. These individuals must be in good standing in school, including attendance, as determined by administration and must wear an appropriate dress and/or suit for the coronation ceremony and court presentation. They will be responsible for assisting the Superintendent with presentation of the crown and football.

6.10.4 Royalty Agreement

ALL royalty and attendants must agree to:

- Be photographed for the newspaper;
- Appropriately participate in the parade, afternoon ceremony/coronation, evening ceremony, and the evening game;
- Wear the appropriate attire, as decided by the administrator and the homecoming sponsor.

6.10.5 Homecoming Parade

The Parade will start in downtown Hermitage at 1:30 p.m. and coronation ceremonies at 2:00 p.m. This schedule may be altered as needed to accommodate other conflicts.

6.10.6 Other Homecoming Issues

Any other decisions concerning Homecoming will be left up to the administrator, football coaches, and the homecoming sponsor.

6.11 COMMENCEMENT

6.11.1 Participation

Students are not required to participate in commencement exercises to graduate from Hermitage High School. Students must complete all requirements for graduation to be eligible to participate in the graduation ceremony. Students must participate in all graduation commencement practices to be eligible to participate in the commencement ceremony. Any student who does not participate in any scheduled commencement practice without prior approval from school administration will not be eligible to participate in the commencement ceremony. Any student who owes fines or fees to the school will not be eligible to participate in the commencement ceremony.

The student must agree to certain conditions to be eligible to participate in commencement exercises:

- Student must agree to rules and regulations that govern the commencement including:
 - Students graduating 12th grade must wear appropriate dress as directed by the commencement committee.
 - Boys - wear black dress shoes; black slacks; white, button-up, collared shirt; and black/dark tie.
 - Girls - wear dresses that are NOT longer than the graduation gown and black, closed-toed, flat dress shoes.
 - NO shorts, long earrings, or denim pants (blue jeans) will be permitted.
 - Mortarboard must be worn parallel to the ground (not tilted forward or backwards) with tassel attached and free from decorations or writing.

- Student conduct during practice(s) and the commencement exercise must be commensurate with school policies. Appropriate behavior shall, at a minimum, include the following:
 - Reporting to designated place on time and properly dressed,
 - Cooperating with organizers,
 - Being free from alcohol/drugs,
 - Following established expectations, and
 - Not smoking on school grounds.

Persons leading in the class for commencement will be the honor graduates, in order of rank.

6.11.2 Usher Selection

Students in the junior class who have a cumulative grade point average (GPA) of 3.60 or above at the end of the first semester of their 11th grade year will be used as ushers for graduation. Students chosen to serve as ushers must comply with dress code provided by the administrator. Dresses must be pre-approved by the administrator. Students eligible to serve as an usher are not required to participate.

6.12 STUDENT CLUBS AND ORGANIZATIONS

6.12.1 Class Officers

During the first quarter of the school year, the following class officers will be elected for each class: President, Vice President, Secretary-Treasurer, Reporter. These officers will work closely with the Student Council members to develop school spirit and a feeling of unity among the student body.

6.12.2 Student Council

The Student Council of Hermitage High School serves as the tie between the faculty, community, and the student body. The aims of the Student Council are to establish higher and better ideas of conduct, to train students to acquire experience and efficiency in the practice of democracy, to encourage students to participate in all school activities, and create and foster a spirit of cooperation between students and faculty. The Student Council fosters school spirit through assemblies, contests and stunts, conducts elections, promotes interest in good government, investigates and adopts or presents to proper authorities suggestions for improvements of the school, honors teachers and administrators, cooperates with outside organizations in approved youth movements and with other schools in promoting good sportsmanship.

Student Council officers and the grade from which they are elected are as follows:

- President - Senior Class
- Vice-President - Freshmen-Senior Class
- Secretary - Freshmen-Senior Class
- Treasurer - Freshmen-Senior Class
- Reporter - Freshmen-Senior Class

Requirements for candidacy for Student Council officers and representatives follow:

- GPA of 2.00 for the previous semester before candidacy, and
- No suspensions or assignments to ISS for the previous semester before candidacy.

6.12.3 Beta Club and Jr. Beta Club

- **Junior Beta Club –Grade 6, 7, and 8**
 - **Induction requirements –**

- **Grading** - Students must maintain all A's and B's for each nine weeks for their previous school year and for the first 9 weeks of the current school year.
- **Character Traits** - Students are expected to exhibit exemplary character traits. Students inducted to Junior Beta Club must not have been assigned to ISS or OSS for the previous and current school year no more than once.
- **Assessment** – Students must pass (proficient or exceeding) the reading and math portions on the state standardized test for the previous school year.
- **Fee** – Students are required to pay the National Beta Club fee prior to induction.
- **Yearly requirements** –
 - **Grading** - Students chosen for the Junior Beta Club shall maintain A's and B's on each nine-week report card. If a student in the club receives a grade below a B on a nine-week report, he/she will be on probation until the next nine-week report. Once the nine-week report shows the grade has been brought back up to an A or B, then the student will no longer be on probation. While on probation, the student will not attend regular meetings or activities.
 - **Character Traits** - Students chosen for the Junior Beta Club shall be expected to not get ISS or OSS. If a student in the club receives ISS or OSS, he/she will be on probation until the next nine-week report. Once the nine-week report shows the student has not been placed in ISS or OSS for that nine-weeks period, then the student will no longer be on probation. While on probation, the student will not attend regular meetings or activities.
 - **Assessment** - Students chosen for the Junior Beta Club are expected to pass (proficient or exceeding) the reading and math portions on the state standardized test. If a student in the club does not pass the reading and math portions of the state standardized test, he/she will be on probation until the next school year. Once the student has passed the reading and math portions of the state standardized test, then the student will no longer be on probation. While on probation, the student will not attend regular meetings or activities.
- **Senior Beta Club –Grade 9, 10, 11, 12 – BEGINNING WITH THE 2018/2019 SCHOOL YEAR**
 - **Induction requirements** –
 - **Grading** - Students in 9th grade must maintain a 3.60 GPA-and no “C” for the previous school year (8th grade). Students in 10th, 11th, and 12th grade must maintain a 3.60 GPA cumulatively from 9th grade to the current year.
 - **Character Traits** - Students are expected to exhibit exemplary character traits. Students inducted to Senior Beta Club must not have been assigned to ISS or OSS for the previous and current school year no more than once.
 - **Assessment** – Students must pass (proficient or exceeding) the reading and math portions on the state standardized test for the previous school year when applicable.
 - **Fee** – Students are required to pay the National Beta Club fee prior to induction.
 - **Yearly requirements** –
 - **Grading** - Students chosen for the Senior Beta Club shall maintain a 3.60 GPA each semester. If a student in the club receives a GPA below 3.60, he/she will be on probation until the next semester. Once the GPA has been brought back up to a 3.60, then the student will no longer be on probation. While on probation, the student will not attend regular meetings or activities.
 - **Character Traits** - Students chosen for the Senior Beta Club shall be expected to not get ISS or OSS. If a student in the club receives ISS or OSS, he/she will be on probation until the next nine-week report. Once the nine-week report shows the student has not been

placed in ISS or OSS for that nine-weeks period, then the student will no longer be on probation. While on probation, the student will not attend regular meetings or activities.

- **Assessment** - Students chosen for the Senior Beta Club are expected to pass (proficient or exceeding) the reading and math portions on the state standardized test. If a student in the club does not pass the reading and math portions of the state standardized test, he/she will be on probation until the next school year. Once the student has passed the reading and math portions of the state standardized test, then the student will no longer be on probation. While on probation, the student will not attend regular meetings or activities.

- **Senior Beta Club – Grades 10th, 11th, and 12th**

- Students inducted into Senior Beta Club prior to the beginning of the 2018-2019 school year, shall remain in Beta Club according to the guidelines in the 2017-2018 Student Handbook.

Officers will be elected from and by the active membership. Offices include president, vice-president, secretary, treasurer, and reporter. Members having met requirements may run for state offices. (See National Beta Club Manual for details.) In addition, members having met local requirements may attend the state convention as a group. Competitions are offered for interested members. While at convention, the members are under the guidelines of the school handbook.

Membership in the HHS Beta Club or Jr. Beta Club may be precluded as a result of truancy, ISS, suspension, disorderly conduct in connection with a school sponsored event, or participation in an illegal act during school or at a school sponsored event. Members are expected to be good leaders, positive role models, and responsible citizens in the school setting and in the community.

6.12.4 Travel Club

Students must have a minimum of a 2.0 GPA to be in the travel club. If a student is assigned ISS or OSS during the previous or current school year, the student's participation must be approved by administration and the sponsor. If a student is found to have engaged in illegal acts during or outside of school, the student will not be allowed to travel with the travel club. If poor choices lead to the student not being able to participate in the travel club trip, the student forfeits all money already submitted to the school.

6.13 STUDENT USE OF MULTIPLE OCCUPANCY ROOM - Board Policy 4.61

Definitions

"Multiple occupancy room" means an area in a District building that is designed or designated to be used by one (1) or more individuals at the same time and in which one (1) or more individuals may be in various stages of undress in the presence of other individuals, which includes, without limitation, a restroom, locker room, changing room, or shower room.

"Sex" means the physical condition of being male or female based on genetics and physiology, which may be demonstrated by the sex identified on a student's original birth certificate.

Each multiple occupancy room in a District building shall be designated as either male or female. Except as permitted by this policy, a student shall not enter a multiple occupancy room that does not correspond to the student's sex.

An individual who is unwilling or unable to use a multiple occupancy room designated for the individual's sex shall be granted a reasonable accommodation, which may include, without limitation, access to a

single-occupancy restroom or changing area. A reasonable accommodation shall not include access to a restroom or changing area that is designated for use by members of the opposite sex to an individual while members of the opposite sex of the individual are present or may be present in the restroom or changing area.

The prohibitions in this policy do not apply to an individual who enters a multiple occupancy room designated for use by the opposite sex when the individual enters for any of the following reasons:

- custodial, maintenance, or inspection purposes;
- To render emergency medical assistance;
- To address an ongoing emergency, including without limitation a physical altercation;
- To accommodate individuals protected under the Americans with Disabilities Act; or
- To assist young children who are in need of physical assistance when using a restroom or changing facility that is located in the District.

SECTION 7: ADMISSION AND ENROLLMENT

7.1 RESIDENCY

7.1.1 Residence Requirements - Board Policy 4.1

“In loco parentis” means relating to the responsibility to undertake the care and control of another person in the absence of:

1. Supervision by the person's parent or legal guardian; and
2. Formal legal approval.

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

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

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

The schools of the District shall be open and free through the completion of the secondary program to all persons between the ages of five (5) and twenty-one (21) years whose parents, legal guardians, persons having lawful control of the student, or person standing in loco parentis reside within the District and to all persons between those ages who have been legally transferred to the District for educational purposes.

Any person eighteen (18) years of age or older may establish a residence separate and apart from his or her parent, legal guardian, person having lawful control of the student, or a person standing in loco parentis for school attendance purposes.

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

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

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

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

7.1.2 Homeless Students - Board Policy 4.40

The Hermitage School District will afford the same services and educational opportunities to homeless children as are afforded to non-homeless children. The Superintendent or his/her designee shall appoint an appropriate staff person to be the local educational agency (LEA) liaison for homeless children and youth whose responsibilities shall include, but are not limited to:

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

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

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

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

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

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

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

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

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

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

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

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

A homeless student shall be immediately eligible to participate in interscholastic activities at the school in which the student is enrolled.

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

- A. Are:
 - Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason;
 - Living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations;
 - Living in emergency or transitional shelters;
 - Abandoned in hospitals.
- B. Have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
- C. Are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and

D. Are migratory children who are living in circumstances described in clauses (a) through (c).

In accordance with Federal law, information on a homeless child or youth's living situation is part of the student's education record and shall not be considered, or added, to the list of directory information in Policy 4.13.

7.1.3 Students who are Foster Children - Board Policy 4.52

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

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

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

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

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

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

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

Foster Child School Choice

If DHS approves a request from a foster parent, or the foster child if the foster child is eighteen (18) years of age, to transfer to another school in the District or into the district as being in the best interest of the foster child, the District shall allow the foster child to transfer to another school in the District or into the District if the foster parent, or the foster child if the foster child is eighteen (18) years of age, submits a request to transfer on a

form approved by ADESE that is postmarked by no later than May 1 of the year the student seeks to begin the fall semester at another school in the District or in the District.

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

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

1. The public school or District has reached the maximum student-to-teacher ratio allowed under federal law, state law, rules for standards of accreditation, or other applicable rule or regulation; or
2. Approving the transfer would conflict with a provision of an enforceable desegregation court order or a public school district's court-approved desegregation plan regarding the effects of past racial segregation in student assignment.

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

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

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

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

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

7.1.4 Student Enrollment – Children of District or Educational Cooperative Employees

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

policy

7.2 ENROLLMENT REQUIREMENTS - Board Policy 4.2

To enroll in a school in the District, the child must be a resident of the District as defined in District policy (4.1—RESIDENCE REQUIREMENTS), meet the criteria outlined in policy 4.40—HOMELESS STUDENTS

or in policy 4.52—STUDENTS WHO ARE FOSTER CHILDREN, be accepted as a transfer student under the provisions of policy 4.4, or participate under a school choice option and submit the required paperwork as required by the choice option under Policy 4.5.

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

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

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

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

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

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

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

1. The parent, legal guardian, person having lawful control of the student, or person standing in loco parentis shall furnish the child's social security number, or if they request, the district will assign the child a nine (9) digit number designated by the Division of Elementary and Secondary education.
2. The parent, legal guardian, person having lawful control of the student, or person standing in loco parentis shall provide the district with one (1) of the following documents indicating the child's age:
 - a. A birth certificate;
 - b. A statement by the local registrar or a county recorder certifying the child's date of birth;
 - c. An attested baptismal certificate;
 - d. A passport;

- e. An affidavit of the date and place of birth by the child’s parent, legal guardian, person having lawful control of the student, or person standing in loco parentis;
 - f. United States military identification; or
 - g. Previous school records.
3. The parent, legal guardian, person having lawful control of the student, or person standing in loco parentis shall indicate on school registration forms whether the child has been expelled from school in any other school district or is a party to an expulsion proceeding. Any person who has been expelled from any other school district shall receive a hearing before the Board at the time the student is seeking enrollment in the District. The Board reserves the right to not to allow the enrollment of such students until the time of the person's expulsion has expired following the hearing before the Board.
 4. In accordance with Policy 4.57—IMMUNIZATIONS, the child shall be age appropriately immunized or have an exemption issued by the Arkansas Department of Health.

Uniformed Services Member's Children

For the purposes of this policy:

“Activated reserve components” means members of the reserve component of the uniformed services who have received a notice of intent to deploy or mobilize under Title 10 of the United States Code, Title 32 of the United States Code, or state mobilization to active duty.

“Active duty” means full-time duty status in the active, uniformed services of the United States, including without limitation members of The National Guard and Reserve on active duty orders under 10 U.S.C. chapters 1209 and 2011 or 42 U.S.C. § 204.

“Deployment” means a period of time extending from six (6) months before a member of the uniformed services' departure from their home station on military orders through six (6) months after return to his or her home station.

"Dual status military technician" means a federal civilian employee who is:

- Employed under 5 U.S.C. § 3101 or 32 U.S.C. § 709(b);
- Required as a condition of his or her employment to maintain membership in the Selected Reserve; and
- Assigned to a civilian position as a technician in the organizing, administering, instructing, or training of the Selected Reserve or in the maintenance and repair of supplies or equipment issued to the Selected Reserve of the United States Armed Forces.

“Eligible child” means the children of:

- Active duty members of the uniformed services;
- Members of the active and activated reserve components of the uniformed services;
- Members or veterans of the uniformed services who are severely injured and medically discharged or retired for a period of one (1) year after medical discharge or retirement; and
- Members of the uniformed services who die on active duty or as a result of injuries sustained on active duty for a period of one (1) year after death.
- Dual status military technicians; and
- Traditional members of the National Guard and reserve components of the armed forces who are relocating to the state for employment or to serve as a member of an Arkansas-based reserve component unit.

- "Traditional member of the National Guard or federal reserves" means an active member of the Selected Reserve subject to mobilization and deployment for which he or she attends monthly and annual training periods.

“Transition” means the:

- Formal and physical process of transitioning from public school to public school; or
- Period of time in which a student moves from a sending district to a receiving district.

“Uniformed services” means the United States Army, United States Navy, United States Air Force, United States Marine Corps, United States Space Force, United States Coast Guard, the National Oceanic and Atmospheric Administration Commissioned Officer Corps, the United States Commissioned Corps of the Public Health Services, and the state and federal reserve components of each of these bodies.

“Veteran” means an individual who served in the uniformed services and who was discharged or released from the uniformed services under conditions other than dishonorable.

The superintendent shall designate an individual as the District’s military education coordinator, who shall serve as the primary point of contact for an eligible child and for the eligible child’s parent, legal guardian, person having lawful control of the eligible child, or person standing in loco parentis. The individual the superintendent designates as the District’s military education coordinator shall have specialized knowledge regarding the educational needs of children of military families and the obstacles that children of military families face in obtaining an education.⁵

An eligible child as defined in this policy shall:

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

Following the receipt of advanced notice of the enrollment of an eligible student from a military family, the District shall treat the notice as a provisional enrollment and provide the student with materials regarding:

- Academic courses;
- Electives;
- Sports; and
- Other relevant information regarding the public school.

In the event that official copies of an eligible child's education records are not available at the time the eligible child is transferring, then the District shall:

- Pre-register and place an eligible child based on the eligible child's unofficial education records pending receipt of the eligible child's official records; and
- Request the eligible child's official education records from the sending district.

To facilitate a smooth transition between the student's previous coursework and the curriculum best suited to ensure educational success in the student's new school, the District may enroll an inbound transitioning eligible student in digital coursework, if available, at the request of the military family.

International Exchange Students

"Host family" means the individual or family with whom an international exchange student is placed by an international student exchange visitor placement organization under the International Student Exchange Visitor Placement Organization Registration Act, § 6-18-1701 et seq.

"International exchange student" means a student who is placed with a host family by an international student exchange visitor placement organization under the International Student Exchange Visitor Placement Organization Registration Act, § 6-18-1701 et seq.

Before an international exchange student may attend a District school, the District requires all international student exchange visitor placement organizations that are placing international exchange students within the District to:

- Be certified by the Council on Standards for International Educational Travel;
- Provide documented proof of the international exchange student's English proficiency; and
- Notify the District at least three (3) weeks before the beginning of the academic semester the international exchange student plans to enroll in the District.

The District shall admit for enrollment and attendance an international exchange student who has been placed with a host family who resides within the District boundaries. The international exchange student shall attend the school in the District based on the attendance zone where the host family resides.⁶

Upon an international exchange student's arrival, the international exchange student may be required to submit to quarantine to prevent the spread of infectious diseases as may be necessary, which shall not exceed seven (7) days unless otherwise recommended by the Arkansas Department of Health or the Centers for Disease Control and Prevention.

International exchange students are expected to follow the District handbook and student code of conduct as the District has the authority to expel a student for violations of the school district's written student discipline policies or if the international exchange student presents a danger to the District's students or employees.

Statewide assessment results achieved by an international exchange student enrolled in the District shall be included in the District's results on the statewide assessments.⁷

The District shall provide English-language services to international exchange students as necessary.

7.3 SCHOOL CHOICE – STANDARD – Board Policy 4.5

Standard School Choice

Exemption – If applicable

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

Definition

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

Transfers into the District

Capacity Determination and Public Pronouncement

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

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

Application Process

The student's parent shall submit a school choice application on a form approved by DESE to this District and to the student's resident district. Except for students who are transferring under Uniformed Service Member Dependent School Choice, the transfer application must be postmarked or hand delivered between January 1 and May 1 of the year preceding the fall semester the applicant would begin school in the District. The District shall date and time stamp all applications the District receives as both the resident and nonresident district as

they are received in the District's central office. Except for applications from students who are transferring under Uniformed Service Member Dependent School Choice, applications postmarked, emailed or hand delivered on or after May 2 will not be accepted. Statutorily, preference is required to be given to siblings of students who are already enrolled in the District. Therefore, siblings whose applications fit the capacity standards approved by the Board of Directors may be approved ahead of an otherwise qualified non-sibling applicant who submitted an earlier application as identified by the application's date and time stamp.

Except for students who are transferring under Uniformed Service Member Dependent School Choice, no earlier than January 1 of each year, the Superintendent will consider all properly submitted applications for School Choice. By July 1, the Superintendent shall notify the parent and the student's resident district, in writing, of the decision to accept or reject the application.

Accepted Applications

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

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

A present or future sibling of a student who continues enrollment in this District may enroll in the District by submitting a Standard School Choice application. Applications of siblings of presently enrolled choice students are subject to the provisions of this policy including the capacity standards applicable to the year in which the sibling's application is considered by the District. A sibling who enrolls in the District through Standard School choice is eligible to remain in the District until completing his/her secondary education.

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

Rejected Applications

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

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

Rejection of applications shall be in writing and shall state the reason(s) for the rejection. Unless the student's application was rejected due to the application not being timely received by both the resident and nonresident districts, a student whose application was rejected may request a hearing before the State Board of Education to reconsider the application. The request for a hearing must be submitted in writing to the State Board within ten (10) days of receiving the rejection letter from the District.

Transfers Out of the District

All Standard School Choice applications for transfers out of the District shall be granted

Facilities Distress School Choice Applications

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

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

Opportunity School Choice

Transfers Into or Within the District

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

Unless there is a lack of capacity at the District's school or the transfer conflicts with the provisions of a federal desegregation order applicable to the District, a student may transfer from the student's assigned school to another school in the District¹⁰ or from the student's resident district into the District if:

- Either:
 - The student's resident district has been classified by the state board as in need of Level 5 — intensive support; or
 - The student's assigned school has a rating of "F"; and
- Except for students who are transferring under Uniformed Service Member Dependents School Choice, the student's parent, guardian, or the student if the student is over eighteen (18) years of age has submitted an application of the student's request to transfer by no earlier than January 1 and no later than May 1 of the school year before the school year the student intends to transfer to both the sending and receiving school districts.

Except for students who are transferring under Uniformed Service Members Dependent School Choice or seeking to transfer within the District, the Superintendent shall notify in writing the parent or guardian, or the student if the student is over eighteen (18) years of age, and the student's resident district whether the Opportunity School Choice application has been accepted or rejected. by no later than July 1 of the school year

the student is seeking to enroll. If the student is seeking a transfer within the District, the Superintendent shall notify in writing the parent or guardian, or the student if the student is over eighteen (18) years of age, whether the Opportunity School Choice application has been accepted or rejected within fifteen (15) days from receipt of the student's application. The notification shall be sent via First-Class Mail to the address on the application.

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

If the District rejects the application, the District shall state in the notification letter the specific reasons for the rejection. Unless the student's application was rejected due to the application not being timely received by both the resident and nonresident districts, a parent or guardian, or the student if the student is over eighteen (18) years of age, may appeal the District's decision to deny the application to the State Board of Education. The appeal must be in writing to the State Board of Education via hand delivery or certified mail, return receipt requested, no later than ten (10) calendar days, excluding weekends and legal holidays, after the notice of rejection was received from the District.

Except for students who are transferring under Uniformed Service Member Dependent School Choice, a student's transfer under Opportunity School choice is effective at the beginning of the next school year and the student's enrollment is irrevocable for the duration of the school year and is renewable until the student completes high school or is beyond the legal age of enrollment. This provision for continuing eligibility under Opportunity Choice does not negate the student's right to apply for transfer to a district other than the student's assigned school or resident district under the Standard School Choice provisions of this policy.

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

Transfers out of, or within, the District

If a District school receives a rating of "F" or the District has been classified by the State Board as in need of Level 5 Intensive Support, the District shall timely notify parents, guardians, or students, over eighteen (18) years of age, as soon as practicable after the school or district designation is made of all options available under Opportunity Choice. The District shall offer the parent or guardian, or the student if the student is over eighteen (18) years of age, an opportunity to submit an application to enroll the student in:

A school district that has not been classified by the State Board as in need of Level 5 Intensive Support; or
If there is more than one school within the District covering the grade level of the student seeking to transfer that does not have a rating of "F", a public school within the District that is nearest to the student's legal residence that does not have a rating of "F"; or
If there is not more than one school within the District covering the grade level of the student seeking to transfer that does not have a rating of "F", a public school that does not have a rating of "F" within a School district that has not been classified by the State Board as in need of Level 5 Intensive Support.

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

Uniformed Service Member Dependent School Choice

"Uniformed service member" means an active or reserve component member of the:

- United States Army, United States Navy, United States Air Force, United States Marine Corps, United States Space Force, or United States Coast Guard;
- National Oceanic and Atmospheric Administration Commissioned Officer Corps; or
- United States Commissioned Corps of the Public Health Service.

"Uniformed service veteran" means a former uniformed service member who has been discharged under conditions other than dishonorable.

A student shall be eligible for school choice under Uniformed Service Member Dependent School Choice if the student is a dependent of a:

- Uniformed service member in full-time active-duty status;
- Surviving spouse of a uniformed service member;
- Reserve component uniformed service member during the period six (6) months before until six (6) months after a Title 10, Title 32, or state active duty mobilization and service; or
- Uniformed service veteran who is returning to civilian status at the conclusion of the uniformed service veteran's active duty status.

A student's parent, legal guardian, person having lawful control of a student, or person standing in loco parentis to the student shall submit a school choice application by mail, e-mail, or in person to the student's nonresident district and resident district. The application shall be accompanied by:

- a. A copy of the identification card of the student's parent, legal guardian, person having lawful control of the student, or person standing in loco parentis that qualifies the student under this section; and
- b. A copy of the official orders, assignment notification, or notice of mobilization of the student's parent, legal guardian, person having lawful control of the student, or person standing in loco parentis.

The application deadline required under Standard School Choice and Opportunity School Choice shall not apply to uniformed service member dependents.

The superintendent of the nonresident district shall notify the parent, legal guardian, person having lawful control of the student, or person standing in loco parentis of the student in writing whether the student's application has been accepted or rejected within fifteen (15) days of the nonresident district's receipt of the application. A student's transfer under the Uniformed Services Member Dependent School Choice is effective immediately upon the nonresident district's written notification of an acceptance.

A student shall be permitted only one (1) school transfer per academic year.

The parent, legal guardian, person having lawful control of a student, or person standing in loco parentis to a student shall be responsible for transportation of the student.

Unsafe School Choice Program

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

7.4 PLACEMENT OF MULTIPLE BIRTH SIBLINGS – Board Policy 4.53

The parent, guardian or other person having charge or custody of multiple birth siblings in grades pre-K through 6 may request that the multiple birth siblings are placed in either the same or separate classrooms. The request shall be in writing not later than the 14th calendar day prior to the first day of classes at the beginning of the academic year. The school shall honor the request unless it would require the school to add an additional class to the sibling's grade level. If one parent of multiple birth siblings requests a placement that differs from that of the other parent of the same multiple birth siblings, the school shall determine the appropriate placement of the siblings.

The school may change the classroom placement of one or more of the multiple birth siblings if:

- There have been a minimum of 30 instructional days since the start of the school year; and
- After consulting with each classroom teacher in which the siblings were placed, the school determines the parent's classroom placement request is:
 - Detrimental to the educational achievement of one or more of the siblings;
 - Disruptive to the siblings' assigned classroom learning environment; or
 - Disruptive to the school's educational or disciplinary environment.

If a parent believes the school has not followed the requirements of this policy, the parent may appeal the multiple birth siblings' classroom placement to the Superintendent. The Superintendent's decision regarding the appeal shall be final.

7.5 DETERMINATION OF CREDIT FROM ACCREDITED SCHOOLS

Any student transferring from a school accredited by the Arkansas Department of Education to the Hermitage School District shall be placed in the same grade as had the student remained in his/her former school.

Upon the enrollment of a transfer student from an accredited school, the counselor will determine a tentative schedule of classes based on the statement of the student as to which courses have been completed or documents brought by the student from the sending school. The counselor will send a request to the former school for official school records. After receipt of these records, grades are transferred to the current records. If a letter grade is sent, then the same letter grade is recorded. If percentage grades are sent the percentage grades will be converted into letter grades based on the sending school's grading scale. If no grading scale can be obtained from the sending school within 60 days from the date of enrollment, those percentage grades will be converted into letter grades based on the Hermitage High School grading scale. Once the grades are recorded on the official transcript, they are final at that time.

All credits are accepted at face value and transferred to the HHS transcript. Arkansas law and Arkansas Department of Education guidelines are followed in creating a graduation checklist for the transferring student. In computing GPA for purposes of ranking, Hermitage High School will transfer in and count in the ranking GPA, only those courses that have weighted status at Hermitage High School. All AP courses will be weighted in compliance with state mandates.

If a student enters in the middle of a grading period, the transfer grades are added with the grades the student receives in the Hermitage School District. If that grade is passing, then the student receives credit for that semester.

7.6 DETERMINATION OF CREDIT TO BE GIVEN GRADES 9-12 NON-ACCREDITED OR HOME SCHOOLED

A student will be required to take tests in each academic area for which credit has been successfully earned as a homeschooled student or a non-accredited school student. Tests will only be given in subject areas that are taught in the Hermitage School District. The tests will be constructed or chosen by the appropriate teachers within each department. Sixty percent (60%) achievement will be required for passing the test for credit. No letter grades will be issued, only "CR" for credit earned. The counselor will supervise the acquisition and administration of the test(s). If no counselor is available, the curriculum coordinator will oversee the administration of the test(s).

A committee of teachers, counselor, administrator, parents of the student, and student wishing to enroll will meet to evaluate proper placement and units of credit to be accepted after the student has taken the required tests. The school retains the option to reconsider placement during the school year.

Any student transferring from "homeschool" or a school not accredited by the Arkansas Department of Education, shall be evaluated by the staff to determine the student's appropriate placement.

When a disabled student wishes to re-enter public schools from home schooling or a non-accredited school, he/she will be placed according to the recommendation made by the Individual Education Program Committee

7.7 WITHDRAWAL FROM SCHOOL

In compliance with Act 230 of 1997, the school shall keep records of all withdrawals in order that the State Department of Education be furnished pertinent information required by that legislative act; therefore, students withdrawing from school must obtain a check-out form from the administrator's office.

All school materials, textbooks, library books, etc., must be returned.

A copy of the official withdrawal form will be given to the student when he/she leaves if all records are clear. In order to avoid delays, please notify the office the day prior to withdrawal.

Students will not be dropped from the school roster until the office receives an official request from the enrolling school. Absences will continue to count until such a request is received.

After 10 consecutive days of absences, the Hermitage School District Social Worker, Director of Student Services, Dean of Students, and/or Administrator will be notified by those responsible for tracking student absences.

7.8 STUDENT TRANSFERS - Board Policy 4.4

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

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

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

Any student transferring from a school that is not accredited by the Division of Elementary and Secondary Education (DESE) to a District school shall be evaluated by District staff to determine the student's appropriate grade placement. A student transferring from homeschool will be placed in accordance with Policy 4.6—HOME SCHOOLING.

Any person who has been expelled from any other school district shall receive a hearing before the Board at the time the student is seeking enrollment in the District. The Board reserves the right to not allow the enrollment of such students until the time of the person's expulsion has expired following the hearing before the Board.³

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

SECTION 8: ATTENDANCE

8.1 SIGN-IN/SIGN-OUT OF STUDENTS

8.1.1 General Policy

A student who is tardy, leaves before dismissal, and/or returns to school after leaving, must be signed in or out by a parent/guardian or other adult listed on the student information or registration form on file in the office IN PERSON. Students who are checked out of school and later return must present a valid excuse prior to re-entering school for the day. Regardless of age or marital status, no student, having once arrived on the campus, shall leave the school premises at any time during the school day without being signed out and picked up by his/her parent or guardian from the School Office.

8.1.2 Emergencies – Other Authorized Individuals

In case of emergencies, a parent/guardian may call from a number listed in the student information or registration form on file in the office before a student will be permitted to leave the school campus either alone or with someone other than the parent/guardian.

8.1.3 Medical Note Required

If a student is signed out by a parent/guardian to go to the doctor, dentist, or the orthodontist, upon his/ her return to school, the student shall report to the School Office with a note from the doctor, dentist, or the orthodontist verifying his/her visit.

8.2 ABSENCES – Board Policy 4.7

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

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

Absences for students enrolled in synchronous digital courses shall be determined in the same manner as for District students attending courses in person.

Excused Absences

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

- The student's illness or when attendance could jeopardize the health of other students. A maximum of eight (6) such days are allowed per semester unless the condition(s) causing such absences is of a chronic or recurring nature, is medically documented, and approved by the principal.
- Death or serious illness in their immediate family;
- Observance of recognized holidays observed by the student's faith;
- Attendance at an appointment with a government agency;
- Attendance at a medical appointment;
- Exceptional circumstances with prior approval of the principal;

- Participation in an FFA, FHA, or 4-H sanctioned activity;
- Participation in the election poll workers program for high school students.
- Absences granted to allow a student to visit his/her parent or legal guardian who is a member of the military and been called to active duty, is on leave from active duty, or has returned from deployment to a combat zone or combat support posting. The number of additional excused absences shall be at the discretion of the superintendent or designee.
- Absences granted, at the Superintendent's discretion, to seventeen (17) year-old students who join the Arkansas National Guard while in eleventh grade to complete basic combat training between grades eleven (11) and (12).
- Absences for students excluded from school by the Arkansas Department of Health during a disease outbreak because the student has an immunization waiver or whose immunizations are not up to date.
- Absences due to conditions related to pregnancy or parenting, including without limitation:
 - Labor, delivery, and recovery;
 - Prenatal and postnatal medical appointments and other medically necessary, pregnancy-related absences;
 - The illness or medical appointment of a child belonging to a parent who is enrolled at a District school;
- A legal appointment related to pregnancy or parenting, including without limitation:
 - Adoption;
 - Custody; and
 - Visitation;
- A reasonable amount of time to accommodate a lactating student's need to express breast milk or to breastfeed the student's child on the District's campus; and
- At least ten (10) school days of absences for both a parenting mother and a parenting father after the birth of a child.

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

Up to one (1) time during each scheduled election, a student shall not be considered absent from school for the time the student accompanies the student's parent when the parent is exercising the parent's right to vote in a scheduled election.

In order for the absence to be considered excused, the student must:

- a. Bring a written statement to the principal or designee upon the student's return to school from the student's parent, or legal guardian, or treating physician stating the reason for the student's absence; or
- b. If the student is attending the District's courses digitally, upload a written statement from the student's parent, or legal guardian, or treating physician stating the reason for the student's absence through the District's digital course management platform for review by the principal or designee.; or
- c. Provide documentation as proof of a student's participation in an activity or program scheduled and approved by the 4-H program that is provided by a 4-H county extension agent, 4-H educator, or other appropriate entity associated with the 4-H activity or program.

A written statement presented or uploaded for an absence having occurred more than five (5) school days prior to its presentation or upload will not be accepted.

Unexcused Absences

Absences that are not defined above do not have an accompanying note from the parent; legal guardian; person having lawful control of the student; or person standing in loco parentis, the student's treating physician, or a 4-H county extension agent, 4-H educator, or other appropriate entity associated with the 4-H activity or program; or have an accompanying note that is not presented or uploaded within the timeline required by this policy, shall be considered as unexcused absences. Students with 4 unexcused absences in a course in a semester may not receive credit for that course. At the discretion of the principal after consultation with persons having knowledge of the circumstances of the unexcused absences, the student may be denied promotion or graduation. Excessive absences shall not be a reason for expulsion or dismissal of a student.

When a student has 1 unexcused absence, his/her parents, legal guardians, persons with lawful control of the student, or persons in loco parentis shall be notified. Notification shall be by telephone by the end of the school day in which such absence occurred or by regular mail with a return address sent no later than the following school day.

Whenever a student exceeds 2 unexcused absences in a semester, the District shall notify the prosecuting authority and the parent, legal guardian, person having lawful control of the student, or persons in loco parentis shall be subject to a civil penalty as prescribed by law.

It is the Arkansas General Assembly's intention that students having excessive absences be given assistance in obtaining credit for their courses. Therefore, at any time prior to when a student exceeds the number of unexcused absences permitted by this policy, the student, or his/her parent, legal guardian, person with lawful control of the student, or person standing in loco parentis may petition the school or district's administration for special arrangements to address the student's unexcused absences. If formal arrangements are granted, they shall be formalized into a written agreement which will include the conditions of the agreement and the consequences for failing to fulfill the agreement's requirements. The agreement shall be signed by the student, the student's parent; legal guardian; person having lawful control of the student; or person standing in loco parentis, and the school or district administrator or designee.

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

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

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

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

8.3 TARDIES – Board Policy 4.9

8.3.1 General Information

Promptness is an important character trait that District staff is to encourage, 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. Repeated tardiness is disruptive and cannot be tolerated. All tardies are considered unexcused unless special conditions exist and require administrator approval.

Students should make a concerted effort to get to class on time. Students are considered tardy if they are not in their assigned places/locations when the tardy bell rings.

Parents have access to student's attendance and tardy records through the Access Center of E-School. Please contact the school office or Director of Student Services if you need access information for your student(s) or assistance accessing the information.

8.3.2 Elementary School

The school day begins at 7:50 AM. A student is considered tardy for missing up to 1 ½ hours of instruction. Students missing 1 ½ hours to 3 ½ hours of instruction are considered absent for ½ day. Students missing over 3 ½ hours of instruction are considered absent for 1 day. The dismissal bell rings at 3:15 PM, which is the official end to the school day.

Letters will be mailed home to the address on file in the office when a student has 2 tardies. Upon the fourth (4th) tardy, a referral will be made to the social worker. On the eighth (8th) tardy, a FINS will be filed with the court.

8.3.3 High School

Students should make a concerted effort to get to class on time. Students are considered tardy if they are not in their assigned places/location when the tardy bell rings. Tardies are entered into the Home Access Center (HAC) for parent notification. If a student accumulates more than three (3) tardies in a class period in a semester, a written reprimand will be issued. An assignment for one day of detention will be made for the fourth (4th) and fifth (5th) tardy, and the school social worker will make contact with the parent or guardian. For the sixth (6th) and seventh (7th) tardy, two days of detention will be assigned, and services will be provided by the school counselor. A student's absence progresses from a tardy to an absence if the student misses more than 15 minutes of instruction during the period. Upon the assignment to detention, parent notification of the detention will be mailed home and a phone call will be made to the parent's number on file in the office. On the eighth (8th) tardy and subsequent tardies, students will be assigned ISS. A FINS will be filed with the court when the student reaches eight (8) tardies in the AM.

8.4 COLLEGE DAYS

In an attempt to support students in their efforts to further their education, seniors at Hermitage High School who have at least a 2.0 GPA and at least sixteen (16) credits at the beginning of his/her senior year, will be permitted to take two (2) college/career days. Juniors at Hermitage High School who have at least a 2.0 GPA and at least twelve (12) credits at the beginning of his/her junior year will be permitted to take one (1) college/career day during the second semester of his/her junior year. College days will not be granted for students with excessive absences (more than the allotted 8 days per semester).

The student must make arrangements through the counselor's office and with the administrator before the visitation. Students must present a letter from the institution that he/she is planning to attend, indicating the date of the planned visit, to the counselor. While on the visit, students must have an official from the institution sign the college/career day form and return it to the counselor when the student returns. The counselor will copy the form and submit it to the school office.

Special considerations will be given for visits initiated by the college or university for recruitment purposes. Such considerations are done at the discretion of administration.

SECTION 9: CONDUCT

9.1 STANDARD 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 on the rights of others. School district officials attempt to include prevention, intervention, and conflict resolution whenever dealing with student problems; however, school staff 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. A student who is well informed concerning his/her rights and responsibilities and the standards of behavior expected should not require disciplinary action. However, the Rules of Conduct set forth below are considered major infractions of proper conduct and will subject the student to disciplinary action.

All students enrolled in Hermitage School District shall comply with the rules and regulations set forth in this handbook and all other rules and regulations prescribed by law and as adopted by the Hermitage School Board.

All students and their parents should be aware that the rules of conduct and the policies and procedures set forth in this handbook may be amended from time to time by the Hermitage School Board. All students shall also comply with all reasonable rules and regulations and classroom procedures established by teachers and administrators governing classroom activities or other school activities both on and off campus.

9.1.1 PROHIBITED CONDUCT - Board Policy 4.18

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

1. Disrespect for school employees and failing to comply with their reasonable directions or otherwise demonstrating insubordination;
2. Disruptive behavior that interferes with orderly school operations;
3. Willfully and intentionally assaulting or threatening to assault or physically abusing any student or school employee;
4. Possession of any weapon that can reasonably be considered capable of causing bodily harm to another individual;
5. Possession or use of tobacco in any form on any property owned or leased by any public school;
6. Willfully or intentionally damaging, destroying, or stealing school property;
7. Possession of any paging device, beeper, or similar electronic communication devices on the school campus during normal school hours unless specifically exempted by the administration for health or other compelling reasons;
8. Possession, selling, distributing, or being under the influence of an alcoholic beverage, any illegal drug, unauthorized inhalants, or the inappropriate use or sharing of prescription or over the counter drugs, or other intoxicants, or anything represented to be a drug;
9. Sharing, diverting, transferring, applying to others (such as needles or lancets), or in any way misusing medication or any medical supplies in their possession;
10. Inappropriate public displays of affection;
11. Cheating, copying, or claiming another person's work to be his/her own;
12. Gambling;
13. Inappropriate student dress;
14. Use of vulgar, profane, or obscene language or gestures;

15. Truancy;
16. Excessive tardiness;
17. Engaging in behavior designed to taunt, degrade, or ridicule another person on the basis of race, ethnicity, national origin, sex, sexual orientation, gender identity, or disability;
18. Possess, view, distribute or electronically transmit sexually explicit or vulgar images or representations, whether electronically, on a data storage device, or in hard copy form;
19. Hazing, or aiding in the hazing of another student;
20. Gangs or gang-related activities, including belonging to secret societies of any kind, are forbidden on school property. Gang insignias, clothing, “throwing signs” or other gestures associated with gangs are prohibited;
21. Sexual harassment;
22. Bullying;
23. Operating a vehicle on school grounds while using a wireless communication device; and
24. Theft of another individual’s personal property.

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.

9.2 STUDENT RIGHTS, RESPONSIBILITIES, AND LIMITATIONS

All students of the Hermitage School District have certain protected rights under the Constitution of the State of Arkansas and the United States Constitution including freedom of speech, freedoms of assembly, and freedom of press, provided, however, there are reasonable limitations on the exercise of those rights. Those freedoms must be exercised in a way and in a manner, which will not interfere with the rights of others, and they shall not be exercised in such a way as to create an obscene, slanderous, libelous manner or to incite students to commit unlawful acts. Students have the right to peaceful assembly. However, students do not have the right to interfere with classroom activities or other school events or activities.

9.3 ACADEMIC HONESTY

Cheating is defined as dishonesty on any kind of test (including having a cell phone out during a test), examination, written assignment, project, illegal possession of a test or examination question. The possession of unauthorized notes during a test or examination, taking notes from or giving notes to another student, assisting others to cheat, plagiarizing or altering grade records are instances of cheating that will result in a “Zero” recorded for that grade.

Consequences for plagiarism or cheating are the student(s) will receive no credit on the assignment and the teacher will notify the parent /guardians.

9.4 STUDENT DRESS AND GROOMING – Board Policy 4.25

The Hermitage Board of Education recognizes that dress can be a matter of personal taste and preference. At the same time, the District has a responsibility to promote an environment conducive to student learning. This requires limitations to student dress and grooming that could be disruptive to the educational process because they are immodest, disruptive, unsanitary, unsafe, could cause property damage, or are offensive to common standards of decency.

Students are prohibited from wearing, while on the school grounds during the school day and at school-sponsored events, clothing that exposes underwear, buttocks, or the breast of a female. This prohibition does not apply, however, to a costume or uniform worn by a student while participating in a school-sponsored activity or event.

A student shall not be disciplined or discriminated against based upon the student's natural, protective, or cultural hairstyle. A student's natural, protective, or cultural hairstyle includes without limitation afros, dreadlocks, twists, locs, braids, cornrow braids, Bantu knots, curls, and hair styled to protect hair texture or for cultural significance.

9.4.2 K-12 Guidelines:

- No clothing that exposes underwear, buttocks, or breasts of a female shall be allowed. (Act 835 of 2011)
- Blouses and shirts must be long enough to keep the midriff, back and stomach covered. Sleeveless shirts must be at least 2 inches wide on the shoulder. No strapless or off the shoulder blouses or shirts are allowed.
- Foot coverings must be worn at all times and must keep feet safe during the student's daily activities at school, according to their schedules and activities.
- No hats, caps, hoodies, toboggans, etc. may be worn inside buildings on campus. Items that obstruct the view of the students face may be questioned at any time. Principals' discretion may be used for questionable head coverings.
- No clothing that displays messages or illustrations of a profane or crude nature, or advertisements for drugs, alcohol, or any illegal substance, or gang related logos, are allowed.
- No pajamas or house shoes are allowed.
- Pants must be of proper size and worn at the waist.
- Grades 5-12: Shorts and skirts are permitted if hemlines are within a dollar bill length of the top of the knee cap.

Reprimand to Expulsion - Students must change clothing to meet dress code before returning to class.

9.4.3 Grades 7 - 12

- All bags (backpacks, athletic bags, purses, etc.) used during the school day at Hermitage High School must be made of mesh material.

Reprimand to Expulsion - Any bags not meeting this requirement will be left with office personnel until the end of the school day.

9.5 DISRUPTION OF SCHOOL – Board Policy 4.20

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

Reprimand to Expulsion

9.6 DISORDERLY CONDUCT

The student significantly disrupts all or portions of the campus activities, school sponsored events, or school bus transportation. Disruptive behavior that poses a serious threat to the learning environment, health, safety, or welfare of others may be dealt with by prosecution under current law.

Reprimand to Expulsion

9.7 INSUBORDINATION

Willful failure or refusal to recognize or submit to the authority of a superior.

Reprimand to Expulsion

9.8 FORGERY OF PASSES OR FALSIFICATION OF GENERAL INFORMATION

A student shall not forge another person's name to any pass, excuse, or a student's scheduling information, nor falsify telephone numbers and addresses on general information forms. This includes all school records.

Reprimand to Expulsion

9.9 BULLYING/CYBERBULLYING – Board Policy 4.43

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

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

Definitions:

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

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

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

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

1. Cyberbullying;
2. Sarcastic comments "compliments" about another student's personal appearance or actual or perceived attributes,
3. Pointed questions intended to embarrass or humiliate,
4. Mocking, taunting or belittling,
5. Non-verbal threats and/or intimidation such as “fronting” or “chesting” a person,
6. Demeaning humor relating to a student's actual or perceived attributes,
7. Blackmail, extortion, demands for protection money or other involuntary donations or loans,
8. Blocking access to school property or facilities,
9. Deliberate physical contact or injury to person or property,
10. Stealing or hiding books or belongings,
11. Threats of harm to student(s), possessions, or others,

12. Sexual harassment, as governed by policy 4.27, is also a form of bullying, and/or
13. Teasing or name-calling related to sexual characteristics or the belief or perception that an individual is not conforming to expected gender roles or conduct or is homosexual, regardless of whether the student self-identifies as homosexual or transgender (Examples: “Slut”, “You are so gay.”, “Fag”, “Queer”).

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

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

Cyberbullying of School Employees includes, but is not limited to:

- a. Building a fake profile or website of the employee;
- b. Posting or encouraging others to post on the Internet private, personal, or sexual information pertaining to a school employee;
- c. Posting an original or edited image of the school employee on the Internet;
- d. Accessing, altering, or erasing any computer network, computer data program, or computer software, including breaking into a password-protected account or stealing or otherwise accessing passwords of a school employee;
- e. Making repeated, continuing, or sustained electronic communications, including electronic mail or transmission, to a school employee;
- f. Making, or causing to be made, and disseminating an unauthorized copy of data pertaining to a school employee in any form, including without limitation the printed or electronic form of computer data, computer programs, or computer software residing in, communicated by, or produced by a computer or computer network;
- g. Signing up a school employee for a pornographic Internet site; or
- h. Without authorization of the school employee, signing up a school employee for electronic mailing lists or to receive junk electronic messages and instant messages.

Cyberbullying is prohibited whether or not the cyberbullying originated on school property or with school equipment, if the cyberbullying results in the substantial disruption of the orderly operation of the school or educational environment or is directed specifically at students or school personnel and maliciously intended for the purpose of disrupting school and has a high likelihood of succeeding in that purpose.

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

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

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

Respect for the dignity of others is a cornerstone of civil society. Bullying creates an atmosphere of fear and intimidation, robs a person of his/her dignity, detracts from the safe environment necessary to promote student

learning, and will not be tolerated by the Board of Directors. Students who bully another person shall be held accountable for their actions whether they occur on school equipment or property; off school property at a school sponsored or approved function, activity, or event; going to or from school or a school activity in a school vehicle or school bus; or at designated school bus stops.

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

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

A building principal, or designee, who receives a credible report or complaint of bullying shall:

1. As soon as reasonably practicable, but by no later than the end of the school day following the receipt of the credible report of bullying:
 - a. Report to a parent, legal guardian, person having lawful control of a student, or person standing in loco parentis of a student that their student is the victim in a credible report of bullying; and
 - b. Prepare a written report of the alleged incident of bullying;
2. Promptly investigate the credible report or complaint of bullying, which shall be completed by no later than the fifth (5th) school day following the completion of the written report.
3. Notify within five (5) days following the completion of the investigation the parent, legal guardian, person having lawful control of a student, or person standing in loco parentis of a student who was the alleged victim in a credible report of bullying whether the investigation found the credible report or complaint of bullying to be true and the availability of counseling and other intervention services.
4. Notify within five (5) days following the completion of the investigation the parent, legal guardian, person having lawful control of the student, or person acting in loco parentis of the student who is alleged to have been the perpetrator of the incident of bullying:
 - a. That a credible report or complaint of bullying against their student exists;
 - b. Whether the investigation found the credible report or complaint of bullying to be true;
 - c. Whether action was taken against their student upon the conclusion of the investigation of the alleged incident of bullying; and
 - d. Information regarding the reporting of another alleged incident of bullying, including potential consequences of continued incidents of bullying;
5. Make a written record of the investigation, which shall include:
 - a. A detailed description of the alleged incident of bullying, including without limitation a detailed summary of the statements from all material witnesses to the alleged incident of bullying;
 - b. Any action taken as a result of the investigation; and
6. Discuss, as appropriate, the availability of counseling and other intervention services with students involved in the incident of bullying.

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.¹ In addition to any disciplinary actions, the District shall take appropriate steps to remedy the effects resulting from bullying.

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, legal guardians, persons having lawful control of a student, persons standing in loco parentis, students, school volunteers, and employees shall be given copies of the notice annually.

The superintendent shall make a report annually to the Board of Directors on student discipline data, which shall include, without limitation, the number of incidents of bullying reported and the actions taken regarding the reported incidents of bullying.

Bullying - 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, or physical act that causes or creates actual or reasonably foreseeable physical harm, interference with a student's education or employee's role in education, substantial disruption in the operation of the school, and/or a hostile educational environment.

Cyberbullying - Any form of communication or posting content by electronic act that is sent with the purpose to harass, intimidate, humiliate, defame, incite violence to or threaten a student, public school employee, or person with whom the other student or public school employee is associated.

Reprimand to Expulsion

9.9.3 HARASSMENT

A pattern of unwelcome verbal or physical conduct relating to another person that causes substantial interference with the other's performance in the school environment.

Reprimand to Expulsion

9.10 ATTENDANCE POLICY VIOLATION

Any absence of part of a day, or all of a day, or for more than one day from school which the school attendance officer, principal, parent, or guardian is not aware of for the purpose of defeating the intent of compulsory education.

The Hermitage School District does not approve of skip days and students who participate in skip days are subject to disciplinary action under the rule for truancy.

Reprimand to In-School Suspension.

9.11 SEXUAL BEHAVIOR

Mutual sexual acts including sexual intercourse, fondling, nudity, etc...

Reprimand to Expulsion

9.12 GAMBLING

Prohibited

Reprimand to Expulsion

9.13 USE OF VULGAR, PROFANE, OR OBSCENE LANGUAGE OR GESTURES

A student shall not use abusive, vulgar, or disrespectful language (verbal or written) or gestures at school or school functions.

Reprimand to Expulsion

9.14 SEXUAL HARASSMENT – Board Policy 4.27

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

The District believes the best policy to create an educational environment free from sexual harassment is prevention; therefore, the District shall provide informational materials and training to students, parents/legal guardians/other responsible adults, and employees on sexual harassment. The informational materials and training on sexual harassment shall be age appropriate and, when necessary, provided in a language other than English or in an accessible format. The informational materials and training shall include, but are not limited to: the nature of sexual harassment; the District's written procedures governing the formal complaint grievance process. The process for submitting a formal complaint of sexual sexual harassment; that the district does not tolerate sexual harassment; that students can report inappropriate behavior of a sexual nature without fear of adverse consequences; the supports that are available to individual suffering sexual harrassment; and the potential discipline for perpetrating sexual harassment.

Definitions

“Complaint” means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

“Education program or activity” includes locations, events, or circumstances where the District exercised substantial control over both the respondent and the context in which the sexual harassment occurs.

“Formal complaint” means a document filed by complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting an investigation of the allegation of sexual harassment.

“Respondent” means and individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

“Sexual harassment” means conduct on the basis of sex that satisfies one or more of the following:

1. A District employee:
 - a. Conditions the provision of an aid, benefit, or service of the District on an individual's participation in sexual conduct; or
 - b. Uses the rejection of sexual conduct as the basis for academic decisions affecting that individual;
2. The conduct is:
 - a. Unwelcome; and
 - b. Determined by a reasonable person to be so sever, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity; or
 - c. Constitutes:
 - d. Sexual assault;
 - e. Dating violence
 - f. Domestic violence; or
 - g. Stalking

“Supportive measures” means individualized services that are offered to the complainant or the respondent designed to restore or preserve equal access to the District’s education program or activity without unreasonably burdening the other party. The supportive measures must be non-disciplinary and non-punitive in nature; offered before or after the filing of a formal complaint or where no formal complaint has been filed; and offered to either party as appropriate, as reasonably available, and without fee or charge. Examples of supportive measures include, but are not limited to: measures designed to protect the safety of all parties or the District’s educational environment, or deter sexual harassment; counseling; extensions of deadlines or other course related adjustments; modifications of work or class schedules; campus escort services; mutual restrictions on contact between the parties; changes in work or class locations; leaves of absence; and increased security and monitoring of certain areas of the campus.

Within the educational environment, sexual harassment is prohibited between any of the following: students; employees and students; and non-employees and students.

Actionable sexual harassment is generally established when an individual is exposed to a pattern of objectionable behaviors or when a single, serious act is committed. What is, or is not, sexual harassment will depend upon all of the surrounding circumstances and may occur regardless of the sex(es) of the individuals involved. Depending upon such circumstances, examples of sexual harassment include, but are not limited to:

- Making sexual propositions or pressuring for sexual activities;
- Unwelcome touching;
- Writing graffiti of a sexual nature;
- Displaying or distributing sexually explicit drawings, pictures, or written materials;
- Performing sexual gestures or touching oneself sexually in front of others;
- Telling sexual or crude jokes;
- Spreading rumors related to a person’s alleged sexual activities;
- Discussions of sexual experiences;
- Rating other students as to sexual activity or performance;
- Circulating or showing emails or Websites of a sexual nature;
- Intimidation by words, actions, insults, or name calling; and
- Teasing or name-calling related to sexual characteristics or the belief or perception that an individual is not conforming to expected gender roles or conduct or is homosexual, regardless of whether or not the student self-identifies as homosexual or transgender.

Students who believe they have been subjected to sexual harassment, or the parent/legal guardian/other responsible adult of a student who believes their student has been subjected to sexual harassment, are encouraged to bring their concerns to **any** District staff member, including the counselor, teacher, Title IX coordinator, or administrator. If the District staff member who received a report of alleged sexual harassment is not the Title IX Coordinator, then the District staff person shall inform the Title IX Coordinator of the alleged sexual harassment. As soon as reasonably possible after receiving a report of alleged sexual harassment from another District staff member or after receiving a report directly through any means, the Title IX Coordinator shall contact the complainant to:

- Discuss the availability of supportive measure;
- Consider the complainant’s wishes with respect to supportive measures;
- Inform the complainant of the availability of supportive measures with or without the filing of a formal complaint; and
- explain to the complainant the process for filing a formal complaint.

Formal Complaint

A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by email. Upon receipt of a formal complaint, a District shall simultaneously provide the following written notice to the parties who are known:

- Notice of the Districts grievance process and a copy of the procedures governing the grievance process;
- Notice of the allegations of sexual harassment including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include:
 1. The identities of the parties involved in the incident, if known;
 2. The conduct allegedly constituting sexual harassment; and
 3. The date and location of the alleged incident, if known;
- A Statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process;
- That the parties may have an advisor of their choice, who may be, but is not required to be, an attorney;
- That the parties may inspect and review evidence relevant to the complaint of sexual harassment; and
- That the District's code of conduct prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

If, in the course of an investigation, the District decides to investigate allegations about the complainant or respondent that are not included in the previous notice, the District shall simultaneously provide notice of the additional allegations to the parties whose identities are known.

The district may consolidate formal complaints of allegations of sexual harassment where the allegations of sexual harassment arise out of the same facts or circumstances and the formal complaints are against more than one respondent; or by more than one complainant against one or more respondents; or by one party against the other party. When the District has consolidated formal complaints so that the grievance process involves more than one complainant or more than one respondent, references to the singular "party", "complainant", or "respondent" include the plural, as applicable.

When investigating a formal complaint and throughout the grievance process, a District shall:

- Ensure that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on the District and not on the parties;
- Not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege or access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in the capacity, and which are made and maintained in connection with the provision of treatment to the party unless the District obtains the parent, legal guardian, or other responsible adult of that party's voluntary, written consent or that party's voluntary, written consent if the party is over the age of eighteen (18) to do so for the grievance process;
- Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence;
- Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence;
- Provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney, and not limit the choice or presence of advisor for either the complainant or respondent in any meeting or grievance proceeding;

- Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate;
- Provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint so that each party can meaningfully respond to the evidence prior to the conclusion of the investigation ; this includes evidence:
 1. Whether obtained from a party or other source,;
 2. The District does not intend to rely upon in reaching a determination regarding responsibility; and
 3. That is either Inculpatory or exculpatory; and
- Create an investigative report that fairly summarizes relevant evidence.

At least ten (10) days prior to completion of the investigative report, the District shall send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy. The parties shall have at least ten (10) days to submit a written response to the evidence. The investigator will consider the written responses prior to completion of the investigative report. All evidence subject to inspection and review shall be available for the parties' inspection and review at any meeting to give each party equal opportunity to refer to such evidence during the meeting.

After the investigative report is sent to the parties, the decision-maker shall:

- Provide each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness;
- Provide each party with the answers;
- Allow for additional, limited follow-up questions from each party; and
- Provide an explanation to the party proposing the questions any decision to exclude a question as not relevant. Specifically, questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.

Following the completion of the investigation period, the decision-maker, who cannot be the same person as the Title IX Coordinator or the investigator, shall issue a written determination regarding responsibility. The written determination shall include:

1. Identification of the allegations potentially constituting sexual harassment;
2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including:
 - a. Any notifications to the parties;
 - b. Interviews with parties and witnesses;
 - c. site visits;
 - d. Methods used to gather other evidence,; and
 - e. Hearings held;
3. Findings of fact supporting the determination;
4. Conclusions regarding the application of the District's code of conduct to the facts;
5. A statement of, and rationale for, the result as to each allegation, including:
 - a. A determination regarding responsibility;

- b. Any disciplinary sanctions imposed on the respondent; and
 - c. Whether remedies designed to restore or preserve equal access to the District's education program or activity will be provided by the District to the complainant; and
6. The procedures and permissible bases for the complainant and respondent to appeal.

The written determination shall be provided to the parties simultaneously. The determination regarding responsibility shall become final on the earlier of:

- If an appeal is not filed, the day after the period for an appeal to be filed expires; or
- If an appeal is filed, the date the written determination of the result of the appeal is provided to the parties.

The District shall investigate the allegations in a formal complaint. If the conduct alleged in the formal complaint would not constitute sexual harassment as defined in this policy even if proved; did not occur in the District's education program or activity; or did not occur against a person in the United States, then the District shall dismiss the complaint as not meeting the definition of sexual harassment under this policy. A dismissal for these reasons does not preclude action under another provision of the District's code of conduct.

The District may dismiss the formal complaint or any allegations therein, if at any time during the grievance process:

- The complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein;
- The respondent is no longer enrolled at the District; or
- Specific circumstances prevent the District from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

Upon the dismissal of a formal complaint for any reason, the District shall promptly send written notice of the dismissal and reason(s) for the dismissal simultaneously to the parties.

The District may hire an individual or individuals to conduct the investigation or to act as the determination-maker when necessary.

Appeals

Either party may appeal a determination regarding responsibility or from a dismissal of a formal complaint or any allegations therein, on the following bases:

- a. The existence of a procedural irregularity that affected the outcome of the matter;
- b. Discovery of new evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter;
- c. The Title IX Coordinator, investigator, or decision-maker had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter; or
- d. An appeal of the disciplinary sanctions from the initial determination.

For all appeals, the District shall:

1. Notify the other party in writing when an appeal is filed;

2. Simultaneously Provide all parties a written copy of the District's procedures governing the appeal process;
3. Implement appeal procedures equally for both parties;
4. Ensure that the decision-maker for the appeal is not the same person as the decision-maker that reached the original determination regarding responsibility or dismissal, the investigator, or the Title IX Coordinator;
5. Provide all parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome;
6. Issue a written decision describing the result of the appeal and the rationale for the result; and
7. Provide the written decision simultaneously to both parties.

Confidentiality

Reports of sexual harassment, both informal reports and formal complaints, will be treated in a confidential manner to the extent possible. Limited disclosure may be provided to:

- Individuals who are responsible for handling the District's investigation and determination of responsibility to the extent necessary to complete the District's grievance process;
- Submit a report to the child maltreatment hotline
- Submit a report to the Professional Licensure Standards Board for reports alleging sexual harassment by an employee towards a student; or
- The extent necessary to provide either party due process during the grievance process.

Except as listed above, the District shall keep confidential the identity of:

- Any individual who has made a report or complaint of sex discrimination;
- Any individual who has made a report or filed a formal complaint of sexual harassment;
- Any complainant;
- Any individual who has been reported to be the perpetrator of sex discrimination;
- Any respondent; and
- Any witness.

Any supportive measures provided to the complainant or respondent shall be kept confidential to the extent that maintaining such confidentiality does not impair the ability of the District to provide the supportive measures.

Emergency Removal

The District may remove a respondent from the District's education program or activity on an emergency basis only after the completion of an individualized safety and risk analysis that determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal. A removed student will be provided with notice and an opportunity to challenge the removal decision immediately following the removal.

Retaliation Prohibited

Students, or the parents/legal guardians/ other responsible adult of a student, who submit a report or file a formal complaint of sexual harassment, testified; assisted; or participate or refused to participate in any manner in an investigation, proceeding, or hearing on sexual harassment shall not be subjected to retaliation or reprisal in any form, including threats; intimidation; coercion; discrimination; or charges for code of conduct violations that do not involve sex discrimination or sexual harassment, arise out of the same facts or circumstances as a

report or formal complaint of sex discrimination, and are made for the purpose of interfering with any right or privilege under this policy. The District shall take steps to prevent retaliation and shall take immediate action if any form of retaliation occurs regardless of whether the retaliatory acts are by District officials, students, or third parties.

Disciplinary Sanctions

It shall be a violation of this policy for any student to be subjected to, or to subject another person to, sexual harassment. Following the completion of the District's grievance process, any student who is found by the evidence to more likely than not⁷ have engaged in sexual harassment will be subject to disciplinary action up to, and including, expulsion. No disciplinary sanction or other action that is not a supportive measure may be taken against a respondent until the conclusion of the grievance process.

Students who knowingly fabricate allegations of sexual harassment or purposely provide inaccurate facts shall be subject to disciplinary action up to and including expulsion. A determination that the allegations do not rise to the level of sexual harassment alone is not sufficient to conclude that any party made a false allegation or materially false statement in bad faith.

Records

The District shall maintain the following records for a minimum of seven (7) years:

- Each sexual harassment investigation including:
- Any determination regarding responsibility;
- Any disciplinary sanctions imposed on the respondent;
- Any remedies provided to the complainant designed to restore or preserve equal access to the District's education program or activity;
- Any appeal and the result therefrom;
- All materials used to train Title IX Coordinators, investigators, and decision-makers;
- Any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment, which must include:
 1. The basis for the District's conclusion that its response was not deliberately indifferent; and
 2. Document:
 - If supportive measures were provided to the complainant, the supportive measures taken designed to restore or preserve equal access to the District's education program or activity; or
 - If no supportive measures were provided to a complainant, document the reasons why such a response was not clearly unreasonable in light of the known circumstances.

In-School Suspension to Expulsion

9.15 SEXUALLY EXPLICIT/VULGAR IMAGES

Students may not possess, view, distribute or electronically transmit sexually explicit or vulgar images or representations whether electronically, on a data storage device, or in hard copy form.

In-School Suspension to Expulsion.

9.16 HAZING

Hazing or aiding in the hazing of another student is prohibited.

Reprimand to Expulsion

9.17 STEALING/THEFT

To take another's property (student's or school) without the verbal or written permission of owner and with no Intent to return it.

Reprimand to Expulsion

9.18 GANGS AND GANG ACTIVITY – Board Policy 4.26

Definition: A “gang” shall be defined as individuals with a common interest, bond or activity whose purpose includes the commission of illegal acts, and who refer to themselves by a group name or designation.

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

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

- Wearing or possessing any clothing, bandanas, jewelry, symbol, or other sign associated with membership in, or representative of, any gang;
- Engaging in any verbal or nonverbal act such as throwing signs, gestures, or handshakes representative of membership in any gang;
- Recruiting, soliciting, or encouraging any person through duress or intimidation to become or remain a member of any gang; and/or
- Extorting payment from any individual in return for protection from harm from any gang.

Students found to be in violation of this policy shall be subject to disciplinary action up to and including expulsion.

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

In-School Suspension to Expulsion

9.19 STUDENT ASSAULT OR BATTERY – Board Policy 4.21

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

Furthermore, it is unlawful, during regular school hours, and in a place where a public school employee is required to be in the course of his or her duties, for any person to address a public school employee using language which, in its common acceptance, is calculated to:

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

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

9.19.1 PHYSICAL ATTACK/HARM ON STUDENT

Examples include striking that causes bleeding, broken nose; kicking. Consider age and developmentally appropriate behavior before using this category. This category may be used when the attack is serious enough to warrant calling the police or security or when serious bodily harm occurs. Includes an attack with a weapon in this category.

9.19.2 FIGHTING

Violent incidents with or without injury (physical altercation, pushing, shoving); fighting (mutual altercation)

9.19.3 PHYSICAL ATTACK/HARM ON STAFF

Examples include striking that causes bleeding, broken nose; kicking. Consider age and developmentally appropriate behavior before using this category. This category may be used when the attack is serious enough to warrant calling the police or security or when serious bodily harm occurs. Include an attack with a weapon in this category.

9.19.4 TERRORISTIC THREATS

Threats to kill or to cause serious physical injury to another person.

Suspension to Recommendation for Expulsion.

9.20 POSSESSION AND USE OF CELL PHONES AND OTHER ELECTRONIC COMMUNICATION – Board Policy 4.47

Students are responsible for conducting themselves in a manner that respects the rights of others. Possession and use of any electronic device, whether district or student owned, that interferes with a positive, orderly classroom environment does not respect the rights of others and is expressly forbidden.

The prohibition in this policy does not extend to the electronic device the District provides the student for the student's use during assessment administration to the extent the student is using the District provided device to complete the assessment.

To protect the security of statewide assessments, no electronic device as defined in this policy shall be accessible by a student at any time during assessment administration unless specifically permitted by a student's individualized education program (IEP) or individual health plan. This means that when a student is taking an AESAA assessment, the student shall not have his/her electronic device in his/her possession. Any student violating this provision shall be subject to this policy's disciplinary provisions.

As used in this policy, "electronic devices" means anything that can be used to transmit or capture images, sound, or data.

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

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

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

Before and after normal school hours, possession of electronic devices is permitted on school campus. The use of such devices at school sponsored functions outside the regular school day is permitted to the extent and within the limitations allowed by the event or activity the student is attending.

A parent shall obtain approval from the student's building principal before operating a student-tracking safety device at school or at a school-sponsored event if the device has recording or listen-in capability. The District requires the device's recording and listen-in technology to be disabled while the device is on the campus or at the school-sponsored event because of student privacy concerns. The District prohibits unauthorized audio or visual recordings or transmission of audio or images of other students. The student's parent shall agree in writing to the requirement for the device's recording and listening-in technology to be disabled and that the District may prohibit future use of the device on campus or at a school-sponsored activity if it is determined that the device's recording or listening-in capabilities were used in violation of this policy before the student safety tracking device may be on campus or at a school-sponsored event.

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

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. Students are forbidden from using school issued cell phones while driving any vehicle at any time. Violation may result in disciplinary action up to and including expulsion.

No student shall use any wireless communication device for the purposes of browsing the internet; composing or reading emails and text messages; or making or answering phone calls while driving a motor vehicle that is in motion and on school property. Violation may result in disciplinary action up to and including suspension.

Unless otherwise permitted in this policy, from the time the bell rings to start the school day until the bell rings to end the school day, all cell phones and other electronic devices must be on silent or powered off and stored in the student's backpack or turned into the office. No sounds should be played by students from any electronic device while on campus. Wireless headphones, wireless earbuds, etc. are not allowed during the school day.

PENALTY FOR THE MISUSE OF AN ELECTRONIC DEVICE IS AS FOLLOWS:

Possession or general use of a cell phone, smartwatch, wireless earbuds, or any other personal electronic device when not allowed:

- 1st Offense: Warning and confiscation of electronic device. Parent or guardian must pick up.
- 2nd Offense: ISS (1 day), confiscation of electronic device, and device may be picked up following completion of ISS. Parent or guardian must pick up.

- 3rd Offense: ISS (3 days), confiscation of electronic device, device may be picked up following completion of ISS, and device is not allowed on school property for a full nine-weeks. Parent or guardian must pick up.
- 4th+ Offense: ISS (3 days - Expulsion), confiscation of electronic device, device may be picked up following completion of ISS, and devices are not allowed on school property for the remainder of the year. Parent or guardian must pick up.

Inappropriate use of a cell phone (i.e. cheating, videoing inappropriate content, sharing inappropriate content, etc.) will begin at the 3rd Offense above. Videoing inappropriate content could result in contacting the police.

Reprimand to expulsion

9.21 LASER POINTERS – Board Policy 4.28

Students shall not possess any hand-held laser pointer while in school; on or about school property, before or after school; in attendance at school or any school-sponsored activity; en route to or from any school-sponsored activity, and off the school grounds at any school bus stop or at any school-sponsored activity or event. School personnel shall seize any laser pointer from the student possessing it.

Reprimand to Expulsion

9.22 FOOD OR DRINK CONSUMPTION

Eating food and drinking anything other than water in a clear container is not permitted in the hallways or outside designated eating areas. During meal times, all food must be consumed in the cafeteria unless approval has been given by the administrator or falls under a child nutrition program.

Reprimand to Expulsion

9.23 TOBACCO, ELECTRONIC NICOTINE DELIVERY SYSTEMS AND RELATED PRODUCTS – Board Policy 4.23

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

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

Tobacco/eCigarettes/Vaping Devices - (Cigarettes or other forms of tobacco) – The possession, use, distribution, or sale of tobacco products on school grounds, at school-sponsored events, or on school transportation by any student. This shall include e-cigarettes or personal vaporizers. The possession or use of a device (lighter/matches) used to light tobacco is prohibited. Upon the first offense of using and/or being in possession of tobacco, e-cigarettes, and/or a vape device, the student shall be referred to the juvenile intake officer and complete a tobacco cessation program.

In-School Suspension to Expulsion

Possible consequences: First Violation - Three (3) days ISS, completion of a tobacco cessation intervention program, referral to juvenile court system

Second Violation - Three (3) days OSS

Third Violation - OSS, consideration for alternative school placement

9.24 DRUGS AND ALCOHOL – Board Policy 4.24

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

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

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

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

Alcohol - (liquor law violations – possession, use sale): Violations of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or consumption of intoxicating alcoholic beverages or substances represented as alcohol. Suspicion of being under the influence of alcohol may be included if it results in disciplinary action.

Suspension to Expulsion

Drugs - Excluding alcohol and tobacco, (illegal drug possession, sale, use/under the influence): Unlawful use, cultivation, manufacture, distribution, sale, solicitation, purchase, possession, transportation, or importation of any controlled drug (e.g. Demerol, morphine, marijuana, LSD, opioid, etc...), narcotic substance, or inhalant. This includes taking someone else's prescription medications. Use of any substance against school policy.

See Controlled Substances Below

9.25 CONTROLLED SUBSTANCES AND MEDICAL DEVICES

9.25.1 Controlled Substances

This policy applies to any student who is on school property, who is in attendance at school or at a school sponsored or related activity (including any student who has left the campus for any reason and who returns to the campus), or whose conduct at any time or in any place interferes with or obstructs the mission or operation of the school district. It shall be a violation of policy for any student to participate in any of the following:

- To sell, supply, or give, or attempt to sell, supply, or give to any person any of the substances listed in this policy or what the student represents or believes to be any substance listed in this policy or what the student has in his/her possession because it gives the appearance of being one of the substances listed in this policy. Arkansas Code Annotated §5-64-411 provides that sentences for sale of controlled substances within 1,000 feet of public schools shall be enhanced by ten years and a fine of no less than \$1,000.
- To possess, procure or purchase; to attempt to possess, procure or purchase; to be under the influence of (legal intoxication not required); or to use or consume or attempt to use or consume the substances listed in this policy or what is represented to the student to be any of the substances listed in this policy or what the student believes to be any of the substances listed in this policy.

Prohibited substances shall include any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, unauthorized inhalant, any ingestible matter, or other controlled substance that alters a student's ability to act, think, or respond, as defined in Arkansas Code Annotated §5-54-101 and Arkansas Code Annotated §5-64-101, or beverage containing alcohol or intoxicant of any kind. Controlled substances may be used by a student who has a prescription for the substance, provided the substance remains in the container in which it was obtained from the pharmacist and is stored in a locked space designated by the school (refer to X Medication Policy and Procedures). Selling, distributing, or attempting to sell or distribute, or using over-the-counter or prescription drugs not in accordance with the recommended dosage is prohibited. Any student engaging in any of the activities with any of the prohibitive substances listed above shall be subject to the following penalties:

Use or possession of any substances prohibited by this policy or what the student represents or believes to be any substance prohibited by this policy.

- ***First Violation: The student shall be suspended off-campus for ten school days; police may be called; proof of professional help is required; and parental conference is required prior to re-admission.***
- ***Second Violation: The student shall be expelled for the remainder of the school year.***

Selling or intending to sell any substance prohibited by this policy or what the student represents or believes to be any substance prohibited by this policy.

- ***The police will be summoned.***
- ***The student will be expelled for up to one calendar year.***

Any student suspended or expelled in accordance with this policy shall be required to seek district approved professional alcohol and drug counseling, at his/her own expense, prior to re-admission to school. Upon readmission, continued enrollment shall be contingent upon completion of the alcohol/ drug program. Failure to complete the alcohol/drug counseling may be grounds for expulsion. A list of area resources for treatment and rehabilitation is available in the counselor's office.

9.25.2 Medical Devices

Students shall not share, use, divert, transfer, apply to others (such as pipes, clips, papers, needles or lancets), or in any way misuse medication or any medical supplies in their possession.

Reprimand to Expulsion

9.26 WEAPONS AND DANGEROUS INSTRUMENTS – Board Policy 4.22

Definitions:

“Firearm” means any device designed, made, or adapted to expel a projectile by the action of an explosive or any device readily convertible to that use.

“Possession” means having a weapon on the student’s body or in an area under the student’s control.

“Weapon” means any:

- Firearm;
- Knife;
- Razor;
- Ice pick;
- Dirk;
- Box cutter;
- Nunchucks;
- Pepper spray, mace, or other noxious spray;
- Explosive;
- Taser or other instrument that uses electrical current to cause neuromuscular incapacitation; or
- Any other instrument or substance capable of causing bodily harm.

No student, except for Military personnel (such as ROTC cadets) acting in the course of their official duties or as otherwise expressly permitted by this policy, shall possess a weapon, display what appears to be a weapon, or threaten to use a weapon before or after school while:

- In a school building;
- On or about school property;
- At any school sponsored activity or event;
- On route to or from school or any school sponsored activity; or
- Off the school grounds at any school bus stop.

If a student discovers prior to any questioning or search by any school personnel that he/she has accidentally brought a weapon, other than a firearm, to school on his/her person, in a book bag/purse, or in his/her vehicle on school grounds, and the student informs the principal or a staff person immediately, the student will not be considered to be in possession of a weapon unless it is a firearm. The weapon shall be confiscated and held in the office until such time as the student’s parent/legal guardian shall pick up the weapon from the school’s office. Repeated offenses are unacceptable and shall be grounds for disciplinary action against the student as otherwise provided for in this policy.

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

The mandatory expulsion requirement for possession of a firearm does not apply to a firearm brought to school for the purpose of participating in activities approved and authorized by the district that include the use of firearms. Such activities may include ROTC programs, hunting safety or military education, or before or after-school hunting or rifle clubs. Firearms brought to school for such purposes shall be brought to the school employee designated to receive such firearms. The designated employee shall store the firearms in a secure location until they are removed for use in the approved activity.

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

Knife - Includes instruments or objects used such as a sharp object (e.g., knife, razor blade, ice pick, Chinese star).

Handgun, Rifle, Shotgun - Possession of an instrument or object defined as a firearm and used to inflict harm on other persons. Any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of any explosive; the frame or receiver of any weapon described above; and any firearm muffler or firearm silencer.

- **Handgun** - A firearm (revolver or pistol) designed to be held and fired with one hand.
- **Rifle** - A shoulder weapon.
- **Shotgun** - A smoothbore shoulder weapon used for firing shots at short range.

Weapon - Inclusive of items that can be used to cause harm that are not directly covered. (e.g., chain, nunchakus, billy club, electrical weapon or device (stun gun), or substance used as a weapon (e.g., mace, tear gas) or any other similar object.)

Reprimand to Expulsion

9.27 DAMAGE, DESTRUCTION, OR THEFT OF SCHOOL PROPERTY

A student shall not cause or attempt to cause damage to school property or steal or attempt to steal school property.

A.C.A. §9-25-102 "The State, or any county, city, town, or school district, or any person, corporation or organization shall be entitled to recover damages in an amount not in excess of five thousand dollars (\$5,000) in a court of competent jurisdiction from the parents of any minor under the age of eighteen (18), living with the parents, who shall maliciously or willfully destroy, damage or deface real, personal or mixed property, belonging to the State or any such county, city, town, or school district, or any person, corporation or organization.

The Hermitage School District will attempt to recover damages from the student. Parents of any minor student under the age of 18 will be liable for damages caused by said minor. Students suspected of or charged with theft or any other destruction of school property are subject to prosecution, as provided above.

Vandalism - The intentional destruction, damage, or defacement of public or private property without consent of the owner or the person having custody or control of it.

Reprimand to Expulsion, Possible Prosecution under law

9.28 ARSON

No student shall deliberately burn or attempt to burn school property.

Suspension to Expulsion

9.29 BOMB THREATS/FALSE ALARMS

It is unlawful for any person to report to another person, or to any public or private institution of this state, a bomb threat.

Students known to make a bomb threat to the school shall be referred to the proper law officials for prosecution and will be recommended for expulsion for the duration of the semester and/or school year.

School administrators shall develop procedures to follow in the event of a bomb threat.

According to ACA §5-71-210, it is also unlawful for anyone to communicate a false alarm of bombing, fire, offense, catastrophe, or other emergency knowing that the report is false and baseless. Students shall never pull a fire alarm as a prank. Not only will the student be disciplined by school authorities for doing so, he/she will be reported to the proper authorities. ACA §5-71-210, classifies the act of communicating a false alarm as a Class D felony if physical injury to a person results or if the false alarm communicates a present or impending bombing and is made to or about a public or private educational institution.

Explosives - Incendiary or poison gas; any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter, i.e., Bomb; Grenade, Rocket having a propellant charge of more than four ounces, Missile having an explosive or incendiary charge of more than one-quarter ounce, Mine, or Similar device.

Suspension to Expulsion

9.30 BEHAVIOR NOT COVERED

The Hermitage School District reserves the right to pursue disciplinary or legal action for any behavior which is subversive to order and discipline in the schools, even though such behavior is not specified in the preceding written rules. In their concern for the proper learning environment, teachers may post or otherwise make known classroom rules, and administrators may require hallway behavior, which is not specifically spelled out in the preceding standards of conduct. For example, sleeping in class, gum chewing, or food consumption in the class or the hallways would fall into this category. Violent or satanic drawings are prohibited and would fall into this category.

PROSECUTION UNDER CRIMINAL CODE

A.C.A. §5-71-207 "It shall be the policy of the board that the Hermitage School District shall be conducted in an orderly manner in an atmosphere conducive to education, and this policy shall be enforced with all tools at the command of the school district, including the prosecution of those individuals and/or students who disrupt the orderly operation to the school system and educational process under all relevant criminal statutes and municipal codes."

A.C.A. § 5-71-226 "It shall be unlawful for any group composed of two (2) or more persons to act jointly with one another, or attempt any action in conjunction with one another, to obstruct or bar any hallway or door of any campus building or facility, seize control of said building or campus facilities, prevent the meeting of or cause the disruption of any classes, or erect any type of barricades aimed at obstructing the orderly passage of persons or vehicles onto or off of campus grounds at the public, private, parochial schools and colleges of this state.

Provided, however, that nothing herein shall apply to the activities of any labor organization or teacher's organization."

A.C.A. § 5-71-207 Specifically states that a “person commits the offense of disorderly conduct if, with the purpose to cause public inconvenience, annoyance, or alarm or recklessly creating a risk of public inconvenience, annoyance, or alarm, he or she: engages in fighting or violent, threatening, or tumultuous behavior; makes unreasonable or excessive noise; in a public place, uses abusive or obscene language, or makes an obscene gesture, in a manner likely to provoke a violent or disorderly response; disrupts or disturbs any lawful assembly or meeting of persons; obstructs vehicular or pedestrian traffic; congregates with two (2) or more other persons in a public place and refuses to comply with a lawful order to disperse of a law enforcement officer or other person engaged in enforcing or executing the law; creates a hazardous or physically offensive condition; in a public place, mars, defiles, desecrates, or otherwise damages a patriotic or religious symbol that is an object of respect by the public or substantial segment of the public; or in a public place, exposes his or her private parts

Note: 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.

Reprimand to Expulsion, Possible Prosecution under current law

9.31 LOITERING

A.C.A. § 6-21-607 "Any person who shall loiter upon or near the school grounds of any public or private school during the school hours, or at any school sponsored activity such as ball games, dances, and other school sponsored activities after regular school hours, without any lawful business or purpose shall be guilty of a violation and upon conviction shall be subject to a fine of not less than fifty dollars (\$50) or more than two hundred and fifty dollars (\$250).

“Nothing in this section shall be construed to prohibit any person who has a legitimate reason to visit any school from visiting it. If a person wishes to visit on the school grounds or in the school building, that person shall present himself or herself to the office of the school and receive both permission to visit and a pass to indicate that proper permission has been granted. Failure to request and receive permission as provided shall be considered a violation of this section. As used in this section, the word "loiter" shall mean to hang around or linger upon the grounds of any public school of this State, unless any such person is on his property, or such person is walking or driving to some destination other than the school grounds, or unless such person is transacting some lawful business at an establishment located near the school grounds, or has meaningful business to transact at such a school.

By Suspended or Expelled Students

A student who has been either suspended or expelled shall be provided written notification that because of an act of misbehavior he/she is prohibited from being in any school building, on a school campus, or at a school activity for a specified period of time and shall not enter a school building, be present on school campus grounds, or be present at any school activity. Violation will result in disciplinary action.

Reprimand to Expulsion, Possible Prosecution under current law

9.32 INTERNET SAFETY AND ELECTRONIC DEVICE POLICY – Board Policy 4.29

Definition

For the purposes of this policy, "electronic device" means anything that can be used to transmit or capture images, sound, or data.

The District makes electronic device(s) and/or electronic device Internet access available to students, to permit students to perform research and to allow students to learn how to use electronic device technology. Use of district electronic devices is for educational and/or instructional purposes only. Student use of electronic device(s) shall only be as directed or assigned by staff or teachers; students are advised that they enjoy no expectation of privacy in any aspect of their electronic device use, including email, and that monitoring of student electronic device use is continuous.

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

Technology Protection Measures

The District is dedicated to protecting students from materials on the Internet or world wide web that are inappropriate, obscene, or otherwise harmful to minors; therefore, it is the policy of the District to protect each electronic device with Internet filtering software that is designed to prevent students from accessing such materials. For purposes of this policy, “harmful to minors” means any picture, image, graphic image file, or other visual depiction that:

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

Internet Use and Safety

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

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

Misuse of Internet

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

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

- Using electronic devices to violate any other policy or is contrary to the Internet safety and electronic device use agreement.

For further information pertaining to this policy, see the NETWORK/WIRELESS SYSTEM AND INTERNET USE POLICY in Section 14 of this Handbook.

9.32.3 Consequences for Violations of Computer Use Policy and/or Student Internet Use Agreement

Students who violate the Computer Use Policy and/or the Student Internet Use Agreement will lose computer privileges as follows:

- 1st Offense - One week
- 2nd Offense - One month
- 3rd Offense - Six (6) months or remainder of the school year, whichever is longer

Computer misuse, which is not covered above, will be considered on the basis of the severity of the situation, and appropriate consequences will be assessed against the student involved at the discretion of the network administrator, administrator, and/or the superintendent. Documented violations and repeated violations by a user shall be presented to the school administrator for appropriate action following the guidelines of general school policy or with regard to the District's Technology Policies.

Violations will be reported to the administrator and the appropriate local, state and federal authorities.

Technology Use Violation - Violations that are against district/school appropriate use policies for technology and the internet.

See Consequences for Violations Above

9.33 GENERAL BEHAVIOR EXPECTATIONS – ELEMENTARY

9.33.1 Classroom Rules

- Listen carefully.
- Follow directions.
- Respect others. Be kind with your words and actions.
- Respect school and personal property.
- Work and play safely.

9.33.2 Building Rules

- Walk calmly inside the school and on the sidewalks.
- Students must have permission before leaving the classroom.
- Keep hands, feet, and objects to oneself.
- Use your inside voice in the building. The hallway is silent. The cafeteria is quiet.
- Students may not bring glass containers to school.

9.33.3 Cafeteria Rules

- Observe good manners and show respect.
- Stay in your seat; get permission before getting up from your seat.
- Move in a quiet, orderly fashion to and from the cafeteria.
- Walk calmly. Carry trays with both hands.
- Join the line at the end and remain in line until you are served.
- Speak quietly.
- Keep your hands, feet and objects to yourself. Do not take food from others. Do not throw or toss food.
- No glass containers allowed.
- Food or drinks may not be taken from the cafeteria.

9.33.4 Bus/Car Line Rules

- Stay in designated areas at all times unless released by a staff member.
- Students will walk calmly at all times.
- Keep hands, feet and objects to yourself.
- Students are responsible to the duty personnel and Building Administrator at bus/car loading zone.
- Students must behave in an orderly fashion to and from the bus.
- Students will respect the bus driver's authority.

9.33.5 Playground Rules

- Swing correctly.
 - Jumping from swings is not permitted.
 - Sit while swinging.
 - Swing straight (no twisting).
 - Pushing swings is not permitted.
 - No standing in front of or behind a swing.
- No throwing rocks, sticks, wood chips, or other objects that may cause bodily harm.
- No tackle football permitted.
- Rough play, fighting, play fighting, and wrestling are not allowed.
- No eating or drinking on the playground unless scheduled by the Building Administrator
- No littering.
- Slide correctly.
 - Only one person on the slide at a time.
 - Slide down with feet inside.
 - No climbing up the slide.
- Use monkey bars correctly.
 - No walking or sitting on the monkey bars.
 - No wide swinging from the bars.
 - No jumping from the top (including the rocket top and snail).
- Students must have permission from the duty teacher to enter the building at recess.
- Students must use their hands when turning flips on the ground or on the monkey bars.
- Stay away from the air-conditioners.
- When recess ends, stop playing immediately and walk to the line.
- No talking in the quiet zones when lining up and entering the building.

SECTION 10: DISCIPLINE

10.1 STUDENT DISCIPLINE – Board Policy 4.17

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

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

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

The District's personnel policy committees shall annually review the District's student discipline policies, including State and District student discipline data, and may recommend changes in the policies to the Hermitage School Board. The Board has the responsibility of determining whether to approve any recommended changes to student discipline policies.

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

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

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

Any student, parent, guardian who fails to report the actions or plans of another person to a teacher or administrator where actions or plans, if carried out, could result in harm to another person or persons or cause damage of property when the student has been informed about such actions or plans could face liability issues.

A.C.A. § 12-18-206 Any person who is required to make a report of child maltreatment or suspected child maltreatment may be civilly liable for damages proximately caused by that failure.

It is required by law that the principal or the person in charge report to the police any incidents the person has personal knowledge of or has received information leading to a reasonable belief that a person has committed or threatened to commit an act of violence or any crime involving a deadly weapon on school property or while under school supervision. If the person making the report is not the Superintendent, that person shall also

inform the Superintendent of the incident. Additionally, the principal shall inform any school employee or other person who initially reported the incident that a report has been made to the appropriate law enforcement agency. The Superintendent or designee shall inform the Board of Directors of any such report made to law enforcement.

The Superintendent shall make a report annually to the Board of Directors on student discipline data, which shall include, without limitation: the number of incidents of bullying reported and the actions taken regarding the reported incidents of bullying.

10.2 CONSEQUENCES

Depending on the severity of the infraction, disciplinary action may range from a minimum of a warning to a maximum of recommendation of expulsion:

- Warning conference with student,
- Parental contact,
- Denial of privileges,
- Detention,
- Corporal punishment,
- Counseling,
- Suspension: In-School (K-12), Out of School (K-12), and
- Expulsion-After the second (2nd) disciplinary suspension in a semester, the student may be recommended for expulsion.

10.3 DUE PROCESS

Any disciplinary action pursued by the District shall be in accordance with the student's appropriate due process rights.

10.4 DETENTION

Student assignment to detention may be used as a consequence for inappropriate behavior. Detention will be held as scheduled by the Building Administrator. Students will be required to study or complete other assignments during this time as assigned by a teacher or Building Administrator.

Students will be informed of their assignment to detention. He/she is responsible for attending.

Failure of the student to serve the days assigned to detention will result in additional days assigned. Failure to serve the assigned days will result in the student being placed in In-School Suspension (ISS).

10.5 CORPORAL PUNISHMENT – Board Policy 4.39

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

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

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

Corporal punishment shall not be used as a form of discipline for a student who is intellectually disabled, non-ambulatory, non-verbal, or autistic.

Refusal of Corporal Punishment subjects the student to alternate forms of discipline, up to and including suspension. (Act 904 of 1977).

10.6 SUSPENSION FROM SCHOOL – Board Policy 4.30

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

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

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

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

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

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

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

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

1. the student shall be given written notice or advised orally of the charges against him/her;
2. if the student denies the charges, he/she shall be given an explanation of the evidence against him/her and be allowed to present his/her version of the facts; and
3. if the principal finds the student guilty of misconduct, he/she may be suspended.

When possible, notice of the suspension, its duration, and any stipulations for the student's readmittance to class will be given to the parent(s), legal guardian(s), person(s) with lawful control of the student, person(s) standing in loco parentis, or to the student if age eighteen (18) or older prior to the suspension. Such notice shall be handed to the parent(s), legal guardian(s), person(s) having lawful control of the student, person(s) standing in loco parentis, or to the student if age eighteen (18) or older or mailed to the last address reflected in the records of the school district.

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

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

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

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

The district shall keep a log of contacts attempted and made to the parent or legal guardian, , person having lawful control of the student, or person standing in loco parentis.

The District shall establish programs, measures, or alternative means and methods to continue student engagement and access to education during a student's period of OSS.

During the period of their suspension, students serving out-of-school suspensions are not permitted on campus except to attend a student/parent/Building Administrator conference or when necessary as part of the District's engagement or access to education program.

During the period of their suspension, students serving in-school suspension shall not attend or participate in any school-sponsored activities during the imposed suspension.

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

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

10.6.7 Types of Suspension

10.6.7(a) In-school Suspension

The ISS on-campus suspension is designed to keep students, who have committed violations of school rules on campus, yet remove them from the regular school environment. ISS affords students the opportunity to remain current on all schoolwork. The program emphasizes regular attendance, exemplary conduct, and an intensified learning effort.

The ISS on-campus suspension program is designed to keep students, who have committed violations of school rules on campus, yet remove them from the regular school environment.

Students assigned to ISS will study in an isolated environment away from the mainstream of the regular school program, activities, and students.

Teachers of the classes in which the student is regularly scheduled will prepare assignments for each student.

The eleventh and any subsequent days of ISS may result in one (1) day of Out-of-School Suspension.

In-school suspensions initiated by the administrator or his/her designee may NOT be appealed to the Superintendent or the Board.

While assigned to ISS, the student will:

- Be completely isolated from the rest of the student body.
- Refrain from talking to other students assigned to ISS.
- Fully complete assignments given by all teachers.
- Be present and on time each day assigned.
- Fully cooperate with the ISS teacher.
- Eat lunch at the time and place designated by the teacher or administrator. If the student brings his or her lunch upon arrival that day, he/she will eat lunch at the same time as other students assigned to ISS.
- Produce acceptable class work.
- Spend time in study and preparation of assignments. Idleness will not be permitted.
- Cell phones or other personal electronic devices are not allowed in the ISS room.

A student will receive one warning of a violation of rules for ISS. If a student has more than one violation while in ISS, he or she will be suspended for three days. Once the student returns to school, the remainder of the ISS assignment must be served before the student may return to his/her regularly scheduled classes.

Students may not participate in or attend any extracurricular activities, such as but not limited to, practices, athletic events, dances, band concerts, school trips etc., during assigned days in ISS. Assigned days begin at 8 a.m. on the day of assignment and end at midnight on the last day of assignment. Students must go to their locker before they go to ISS on their first day of assignment. Students must bring pen, pencil, paper, and all of their books on the first day.

10.6.7(b) Out-of-School Suspension

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

- Is in violation of school policies, rules, or regulations.
- Substantially interferes with the safe and orderly educational environment.
- Administrators believe it will result in substantial interference with the safe and orderly educational environment.
- Is insubordinate, incorrigible, violent or involves moral turpitude.

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

- The student shall be given written notice or advised orally of the charges against him/her.
- If the student denies the charges, he/she shall be given an explanation of the evidence against him/her and be allowed to present his/her version of the facts.
- If the administrator finds the student guilty of misconduct, he/she may be suspended.
- Parent conference required for third and subsequent days of suspension.

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

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

During the period of suspension, students shall not be permitted on campus, except to attend a student/parent/administrator conference.

Students may not accumulate more than ten (10) days of Out-of-School suspension per school year. The eleventh and any subsequent days of Out-of-School suspension may result in a letter of expulsion.

Students may not participate in or attend any extracurricular activities, such as but not limited to, practices, athletic events, dances, band concerts, school trips etc., during assigned days in OSS. Assigned days begin immediately upon suspension assignment made by the administrator and end at midnight on the last day of assignment.

Criminal procedures and school related procedures are not interdependent. A student found innocent in criminal court does not cancel out school-related decisions. School related due process rights are different from criminal procedures. School expulsions are legal when process procedures are followed and a rational basis exists for the expulsion.

10.7 EXPULSION – Board Policy 4.31

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

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

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

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

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

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

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

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

Except as permitted by policy 4.22, the Superintendent shall recommend the expulsion of any student for a period of one (1) year for possession of any firearm prohibited on school campus by law. The Superintendent shall, however, have the discretion to modify the expulsion recommendation for a student on a case-by-case basis. Parents, legal guardians, persons having lawful control of student, or persons standing in loco parentis of a student enrolling from another school after the expiration of an expulsion period for a weapons policy violation shall be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a weapon on school property. The parents, legal guardians, persons having lawful control of the student, or persons standing in loco parentis shall sign a statement acknowledging that they have read and understand said laws prior to the student being enrolled in school.

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

The District shall establish programs, measures, or alternative means and methods to continue student engagement and access to education during a student's period of expulsion.

10.8 DISCIPLINE FOR STUDENTS WITH DISABILITIES

The criteria for determining the discipline of disabled students include the following:

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

The Individual Education Plan (I. E. P.) team for a disabled student should consider whether particular discipline procedures should be adopted for that student and included in the I. E. P.

Disabled students may be excluded from school only in emergencies, only for the duration of the emergency, and never for more than ten school days per offense.

After an emergency suspension is imposed on a disabled student, an immediate meeting of the student's I. E. P. team should be held to determine the cause and effect of the suspension with a view toward assessing the effectiveness and appropriateness of the student's placement and toward minimizing the harm resulting from the exclusion. Within ten (10) school days of any decision to change the placement of a child with a disability because of a violation of a code of student conduct, it must be determined:

- If the conduct in question was caused by, or had a direct and substantial relationship to the child's disability; or
- If the conduct in question was the direct result of the District's failure to implement the IEP.

The suspended student should be offered alternative educational programming for the duration of the exclusion.

Any action and procedure shall be in accordance with Public Law 108-466, Public Law 94-141, Section 504 of the Rehabilitation Act of 1973, and Title II of the Americans with Disabilities Act of 1990, as amended.

10.9 STUDENT REMOVAL FROM CLASS

A teacher may remove a student from class whose behavior the teacher has documented to be repeatedly interfering with the teacher's ability to teach the students in the class or whose behavior is so unruly, disruptive or abusive that it interferes with the ability of the student's other classmates to learn. Students who have been removed from their classroom by a teacher shall be sent to the administrator or administrator's designee's office for appropriate discipline.

The teacher's administrator or the administrator's designee may:

- Place the student into another appropriate classroom;
- Place the student into in-school suspension;
- Place the student into the District's alternative learning environment;
- Return the student to the class; or
- Take other appropriate action consistent with the District's student discipline policies and state and federal law.

If the teacher removes a student from class two (2) times during any nine-week grading period, the administrator or the administrator's designee may not return the student to the teacher's class unless a conference has been held for the purpose of determining the cause of the problem and possible solutions. The conference is to be held with the following individuals present:

- The administrator or the administrator's designee;
- The teacher
- The school counselor
- The parents, guardians, or persons in loco parentis; and
- The student, if appropriate.

The failure of the parents, guardians, or persons in loco parentis to attend the conference does not prevent any action from being taken as a result of the conference.

10.10 SEARCH, SEIZURE, AND INTERROGATIONS

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

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

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

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

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

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

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

10.11 DRUG DOG

Students of Hermitage School District should be aware that school district officials have access to a registered drug dog. The drug dog and its handler will make periodic, unannounced visits to all District schools and school-sponsored activities. Lockers, automobiles and other areas of the building will be searched. Students will be held responsible for any prohibited items found in their lockers, automobile or belongings at school.

Upon arrival of a K-9 Drug/Sniff Dog, teachers will be told to detain students. Students will not be permitted to leave classrooms until admitted by an officer, the administrator, or until the entire search is concluded. The administrator or his designee will accompany the K-9 officer as a key holder. Upon the entry of an occupied room, students will leave loose clothing, bags and purses on the floor so the K-9 may have access to the items for a sniff search. Students will then exit the room, enter the hallway, and stand against the wall.

Once the K-9 Drug/Sniff dog detects drugs in a locker or other property, the item will be searched by an officer. If drugs are found on students, their property, in their locker, or in a student vehicle, the student will be detained for further questioning and penalties.

Should prohibited items be found, the violators will be disciplined under District policies and may be prosecuted under local, state or federal laws.

SECTION 11: HEALTH AND SAFETY

11.1 COUNSELING SERVICES

The Hermitage School District has a comprehensive counseling program. The program can be found on the Hermitage School District website.

Students can be referred to the counselor for various reasons. As a parent, you can refer your child. Students may also self-refer for counseling issues. Teachers and administrators may make referrals when they feel it is necessary. If you feel that your child needs assistance, please contact the counselor by calling the school or emailing the counselor.

11.2 STUDENT ILLNESS/ACCIDENTS – Board Policy 4.36

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

If a student becomes seriously ill or is injured while at school and the parent/legal guardian cannot be contacted, the failure to make such contact shall not unreasonably delay the school's expeditious transport of the student to an appropriate medical care facility. The school assumes no responsibility for treatment of the student. When available, current and applicable, the student's emergency contact numbers and medical information will be utilized. Parents are strongly encouraged to keep this information up to date.

11.3 COMMUNICABLE DISEASES AND PARASITES – Board Policy 4.34

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

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

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

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

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

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

11.4 MEDICATION POLICY AND PROCEDURES – Board Policy 4.35

Prior to the administration of any medication, including any dietary supplement or other perceived health remedy not regulated by the US Food and Drug Administration, to any student under the age of eighteen (18), written parental consent is required. The consent form shall include authorization to administer the medication and relieve the Board and its employees of civil liability for damages or injuries resulting from the administration of medication to students in accordance with this policy. All signed medication consent forms are to be maintained by the school nurse.

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

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

Students with an individualized health plan (IHP) may be given OTC medications to the extent giving such medications are included in the student's IHP.

The district's supervising registered nurse is responsible for creating procedures for the administration of medications on and off campus.

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

Schedule II Medications

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

Students taking Schedule II medications not included in the previous sentence shall be allowed to bring them to school under the provisions of this policy and shall be permitted to attend and participate in classes only to the extent the student's doctor has specifically authorized such attendance and participation. A doctor's prescription for a student's Schedule II medication is not an authorization. Attendance authorization shall specifically state the degree and potential danger of physical exertion the student is permitted to undertake in the student's classes and extracurricular activities. Without a doctor's written authorization, a student taking Schedule II medications, other than those specifically authorized in this policy, shall not be eligible to attend classes, but shall be eligible for homebound instruction if provided for in their IEP or 504 plans.

Self-Administration of Medication

Students who have written permission from their parent or guardian and a licensed health care practitioner on file with the District may:

1. Self-administer either a rescue inhaler or auto-injectable epinephrine;
2. Perform his/her own blood glucose checks;
3. Administer insulin through the insulin delivery system the student uses;
4. Treat the student's own hypoglycemia and hyperglycemia; or
5. Possess on his or her person:
 - a. A rescue inhaler or auto-injectable epinephrine; or
 - b. the necessary supplies and equipment to perform his/her own diabetes monitoring and treatment functions.

A student may be authorized to self-administer a stress dose medication to treat the student's adrenal insufficiency with:

- The written authorization of the student's parent, legal guardian, or person standing in loco parentis; and
- A written order from the student's treating physician stating that the student:
 - a. Is capable of completing the proper method of self-administration of the stress dose medication; and
 - b. Has been instructed on the details of the student's medical condition and the events that may lead to an adrenal crisis.

The parent, legal guardian, or person standing in loco parentis of a student who is authorized to self-administer a stress dose medication shall sign an IHP developed by the school nurse for the school where the student is enrolled. The IHP shall include a requirement for the notification of appropriate staff following the self-administration of a stress dose medication, which shall include the school nurse, teacher of the classroom where the stress dose medication was administered, and a school administrator.

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

- In school;

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

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

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

Emergency Administration of Glucagon and Insulin

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

1. an IHP that provides for the administration of Glucagon, insulin, or both in emergency situations; and
2. a current, valid consent form on file from their parent or guardian.

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

- A. The time scheduled for a dose of insulin in the student's IHP; and
- B. Glucagon or non-scheduled insulin administration once other staff have relieved him/her from other duties until a parent, guardian, other responsible adult, or medical personnel has arrived.

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

Emergency Administration of Epinephrine

The school nurse or other school employees designated by the school nurse as a care provider who have been trained and certified by a licensed physician may administer an epinephrine auto-injector in emergency situations to students who have an IHP that provides for the administration of an epinephrine auto-injector in emergency situations.

The parent of a student who has an authorizing IHP, or the student if over the age of eighteen (18), shall annually complete and sign a written consent form provided by the student's school nurse authorizing the nurse or other school employee(s) certified to administer auto-injector epinephrine to administer auto-injector epinephrine to the student when the employee believes the student is having a life-threatening anaphylactic reaction.

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

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

Emergency Administration of Albuterol

The school nurse or other school employees designated by the school nurse as a care provider who have been trained and certified by a licensed physician, advanced practice registered nurse, or physician assistant may administer albuterol in emergency situations to students who have an IHP that provides for the administration of albuterol in emergency situations.

The parent of a student who has an authorizing IHP, or the student if over the age of eighteen (18), shall annually complete and sign a written consent form provided by the student's school nurse authorizing the nurse or other school employee(s) certified to administer albuterol to administer albuterol to the student when the employee believes the student is in perceived respiratory distress.

The school nurse for each District school shall keep albuterol on hand. The school nurse or other school employee designated by the school nurse as a care provider who has been trained and certified by a licensed physician, advanced practice registered nurse, or physician assistant may administer albuterol to those students who the school nurse, or other school employee certified to administer albuterol, in good faith professionally believes is in perceived respiratory distress.

Emergency Administration of Anti-opioid

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

An opioid overdose rescue kit shall be placed within all storage locations in the District high school buildings that currently contain an automated external defibrillator for public use. The opioid overdose rescue kits shall be located where it is readily available to the public, be visually free of advertisement, and contain an anti-opioid.

Emergency Administration of Emergency Adrenal Insufficiency Medication

The school nurse or other school employees designated by the school nurse as a care provider who have been trained and certified by a licensed physician may administer an injectable emergency dose medication in emergency situations to students who have an IHP that provides for the administration of an injectable emergency dose medication in emergency situations.

The parent of a student who has an authorizing IHP, or the student if over the age of eighteen (18), shall annually complete and sign a written consent form provided by the student's school nurse authorizing the nurse or other school employee(s) certified to administer an injectable emergency dose medication to administer an injectable emergency dose medication to the student when the employee believes the student is having an adrenal crisis due to adrenal insufficiency.

Students who have met the requirements to be authorized to self-administer a stress dose medication under this policy shall provide the school nurse an emergency injectable dose of the student's medication. This emergency injectable dose will be used in the event the school nurse, or other school employee certified to administer an injectable emergency dose medication, in good faith professionally believes the student is having an adrenal crisis due to adrenal insufficiency.

Seizure Disorder Medications

Students who have been diagnosed with a seizure disorder shall have a seizure action plan that shall be a written IHP designed to acknowledge and prepare for the healthcare needs of the student. The student's seizure action plan shall be created in collaboration between District staff and the student's Parents, legal guardians, persons having lawful control of the student, or persons acting in loco parentis or the student if over eighteen (18). As part of the creation of the student's seizure action plan, the student's Parents, legal guardians, persons having lawful control of the student, or persons acting in loco parentis shall:

1. Provide the school with written authorization to administer the seizure medication at school;
2. Provide a written statement from the student's healthcare provider that shall contain the following information:
 - The student's name;
 - The name and purpose of the medication;
 - The prescribed dosage;
 - The route of administration;
 - The frequency that the medication should be administered; and
 - The circumstances under which the medication should be administered;
 - Provide the prescribed medication to the school in its unopened, sealed package with the label affixed by the dispensing pharmacy intact, which shall be stored in a safe and secure location accessible only by District personnel or volunteers with training to administer seizure medication.

The written authorization, written statement, and seizure action plan shall be kept on file in the office of the school nurse or school administrator and distributed to any school personnel or volunteers responsible for the supervision or care of the student.

11.5 CHILD NUTRITION/WELLNESS

11.5.1 General Information on Child Nutrition

Believing there is a strong relationship between a sound diet and scholastic achievement, we encourage students to eat a well-balanced breakfast and lunch. The Hermitage School's Child Nutrition provides a nutritional school breakfast and each day that meets the daily meal requirements. Menus for the week are printed and sent home in folders at the elementary school, posted on the district website, and posted in the school buildings. All students have ample time to eat their meal. The Hermitage School District Child Nutrition Department values feedback from parents in regards to meal service, nutrition, and other issues.

Students may eat in the cafeteria, bring their lunches, or eat in the commons area on campus approved by the administrator. Milk and other drinks may be purchased in the cafeteria for \$.50.

11.5.2 Meal Prices (Subject to change during the school year.)

Student full price -	Breakfast: \$2.15	Lunch: \$4.15
Student reduced price -	Breakfast: N/A	Lunch: N/A
Adult -	Breakfast: \$2.15	Lunch: \$4.15

*At the June 9, 2016 School Board Meeting, the Board of Directors voted to participate in Community Eligibility Provision (CEP), which will provide free meals at both breakfast and lunch to every student in the district. CEP will be in effect until parents are notified that the District is no longer participating in this program. More information on this program will be communicated at the beginning of the school year or as needed to keep parents/guardians informed. If you have questions about this, please contact the Superintendent’s Office.

11.5.3 Free and Reduced Price Meals

Applications for free and reduced price meals are sent home at the beginning of the school year and can be picked up in the school office or the Administration office.

11.5.4 Student Meal Accounts

Parents are strongly encouraged to pay ahead for several meals at a time as this increases the efficiency of cafeteria options, decreases stress on parents, and decreases the chance of students losing their money. Checks should be made payable to the Hermitage School District. Please put your student’s name(s) on the memo line of the check. Students in different schools will need separate checks.

Students are encouraged to bring lunch and breakfast money for the entire week, month, semester, or year and this money will be deposited in their account. At each meal, their account will be debited and reminders will be sent when their account needs additional money. Any money left in the student’s account at the end of the school year will be credited to his/her account the following school year. A student may purchase a second meal if they wish and have the money to pay for it.

11.5.5 Breakfast Serving Time

Breakfast serving times are from 7:30 – 7:50 AM at the Elementary School and during 2nd period at the High School.

11.5.6 Allowable Drinks and Drink Containers

Students who bring their lunch may buy milk at the school. Glass bottles are not allowed due to safety precautions. Carbonated drinks in cans, thermoses, or bottles are not allowed in grades PK-6.

11.5.7 Meal Charge Policy – Board Policy 4.51

Meal Charges

The District participates in Community Eligibility Provision (CEP) and provides meals to all students at no charge. The District does not provide credit for students to charge for a la carte or other food and beverage items available for purchase in the school food service areas. A la carte or other food and beverage items may be purchased by either providing payment for the items at the time of receipt or by having a prepaid account with the District that may be charged for the items. Parents, or students choosing to do so, may pay in advance for a la carte or other food and beverage items through any of the following methods:

- Submitting cash or check payment to the cashier.

Alternative Meals

The District does not provide alternative meals for students.

11.5.8 Regulatory Authority

The Child Nutrition Reauthorization Act of 2004 requires each school food authority of the Hermitage School District participating in one of the United States Department of Agriculture (USDA) Child Nutrition Programs (National School Lunch Program, School Breakfast Program, Special Milk, Seamless Summer or summer Meals) to have a Local Wellness Policy in place by June 30, 2006, for the school year 2006-07. The Hermitage School District has adopted this policy. - 7 CFR Part 210 and Part 220; Public Law 108-265, Sec. 204

11.5.9 Accommodating Special Dietary Needs – Board Policy 4.50

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

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

The medical statement should include:

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

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

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

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

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

11.5.10 Wellness Policy – Board Policy 5.29

The health and physical well-being of students directly affects their ability to learn. Childhood obesity increases the incidence of adult diseases occurring in children and adolescents such as heart disease, high blood pressure and diabetes. The increased risk carries forward into their adulthood. Research indicates that a healthy diet and regular physical activity can help prevent obesity and the diseases resulting from it. It is understood that the eating habits and exercise patterns of students cannot be magically changed overnight, but at the same time, the Board of Directors believes it is necessary to strive to create a culture in our schools that consistently promotes good nutrition and physical activity.

The problem of obesity and inactivity is a public health issue. The Board of Directors is keenly aware that it has taken years for this problem to reach its present level and will similarly take years to correct. The responsibility for addressing the problem lies not only with the schools and the Division of Elementary and Secondary Education (ADESE), but with the community and its residents, organizations and agencies. Therefore, the District shall enlist the support of the larger community to find solutions that improve the health and physical activity of our students.

Wellness Committee

To enhance the district's efforts to improve the health of our students, a School Nutrition and Physical Activity Advisory Committee (SNPAAC) shall be formed. It shall be structured in a way to ensure age-appropriate recommendations are made that correlate to the District's grade configurations. The SNPAAC shall have the powers and responsibilities delegated to it by statute and Rule and are incorporated into this policy by reference. The overarching goal of the committee shall be to promote student wellness by monitoring how well the District is doing at implementing this policy. The SNPAAC shall use modules 1, 2, 3, 4, 10, and 11 of the Centers For Disease Control' (CDC) School Health Index as a basis for annually assessing each school's progress toward meeting the requirements of this policy. The results of the annual assessment shall be included in the school district's support plan (SDSP), provided to each school's principal, and reported to the board. Goals and objectives for nutrition and physical activity shall also be included in the SDSP.

The SNPAAC shall be made up of Individuals from the following groups to the extent interested persons from each group desire to be included in the development, implementation, and periodic review of the District's wellness policy:

- Members of the District's Board of Directors;
- School administrators;
- School nutrition personnel;
- Teacher organizations;
- Teachers of physical education;
- Parents;
- Students;
- Professional groups (such as nurses);
- School health professionals (such as school nurses, school counselors, and social workers); and
- Community members.

The SNPAAC shall provide written recommendations to the District's Child Nutrition Director concerning menus and other foods sold in the school cafeteria. Such recommendations shall be based, at least in part, on the information the Committee receives from the District on the requirements and standards of the National School Lunch Program and from menus for the National School Lunch Program and other food sold in the school cafeteria on a quarterly basis.

The SNPAAC will meet at least quarterly. Meeting dates for the SNPAAC will be placed on the District's calendar.

School Health Coordinator

To assist the SNPAAC in ensuring that the District fulfills the requirements of this policy, a District level School Health Coordinator (Designated District Official) shall be appointed. In addition, a school level School Health Coordinator shall be appointed who shall be responsible for assisting the District level School Health Coordinator in ensuring that each school fulfills the requirements of this policy.

Goals

In its efforts to improve the school nutrition environment, promote student health, and reduce childhood obesity, the District will adhere to the ADESE Rules Governing Nutrition and Physical Activity Standards And Body Mass Index For Age Assessment Protocols. To promote nutrition, physical activity, and other school based activities that will improve student wellness, the District, working with the SNPAAC, has established the following goals:

1. Implement a grade appropriate nutrition education program that will develop an awareness of and appreciation for nutrition and physical activity throughout the curriculum;
2. Enforce existing physical education requirements and engage students in healthy levels of vigorous physical activity;
3. Strive to improve the quality of physical education curricula and increase the training of physical education teachers;
4. Follow the Arkansas Physical Education and Health Education Frameworks in grades K-12;
5. Not use food or beverages as rewards for academic, classroom, or sports performances;
6. Establish class schedules and bus routes that do not directly or indirectly restrict meal access;
7. Provide students with ample time to eat their meals in pleasant cafeteria and dining areas;
8. Abide by the current allowable food and beverage portion standards;
9. Meet or exceed the more stringent of Arkansas' or the U.S. Department of Agriculture's (USDA) Nutrition Standards for reimbursable meals and a la' carte foods served in the cafeteria;
10. Restrict access to competitive foods as required by law and Rule;
11. Conform new and/or renewed vending contracts to the content restrictions contained in the Rules and reduce district dependence on profits from the sale of competitive foods.
12. Provide professional development to all district staff on the topics of nutrition and/or physical activity;
13. Utilize the School Health Index available from the CDC to assess how well the district is doing at implementing this wellness policy and at promoting a healthy environment for its students.

Food and Beverages Outside of the District's Food Service Programs

The District will insure that drinking water is available without charge to all students throughout the school including, but not limited to, in the District's food service areas.

All food and beverages sold to students on school campus during the school day by school administrators or school non-licensed or licensed staff (principals, coaches, teachers, club sponsors, etc.); students or student groups; parents or parent groups; or another person, company, or organization associated with the school shall meet the Federal Smart Snacks requirements and Arkansas Nutrition Standards at a minimum. These restrictions include, but are not limited to, food and beverages sold in vending venues (machines, ice chests, cabinets) in school stores or as part of school fundraisers.

All food and beverages provided, but not sold, to students on the school campus during the school day by school administrators or school non-licensed or licensed staff (principals, coaches, teachers, club sponsors, etc.);

students or student groups; parents or parent groups; or another person, company, or organization associated with the school shall meet the Federal Smart Snacks requirements and Arkansas Nutrition Standards at a minimum.⁹ These restrictions include, but are not limited to, food and beverages provided in vending venues (machines, ice chests, cabinets) in school stores or as part of school fundraisers.

Up to a maximum of nine (9) times per school year, school administration may schedule school wide events where food and beverages provided to students are not required to meet the Federal Smart Snacks standards during the scheduled time. The schedule of the events shall be by school, approved by the principal, and shall be part of the annual school calendar.

Food and beverages outside of the District's food service programs may not be sold, served, or provided to students in the District's food service areas during meal times.

Elementary students shall not have in-school access to vending machines.

The District does not place nutrition restrictions on food or beverages brought from home that are intended for personal consumption only.

Advertising

In accordance with the USDA regulations, oral, written, or graphic statements made for the purpose of promoting the sale of a food or beverage product that are made by the producer, manufacturer, seller, or any other entity with a commercial interest in the product shall only be permitted on school campus during the school day if they meet or exceed the Federal Smart Snacks standards. This restriction does not apply to:

- Materials used for educational purposes in the classroom, including, but not limited to:
- The use of advertisements as a media education tool; or
- Designing and implementing the health or nutrition curriculum;
- Clothing, apparel, or other personal items used by students and staff;
- The packaging of products brought from home for personal consumption; and
- Currently existing advertisements on school property, including but not limited to, the exterior of vending machines, posters, menu boards, coolers, trash cans, cups used for beverage dispensing, and other food service equipment; however, all future contracts and replacement items shall meet the Federal Smart Snacks standards.

Adoption Awareness Instruction

The District shall provide any information provided to students on the District's adoption awareness instruction that was in written form to the parent, legal guardian, person having lawful control of the student, or person standing in loco parentis to a pregnant student who is enrolled in the District.

Breast Feeding

In addition to providing age-appropriate education for students regarding the nutritional benefits of breastmilk and breastfeeding practices, the District shall provide:

- Space in the District's school facilities for District employees, students, and volunteers who are breastfeeding mothers that is a private, secure, and sanitary room or other location, other than a toilet stall, that contains Access to a power source for a breast pump or any other equipment used to express breast milk where an employee, student, or volunteer can express breast milk;
- Space in the District's school facilities for District students who are breastfeeding mothers that is a private, secure, and sanitary room or other location, other than a toilet stall, where a student can breastfeed the student's child;

- Permission to bring a breast pump and any other equipment used to express breast milk to school;
- Access to a place to safely store breast milk, which shall include, but not be limited to, a refrigerator or cooler in:
 - A nurse's office;
 - A teachers' lounge; or
 - Another private location or location with limited accessibility in which the breast milk may be safely secured;
- Access to a location to clean a breast pump and any other equipment used to express breast milk at school.
- Break time:
 - To an employee or volunteer for the purpose of expressing breast milk that, to the extent possible, shall run concurrently with existing break times; and
 - To a student that is a reasonable amount of time to accommodate the student's need to express breast milk or to breastfeed the student's child on the District's campus;
- That a student shall not incur an academic penalty for expressing breast milk or for breastfeeding the student's child on the District's campus; and
- A student has the opportunity to make up any work missed due to expressing breast milk or for breastfeeding the student's child on the District's campus.

Child Care

The District shall provide student mothers and fathers information regarding available child care services.

Community Engagement

The District will work with the SNPAAC to:

- aEncourage participation in extracurricular programs that support physical activity, such as walk-to-school programs, biking clubs, after-school walking etc.;
- Encourage the implementation of developmentally appropriate physical activity in after-school childcare programs for participating children;
- Promote the reduction of time youth spend engaged in sedentary activities such as watching television and playing video games; and
- Encourage the development of and participation in family-oriented community-based physical activity programs.

The District will annually inform the public:

- Of the web address where the policy is located;
- Of any changes made to this policy since the previous year;
- Of the health and wellness priority goals in the District's SDSP;
- That a printed copy of the policy may be picked up at the District's central office; and
- The amounts and specific sources of funds received and expenditures made from competitive food and beverage contracts.

Assessment of District's Wellness Policy

At least once every three years, with input from the SNPACC, the District shall assess both the District as a whole and individual schools' status in regards to the implementation and compliance of the goals of this policy, including the health and wellness goals in the District's SDSP. The assessment shall be based, at least in part, on:

- The extent to which District schools are in compliance with this policy;
- The extent to which this policy compares to other model local school wellness policies;

- The annual reviews of this policy based on modules 1, 2, 3, 4, 10, and 11 of the CDC’s School Health Index; and
- A description of the progress made in attaining the goals of this policy.

On the years the assessment occurs, the assessment results shall be reported to the public, including parents, students, and other members of the community as part of the District’s annual report to the public.

The District will update the wellness policy based on the results from the three (3) year assessment.

District Website

The District will place on its website:

- The name, District phone number, and District email address for the District Level School Health Coordinator;
- The names, district phone numbers, and district email addresses for the School Level School Health Coordinators;⁵
- The names of the members of the SNPAAC;
- Meeting dates for the SNPAAC;
- Information on how community members may get involved with the SNPAAC;
- A copy of this policy;
- A copy of the annual review of this policy based on modules 1, 2, 3, 4, 10, and 11 of the CDC’s School Health Index; and
- A copy of the most recent three (3) year assessment of this policy.

11.6 PHYSICAL EXAMINATIONS OR SCREENINGS – Board Policy 4.41

The Hermitage School District may provide the administration of physical exams or screenings of its students. The intent of the exams or screenings shall be to detect contagious or infectious diseases or defects in hearing, vision, or other elements of health that would adversely affect the student’s ability to achieve their full potential.

Except in instances where a student is suspected of having contagious or infectious disease, parents shall have the right to opt their student out of the exams or screenings by using form 4.41F or by providing certification from a physician that he/she has recently examined the student.

A student may be required to pass a physical exam before being allowed to participate in certain extracurricular activities to help ensure they are physically capable of withstanding the rigors of the activity. It is understood that students who refuse to take such an exam will not be allowed to participate in the desired activity. The rights provided to parents under this policy transfer to the student when he/she turns 18 years old.

A student may be required to pass a physical exam before being allowed to participate in certain extracurricular activities to help ensure they are physically capable of withstanding the rigors of the activity. It is understood that students who refuse to take such an exam will not be allowed to participate in the desired activity.

Screening for vision/hearing may also be performed on students in grades 7-12 if a referral is made to the school nurse by a teacher.

If parents/guardians object to the physical examination of their children, a form must be completed and be kept on file.

In order to be in compliance with all state statutes and to have a comprehensive, viable program the following screening services will be provided:

- Annual hearing and vision screening services will be performed on all students in pre-k, kindergarten, grades 1, 2, 4, 6, 8 and to special education students, new students, and students referred by teachers. Students in other grades are screened when considered feasible and necessary.
- BMI (Body Mass Index) Screening Services will be performed on students in kindergarten, grades 2, 4, 6, 8, and 10.
- Scoliosis screening will be provided to girls in grades 6 and 8. Boys shall receive a scoliosis screening in 8th grade.

11.7 EMERGENCY DRILLS – Board Policy 4.37

All schools in the District shall conduct fire drills at least monthly. Tornado drills shall also be conducted no fewer than three (3) times per year. Students who ride school buses shall also participate in emergency evacuation drills at least twice each school year.

The District shall annually conduct a lockdown drill at all schools in the District in collaboration with local law enforcement, medical professionals, fire department officials, and emergency management personnel. The lockdown drill training will include use of the District's emergency communication method with law enforcement. Students will be included in the drills to the extent that is developmentally appropriate for the age of both the students and grade configuration of the school.

Drills may be conducted during the instructional day or during non-instructional time periods.

Other types of emergency drills may also be conducted to test the implementation of the District's emergency plans in the event of violence, terrorist attack, natural disaster, other emergency, or the District's emergency communication with law enforcement method. Students shall be included in the drills to the extent practicable.

11.8 FIRE MARSHALS

Fire marshals are chosen by the administrator to assist with regular monthly fire and other safety drills.

11.9 VIDEO SURVEILLANCE AND OTHER STUDENT MONITORING

The Board of Directors has a responsibility to maintain discipline, protect the safety, security, and welfare of its students, staff, and visitors while at the same time safeguarding district facilities, vehicles, and equipment. As part of fulfilling this responsibility, the board authorizes the use of video/audio surveillance cameras, automatic identification technology, data compilation devices, and technology capable of tracking the physical location of district equipment, students, and/or personnel.

The placement of video/audio surveillance cameras shall be based on the presumption and belief that students, staff and visitors have no reasonable expectation of privacy anywhere on or near school property, facilities, vehicles, or equipment, with the exception of places such as restrooms or dressing areas where an expectation of bodily privacy is reasonable and customary.

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

The district shall retain copies of video recordings until they are erased that may be accomplished by either deletion or copying over with a new recording. Other than video recordings being retained under the provisions of this policy's following paragraph, the district's video recordings may be erased any time greater than three (3) days after they were created.

Videos, automatic identification, or data compilations containing evidence of a violation of student conduct rules and/or state or federal law shall be retained until the issue of the misconduct is no longer subject to review or appeal as determined by board policy or student handbook; any release or viewing of such records shall be in accordance with current law.

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

11.10 ASBESTOS

Section 763.84(C) of the Asbestos Hazard Emergency Response Act states that local school districts are required to notify employees, students, and parents each year about the inspection that was performed and the existence of the management plan developed as a result of that inspection.

A full inspection of the Hermitage School buildings for the presence of asbestos has been completed. These materials are re-inspected regularly to determine if there is any change in the condition of the material. All information regarding the asbestos program is included in the schools' management plans. The inspections and management plan are available for review in the Hermitage School District Maintenance Supervisor's office.

11.11 IMMUNIZATIONS - Board Policy 4.57

Definitions

"In process" means the student has received at least one dose of the required immunizations and is waiting the minimum time interval to receive the additional dose(s).

"Serologic testing" refers to a medical procedure used to determine an individual's immunity to Hepatitis B, Measles, Mumps, Rubella and Varicella.

General Requirements

Unless otherwise provided by law or this policy, no student shall be admitted to attend classes in the District who has not been age appropriately immunized against:

- Poliomyelitis;
- Diphtheria;
- Tetanus;
- Pertussis;
- Red (rubeola) measles;
- Rubella;
- Mumps;
- Hepatitis A;
- Hepatitis B;
- Meningococcal disease;
- Varicella (chickenpox); and

- Any other immunization required by the Arkansas Department of Health (ADH).

The District administration has the responsibility to evaluate the immunization status of District students. The District shall maintain a list of all students who are not fully age appropriately immunized or who have an exemption provided by ADH to the immunization requirements based on medical, religious, or philosophical grounds. Students who are not fully age appropriately immunized when seeking admittance shall be referred to a medical authority for consultation.

The only types of proof of immunization the District will accept are immunization records provided by a:

1. Licensed physician;
2. Health department;
3. Military service; or
4. Official record from another educational institution in Arkansas.

The proof of immunization must include the vaccine type and dates of vaccine administration. Documents stating “up-to-date”, “complete”, “adequate”, and the like will not be accepted as proof of immunization. No self or parental history of varicella disease will be accepted as a history of varicella disease must be documented by a licensed physician, advanced practice nurse, doctor of osteopathy, or physician assistant. Valid proof of immunization and of immunity based on serological testing shall be entered into the student’s record.

In order to continue attending classes in the District, the student must have submitted:

- 1) Proof of immunization showing the student to be fully age appropriately vaccinated;
- 2) Written documentation by a public health nurse or private physician of proof the student is in process of being age appropriately immunized, which includes a schedule of the student’s next immunization;
- 3) A copy of a letter from ADH indicating immunity based on serologic testing; and/or
- 4) A copy of the letter from ADH exempting the student from the immunization requirements for the current school year, or a copy of the application for an exemption for the current school year if the exemption letter has not yet arrived.

Students whose immunization records or serology results are lost or unavailable are required to receive all age appropriate vaccinations or submit number 4 above.

Temporary Admittance

While students who are not fully age appropriately immunized or have not yet submitted an immunization waiver may be enrolled to attend school, such students shall be allowed to attend school on a temporary basis only. Students admitted on a temporary basis may be admitted for a maximum of thirty (30) days (or until October 1st of the current school year for the tetanus, diphtheria, pertussis, and meningococcal vaccinations required at ages eleven (11) and sixteen (16) respectively if October 1st is later in the current school year than the thirty (30) days following the student’s admittance). No student shall be withdrawn and readmitted in order to extend the thirty (30) day period. Students may be allowed to continue attending beyond the thirty (30) day period if the student submits a copy of either number 2 or number 4 above.

Students who are in process shall be required to adhere to the submitted schedule. Failure of the student to submit written documentation from a public health nurse or private physician demonstrating the student received the vaccinations set forth in the schedule may lead to the revocation of the student’s temporary admittance; such students shall be excluded from school until the documentation is provided.

The District will not accept copies of applications requesting an exemption for the current school year that are older than two (2) weeks based on the date on the application. Students who submit a copy of an application to receive an exemption from the immunization requirements for the current year to gain temporary admittance have thirty (30) days from the admission date to submit either a letter from ADH granting the exemption or documentation demonstrating the student is in process and a copy of the immunization schedule. Failure to submit the necessary documentation by the close of the thirty (30) days will result in the student being excluded until the documentation is submitted.

Exclusion From School

In the event of an outbreak, students who are not fully age appropriately immunized, are in process, or are exempt from the immunization requirements may be required to be excluded from school in order to protect the student. ADH shall determine if it is necessary for students to be excluded in the event of an outbreak. Students may be excluded for twenty-one (21) days or longer depending on the outbreak. No student excluded due to an outbreak shall be allowed to return to school until the District receives approval from ADH.

Students who are excluded from school are not eligible to receive homebound instruction unless the excluded student had a pre-existing IEP or 504 Plan and the IEP/504 team determines homebound instruction to be in the best interest of the student. To the extent possible, the student's teacher(s) shall place in the principal's office a copy of the student's assignments:

- for the remainder of the week by the end of the initial school day of the student's exclusion; and
- by the end of each school's calendar week for the upcoming week until the student returns to school.

It is the responsibility of the student or the student's parent/legal guardian to make sure that the student's assignments are collected.

Students excluded from school shall have five (5) school days from the day the student returns to school to submit any homework and to make up any examinations. State mandated assessments are not included in "examinations" and the District has no control over administering state mandated make-up assessments outside of the state's schedule. Students shall receive a grade of zero for any assignment or examination not completed or submitted on time.

Annually by December 1, the District shall create, maintain, and post to the District's website a report that includes the following for each disease requiring an immunization under this policy:

- The number of students in the District that were granted an exemption by the Department of Health from an immunization;
- The percentage of students in the District that were granted an exemption by the Department of Health from an immunization; and
- The percentage of a population that must receive an immunization for herd immunity to exist.

SECTION 12: TRANSPORTATION

12.1 GENERAL TRANSPORTATION POLICIES – Board Policy 4.19

The purpose of the Transportation Department of the Hermitage Public Schools is to provide the safest, most efficient transportation possible for those students who are to be transported between their homes and schools. This process is the responsibility of the entire community and requires the cooperation of all students, parents, school personnel, and citizens who drive on the streets in the presence of school buses.

Students and parents are asked to read these regulations carefully. They must be followed if we are to provide a safe, efficient transportation for the students of this District.

The school district encourages any person who observes an incident jeopardizing the safety of the students on a school bus to report the incident to the Transportation Department. It is most helpful when a person can identify the bus by its number when making such a report. Any recommendations that will assist the Department in its operation are also encouraged. Suspension, loss of bus riding privileges, or other disciplinary actions may be imposed when students violate these transportation regulations

A student riding a bicycle is expected to obey safety rules. Bicycle racks are provided for parking, but locks are encouraged since the school is not responsible for damage or loss. Motorcycles such as ATV's and other cycles, driven by elementary students are not allowed as transportation to school.

A parent who brings a student to school by automobile will adhere to each school's routing procedure to ensure safety. Specific procedures will be disseminated annually at the beginning of school.

The telephone number of the Transportation Department of the Hermitage School District is (870) 463-2246.

12.2 SCHOOL BUS POLICIES

12.2.1 Eligibility

All students are eligible to receive in-district bus transportation.

12.2.2 Student Conduct

Riding the school bus is a privilege. Students are subject to the same rules of conduct while traveling to and from school on a school bus as they are while on school grounds. Students are under the supervision of the driver and must obey the driver at all times while they are on the bus. Students who fail to cooperate with the driver in maintaining safe and orderly bus transportation will be disciplined.

The preceding paragraph also applies to student conduct while on school buses. Students shall be instructed in safe riding practices. The driver of a school bus shall not operate the school bus until every passenger is seated. Disciplinary measures for problems related to bus behavior shall include suspension or expulsion from school, or suspending or terminating the student's bus transportation privileges. Transporting students to and from school who have lost their bus transportation privileges shall become the responsibility of the student's parent or legal guardian.

Students are under the supervision of the driver and must obey the driver at all times while on the bus. Students who fail to cooperate with the driver in maintaining a safe and orderly bus will be subject to disciplinary action as outlined in the student handbook.

Please do not engage in activities that may distract the driver. DO NOT:

- Eat or drink on the bus
- Smoke or possess any type of tobacco product (prohibited by Arkansas Statute Act 728, 1977)
- Scuffle or fight
- Play radios, tape players, band instruments, cell phones, MP3 players, etc.
- Yell at anyone on the bus or outside
- Throw paper or any other object on the floor of the bus or outside the window
- Put hands, arms, or heads out of the window
- Tamper with any of the bus safety devices
- Deface any part of a bus by such action as writing or damaging seats. Damage to any bus equipment (seats, windows, etc.) will be paid for by the offender.

12.2.3 Riding the Bus

- Ride only the bus to which you are assigned.
- Obey the instruction and directions of the driver. Students are under his/her supervision. The driver will submit a written report of all violations to the student's administrator.
- Do not distract the driver's attention or disturb other riders on the bus. This means students must remain reasonably quiet while on the bus.
- Remain seated while the bus is in motion or stopped except as directed by the driver.
- Legs and feet should not be in the aisle.
- Keep all books, lunches, coats, etc., out of the aisle of the bus.
- Knives, firearms, sharp objects, clubs, pets, or other animals are never allowed on a school bus.

A student riding a school bus must have on file a signed parent/guardian receipt of "Transportation Regulations for Students." A student not abiding by safety and/or behavior requirements will be subject to the same discipline as other infractions. Students may ride only their assigned buses. Routes can only be changed due to extenuating circumstances. Call the Transportation Department (870) 463-2246, to discuss the circumstances and to have the school and driver notified before 2:00 pm.

As a part of the bus safety program, students are subject to being videotaped. Neither drivers nor students will know camera locations. The tapes will be reviewed as necessary to determine any problems and the proper disciplinary referrals submitted to the administration.

12.2.4 Bus Stops

- Be at the bus stop ten (10) minutes before the bus is scheduled to arrive. Do not arrive earlier than ten (10) minutes beforehand.
- Try to be on the proper side of the road while you wait, even if you must cross the street to enter the bus.
- Before crossing a street to enter the bus, wait until the bus has come to a complete stop and the driver has given you directions.
- Respect the property rights of others while waiting for the bus. Don't litter or make unnecessary noise.
- Don't gather under carports, on porches, or on lawns without permission.
- Stand back at least ten (10) feet from the bus stop and do not approach the bus until it has come to a complete stop and the door is opened.
- If you miss the bus, do not attempt to (1) ride another bus, (2) walk to or from school, or (3) hitch-hike.

12.2.5 Getting On and Getting Off the Bus

- Enter or leave the bus quickly and in an orderly manner.
- Do not enter or leave the school bus by the back door except in the case of an emergency or unless directed to do so by the driver.
- If you must cross the street after leaving the bus in the afternoon, go to a point on the shoulder of the street ten (10) feet in front of the bus and wait until the driver has signaled you to cross.
- If you drop any object (book, paper, pencil) while leaving the bus, do not attempt to retrieve the object.
- Notify the driver and he will help you retrieve the object. **DO NOT CRAWL UNDER THE BUS.**

12.2.6 Emergency Evacuation Procedures

In an emergency, students should remain calm and quiet and listen for instructions from the bus driver. If the driver is unable to conduct emergency measures, the students should follow the procedures below in leaving the bus.

If the exit is through the front door, students sitting in the front seat to the left of the aisle will move out first, followed by those in the right front seat and proceed in this manner until all seats are emptied.

If the exit is through the rear emergency door, those students sitting next to the aisle at the back of the bus on both sides of the aisle shall leave first.

If a rapid exit is necessary and it is possible to exit from both doors, students in the back half of the bus should move out the rear door and students in the front half of the bus should move out the front door.

12.2.7 Bus Infractions

There are basically four levels of bus infractions with increasing levels of disciplinary consequences. The objective is to discourage and eliminate disruptive behavior, especially from repeat offenders, that might distract a driver from their driving responsibilities and cause an accident.

- **Level One:** Minor infractions of safety or courtesy. Level one infractions include making excessive noise or yelling, being out of one's assigned seat, being turned around in one's seat, having hands or heads out windows, or other minor incidents of misconduct. A level one infraction may result in detention, or one (1) to three (3) days of Bus Suspension as determined by the administration.
- **Level Two:** More serious infractions, which directly affect others or repeated level one infractions. Level Two infractions may include threatening, rough play, profanity, or repeated Level One infractions. A Level Two infraction will result in three (3) to five (5) days of Detention or Bus Suspension for the first offense, and three (3) to five (5) days Bus Suspension as determined by the administration.
- **Level Three:** Misconduct, which may endanger others or repeated Level One or Level Two infractions. Level Three infractions may include refusing to identify oneself, fighting, smoking or dipping, insubordination, vandalism, throwing objects, spitting, bullying, or repeated Level One or Level Two infractions. A Level Three infraction will result in a three (3) to five (5) day bus suspension for first offense, ten (10) days bus suspension for second offense and if a fight occurs on the bus, school suspension as per the school's fighting policy. A third offense will result in suspension from the bus for one semester.
- **Level Four:** Severe safety infractions or repeated Level One, Level Two or Level Three infractions. Level Four infractions may include indecency, knife or firearm possession, sexual harassment or repeated Level One, Level Two, or Level Three infractions. A Level Four infraction will result in permanent suspension from the bus. Note: Having a weapon such as a knife or firearm will result in the application of the rules in the section under Rules of Conduct.

12.2.8 Students Going To and From School Sponsored Events

If a school activity requires transportation to the site of the event, students will be required to use the transportation provided by the school. However, under certain circumstances, a parent may request permission in writing for their child to ride to the site of the event with the parent. A written request must be filed in advance with the administrator of the school where the student attends. The administrator, in turn, will be responsible for notifying the sponsor.

If a parent's or guardian's request is granted and the parent or guardian allows the child to drive to the site without the parent present, the student will not be allowed to participate in the school-sponsored event.

Students who ride to the site of the event using school transportation may leave the site with their parent or legal guardian provided such arrangements are made with the administrator or sponsor in writing by the parent or legal guardian. The parent or legal guardian must sign the student out with the sponsor at the conclusion of the event. The sponsor will provide a sign-out sheet.

Transportation for student athletes to school-sponsored activities or competitions (to and from) will follow guidelines outlined in the Hermitage School District Athletic Handbook.

12.3 STUDENTS' VEHICLES – Board Policy 4.33

A student, who has presented a valid driver's license and proof of insurance to the appropriate office personnel and has paid the registration fee, may drive his/her vehicle to school. Vehicles driven to school shall be parked in the area designated for student parking. Parking on school property is a privilege, which may be denied to a student for any disciplinary violation, at the discretion of the student's administrator.

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. Any student parking a vehicle on campus is granting permission for school or law enforcement authorities to search that vehicle.

Students who bring a vehicle to school will be required to present their proof of insurance and registration and complete an application, which will be kept on file in the school office. Once approved, students will pay \$5 to purchase a parking decal to be placed on the vehicle as designated by the administration of HHS. The administrator or his/her designee will handle all parking fees and assignments.

The city police will help enforce the speed limit and reckless driving ordinances. No student who does not have a license is permitted to drive or park an automobile on the campus. A student using any type of vehicle as a means of transportation to and from school shall not violate the following rules:

When a student arrives at school, he/she must lock the car and leave it.

A student must have an official escort or pass from the school office to return to his/her car during the school day.

Student athletes may move their vehicles to the athletic complex (football field house, basketball gymnasium, softball field, baseball field) between 7th and 8th periods. Permission must be granted on the application form

that is on file in the school office. Students are to drive directly to the athletic complex and check in with the coach immediately upon arrival.

All vehicles parked in the student parking area must be registered, display a parking permit, and must park in designated spaces.

Violation of the above rules may result in the suspension of the right to drive any vehicle on the school grounds for the remainder of the semester or school year.

SECTION 13: VISITORS

13.1 GENERAL POLICY

All visitors must report to the office immediately after arriving on campus. Visitors are welcome at our schools, and every effort is made to satisfy their needs. However, it is essential that visitations do not interrupt the educational process at Hermitage Schools. Therefore, visitors are not permitted to enter the classrooms of schools while classes are in session unless the administrator grants permission.

13.2 CONTACT WITH STUDENTS WHILE AT SCHOOL – Board Policy 4.15

CONTACT BY PARENTS

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

CONTACT BY NON-CUSTODIAL PARENTS

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

Arkansas law provides that, In order to avoid continuing child custody controversies from involving school personnel and to avoid disruptions to the educational atmosphere in the District's schools, the transfer of a child between his/her custodial parent and non-custodial parent, when both parents are present, shall not take place on the school's property on normal school days during normal hours of school operation. The custodial or non-custodial parent may send to/drop off the student at school to be sent to/picked up by the other parent on predetermined days in accordance with any court order provided by the custodial parent or by a signed agreement between both the custodial and non-custodial parents that was witnessed by the student's building principal. Unless a valid no-contact order has been filed with the student's principal or the principal's designee, district employees shall not become involved in disputes concerning whether or not that parent was supposed to pick up the student on any given day.

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

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

If the District makes a report to any law enforcement agency concerning student misconduct or if access to a student is granted to a law enforcement agency due to a court order, the principal or the principal's designee shall make a good faith effort to contact the student's parent, legal guardian, person having lawful control of the student, or person standing in loco parentis. The principal or the principal's designee shall not attempt to make

such contact if presented documentation by the investigator that notification is prohibited because a parent, legal guardian, person having lawful control of the student, or person standing in loco parentis is named as an alleged offender of the suspected child maltreatment. This exception applies only to interview requests made by a law enforcement officer, an investigator of the Crimes Against Children Division of the Division of Arkansas State Police, or an investigator or employee of the Department of Human Services.

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

Contact by Professional Licensure Standards Board Investigators

Investigators for the Professional Licensure Standards Board may meet with students during the school day to carry out the investigation of an ethics complaint.

13.3 LUNCH VISITORS

Patrons of the district often wish to eat with their children. These patrons are welcome, but we must require that the school be notified before 9:00 a.m. so that our child nutrition/food service staff can make adequate plans.

13.4 STUDENT VISITORS – Board Policy 4.16

The board strongly believes that 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 strongly discouraged unless approved by the administrator and scheduled in advance. This includes visits made by former students, friends, and or relatives of teachers or students. Any visitation to the classroom shall be allowed only with the permission of the school administrator and all visitors must first register at the school office.

SECTION 14: OTHER POLICIES

14.1 HANDBOOK ADVISORY COUNCIL AND STATEMENT

LaDonna Spain Superintendent
Mistie McGhee, 7-12 Principal
Tara Gates, K-6 Principal
Angela Dawson, Parent
Alicia Martinez, Parent
Diane Cayton, Parent
Deanna Smith, Secretary
Cristy Cathey, Teacher
Kala Thornton, Teacher
Gena Wilkerson, Speech Pathologist
Katie Torres, Student
Easton Parker, Student
Ma'kya Ashley, Student

**Staff recommendations were also solicited prior to the end of the school year.*

It shall be the policy of the Hermitage 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 is eighteen (18) years of age or older have acknowledged receipt of the controlling language.

14.2 PRIVACY OF STUDENTS' RECORDS/DIRECTORY INFORMATION – Board Policy 4.13

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

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

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

For the purposes of this policy a school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit

personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

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

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

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

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

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

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

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

A parent or guardian does not have the right to remove any material from a student's records, but such parent or guardian may challenge the accuracy of a record. The right to challenge the accuracy of a record does not include the right to dispute a grade, disciplinary rulings, disability placements, or other such determinations, which must be done only through the appropriate teacher and/or administrator, the decision of whom is final. A challenge to the accuracy of material contained in a student's file must be initiated with the building principal, with an appeal available to the Superintendent or his/her designee. The challenge shall clearly identify the part

of the student's record the parent wants changed and specify why he/she believes it is inaccurate or misleading. If the school determines not to amend the record as requested, the school will notify the requesting parent or student of the decision and inform them of their right to a hearing regarding the request for amending the record. The parent or eligible student will be provided information regarding the hearing procedure when notified of the right to a hearing.

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

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

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

The form for objecting to making directory information available is located in the back of the student handbook and must be completed and signed by the parent or age-eligible student and filed with the building principal's office no later than ten (10) school days after the beginning of each school year or the date the student is enrolled for school. Failure to file an objection by that time is considered a specific grant of permission. The district is required to continue to honor any signed-opt out form for any student no longer in attendance at the district.

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

Parents and students over the age of 18 who believe the district has failed to comply with the requirements for the lawful release of student records may file a complaint with the U.S. Division of Elementary and Secondary Education (DOE) at: Student Privacy Policy Office, U.S. Division of Elementary and Secondary Education, 400 Maryland Avenue, SW, Washington, DC 20202.

The District shall ensure that all contracts that disclose or make available student personally identifiable information to vendors, including school service contract providers, school service on-demand providers, and other third parties, including without limitation subcontractors of contract providers, include express provisions that safeguard the privacy and security of student personally identifiable information that meet the requirements under A.C.A. § 6-18-2601 et seq. The District shall maintain a list of the school service contract providers that the District contracts with for school services that include or make available student personally identifiable

information. The list shall be updated at least once at the beginning of each semester and provided to parents upon request.

14.3 MARKETING OF PERSONAL INFORMATION

The Hermitage School District shall not collect, disclose, or use personal information for the purpose of marketing or selling that information or to otherwise provide that information to others for that purpose. Personal information is defined, for the purposes of this policy only, as individually identifiable information including,

- a student or parent’s first and last name;
- a home or other physical address (including street name and the name of the city or town);
- telephone number, and
- social security identification number.

The District may collect, disclose, or use personal information that is collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions such as the following:

- College or other post-secondary education recruitment, or military recruitment;
- Book clubs, magazines, and programs providing access to low cost literary products;
- Curriculum and instructional materials used by elementary schools and secondary schools;
- Tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments;
- The sale by students of products or services to raise funds for school related or education related activities; and Student recognition programs.

14.4 STUDENT MEDIA AND THE DISTRIBUTION OF LITERATURE – Board Policy 4.14

The Superintendent and the student media advisors(s) shall jointly develop administrative regulations for the implementation of this policy. The regulations shall include definitions of terms and the time(s), place(s), and manner(s) of the dissemination of student media, which shall include timelines for the review of materials.

Definitions

“School-sponsored media” means all student media that are:

- Supported financially by the school;
- Supported by the use of school facilities; or
- Produced in conjunction with a class.

“Student journalist” means a student who gathers, writes, edits, photographs, records, video tapes, or prepares information for dissemination in student media.

“Student media” means any means of communication that are:

- Prepared, substantially written, published, or broadcasted by a student;
- Distributed or generally made available, either free of charge or for a fee, to members of the student body; and

- Prepared under the direction of a student media advisor.

“Student media” does not include media that is intended for distribution or transmission solely in the classroom in which it is produced.

“Student media advisor” means an individual who is employed, appointed, or designated by the District to supervise or provide instruction with respect to student media.

Student Media

While the District recognizes a student’s right of expression under the First Amendment of the Constitution of the United States, school-sponsored media does not provide an open public forum for public expression. Student media, as well as the content of student expression in school-sponsored activities, shall be subject to the editorial review of the District’s administration, whose actions shall be reasonably related to legitimate pedagogical concerns and adhere to the following limitations:

1. Advertising may be accepted for media that does not condone or promote products that are inappropriate for the age and maturity of the audience or that endorses such things as tobacco, alcohol, or drugs.
2. Media may be regulated to prohibit communications determined by the appropriate teacher, student media advisor, and/or administrator, to be ungrammatical; poorly written, inadequately researched; biased or prejudiced; vulgar or profane; or unsuitable for immature audiences.
3. Media may be regulated to prohibit the dissemination of material that may reasonably be perceived to advocate drug or alcohol use; irresponsible sex; conduct that is otherwise inconsistent with the shared values of a civilized social order; or to associate the school with any position other than neutrality on matters of political controversy.
4. Prohibited media includes those that:
 - A. Are obscene as to minors;
 - B. Are libelous or slanderous, including material containing defamatory falsehoods about public figures or governmental officials, and made with knowledge of their falsity or a reckless disregard of the truth;
 - C. Constitute an unwarranted invasion of privacy as defined by state law,
 - D. Suggest or urge the commission of unlawful acts on the school premises;
 - E. Suggest or urge the violation of lawful school regulations;
 - F. Attacks ethnic, religious, or racial groups; or
 - G. Harass, threaten, or intimidate a student.

Student Media on School Web Pages

Student media displayed on school web pages shall follow the same guidelines as listed above and shall also:

1. Not contain any non-educational advertisements;
2. Adhere to the restrictions regarding use of Directory Information as prescribed in Policy 4.13 including not using a student’s photograph when associated with the student’s name unless written permission has been received from the student’s parent or student if over the age of eighteen (18);
3. State that the views expressed are not necessarily those of the School Board or the employees of the district.

Student Distribution of Nonschool Literature, Publications, and Materials

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

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

The regulations shall:

1. Be narrowly drawn to promote orderly administration of school activities by preventing disruption and may not be designed to stifle expression;
2. Be uniformly applied to all forms of nonschool-sponsored materials;
3. Allow no interference with classes or school activities;
4. Specify times, places, and manner where distribution may and may not occur; and
5. Not inhibit a person's right to accept or reject any literature distributed in accordance with the regulations.
6. Students shall be responsible for the removal of excess literature or literature that is on the ground and considered trash that is left at the distribution point for more than 3 days.

14.5 HOMESCHOOLING – Board Policy 4.6

Enrollment in Home School

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

1. At the beginning of each school year, but no later than August 15;
2. Five (5) calendar days prior to withdrawing the child (provided the student is not currently under disciplinary action for violation of any written school policy, including, but not limited to, excessive absences) and at the beginning of each school year thereafter; or
3. Within thirty (30) calendar days of the parent or legal guardian establishing residency within the district during the school year.

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

- Electronically, including without limitation by;
- Use of the Division of Elementary and Secondary Education's (DESE) online system;
- Email; or

- Facsimile;
- By mail; or
- In person.

The notice shall include:

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

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

Enrollment or Re-Enrollment in Public School

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

- A transcript listing all courses taken and semester grades from the home school;
- Score of at least the thirtieth percentile on a nationally recognized norm-referenced assessment taken in the past year; and
- A portfolio of indicators of the home-schooled student's academic progress, including without limitation:
 - Curricula used in the home school;
 - Tests taken and lessons completed by the home-schooled student; and
 - Other indicators of the home-schooled student's academic progress.

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

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

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

District uses when determining grade placement and course credits for students enrolling or re-enrolling in the District who attended another public or private school.

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

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

14.6 LEGAL NAMES

14.6.1 Use of Legal Name

Students must use their legal birth names for all official school documents.

14.6.2 Name Change

Name changes will only be accepted upon receipt of a court order.

14.7 PARENTS' RIGHTS/PARENTAL INVOLVEMENT POLICY – TITLE I

14.7.1 Right to Know Classroom Teacher Qualifications

Hermitage Elementary School and Hermitage High School receive federal funds for Title I, Part A programs. As a parent of a student in a Title I school, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child's teachers, and requires the school to give you this information in a timely manner. Specifically, you have the right to ask for the following information about each of your child's classroom teachers:

- a. Whether the teacher meets the state qualifications and licensing criteria for the grades and subjects taught.
- b. Whether the teacher is teaching under emergency or provisional status because of special circumstances.
- c. Whether the teacher has any advanced degrees and the field of discipline of the teacher's certification or degree.

14.7.2 Notification of Non-Highly Qualified Teacher

If at any time a teacher(s) that is not highly qualified has taught your student for four (4) or more consecutive weeks the school will notify you.

14.7.3 Right to Know Classroom Teacher Paraprofessional Qualifications

You also have the right to request information regarding the qualifications of the paraprofessional(s) assisting your child's teacher(s). If your child is receiving Title I, Part A services from a paraprofessional, then our district or school is able to provide you with the following information:

- a. Documentation that the paraprofessional has completed at least two years of study at an institution of higher education.
- b. Documentation that the paraprofessional has completed an associate's degree (or higher).

- c. Documentation that the paraprofessional has met a rigorous standard of quality through our state's certification procedure for determining the quality of paraprofessional staff.
- d. Documentation that the paraprofessional has: (a) the knowledge of and ability to assist in instructing reading, writing, and mathematics or (b) the knowledge of and the ability to assist in learning activities, such as homework, reading readiness, writing, mathematics and other support as appropriate.

14.7.4 Parental Involvement

The Hermitage School District believes that educators and parents working together will ensure the best possible learning opportunity for all students. Therefore, parents are encouraged to participate fully in their child's educational experience.

An informational packet containing information on the school's parental involvement program; the role of the parent, student, teacher, and school; parent involvement opportunities; and the parent-teacher communication system will be made available for each parent in the school district. Packets shall be appropriate for the student's age and grade. Parents will be encouraged to serve on advisory committees; to serve on an annual review committee to make recommendations for the School Improvement Plan; to attend parenting activities; to volunteer for school functions; to access the services of the Parent Center; and to join in a partnership with the school through a student/parent/teacher compact. Every effort will be made to provide parents with timely information regarding all aspects of their child's educational experience.

14.8 SECTION 504 NOTICE

14.8.1 General Notice

Hermitage School District ensures that individuals with disabilities associated with the district as students, school staff, or parents of students are not discriminated against because of a disability. The District abides by the requirements of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA).

14.8.2 Program and Activity Inclusion

Section 504 states that no otherwise qualified individual with a disability shall solely because of his/her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

14.8.3 Free Appropriate Public Education

In compliance with Section 504 and the ADA, Hermitage School District agrees to provide students covered under these acts with a free appropriate public education (FAPE). Students with disabilities, who are protected under Section 504 and the ADA, but not eligible for IDEA services, must be afforded a FAPE.

14.8.4 Disability Definitions

Under 504 and ADA, a person is considered to have a disability if that person:

- has a physical or mental impairment which substantially limits one or more of such person's major life activities;
- has a record of such an impairment, or
- is regarded as having such impairment.

14.8.5 Physical or Mental Impairment Definitions

The Act defines a physical or mental impairment as:

- any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological; musculoskeletal; special sense organs; respiratory; including speech organs; cardiovascular; reproductive; digestive; genitourinary; hemic and lymphatic; skin; and endocrine, or
- any mental or psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities.

14.8.6 Referral for Services

- Referral of children for Section 504 and the ADA can be made by anyone. Generally, teachers and parents make most of the referrals.
- Students should be referred for 504/ADA services if they meet the definition of disability noted above.
- A written referral should be submitted along with any relevant, substantiating evaluation documentation (diagnosis, evaluation materials, etc.) to the school administrator or his/her 504 designee as the building 504 Facilitator.
- Just because a person is referred for, consideration for 504/ADA services does not mean that the person will be determined to be eligible.
- Referral is simply a first step in the process.

14.8.7 Referral Committee Assembly

- Once a referral has been made, the building 504 Facilitator will convene a referral committee and notify the parent of the time/place of the evaluation/re-evaluation.
- A minimum of three school staff members who are knowledgeable about the student and about Section 504/ADA services will comprise the committee.
- The parents will be provided notice of their right to examine relevant records and a copy of the parent's rights under 504.

14.8.8 Referral Committee Evaluation of Student

- An evaluation will be conducted by the committee to determine if the child is eligible for 504/ADA services.
- Relevant, substantiating documentation provided with the referral, as well as observations, anecdotal information and other evaluation information may be used by the committee.
- Results from standardized achievement tests and classroom grades may also be considered, if appropriate.
- Parents attending the evaluation committee meeting will be provided with another copy of their right to examine relevant records and a copy of the parent's rights under 504.

14.8.9 Committee Decision

- If the committee decides that the student has a substantial limitation to a major life activity, the student will be placed in the 504 program and will be eligible for 504 services.
- If a student is determined to be eligible, the committee will design a written program plan of educational accommodations needed.
- A copy of the plan will be sent to the parent, to all teachers who work with the student, and to any other appropriate school personnel.

14.8.10 Parent Grievances

Parents have a right to initiate the district's grievance policy.

14.8.11 District 504 Facilitator Contact

If there are any questions, please feel free to contact the building Administrator at PO Box 38, Hermitage, AR 71647 or by telephone at (870) 463-2246.

14.9 COMMUNITY ORGANIZATION USE OF STUDENTS

Community organizations wishing to use students in speeches, programs, etc. shall make their requests known to the appropriate administrator at least one day in advance. These students shall be excused only when the permission of the parent is given. The administrator shall ensure that the student will miss a minimum of classes.

14.10 STUDENT PARTICIPATION IN SURVEYS – Board Policy 5.24

14.10.1 Section One

No student shall be required to submit to a survey, analysis, or evaluation which is administered or distributed by a school, and is funded in whole or in part by any program administered by the U.S. Department of Education without the prior written consent of the parent/guardian that reveals information concerning the following:

- political affiliations;
- mental and psychological problems potentially embarrassing to the student or his family;
- sex behavior and attitudes;
- illegal, anti-social, self-incriminating, and demeaning behavior;
- critical appraisals of other individuals with whom respondents have close family relationships;
- legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
- religious practices, affiliations, or beliefs of the student or student's parent; or
- income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

14.10.2 Section Two

No surveys shall be administered without the prior approval of the school administrator. Any survey created by a third party, or funded, in whole or in part, as part of any US Department of Education administered program, containing one or more of the eight categories listed above shall be available to be inspected by a student's parent/guardian before the survey is administered or distributed by a school to a student. Parents/ guardians shall have the right to deny permission for their child to participate in the taking of the survey. The school shall not penalize students whose parents/guardians exercise this option.

The school shall take reasonable precautions to protect students' privacy during their participation in the administration of any survey, analysis, or evaluation containing one or more of the eight categories listed above.

14.10.3 Section Three

Parents or guardians wishing to inspect a survey, analysis, or evaluation shall be able to do so in the administrative office of the administering school where the surveys shall be available for inspection for a period of ten (10) days (regular school days when school is in session) after the notice of intent to administer the survey is sent. Included in the notice shall be information regarding how the survey or questionnaire will be administered; how it will be utilized; and the persons or entities that will have access to the results of the completed survey or questionnaire. Parents may refuse to allow their student to participate before or after reviewing the survey or questionnaire.

The requirements of sections one, two, and three of this policy do not apply to a survey administered to a student in accordance with the Individuals with Disabilities Education Act (IDEA).

14.10.4 Section Four

Prior written parental permission is required before any survey or questionnaire (not including tests mandated by state or Federal law or regulation and standardized scholastic achievement tests) is administered to a student the responses to which are to be provided to a person or entity other than another public school, school district, or any branch of the Federal Government and which requests or requires a student to provide any of the eight (8) categories of information listed above and/or the following:

- A student's name;
- The name of the student's parent or member of the student's family;
- The address, telephone number, or email address of a student or a member of a student's family;
- A personal identification number, such as social security number, driver's license number, or student identification number of a student or a member of the student's family;
- Any information, the disclosure of which is regulated, or prohibited by any other state or federal law or regulation.

The rights provided to parents under this policy transfer to the student when he/she turns eighteen (18) years old.

14.11 SELECTIVE SERVICE REGISTRATION

In compliance with Arkansas Code Annotated §6-18-103, the high school shall provide to a student thirty days before the student's eighteenth birthday a Military Selective Service registration form along with instructions for completing and returning.

14.12 LOST, DAMAGED, OR STOLEN PERSONAL PROPERTY

The school cannot assume responsibility for loss of personal items; however, if it is reported immediately, every effort will be made to help locate the lost item.

- All personal items should be clearly marked for identification.
- Items not needed for schoolwork should be left at home.

14.13 LOCKERS

Lockers are assigned through the office of the administrator or his/her designee. Lockers are for the storage of books and personal belongings of the students; therefore, the locker should be locked at all times. The school does not assume responsibility for articles missing or stolen from lockers. Lockers are the property of the school, and the school, therefore, reserves the right to search individual lockers. A rental fee of \$2 is charged for the use of the school's combination lock for students in grades 7 - 12.

14.14 TRANSCRIPTS

Transcripts will be provided upon written request only. According to the Federal Privacy Act, either parent/guardian of a student under age 18 may be provided a transcript upon a signed request by that parent/guardian. After students reach age 18, only they have access to their records, including transcripts. (Certain exceptions are granted by the Federal Privacy Act.) Transcript requests should be made to the high school counselor's office.

14.15 LOSS OF DRIVER'S LICENSE

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

14.16 RELEASE OF STUDENT'S FREE AND REDUCED PRICE MEAL ELIGIBILITY INFORMATION

As part of the district's participation in the National School Lunch Program and the School Breakfast Program, the district collects eligibility data from its students. The data's confidentiality is very important and is governed by federal law. The district has made the determination to release student eligibility status or information as permitted by law. Federal law governs how eligibility data may be released and to whom. The district will take the following steps to ensure its confidentiality:

- Some data may be released to government agencies or programs authorized by law to receive such data without parental consent, while other data may only be released after obtaining parental consent. In both instances, allowable information shall only be released on a need to know basis to individuals authorized to receive the data. The recipients shall sign an agreement with the district specifying the names or titles of the persons who may have access to the eligibility information. The agreement shall further specify the specific purpose(s) for which the data will be used and how the recipient(s) shall protect the data from further, unauthorized disclosures.
- The superintendent shall designate the staff member(s) responsible for making eligibility determinations. Release of eligibility information to other district staff shall be limited to as few individuals as possible who shall have a specific need to know such information to perform their job responsibilities. Administrators, counselors, and teachers shall not have routine access to eligibility information or status.
- Each staff person with access to individual eligibility information shall be notified of their personal liability for its unauthorized disclosure and shall receive appropriate training on the laws governing the restrictions of such information.

14.17 PRIVACY ACT OF 1974

The Hermitage School District complies with the Family Educational Rights and Privacy Act of 1974 concerning access to student records. The complete policy and procedure will be published in the local newspaper at the beginning of each school year. A copy of this procedure may be obtained in the administrator's office of each school.

Student information may be shared with outside vendors for the purpose of securing grants, school funds, and educational programs. Vision and hearing results are shared according to policies.

14.18 STUDENT ELECTRONIC DEVICE AND INTERNET USE AGREEMENT - Board Policy 4.29F

Student's Name (Printed) _____ Grade _____

The Hermitage School District agrees to allow the student identified above ("Student") to use the district's technology to access the Internet under the following terms and conditions which apply whether the access is through a District or student owned electronic device (as used in this Agreement, "electronic device" means anything that can be used to transmit or capture images, sound, or data):

Conditional Privilege: The Student's use of the district's access to the Internet is a privilege conditioned on the Student's abiding to this agreement. No student may use the district's access to the Internet whether through a

District or student owned electronic device unless the Student and his/her parent or guardian have read and signed this agreement.

Acceptable Use: The Student agrees that he/she will use the District's Internet access for educational purposes only. In using the Internet, the Student agrees to obey all federal and state laws and regulations and any State laws and rules. The Student also agrees to abide by any Internet use rules instituted at the Student's school or class, whether those rules are written or oral.

Penalties for Improper Use: If the Student violates this agreement and misuses the Internet, the Student shall be subject to disciplinary action.

"Misuse of the District's access to the Internet" includes, but is not limited to, the following:

- using the Internet for other than educational purposes;
- gaining intentional access or maintaining access to materials which are "harmful to minors" as defined by Arkansas law;
- using the Internet for any illegal activity, including computer hacking and copyright or intellectual property law violations;
- making unauthorized copies of computer software;
- accessing "chat lines" unless authorized by the instructor for a class activity directly supervised by a staff member;
- using abusive or profane language in private messages on the system; or using the system to harass, insult, or verbally attack others;
- posting anonymous messages on the system;
- using encryption software;
- wasteful use of limited resources provided by the school including paper;
- causing congestion of the network through lengthy downloads of files;
- vandalizing data of another user;
- obtaining or sending information which could be used to make destructive devices such as guns, weapons, bombs, explosives, or fireworks;
- gaining or attempting to gain unauthorized access to resources or files;
- identifying oneself with another person's name or password or using an account or password of another user without proper authorization;
- invading the privacy of individuals;
- divulging personally identifying information about himself/herself or anyone else either on the Internet or in an email unless it is a necessary and integral part of the student's academic endeavor. Personally identifying information includes full names, address, and phone number.
- using the network for financial or commercial gain without district permission;
- theft or vandalism of data, equipment, or intellectual property;
- attempting to gain access or gaining access to student records, grades, or files;
- introducing a virus to, or otherwise improperly tampering with the system;
- degrading or disrupting equipment or system performance;
- creating a web page or associating a web page with the school or school district without proper authorization;
- providing access to the District's Internet Access to unauthorized individuals;
- failing to obey school or classroom Internet use rules; or
- taking part in any activity related to Internet use which creates a clear and present danger of the substantial disruption of the orderly operation of the district or any of its schools.

- Installing or downloading software on district computers without prior approval of the technology director or his/her designee.

Liability for debts: Students and their cosigners shall be liable for any and all costs (debts) incurred through the student's use of the computers or access to the Internet including penalties for copyright violations.

No Expectation of Privacy: The Student and parent/guardian signing below agree that if the Student uses the Internet through the District's access, that the Student waives any right to privacy the Student may have for such use. The Student and the parent/ guardian agree that the district may monitor the Student's use of the District's Internet Access and may also examine all system activities the Student participates in, including but not limited to email, voice, and video transmissions, to ensure proper use of the system. The District may share such transmissions with the Student's parents/guardians.

No Guarantees: The District will make good faith efforts to protect children from improper or harmful matter which may be on the Internet. At the same time, in signing this agreement, the parent and Student recognize that the District makes no guarantees about preventing improper access to such materials on the part of the Student.

14.19 HERMITAGE SCHOOL DISTRICT NETWORK/WIRELESS SYSTEM AND INTERNET USE POLICY

I. PURPOSE

The purpose of this policy is to set forth policies and guidelines for access to the Hermitage School District network and information system and acceptable and safe use of the Internet, including electronic communications.

II. GENERAL STATEMENT OF POLICY

In making decisions regarding student, employee and all account users, including guest access, to the School District network and information system and the Internet, including electronic communications, the School District considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the School District network system and to the Internet enables students and employees to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The School District expects that faculty will blend thoughtful use of the School District computer system and the Internet throughout the curriculum and will provide guidance and instruction to students in their use.

III. LIMITED EDUCATIONAL PURPOSE

The School District is providing students, employees, and guests, with access to the School District network and information system, which includes Internet access. The purpose of the system is more specific than providing students and employees with general access to the Internet. The School District system has a limited educational purpose, which includes use of the system for classroom activities, educational research, and professional or career development activities. Users are expected to use network and Internet access through the district system to further educational and personal goals consistent with the mission of the School District and school policies. Uses that might be acceptable on a user's private personal account on another system may not be acceptable on this limited-purpose network.

IV. USE OF SYSTEM IS A PRIVILEGE

The use of the School District system and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the School District system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline

under other appropriate School District policies, including suspension, expulsion, exclusion or termination of employment; or civil or criminal liability under other applicable laws.

V. UNACCEPTABLE USES

A. The following uses of the School District system and Internet resources or accounts are considered unacceptable:

1. Users will not use the School District system to access, review, upload, download, complete, store, print, post, receive, transmit or distribute:
 - a. pornographic, obscene or sexually explicit material or other visual depictions;
 - b. obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
 - c. video streams, sound bites, music, radio feeds, and other media forms that use a high capacity of bandwidth. Exceptions may be made if used for instructional purposes;
 - d. information or materials that could cause damage or danger of disruption to the educational process;
 - e. materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination;
2. Users will not use the School District system to knowingly or recklessly post, transmit or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
3. Users will not use the School District system to engage in any illegal act or violate any local, state or federal statute or law.
4. Users will not use the School District system to vandalize, damage or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software or system performance by spreading spam, computer viruses or by any other means, will not tamper with, modify or change the School District system software, hardware or wiring or take any action to violate the School District's security system, and will not use the School District system in such a way as to disrupt the use of the system by other users.
5. Users will not use the School District system to gain unauthorized access to information resources or to access another person's materials, information or files without the implied or direct permission of that person.
6. Users must not deliberately or knowingly delete a student or employee file.
7. Users will not use the School District system to post or distribute private information about another person, personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, labeled photographs or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message.
 - a. This paragraph does not prohibit the posting of employee contact information on school district webpages or communications between employees and other individuals when such communications are made for

- education-related purposes (i.e., communications with parents or other staff members related to students).
- b. Employees creating or posting school-related webpages may include school contact information about themselves on a webpage. However, employees may not post personal contact information, personal opinions or other personally identifiable information about students.
 - c. These prohibitions specifically prohibit a user from utilizing the school district system to post personal information about a user or another individual on social networks, including, but not limited to, social networks such as “Twitter”, “MySpace” and “Facebook.”
8. All account information and passwords are kept on file with the School District’s Technology Department. Users will not attempt to gain unauthorized access to the School District system or any other system through the School District system, attempt to log in through another person’s account, or use network/computer accounts, access codes or network identification other than those assigned to the user. Messages and records on the School District system may not be encrypted without the permission of appropriate school authorities.
 9. Users will not use the School District system to violate copyright laws or usage licensing agreements, or to otherwise use another person’s property without the person’s prior approval or proper citation, including the downloading or exchanging of pirated material or copying software to or from any school computer or electronic device, and will not plagiarize works they find on the Internet.
 10. Users will not use the School District system for conducting business, for unauthorized commercial purposes or for financial gain unrelated to the mission of the School District. Users will not use the School District system to offer or provide goods or services or for product advertisement. Users will not use the School District system to purchase goods or services for personal use without authorization from the appropriate School District official.
- B. An account user, guest, student or employee engaging in the foregoing unacceptable uses of the Internet when off school district premises also may be in violation of this policy as well as other school district policies. Examples of such violations are, but are not limited to, situations where the school district system is compromised or if a school district employee or student is negatively impacted. If the school district receives a report of an unacceptable use originating from anon-school computer, electronic device or resource, the school district may investigate such reports to the best of its ability. Account users, guests, students or employees may be subject to disciplinary action for such conduct, including, but not limited to, suspension or cancellation of the use or access to the school district network system and the Internet and discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment.
 - C. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate School District official. In the case of a School District employee, the immediate disclosure shall be to the employee’s immediate supervisor and/or the building administrator, director of technology, or network administrator. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy.

VI. FILTER

- A. With respect to any of its computers/devices connected to the District network for Internet access, the school district will monitor the online activities of both minors and adults and employ

technology protection measures during any use of such computers by minors and adults. All School District computers and devices connected to the District network for Internet access will restrict, by use of 5 available software filtering technology or other effective methods, all access to materials that are reasonably believed to be obscene, child pornography or harmful to minors under state or federal law.

- B. The term “harmful to minors” means any picture, video, image, graphic image file, or other visual depiction that:
 - 1. taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or
 - 2. depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
 - 3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- C. An administrator, supervisor or other person authorized by the Superintendent may disable the technology protection measure, during use by an adult, to enable access for bona fide research or other lawful purposes.
- D. Notification will be given that the district shall use technical means to limit student Internet access, however the limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy.
- E. Software filtering technology shall be narrowly tailored and shall not discriminate based on viewpoint.

VII. LIMITED EXPECTATION OF PRIVACY

- A. By authorizing use of the School District system, the School District does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on the School District system.
- B. Routine maintenance and monitoring of the School District system may lead to a discovery that a user has violated this policy, another School District policy, or the law.
- C. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or School District policy.
- D. Parents have the right at any time to investigate or review the contents of their child’s files and District accessible e-mail files. Parents have the right to request the termination of their child’s individual account at any time.
- E. School District employees should be aware that the School District retains the right at any time to investigate or review the contents of their files, internet site activity, e-mail files and instant messaging content using District-owned electronic devices. In addition, all system users, including School District employees should be aware that data and other materials in files maintained on the School District system may be subject to review.
- F. The School District will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with School District policies conducted through the School District system.

VIII. INTERNET USE AGREEMENT

- A. The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents and employees of the School District.
- B. This policy requires the permission of and supervision by the school’s designated professional staff before a student may use a school account or resource to access the Internet.

- C. The Internet Use Agreement form for students must be read and signed by the user, the parent or guardian, and the supervising teacher. Guest users and employees using the network system and Internet on District-owned electronic devices must sign the Internet Use Agreement. The form must then be filed at the school office. As supervising teachers change, the agreement signed by the new teacher shall be attached to the original agreement.
- D. The District will use every opportunity to educate minors about appropriate online behavior and responsible citizenship including interacting with other individuals on social networking website and in chat rooms and cyber bullying awareness and response. This includes monitoring the online activities of minors and teaching online safety to students.

IX. LIMITATION ON SCHOOL DISTRICT LIABILITY

Use of the School District system is at the user's own risk. The system is provided on an "as is, as available" basis. The School District will not be responsible for any damage users may suffer, including, but not limited to, loss, damage or unavailability of data stored on School District content management systems (storage devices such as a CD/DVD, flash memory) diskettes, tapes, hard drives or servers, or for delays or changes in or interruptions of service or misdeliveries or nondeliveries of information or materials, regardless of the cause. The School District is not responsible for the accuracy or quality of any advice or information obtained through or stored on the School District system. The School District will not be responsible for financial obligations arising through unauthorized use of the School District system or the Internet.

X. USER NOTIFICATION

- A. All users shall be notified of the School District policies relating to Network System and Internet Acceptable Use.
- B. This notification shall include the following:
 - 1. Notification that Internet use is subject to compliance with School District policies.
 - 2. Disclaimers limiting the School District's liability relative to:
 - a. Information stored on School District storage devices, harddrives or servers.
 - b. Information retrieved through School District computers, networks or online resources.
 - c. Personal property used to access School District computers, networks or online resources.
 - d. Unauthorized financial obligations resulting from use of School District resources/accounts to access the Internet.
 - 3. A description of the privacy rights and limitations of school sponsored/managed network accounts.
 - 4. Notification that, even though the School District may use technical means to limit user Network or Internet access, these limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy.
 - 5. Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that any financial obligation incurred by a student through the Internet is the sole responsibility of the user and/or the minor's parents.
 - 6. Notification that the collection, creation, reception, maintenance and dissemination of data via the Internet, including electronic communications, is governed by Policy 406, Public and Private Personnel Data, and Policy 515, Protection and Privacy of Pupil Records.
 - 7. Notification that, should the user violate the School District's acceptable use policy, the user's access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.

8. Notification that all provisions of the acceptable use policy are subordinate to local, state and federal laws.

XI. PARENTS' RESPONSIBILITY; NOTIFICATION OF STUDENT INTERNET USE

- A. Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies and other possibly offensive media. Parents are responsible for monitoring their student's use of the Internet and the School District system if the student is accessing the School District system from home or a remote location.
- B. Parents will be notified that their students will be using School District resources/accounts to access the Internet and that the School District will provide parents the option to request alternative activities not requiring Internet access. This notification should include:
 1. A copy of the user notification form provided to the student user.
 2. A description of parent/guardian responsibilities.
 3. A notification that the parents have the option to request alternative educational activities not requiring Internet access and the material to exercise this option.⁹
 4. A statement that the Internet Use Agreement must be signed by the user, the parent or guardian, and the supervising teacher prior to use by the student.
 5. A statement that the School District's acceptable use policy is available for parental review.

XII. WIRELESS ACCESS

- A. Hermitage School District will allow students, staff and guests to access wireless network using their own technology devices (laptops, SmartPhones, iPads, etc.) during the school day. With classroom teacher approval, student may use their own devices in the classroom to access and save information from the Internet, communicate with other learners and use the productivity tools loaded on the devices. Hermitage School District will not provide software or district owned productivity tools to personal devices or non-district owned devices.
- B. Users must sign a Network System Internet Use Agreement prior accessing the wireless network.
 1. Any user accessing the wireless network agrees to comply with the District's standards and is given filtered access to the Internet only.
 2. Security Considerations
 - a. Wireless access is by nature an insecure medium. As with most guest wireless networks, any information being sent or received over the wireless network could potentially be intercepted by another wireless user. Cautious and informed wireless users should not transmit their credit card information, passwords and any other sensitive personal information while using a wireless "hot spot".
 - b. Anyone using the wireless network is forewarned that there can be no expectation of privacy when using the wireless network. Users assume all associated risks and agree to hold harmless the Hermitage School District and its employees for any personal information (e.g. credit card) that is compromised, or for any damage caused to users' hardware or software due to electric surges, security issues or consequences caused by viruses or hacking. All wireless access users should have up-to-date virus protection on their personal laptop computers or wireless devices, as well as staying up-to-date with applicable OS security patches.
 3. Disclaimer
 - a. Hermitage Public Schools is providing wireless connectivity in this facility as a service and offers no guarantees that any use of the wireless connection is in any way secure, or that any privacy can be protected when using this wireless connection. Use of this wireless connection is entirely at the risk of the user, and

the Hermitage Public Schools is not responsible for any loss of any information that may arise from the use of the wireless connection, or for any loss, injury, or damages resulting from the use of the wireless connection.

- C. Students and staff who do not accept the terms of service will not be able to access the wireless network. Once on the network, all users will have filtered Internet access just as they would on a district owned device.
- D. Networking devices wireless or otherwise may not be connected to Hermitage School District's LAN without getting approval from the Technology Coordinator. Outside devices are less secure and may provide access to sensitive information as well as cause other potential problems. Checks for non-district devices on the network will be done periodically. This policy will also be included in the Network System Internet Use Agreement that users must sign.
- E. Wireless Access Points at Hermitage School District will either be mounted to a wall or ceiling or installed in a network closet/cabinet with locked access. All default passwords in the wireless system have been changed. Updates and patches are checked and installed at least every 3 months.
- F. Additional security for sensitive information is provided by the fact that our Financial, Student Information and Nutrition Center programs are all housed on cloud based servers.

14.20 ONE-TO-ONE CHROMEBOOK POLICY AND INFORMATION

This policy provides students with information about the general use of technology, ownership of the Chromebook, rights and responsibilities for possession of the device, care of the Chromebook, its educational use and good digital citizenship.

USE AND OWNERSHIP

What is a Chromebook?

A Chromebook is a personal computing device that runs Google Chrome as its operating system. Chromebooks are designed to be used while connected to the Internet and support applications like Google Docs that reside on the Web, rather than traditional PC application

Procedures and Information for Students and Parents

The purpose of the Hermitage School District 1-to-1 Chromebook Policy is to create a collaborative learning environment for all learners that is consistent with advances in technology and facilitates resource sharing, critical thinking, innovation, research, creativity, communication, collaboration, increased productivity and mobile learning. It is the expectation of the board that district staff and community members will all play a role in the development of these effective and high quality educational experiences.

In furtherance of this goal, Hermitage School District is supplying all students with a Chromebook personal computing device. The Chromebook will allow student access to educational applications, web-based tools and many other useful sites. The Chromebook is an educational tool not intended for gaming, social networking or high-end computing, and all users will be expected to follow the district's acceptable use policy, networking and wireless use policy, as well as all other state and federal laws, board policies and administrative procedures.

ns like Microsoft Office and Photoshop that reside on the machine itself.

Ownership of the Chromebook

Although students will be issued a Chromebook for the duration of each school year, Hermitage School District retains ownership of the Chromebook device.

Receiving the Chromebook

Every student in grades K-12 will be issued a Chromebook, power adaptor and protective case for educational use in school and at home. The Chromebooks and peripherals will be distributed within the first two weeks of each school year.

All parents/guardians are required to read and sign the Hermitage School District Chromebook Loan Agreement before a Chromebook will be issued to their student.

All students are required to read and sign the Hermitage School District Chromebook Loan Agreement before a Chromebook will be issued.

Probationary Chromebook Status

To protect the assets, students who have violated the Acceptable Use Policy or any other provisions included in the Chromebook Initiative Handbook will be required to turn in their Chromebook to the office at the end of each day for a period of two weeks unless otherwise specified in the Acceptable Use Policy. The office personnel will secure the equipment during the evening and the student will be allowed to check the Chromebook out daily for use during school.

Returning the Chromebook

Chromebooks, along with all peripherals and accessories, will be collected at the end of each school year. Failure to turn in a Chromebook will result in the student being charged the full replacement cost. Additionally, a report of stolen property with the local law enforcement agency may be filed by the district.

Any student who transfers, withdraws or is expelled prior to graduation will be required to return his/her Chromebook, peripherals, and accessories upon termination of enrollment. Failure to turn in the Chromebook to the school office on the last day of attendance will result in the student being charged the full replacement cost. Unpaid fines and fees of students leaving for chromebooks may be turned over to a collection agency. Additionally, a report of stolen property with the local law enforcement agency may be filed by the district.

Care of the Chromebook

Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken or fail to work properly must be reported as soon as possible so that they can be taken care of properly. The Chromebook should NEVER be taken to an outside computer service for any type of repairs or maintenance.

General Precautions

- No food or drink is allowed next to the Chromebook while in use.
- Cords, cables and removable storage devices must be inserted carefully into Chromebooks.
- Do not use the Chromebook with the power cord plugged in when the cord may be a tripping hazard.

- Never transport the Chromebook with the power cord plugged in.
- Never store the Chromebook in the carry case or backpack while plugged in.
- The Chromebook and its protective case must remain free of any writing, drawing, stickers and labels unless approved by school administration.
- Heavy objects should never be placed on top of Chromebooks.
- Never cover or otherwise obstruct the Chromebook's vents while the device is turned on.

Carrying Chromebooks

- Always transport Chromebooks with care and with the screen closed. Failure to do so may result in disciplinary action.
- Never lift the Chromebook by the screen.

Screen Care

- The Chromebook screen can be easily damaged if subjected to heavy objects, rough treatment, some cleaning solvents and other liquids. The screens are particularly sensitive to damage from excessive pressure, heat and light.
- Do not lean or put pressure on the top of the Chromebook when it is closed.
- Do not store the Chromebook with the screen in the open position.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in a carrying case or backpack that will press against the cover.
- Do not poke the screen with anything that will mark or scratch the screen surface.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils or disks).
- Clean the screen with a soft, dry microfiber cloth or anti-static cloth only.

Hermitage School District Labels

- All Chromebooks will have an Inventory label.
- Labels may not be covered, modified or otherwise tampered with in any way.
- Students may be charged up to the full replacement cost of a Chromebook for tampering with the label or turning in a Chromebook without the Inventory label in place.

Chromebooks Left Unattended

- Under no circumstances should the Chromebook be left in a car or any unsupervised areas. Unsupervised areas include the school grounds, the lunchroom, vehicles, bathrooms, computer labs, library, unlocked classrooms and hallways. Any Chromebook left in these areas is in danger of being stolen. If a Chromebook is found in an unsupervised area, it should be taken immediately to the office. Multiple offenses may result in disciplinary action.

Damages, Repairs and Warranties

- All Chromebook problems must be reported to the office. The district will repair or replace damaged equipment resulting from normal use. The district will make its best attempt to purchase replacement parts at the best possible price.

Repairs for damage within the vendor warranty period:

- The equipment vendor has a hardware warranty on the Chromebook.
- The vendor warrants the Chromebook from defects in materials and workmanship.
- This limited warranty covers normal use, mechanical breakdown or faulty construction and will provide normal replacement parts necessary to repair the Chromebook or Chromebook replacement.
- The vendor warranty does not warrant against damage caused by misuse, abuse, accidents or Chromebook viruses.
- Students are responsible for any of their actions that void the warranty (i.e. take the Chromebook apart; remove its parts, etc.). Students will be held responsible for the full cost of any parts replaced and associated labor costs due to such actions up to and including the cost of total replacement of the Chromebook.

Repair costs for damage and loss:

- The district will charge for the entire repair or replacement cost of the Chromebook and/or peripherals if damage or loss occurs due to the student's, parent's/guardian's intentional acts or as the result of their negligence in handling the device.
- Students are responsible for any losses or damages resulting from attempts to harm or destroy **data** of another person. This includes, but is not limited to, "hacking" or creating, loading or sharing malicious software, scripts or code (e.g. executable files (*.exe), batch files (*.bat), command files (*.com), system files (*.sys)).
- In case of theft, vandalism or other criminal acts, a police report **MUST** be filed with the local police department and a copy submitted to building administration.

No Expectation of Privacy

- Students have no expectation of confidentiality or privacy with respect to any usage of their Chromebook, regardless of whether that use is for school-related or personal purposes, other than as specifically provided by law.
- The school may, without prior notice or consent, log, supervise, access, view, monitor and record use of student Chromebooks at any time for any reason related to the operation of the school. By using the Chromebook, students agree to such access, monitoring and recording of their use.
- Teachers, school administrators and the technology department staff may use monitoring software that allows them to view the screens and activity on student Chromebooks.

EDUCATIONAL USE

School-issued Chromebooks should be used for educational purposes. Students are to adhere to the Acceptable Use Policy and all of its corresponding administrative procedures at all times.

Using the Chromebook at School

The Chromebook is intended for use at school every day. In addition to teacher expectations for Chromebook use, students may be asked to access school messages, announcements, calendars, handbooks and grades using their Chromebook. Students are expected to bring the Chromebook to all classes unless specifically advised not to do so by their teacher. Students who fail to bring the Chromebook to class are responsible for getting the coursework completed as if the Chromebook were present.

User Settings and Preferences

- Inappropriate media may not be used as Chromebook backgrounds or themes. Examples of inappropriate media include, but are not limited to, the presence of guns, weapons , pornographic materials, inappropriate language, alcohol, drugs, gang-related symbols or pictures. The use of any inappropriate media will result in disciplinary action.
- Sound must be muted at all times unless permission is obtained from a teacher .
- Headphones may be used at the discretion of the teachers.
- Students should have their personal set of headphones for sanitary reasons.

Printing

- Students will have the ability to print, digitally publish and share their work with their teachers and peers when appropriate.

Account Access

- Students will log into their Chromebooks using their school-issued Google Apps for Education account.
- Students must never share their Google Apps for Education account password with others, unless needed by building administration to address time- sensitive issues.

Using the Chromebook Outside of School

Students may use the Chromebooks at home and other locations outside of school if approved beforehand. A Wi-Fi Internet connection will be required for the majority of Chromebook use; however, some applications can be used while not connected to the Internet. Students are bound by the Hermitage School District Acceptable Use Policy, administrative procedures, state and federal laws and all other guidelines in this document wherever and whenever they use the Chromebooks.

Rights and Responsibilities

Use of district technology is a privilege and not a right. Everything done on any district-owned computer, network or electronic communication device may be monitored by school authorities. Inappropriate use of district technology will result in the associated disciplinary action as identified in the student handbook, the one-to-one handbook, district administrative procedures and board policies.

Managing and Saving Your Digital Work

- The majority of student work will be stored in Internet/cloud-based applications and can be accessed from any computer with an Internet connection and most mobile Internet devices.
- Some files may be stored on the Chromebook 's hard drive.
- Students should remember to save frequently when working on digital media.
- The district is not responsible for the loss of any student work.
- Students are encouraged to maintain backups of their important work on a portable storage device or have multiple copies stored in different Internet storage solutions.

Content Filter

The district utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection act (CIPA). All Chromebooks, regardless of physical location and Internet connection, will have Internet activity filtered. Despite the filter, the district cannot guarantee that all controversial or inappropriate materials will be blocked.

Student Responsibilities

- The student will treat the Chromebook with care by not dropping it, getting it wet, leaving it outdoors or using it with food or drink nearby.
- The student will not lend the Chromebook to any friends or siblings; it will stay in his/her possession or locked in his/her locker at all times.
- The student will not load software or apps onto the Chromebook.
- The student will not install peer-to-peer file sharing programs.
- The student will not remove programs or files from the Chromebook.
- The student will follow all board policies and administrative procedures when using the Chromebook both at and away from school.
- The student will not give personal information when using the Internet.
- The student will not attempt to repair the Chromebook.
- The student will report damage or needed repairs immediately.
- The student will submit to a Chromebook audit when requested.

Parent Responsibilities

- The parent/guardian will supervise his/her child's use of the Chromebook if permission is granted to allow it to go home.
- The parent/guardian will supervise his/her child's use of the Internet if permission is granted to allow it to go home.
- The parent/guardian will not attempt to repair the Chromebook.
- The parent/guardian will report any problems with the Chromebook immediately to the school.
- The parent/guardian will not load or delete any software from the Chromebook.

Student Conduct

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

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

Inappropriate Use

1. All students are expected to abide by the board's Acceptable and Ethical Use of Technology policy. The following is a non-exclusive list of conduct prohibited while using district technology.
2. Using, creating, accessing, uploading, downloading, retaining or distributing defamatory, obscene, profane, sexually-explicit, pornographic, threatening or illegal content or materials.
3. Violating any federal, state or local law or administrative regulation or failing to follow any other policies or guidelines established by the district or building administrators/supervisors.
4. Violating copyright or otherwise transmitting or using the intellectual property of another individual or organization without permission, specifically including, but not limited to the unlawful downloading of music, movies, computer software or pictures.
5. Vandalizing, which is any unauthorized access and/or malicious attempt to damage computer hardware/software or networks or destroying the data of another user, including creating, uploading or intentionally introducing viruses.
6. Intentionally wasting limited resources, including, but not limited to, storage of excessive amounts of personal electronic mail, movies, music and picture files on district computers or servers.
7. Using district technology to create or access personal electronic mail accounts to engage in conduct that would violate any district policy.
8. Using the district's network or computers for commercial purposes or for any personal financial gain, including, but not limited to, selling items and maintenance of a personal or business website or electronic mail accounts.
9. Harassing, bullying, insulting or attacking others.
10. Accessing or transmitting electronic mail or other electronic files containing inappropriate and/or offensive material that is aimed at members of any protected class (examples would include jokes targeted at person(s) based upon gender, race, ethnicity, disability, etc.).
11. Using district technology to distribute messages to large groups of people for non-district purposes, including, but not limited to, "everyone emails," "mass emails," global emails," and "Spam ," unless expressly approved by the superintendent.
12. Gaining unauthorized access to the files or other informational resources of other persons or entities without permission, whether stored on or off the district's network.
13. Using others' passwords.
14. Invading the privacy of individuals and/or revealing personal information online about any other district staff or student.
15. Installing equipment on or making modifications to district technology, such as altering the setup of computers (e.g., desktop, icons, wallpapers, screensavers or installed software) without pre-authorization from MIS.
16. Utilizing proxy sites or other means to circumvent the district's filter and/or other security measures.

HSD ONE-TO-ONE POLICY

FREQUENTLY ASKED QUESTIONS

Will students/parents/guardians have to purchase a Chromebook?

No, Hermitage School District will provide a Chromebook for every student grades K-12 .

Is there a technology fee at enrollment?

No.

Will students be able to take the Chromebook home?

Yes. Unless specified otherwise by administration.

Will students have to turn the Chromebook into the school for the summer?

Yes, students will turn in the device for the summer and receive the same device upon their return for the following school year.

How will Chromebooks be inventoried?

HSD will inventory the Chromebook devices by using the serial number. Students will be assigned a Chromebook, keeping the same device during their attendance at Hermitage School District.

Can students personalize their Chromebooks?

No stickers of any kind. Unless approved, nothing needs to be taped or put on the chrome books.

What if a Chromebook is damaged or broken?

If the Chromebook is damaged, the student will turn the device into the office for repair. If the device is damaged beyond repair, the student will be responsible for the replacement cost of the device. If the device was willfully broken, the building discipline policies will be in effect.

- *If the repair cannot be completed by the end of the day, a loaner Chromebook will be assigned to the individual student until the student's Chromebook is repaired and returned. The student will be responsible for any loss or damage to the loaner Chromebook.*

What happens if the Chromebook is lost?

If a device is lost, the student will be charged the cost of the Chromebook and will be issued a replacement.

Will there be an insurance policy parents/guardians are required to purchase or is one offered?

Hermitage School District will not provide an insurance policy to cover the device. After researching the options, it was decided that it would not yield any real savings to families.

If I have to replace a Chromebook, would I have to pay the same replacement cost, even if the Chromebook is not brand new?

Yes. No matter the age of the device, it costs the same amount of money to replace it.

What happens if another student steals my student's Chromebook?

As with any theft, the authorities should be contacted immediately, a police report should be filed, and the school should be contacted. It will be possible to identify anyone who Jogs onto a Chromebook with a Hermitage Schools account, which will help authorities track the Chromebook.

What happens if a person unaffiliated with Hermitage School District steals my student's Chromebook?

Based on how a Chromebook is set up, your student's device becomes unusable if someone outside of the district tries to log into the Chromebook. Only people with Hermitage School District account usernames and passwords can log into the devices.

What if a student forgets his/her Chromebook at home? Is the student provided a loaner for the day?

Students who forget their Chromebooks will be loaned a device by the classroom teacher for the duration of the class period. Chromebooks will not be removed from the classroom.

I am concerned about the Chromebook being in bags with textbooks and the weight of the books damaging the Chromebook; do you have any suggestions of how I can protect the device in my student's book bag?

Our recommendation is to carry the Chromebook in a separate bag. We will provide a case.

Will a case/cover be required? If so, will the school purchase the case/cover?

Yes, a case/cover will be required and provided by the school. It is expected that these covers remain on the Chromebooks at all times. These covers serve two purposes: 1) to help protect the Chromebook from everyday wear and tear; and 2) to help absorb some of the impact associated with regular use of the Chromebook. Keep in mind that no cover will protect the Chromebook from severe or negligent treatment. It is up to each student to practice good care of his/her Chromebook.

If a student uses the Chromebook inappropriately, what discipline procedures are in place?

Information on disciplinary action can be found in the high school student handbook and in this document.

Will there be restrictions on the Chromebook?

There is a filter on the device so that no matter where the students are when they access the Internet, they are accessing a filtered environment. Students will not be allowed to download or delete apps on the device.

Does the district plan on blocking certain websites such as Netflix?

The limiting of access to certain websites and services is an ongoing process that involves several variables. We welcome parent input with this process. If there are other sites that are deemed inappropriate that have made it through the filter, please notify a Hermitage School District.

What if a student does not have Internet at home?

Many Google Drive items can be accessed when not on the Internet if they were set up to do so. Students will receive instructions on how to make their files available offline. Additionally, the district does offer hot spots for these circumstances.

Does the Chromebook automatically accept hot spots? If not, how do I go about getting the Chromebook to recognize a new hot spot?

The Chromebook will pick up Internet connections that are within range. If it is the first time on that hot spot or if there are several options available, the user will have to select the connection and enter the security password (if there is one). After the first time, that process will be automatic.

Do the Chromebooks have a place where my student can plug in a jump drive? If so, where is the port located?

Yes. The USB ports are on the side of the device. There is also a slot for an SD card, like those used to store photos from a camera.

What is the readability of the font size, types, and brightness for the programs and documents, spreadsheets, presentations, and forms?

*There are multiple controls on the Chromebook to help with these functions. Brightness is controlled from the top level of buttons on the Chromebook. To increase font size, press **ctr/+**. To decrease font size, press **ctr/-**. From severe or negligent treatment. It is up to each student to practice good care of his/her Chromebook.*

What if the device malfunctions? Can my student access his/her online files with another device other than the Chromebook?

Students can access their documents stored in their Google account (their Google Drive) wherever they can access the Internet.

Who sees the information my student saves or posts (photos or documents)?

Students can control who sees docs, spreadsheets, presentations and Google sites by setting sharing permission. It is anticipated that students will share various classroom assignments with others as part of the collaborative process. Hermitage School District administration has the ability to access all content on District-owned devices and managed accounts.

How is the technology/software updated?

The device automatically updates after it has been properly shut down and restarted. It is recommended that the student shut down the device daily to allow updates to be installed.

Is the One-to-One Chromebook Handbook included with the paperwork we encounter during registration?

You can access the Chromebook Handbook in the Parent/Student Handbook on the district webpage.

HSD ONE-TO-ONE CHROMEBOOK INITIATIVE

Student Chromebook Loan Agreement

One Chromebook, power adapter and protective case are being loaned to the Student/Borrower and are in good working order. It is the Student/Borrower's responsibility to care for the equipment and ensure that it is retained in a safe environment.

This equipment is, and at all-time remains, the property of Hermitage School District and is here lent to the Student / Borrower for educational purposes only for the academic school year.

Student/Borrower may not deface or destroy this property in any way. Inappropriate use of the machine may result in the Student/ Borrower losing his/her right to use this computer. The equipment will be returned to the school when requested by the District, or sooner, if the Student/Borrower withdraws from the District prior to the end of the school year.

The District property may be used by Student/Borrower only for non-commercial educational purposes, in accordance with the District' s Acceptable and Ethical Use of Technology Resources policy (IIBG), as well as local state and federal statutes and regulations.

Student/Borrower may not install or use any software or apps other than those owned or approved by the District and made available to Student/Borrower in accordance with this Chromebook Loan Agreement.

One user account with specific privileges and capabilities has been set up on the Chromebook for the exclusive use of the Student/Borrower to which it has been assigned. The Student/Borrower agrees to make no attempts to change or allow others to change the privileges and capabilities of this user account and also agrees to make no attempts to add, delete, access or modify another user's account.

The District network is provided for the academic use of all students and staff. The Student / Borrower agrees to take no action that would interfere with the efficient, academic use of the network.

Identification and inventory labels have been placed on the Chromebooks. These labels are not to be removed or modified. If they become damaged or missing, the student must contact the student help desk for replacements. Additional stickers, labels, tags or markings are not to be added to the Chromebook or the protective case unless approved by the school administrator.

A Google Apps for Education account is available for each Student/Borrower to use for appropriate academic communication with other students and staff members.

Students will be charged replacement cost for any intentional, negligent or repeated damage to, loss of, or failure to return the Chromebook. Student/Borrower acknowledges and agrees that his/her use of the Chromebook is a privilege and that by Student/Borrower 's agreement to the terms hereof, Student/Borrower acknowledges his/her responsibility to protect and safeguard the Chromebook and to return the same in good condition and repair upon request by the District.

Acknowledgement of this Policy is included in the Signature Page for the Parent/Student Handbook.

SECTION 15: FORMS

15.1 HANDBOOK ACKNOWLEDGEMENT PAGE - FOR ALL STUDENTS (updated 7/7/2022)

RECEIPT OF HANDBOOK

- I have received a printed copy of the Hermitage School District Handbook, if requested.
- I have been provided the web address of the location of the electronic copy of the handbook.
(www.hermitageschools.org; click on *state required information*; click on *K-12 Student/Parent Handbook*)

ATTENDANCE, DISCIPLINE, AND HOMEWORK POLICY SIGNATURE PAGE

I have reviewed the attendance, discipline, and homework policies with my child.

ATHLETIC/EXTRA-CURRICULAR POLICY SIGNATURE PAGE

I have reviewed the athletic and extra-curricular policies with my child.

PARENTAL INVOLVEMENT POLICY SUMMARY SIGNATURE PAGE

I have reviewed the Parental Involvement Policy for the District.

TRANSPORTATION POLICY SIGNATURE PAGE

I have reviewed the transportation regulations and have reviewed and discussed with my child the Transportation Policy for Hermitage School District.

NETWORK/WIRELESS SYSTEM AND INTERNET USE POLICY SIGNATURE PAGE

I have reviewed the Network/Wireless System and Internet Use Policy with my child.

STUDENT ELECTRONIC DEVICE AND INTERNET USE AGREEMENT SIGNATURE PAGE

I have reviewed the Student Electronic Device and Internet Use Agreement with my child.

DISTRICT ONE-TO-ONE CHROMEBOOK POLICY SIGNATURE PAGE

I have reviewed the One-to-One Chromebook Policy with my child.

The signatures below acknowledge receipt of the HSD Parent/Student Handbook, including the specific policies listed above. I acknowledge that the information has been received and reviewed by the parent/guardian and the student.

Student's Printed Name and Grade	Student's Signature
Student's Printed Name and Grade	Student's Signature
Student's Printed Name and Grade	Student's Signature
Student's Printed Name and Grade	Student's Signature

Parent/Guardian Printed Name	Parent/Guardian Signature and Date

15.2 PERMISSION TO DISPLAY PHOTO OF STUDENT ON WEBSITE – Board Policy 5.20 F1

THIS FORM MUST BE ON FILE FOR ALL STUDENTS, K - 12TH GRADE.

I hereby grant permission to the Hermitage School District to display the photograph or video clip of me/my student (if student is under the age of eighteen {18}) on the District's website, including any page on the site, or in other District publications without further notice. I also grant the Hermitage School District the right to edit the photograph or video clip at its discretion.

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 website.

Student's Printed Name

Grade

Student's Printed Name

Grade

Student's Printed Name

Grade

Student's Printed Name

Grade

Signature of Student (only necessary if student is over 18)

Signature of Parent (required if student is under 18)

Date

15.3 ATHLETE CONSENT LETTER FOR SUBSTANCE ABUSE SCREENING

ONLY COMPLETE THIS FORM FOR STUDENT ATHLETES, GRADES 7 - 12

Hermitage School District - Consent Letter for Substance Abuse Screening

Administrator/Dean of Students
Hermitage School District
P.O. Box 38
Hermitage, AR 71647

We, the undersigned student athlete and his/her parents or guardians, do freely acknowledge our consent and agreement with the policy of the Hermitage School District and Hermitage athletic program that requires all student athletes to submit to chemical screening prior to participation in organized athletics. We consent to and agree to abide by and comply with all of the terms and conditions of the policy as a condition of participation in organized athletics in the Hermitage School District.

We acknowledge that the initial drug screening and any random drug screening will be at the expense of the Hermitage School District. However, we also acknowledge that after a student athlete has tested positive for a prohibited substance, any required testing for re-entry into the athletic program shall be at the student-athlete's own expense.

Student Printed Name

Student Signature

Student Printed Name

Student Signature

Student Printed Name

Student Signature

Student Printed Name

Student Signature

Parent/Guardian Signature

Date

15.4 OBJECTION TO PUBLICATION OF DIRECTORY INFORMATION – Board Policy 4.13F

IF NO OBJECTION, DO NOT COMPLETE THIS FORM!
THIS FORM ONLY TO BE COMPLETED IF THERE IS AN OBJECTION, AS DEFINED BELOW.

I, the undersigned, being a parent of a student, or a student eighteen (18) years of age or older, hereby note my objection to the disclosure or publication by the Hermitage School District of directory information, as defined in Policy No. 4.13 (Privacy of Students' Records), concerning the student named below. The district is required to continue to honor any signed opt-out form for any student no longer in attendance at the district.

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

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

I object and wish to deny the disclosure or publication of directory information as follows:

- Deny disclosure to military recruiters
- Deny disclosure to institutions of post-secondary education
- Deny disclosure to potential employers
- Deny disclosure to all public and school sources

Selecting this option will prohibit the release of directory information to the three categories listed above along with all other public sources (such as newspapers), AND result in the student's directory information not being included in the school's yearbook and other school publications.

- Deny disclosure to all public sources
- Selecting this option will prohibit the release of directory information to the first three categories listed above along with all other public sources (such as newspapers), but permit the student's directory information to be included in the school's yearbook and other school publications.

Student's Name _____ Grade _____

Student Signature (needed if student is over 18)

Parent/Guardian Signature (required if student is under 18)

Date

Date

15.5 CHEERLEADER TRYOUT APPLICATION

THIS FORM SHOULD BE COMPLETED BY ELIGIBLE CANDIDATES AT THE TIME OF TRYOUTS.

My child, _____, has permission to be a Cheerleader at Hermitage High School. I understand that my child must abide by the constitution and regulations set forth by the sponsor, administrator, Arkansas Activities Association, and be present for all practices and games. I have read the constitution and regulations and understand all policies concerning the cheerleader duties and the parent responsibilities. I also understand that the violation of any of these rules may lead to temporary or permanent suspension from the cheerleader squad. I understand and give permission for my student to ride with the sponsor on the bus to all away games. I understand that all the forms will have to be signed and turned in by _____ or my student will not be allowed to tryout. I understand that my child must attend all tryout sessions or they will not be allowed to tryout.

- I realize that not all candidates will make the cheerleading squad.
- I understand that my candidate will be evaluated by qualified judges.
- I agree to abide by the decision of the judges and tryout scores.
- I understand that I do not have the right to speak to or with the judges after tryouts.
- I agree to leave the gym immediately after tryouts and wait for the results to be posted in the designated area.
- I understand that if my candidate makes the squad, quitting the squad can only occur within 2 weeks of tryouts or my candidate will fall under 'quitting a sport' sanctions found in the athletic handbook.

I also understand, by the very nature of the activity, cheerleading carries a risk of physical injury. No matter how careful the participant and coach are, how many spotters are used, or what landing surface is used, the risk cannot be eliminated. I understand these risks and will not hold Hermitage High School or any of its personnel responsible in the case of injury at any time.

I feel that my candidate is in good physical health and I will take responsibility for my child during cheerleading tryouts and until physicals are obtained.

Parent Signature: _____ Date: _____

Parent's Phone Number _____

I am interested in being a cheerleader at Hermitage High School. I understand the risk stated above. If elected, I promise to abide by the constitution and regulations set forth by the sponsor, administration and the Arkansas Activities Association. I promise to cooperate and follow the instructions of the cheerleader sponsor. I have also read and understood the constitution.

Student Signature: _____ Date: _____

Student's Phone Number (if applicable) _____

15.6 MEDICATION ADMINISTRATION CONSENT FORM – Board Policy 4.35F

THIS FORM MUST BE ON FILE FOR ALL STUDENTS, K - 12TH GRADE, IF/WHEN MEDICATION NEEDS TO BE ADMINISTERED AT SCHOOL BY THE SCHOOL NURSE/DESIGNEE. FOR OTHER SITUATIONS, PLEASE SEE THE SCHOOL NURSE.

Student's Name (Please Print): _____ Grade: _____

This form is good for the school year 20__ - 20__. This consent form must be updated anytime the student's medication order changes and renewed each year and/or anytime a student changes schools.

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

I hereby authorize the school nurse, or designee, to administer the following medications to my student;

Name of medication _____

Name of physician or dentist (if applicable) _____

Dosage _____

Instructions for administering the medication _____

Other instructions _____

I hereby authorize _____ to administer the above medication to my student in the unavailability of the school nurse at school in accordance with the above medication administration instructions.

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

Parent or legal guardian signature _____

Date _____

15.7 CORPORAL PUNISHMENT CONSENT FORM – BOARD POLICY 4.39

THIS FORM MUST BE ON FILE FOR ALL STUDENTS, K - 12TH GRADE.

State law and district policy authorizes the use of corporal punishment with the following provisions: it's administered only for cause, it's reasonable, it follows warnings that the misbehavior will not be tolerated, and it's administered only in the presence of a school administrator.

Prior to the administration of corporal punishment, the school administrator will contact the parent/guardian at the number provided by the parent/guardian below. If the school administrator is unable to reach the parent/guardian, alternate consequences will be given. A copy of the documentation form/referral slip will be sent home.

_____ I object to the use of corporal punishment as a disciplinary measure for my child.

_____ I accept corporal punishment as a disciplinary measure for my child.

Student's Name: _____ Grade: _____

Student's Name: _____ Grade: _____

Student's Name: _____ Grade: _____

Student's Name: _____ Grade: _____

Phone Number for parent/guardian to be contacted during the school day:

(1) _____

(2) _____

Parent/Guardian Signature: _____

Date: _____

15.8 PARENT/GUARDIAN, STUDENT, TEACHER, PRINCIPAL COMPACT FOR THE 2023-2024 SCHOOL YEAR – HERMITAGE SCHOOL DISTRICT

Parent/Guardian Agreement

I, as a parent/guardian, will support my student’s learning in the following ways:

- ___ Remind my student of the necessity for acceptable behavior and support the school in its effort to maintain proper discipline.
- ___ See that all assignments are completed and give assistance as needed.
- ___ Encourage my student’s efforts and be actively involved in his/her education, attending scheduled parent/teacher conferences, discussing with my student his/her progress, volunteering in the classroom and serving on school committees when possible.
- ___ Stay aware of what my student is learning.
- ___ Read with my student and let my student see me read.
- ___ Review papers, progress reports and other information sent home and return as requested.
- ___ Model the ‘Hermit Pride’ toward the teacher, the school, and education in general.

Parent/Guardian Signature: _____ **Date:** _____

Student Agreement

It is important that I do my best. Therefore, I will:

- ___ Report to classes promptly and with all needed materials.
- ___ Actively participate in class activities.
- ___ Complete assignments on time.
- ___ Follow established rules, procedures and strive to meet the expectations of the Hermitage School District.
- ___ Demonstrate ‘Hermit Pride’.

Student Signature: _____ **Date:** _____

Student Signature: _____ **Date:** _____

Student Signature: _____ **Date:** _____

Student Signature: _____ **Date:** _____

Teacher Agreement

I want my students to achieve. Therefore I will strive to:

- ___ Provide appropriate learning activities.
- ___ Utilize time in the school day to best meet the needs of the students.
- ___ Make regular parent contacts.
- ___ Be accessible to parents and students.
- ___ Model ‘Hermit Pride’.
- ___ Commit to learning and growing as an educator.

Teacher Signature: _____ **Date:** _____

Principal Agreement

I support efforts that will enable everyone to experience success. Therefore, I will strive to:

- ___ Ensure learning for all.
- ___ Maintain an environment that is safe and clean, fun and engaging, and caring and respectful.
- ___ Exhibit ‘Hermit Pride’.
- ___ Engage the community in relationships and partnerships.
- ___ Celebrate the diversities of the people and cultures represented in our schools.

Principal Signature: _____ **Date:** _____