

HEBER SPRINGS ELEMENTARY HANDBOOK 2014-2015



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HEBER SPRINGS ELEMENTARY SCHOOL PARENT-STUDENT STATEMENT OF RESPONSIBILITY

STUDENT NAME

TEACHER

In accordance with Act 403 of 1998, parents/guardians and students must receive or have access to the student discipline policies. Please sign the form below and return it to school. Your signature does not indicate that you agree or disagree with the contents of this book. It simply indicates that you have received or have access to the handbook. Furthermore, you understand that students must adhere to school policies while at school or in attendance at a school sponsored activity. In the event that you are not entirely certain of some aspect of school policy, you will contact the principal for clarification within one (1) week after receipt of that policy.

_____ I do not have internet access and would like a hard copy of the student handbook.

STUDENT SIGNATURE

DATE

PARENT/GUARDIAN SIGNATURE

DATE

A new student who enrolls, must be in good standing at the previous school to be accepted at Heber Springs Elementary School.

Confidentiality Agreement

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

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

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

Artwork

_____ YES, I give permission for my child's artwork to be displayed in school endorsed art programs and in an online portfolio.

_____ NO, I do not give permission for my child's artwork to be displayed in school endorsed art programs or in an online portfolio.

Local Trip Authorization

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

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

Several methods of discipline are utilized before corporal punishment is administered. If for any reason you do not wish corporal punishment to be used with your child, please state this in a letter to the principal.

PARENT/GUARDIAN SIGNATURE

DATE

STUDENT INTERNET USE AGREEMENT

Student's Name (Please Print) _____ Grade Level _____ Date _____

Heber Springs School District agrees to allow the student identified above ("Student") to use the district's technology to access the Internet under the following terms and conditions:

1. Conditional Privilege: The student's use of the district's access to the Internet is a privilege conditioned on the students abiding to this agreement. No student may use the district's access to the Internet unless the student and his/her parent or guardian have read and signed this agreement.

2. Acceptable Use: The student agrees that he/she will use the district's Internet access for educational purposes only. In using the Internet, student also agrees to abide by any Internet use rules instituted at the Student's school or class, whether those rules are written or oral.

3. Penalties for Improper Use: If the student violates this agreement and misuses the Internet, the student shall be subject to disciplinary action.

[Note:A.C.A. §6-21-107 requires the district to have "...provisions for administration of punishment of students for violations of the policy with stiffer penalties for repeat offenders, and the same shall be incorporated into the district's written student discipline policy." You may choose to tailor your punishments to be appropriate to the school's grade levels.]

4. "Misuse of the district's access to the Internet" includes, but is not limited to, the following:

- | | |
|---|---|
| a. using the Internet for other than educational purposes; | o. invading the privacy of individuals; |
| b. gaining intentional access or maintaining access to materials which are "harmful to minors" as defined by Arkansas law; | p. divulging personally identifying information about himself/herself or anyone else on the Internet or in an email. Personally identifying information includes full names, address, and phone number. |
| c. using the Internet for any illegal activity, including computer hacking and copyright or intellectual property law violations; | q. using the network for financial or commercial gain without district permission; |
| d. making unauthorized copies of computer software; | r. theft or vandalism of data, equipment, or intellectual property; |
| e. accessing "chat lines" unless authorized by the instructor for a class activity directly supervised by a staff member; | s. attempting to gain access or gaining access to student records, grades, or files; |
| f. using abusive or profane language in private messages on the system; or using the system to harass, insult, or verbally attack others; | t. introducing a virus to, or otherwise improperly tampering with the system; |
| g. posting anonymous messages on the system; | u. degrading or disrupting equipment or system performance; |
| h. using encryption software; | v. creating a web page or associating a web page with the school or school district without proper authorization; |
| i. wasteful use of limited resources provided by the school including paper; | w. providing access to the district's Internet Access to unauthorized individuals; |
| j. causing congestion of the network through lengthy downloads of files; | x. failing to obey school or classroom Internet use rules; or |
| k. vandalizing data of another user; | y. taking part in any activity related to Internet use which creates a clear and present danger of the substantial disruption of the orderly operation of the district or any of its schools. |
| l. obtaining or sending information which could be used to make destructive devices such as guns, weapons, bombs, explosives, or fireworks; | z. Installing or downloading software on district computers without prior approval of technology director or his/her designee. |
| m. gaining or attempting to gain unauthorized access to resources or files; | |
| n. identifying oneself with another person's name or password or using an account or password of another person | |

5. Liability for debts: students and their cosigners shall be liable for any and all costs (debts) incurred through the student's use of the computers or the Internet including penalties for copyright violations.

6. No Expectation of Privacy: The student and parent/guardian signing below agree that if the student uses the Internet through the district's access, that the student waives 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 e-mail, voice, and video transmissions, to ensure proper use of the system. The district may share such transmissions with the student's parents/guardians.

7. 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.

8. Signatures: We, the persons who have signed below, have read this agreement and agree to be bound by the terms and conditions of this agreement.

Student's Signature: _____ Date _____

Parent/Legal Guardian Signature: _____ Date _____

WELCOME

August 19, 2014

We welcome you to the 2014-2015 school year for the Heber Springs Elementary School. The Heber Springs School Board has adopted this handbook containing information about the rules, regulations and policies for this school year. We feel the written policy will help parents and students to better understand the standards expected for our school.

The handbook and this letter are for you to read and go over with your child. The teachers will also explain these rules and the consequences with the students. Although not included in the handbook, there are many rewards given for good behavior that vary from classroom to classroom.

This handbook is not intended to be all inclusive. It does not and cannot contain all the rules, regulations and procedures needed for the efficient and effective function of the Heber Spring Elementary School as an educational institution. It is our wish that each student at this school conduct herself/himself in a way that will be acceptable to all concerned.

Please indicate that you have received or have access to a copy of the school's handbook by signing and returning the correct form. This review and your signature of receipt are a requirement of Act 104 of 1993.

Thank you for your cooperation and for your support of the policies of your school. We pledge to do everything that we can to assure that your child has a positive school year.

Sincerely,

A handwritten signature in cursive script that reads "John Mueller".

John Mueller
Heber Springs Elementary School

MISSION STATEMENT

We at Heber Springs Elementary School believe in each child and in our ability to help each one achieve his or her maximum potential; as we provide a positive, challenging atmosphere for learning, we will all succeed.

PHILOSOPHY

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

HANDBOOK COMMITTEE

Roxanne Riddle, Assistant Principal
Carol Jean Ratliff, Instructional Facilitator
Rachel Nations, Counselor
Randy Knew, Third Grade Teacher

Megan Adams, First Grade Teacher
Alison West, Parent
Jammie Jarvis, Parent
Connor Bise, 5th Grade Student

Adopted for use by the Heber Springs School Board - July 21, 2014

School Calendar 2014 - 2015

August 11 - 14 Professional Development
(no school)
August 14 Open House-ES 4:00-6:00pm
August 18 First Day of School
September 1 Holiday-Labor Day (No
School)
September 23 Parent/Teacher Conferences
until 7:00pm
October 17 End of First Quarter (44 Days)
October 21 Annual Report To The Public
November 7 Professional Development /
AEA
November 26 - 28 Holiday-Thanksgiving (No
School)
December 29 End of Second Quarter (41
Days)
December 22 - January 3 Christmas Break
(No School)

January 6 Professional Development (No
School)
January 7 School Resumes
February 13 Professional Day
February 16 Make-up Day
March 13 End of Third Quarter (47 Days)
March 13 ES/MS Parent/Teacher
Conferences
March 23 - 27 Spring Break
April 3 Good Friday(Make-up Day)
May 15 Graduation
May 25 Memorial Day (No School)
May 27 & 28 (Make up Days)
May 29 End of Fourth Quarter (46 Days) -
Last Day of School

Total 178 Teacher/Student Days – 190 Teacher Days
(Built in Snow Days: January 5, February 16, April 3, May 27, 28)

THE SCHOOL DAY

- The first bell rings at **8:00 a.m.**
- The tardy bell rings at **8:05 a.m.**
- Students who arrive after 9:05 a.m. must come to the office and receive a tardy slip to enter class.
- Any student coming to school after 9:05 a.m. is considered absent for half of a school day.
- Students arriving before 8:00 a.m. will sit in the designated place for each grade level.
- A student must be in school 3 1/2 hours to receive a half day of credit.
- Any student leaving before 2:05 will be counted a half day absent.
- Students will be dismissed at **3:10.**

Parents are expected to promptly arrive at school at the end of the day to pick up their children. Corrective measures will be taken by the administration against those who are chronically late.

CLOSED CAMPUS

All schools in the Heber Springs School District shall operate closed campuses. Students are required to stay on campus from their arrival until dismissal at the end of the regular school day, unless given permission to leave campus by a school official and with parent/guardian permission, and students must be signed out in the office upon their departure.

CHECKING OUT

Should it become necessary for you to come pick up your child during the day, you must come by the office and sign a sheet that states the child's name, the time, the class name, and your signature. If you send someone not listed on the emergency number list to pick up your child, you must send a note or call the office. This person must present proof of identify to the office staff.

STUDENTS GOING HOME ANY WAY OTHER THAN THE USUAL WAY

For a student to go home any way other than the usual way, the student must have a note signed by his/her parent or the parent/guardian must call the office by 1:45 p.m. If a student does not bring a signed note or call the office, the student will be sent home the regular way.

CONTACT WITH STUDENTS WHILE AT SCHOOL

VISITORS

For the safety and security of our students and staff, all visitors (including parents) must check in through the office. This must be done when first entering the building. A sign-in sheet must be signed and a visitor's badge worn to visit. Children who are not enrolled in this school may not attend classes. Parents are encouraged to come have lunch with their children periodically.

CONTACT BY PARENTS

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

CUSTODY

If a family custody dispute exists, the school must have a written legal basis for refusing to release a child to another parent or guardian. This court document must be reconfirmed at the beginning of each school year or when the child's custodial parent or guardian is legally changed.

CONTACT BY NON-CUSTODIAL PARENTS

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

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

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

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

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

In instances other than those related to cases of suspected child abuse, principals must release a student to either a police officer who presents a subpoena for the student, or a warrant for arrest, or to an agent of state social services or an agent of a court with jurisdiction over a child with a court order signed by a judge. Upon release of the student, the principal or designee shall give the student's parent, legal guardian, or other person having lawful control by court order, or person acting in loco parentis notice that the student has been taken into custody by law enforcement personnel or a state's social services agency. If the principal or designee is unable to reach the parent, he or she shall make a reasonable, good faith effort to get a message to the parent to call the principal or designee, and leave a message number to call.

GENERAL INFORMATION

EMERGENCY CONTACTS

In case of an emergency, it is important that the office have a local name and number to call if you cannot be reached. Please provide the office with this information and keep your own address and phone number listing current.

SEVERE WEATHER

In cases of severe weather (snow, ice, etc.) the official announcement for school closings may be heard over the local radio and Little Rock television stations. The school reach telephone system will be activated. Please look for announcements regarding the possible closure of the Heber Springs School District. Please do not call the school or homes of principals, teachers, or other school employees for this information. If the decision to dismiss school is made within the school day, the instructions on the Inclement Weather Form filled out by the parent/guardian will be followed.

EMERGENCY DRILLS

All schools in the district shall conduct fire drills at least monthly. Tornado drills shall be conducted not fewer than four (4) times per year with at least one each in the months of September, October, January and February. Students who ride school buses shall participate in emergency evacuation drills at least twice each school year. Other types of emergency drills may also be conducted. These may include, but are not limited to: 1. Earthquake; 2. Act of terrorism; 3. Chemical spill.

STUDENT STORE

Our school sponsors a "Student Store" for the convenience of the students. The usual school supply items such as pencils, paper, erasers, and spiral notebooks are available. The store will open at 7:50 a.m. and remain open until 8:05 a.m.

ANIMALS AND PETS

For safety and health reasons, no animal or pet may be brought to school without permission from the teacher.

(This includes turtles!) Animals or pets may not be transported on the bus or in glass containers.

SOLICITATIONS

Individual students selling items or collection of pledges or donations will not be allowed in the Heber Springs Elementary School as fundraising activities. School sponsored fundraising events will be allowed upon approval by the principal.

INSURANCE

Every student is given an opportunity at the beginning of the school year to purchase insurance providing limited coverage for accidental injury to the student while on school property, while traveling to and from school, or while on a school sponsored trip. The Heber Springs Elementary School has available the ARKids First Applications, ARKids First benefit information and the ARKids First eligibility criteria. Please contact the elementary office at 362-8155 for more information.

BIRTHDAY PARTIES / INVITATIONS

If you want to recognize your child's birthday in the classroom, please notify the teacher for permission and procedures. Birthday invitations are not to be given out at school unless the whole class is invited to the birthday party.

ITEMS BROUGHT TO SCHOOL

The school is not responsible for personal items brought to school. Students are discouraged from bringing items to school which are not conducive to the educational process. They may not bring an item to the classroom without prior teacher permission.

An item brought to the class without teacher permission is subject to confiscation.

FLORAL DELIVERIES

Floral deliveries will not be accepted on Valentine's Day.

RESIDENCY

RESIDENCY REQUIREMENTS: Act 663 of 1999

Students attending Heber Springs Public Schools must reside in the district **for a primary purpose other than school attendance**. The Heber Springs School District may require a parent, legal guardian or other person in loco parentis who enrolls a student in the district to sign a statement under oath attesting to their residential address or provide other proof that a student is a resident of the school district as defined in this act (Act 663 of 1999).

Any person who knowingly gives a false residential address for purposes of public school enrollment is guilty of a misdemeanor and subject to a fine not to exceed five hundred dollars (\$500.00). When a new student enrolls, proof of residency shall be shown.

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

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

The schools of the district shall be open and free through the completion of the secondary program to all persons between the ages of five (5) and twenty one (21) years whose parents, legal guardians, or other persons having lawful control of the person under an order of a court reside within the district¹ and to all persons between ages who have been legally transferred to the district for educational purposes.

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

In order for a person under the age of eighteen (18) years to establish a residence for the purpose of attending the district’s schools separate and apart from his or her parents, guardians, or other persons having lawful control of him or her under an order of a court, the person must actually reside in the District for a primary purpose other than that of school attendance. However, a student previously enrolled in the district who is placed under the legal guardianship of a non-custodial 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 instance 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 resides outside the district. The children or wards of any person who is at least a half-time employee of this district, but reside in another district are eligible to enroll in district schools.

Homeless Students

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.

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

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

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

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

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

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

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

SCHOOL CHOICE

SCHOOL CHOICE TRANSFERS OUT OF THE DISTRICT

The district shall date and time stamp all applications for school choice transfer out of the district as they are received in the district's central office. By August 1, the district shall approve all such applications unless the approval would cause the district to have a net enrollment loss (students transferring out minus those transferring in) of more than 3% of the previous year's student enrollment.

Application Deadline: By June 1 of each year, the ADE shall determine and notify the district of the net number of allowable choice transfers. For the purpose of determining the 3% cap, siblings are counted as one student.

If, prior to August 1, the district received sufficient copies of requests from its students to transfer to other districts to trigger the 3% cap, it shall notify each parent from which it has received a school choice application and the district the student applied to transfer to that it has tentatively reached the limitation cap.

The district will use confirmations of approved choice applications from receiving districts to make a final determination of what applications it received that exceeded the limitation cap and notify each district that was the recipient of an application to that effect.

Any applications for transfer out of the district which are denied due to the 3% limitation cap shall be given priority for a choice transfer the following year in the order in which the district received the original application.

SCHOOL CHOICE TRANSFERS INTO THE DISTRICT

Capacity Determination and Public Pronouncement

Each school-year the Heber Springs School Board will adopt a resolution containing the capacity standards the district will use in determining whether to accept or deny a school choice application from another district's resident student. 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. In determining the capacity of the district to accept choice applications, the Heber Springs School Board shall consider the probable, locally generated growth in student enrollment based on recent district enrollment history.

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

APPLICATION PROCESS

The student's parent shall submit a school choice application on a form approved by the ADE to both the student's resident district and to this district which must be postmarked or hand delivered on or before the June 1 preceding the fall semester the applicant would begin school in the district. The district shall date and time stamp all applications as they are received in the district's central office. Applications postmarked or hand delivered on or after June 2 will not be accepted.

Statutorily, preference is required to be given to siblings (*as defined in this policy) of students who are already enrolled in the district. Therefore, siblings whose applications fit the capacity standards approved by the school board may be approved ahead of an otherwise qualified non-sibling applicant who submitted an earlier application as identified by the application's date and time stamp. The approval of any application for a choice transfer into the district is potentially limited by the applicant's resident district's statutory limitation of losing no more than 3% of its

past year's student enrollment due to choice. As such, any district approval of a choice application prior to August 1 is provisional pending a determination that the resident district's 3% cap has not been reached.

***Definition:** For the purpose of this policy, "sibling" means each of two (2) or more children having a common parent in common by blood, adoption, marriage, or foster care.

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
- Instructions for the renewal procedure for succeeding school years.
Students whose applications have been accepted and who have enrolled in the district, are eligible to continue their enrollment until completing his/her secondary education. Continued enrollment is conditioned upon the student meeting applicable statutory and district policy requirements and the renewal procedure for succeeding school years is followed. Any student who has been accepted under choice and who either fails to initially enroll under the timelines and provisions provided in this policy or who chooses to return to his/her resident district voids the transfer and must reapply if, in the future, the student seeks another school choice transfer. A subsequent transfer application will be subject to the capacity standards applicable to the year in which the application is considered by the district.
- A present or future sibling, as defined in this policy, of a student who continues enrollment in this district may enroll in the district until the sibling of the transfer student completes his/her secondary education. 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.
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 school choice if its acceptance would exceed the capacity standards specified by the Heber Springs School Board's resolution. However, the decision to accept or reject an application may not be based on the student's previous academic achievement, athletic or other extracurricular ability, English proficiency level, or previous disciplinary proceedings other than a current expulsion.

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

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

ACADEMIC OR FISCAL DISTRESS CHOICE APPLICATIONS

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

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

OPPORTUNITY SCHOOL CHOICE

Unless there is a lack of capacity at the district's school or the transfer conflicts with the provisions of a federal desegregation order applicable to the district, a student who is eligible for transfer from a school identified as a category level 1 school for two (2) consecutive years under A.C.A. § 6-15-2103(c)(1) may enroll in the district's school closest to the student's legal residence that has a performance category level 3 or higher as defined by A.C.A. § 6-15-2103(a) provided the student's parent or guardian, or the student if over the age of eighteen (18), has successfully completed the necessary application process by July 30 preceding the year of desired enrollment or by June 1, if applying under the provisions of A.C.A. § 6-18-1901 et seq.

The superintendent will consider all properly submitted applications for School Choice. By August 1, the superintendent shall notify the parent and the student's resident district, in writing, of the decision to accept or reject the application. If the district rejects the application, the district shall state in the notification letter the specific reasons for the rejection.

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 Rules for the Standards of Accreditation, or other applicable rules. There is a lack of capacity if, as of the date of the application for opportunity school choice, ninety-five percent (95%) or more of the seats at the grade level at the nonresident school are filled. A student's enrollment under the opportunity school choice provision 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.

The district may provide transportation to and from the transferring district.

If a district school has been identified as a category 1 school under A.C.A. § 6-15-2103(c)(1), 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.

ARKANSAS COMPULSORY ATTENDANCE **REQUIREMENTS**

ENTRANCE REQUIREMENTS

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

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 ADE, and individuals involved with each foster child to ensure that he/she 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, ensure that the foster child remains in his/her current school, 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 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.

Students may enter kindergarten if they will attain the age of five (5) on or before August 1 of the year in

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

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

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

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

Students who move into the district from an accredited school shall be assigned to the same grade as they were attending in their previous school (mid-year transfers) or as they would have been assigned in their previous school. Home-schooled students shall be evaluated by the district to determine their appropriate grade placement.

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

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

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

3. The parent, guardian, or other responsible person shall indicate on school registration forms whether the child had been expelled from school in any other school district or is a party to an expulsion proceeding.

4. The child shall be age appropriately immunized from poliomyelitis, diphtheria, tetanus, pertussis, red (rubeola) measles, rubella, and other diseases as designated by the State Board of Health, or have an exemption issued by the Arkansas Department of Health. Proof of immunization shall be by a certificate of a licensed physician or a public health department acknowledging the immunization. Exemptions are also possible on an annual basis for religious reasons from the Arkansas Department of Health. To continue such exemptions, they must be renewed at the beginning of each school year. A child enrolling in a district school and living in the household of a person on active military duty has 30 days to receive his/her initial required immunizations and 12 months to be up to date on the required immunizations for the student's age.

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

WITHDRAWAL POLICY

If it is necessary to withdraw your child during the school year, you must notify the school office immediately. All textbooks and media center books must be returned and fines paid at the time of withdrawal. Records will be sent to the new school as soon as they are requested. Moving during the school year is disruptive to a student's education. We recognize that moves are sometimes unavoidable, however, we strongly recommend that students attend the same school for the entire year.

ENROLLING TRANSFERS

The Heber Springs School District shall review and accept or reject requests for transfers, both into and out of the district, on a case by case basis.

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

Any student transferring from home school or a school that is not accredited by the Department of Education to our district school shall be evaluated by district staff to determine the student's appropriate grade placement.

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

Except as otherwise required or permitted by law, the responsibility for transportation of any non- resident 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.

PERMANENT RECORDS

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

HOME SCHOOLING

Parents or legal guardians desiring to provide a home school for their children must give written notice to the Superintendent of their intent to do so and sign a waiver acknowledging that the State of Arkansas is not liable for the education of their children during the time the parents choose to home school. Notice shall be given:

1. At the beginning of each school year, but no later than August 15
2. By December 15 for parents who decide to start home schooling at the beginning of the spring semester
3. Fourteen (14) calendar days prior to withdrawing the child (provided the student is not currently under disciplinary action for violation of any written school policy, including, but not limited to, excessive absences) and at the beginning of each school year thereafter

The parents or legal guardians shall deliver written notice in person to the superintendent the first time such notice is given and the notice must include:

1. The name, date of birth, grade level, and the name and address of the school last attended, if any;
2. The location of the home school;
3. The basic core curriculum to be offered;
4. The proposed schedule of instruction; and
5. The qualifications of the parent-teacher.

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 which might indicate the need for special education services.

COMPULSORY ATTENDANCE **REQUIREMENTS**

Every parent, guardian, or other person having custody or charge of any child age five (5) through seventeen (17) years on or before August 1st of that year who resides, as defined by policy (4.1—RESIDENCE REQUIREMENTS), within the district shall enroll and send the child to a district school with the following exceptions.

1. The child is enrolled in private or parochial school.
2. The child is being home-schooled & the conditions of policy (4.6—HOME SCHOOLING) have been met.
3. The child will not be age six (6) on or before August 1st of that particular school year and the parent, guardian, or other person having custody or charge of the child elects not to have him / her attend kindergarten a kindergarten waiver form prescribed by regulation of the Department of Education must be signed and on file with the district administrative office.
4. The child has received a high school diploma or its equivalent as determined by the State Board of Education.
5. The child is age sixteen (16) or above and is enrolled in a post-secondary vocational-technical institution, a community college, or a two-year or four-year institution of higher education.
6. The child is age sixteen (16) or seventeen (17) and has met the requirements to enroll in an adult education program as defined by A.C.A. § 6-18-201 (b).

PLACEMENT OF MULTIPLE BIRTH SIBLINGS

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.

ABSENCES

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

Parents may monitor student attendance online through the HOME ACCESS portal of eSchool.

Excused Absences

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

1. The student's illness or when attendance could jeopardize the health of other students. A maximum of six (6) such days are allowed unless the condition(s) causing such absences is of a chronic or recurring nature, is medically documented, and approved by the principal.
2. Death or serious illness in their immediate family;
3. Observance of recognized holidays observed by their faith;
4. Attendance at an appointment with a government agency;
5. Attendance at a medical appointment;
6. Exceptional circumstances with prior approval of the principal; or
7. Participation in an FFA, FHA, or 4-H sanctioned activity.

It is the Arkansas General Assembly's intention that students having excessive excused absences be given assistance in obtaining credit for their courses.

Unexcused Absences

Absences not defined above or not having an accompanying note from the parent or legal guardian shall be considered as unexcused absences. Students with (*eight-8*) unexcused absences in a course in a semester shall not receive credit for that course. At the discretion of the principal after consultation with persons having knowledge of the circumstances of the unexcused absences, the student may be denied promotion or graduation. Excessive absences shall not be a reason for expulsion or dismissal of a student. When a student has (*four-4 and eight-8*) unexcused absences, his/her parents, guardians, or persons in loco parentis shall be notified. Notification shall be by telephone by the end of the school day in which such absence occurred or by regular mail with a return address sent no later than the following school day.

Whenever a student exceeds (9) unexcused absences in a semester, the district shall notify the prosecuting authority and the parent, guardian, or persons in loco parentis shall be subject to a civil penalty as prescribed by law.

Students who attend in-school suspension shall not be counted absent for those days. Days missed due to expulsion or out-of-school suspension shall be unexcused absences.

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

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.

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.

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 takes precedence.

By state law, any student absent for (10) consecutive days will be dropped.

MAKE-UP WORK

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

1. Students are responsible for asking the teachers of the classes they missed what assignments they need to make up.
2. Teachers are responsible for providing the missed assignments when asked by a returning student.
3. Students are required to ask for their assignments on their first day back at school or their first class day after their return.
4. Make up tests are to be rescheduled at the discretion of the teacher, but must be aligned with the schedule of the missed work to be made up.
5. Students shall have one class day to make up their work for each class day they are absent.
6. Make up work which is not turned in within the make up schedule for that assignment shall receive a zero.
7. Students are responsible for turning in their make up work without the teacher having to ask for it.
8. Students who are absent on the day their make up work is due must turn in their work the day they return to school whether or not the class for which the work is due meets the day of their return.

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

Requests by parents for assignments should be made before 9:00a.m. Assignments should be picked up in the elementary office after 2:15p.m.

PERSONAL TRIPS / MAKEUP WORK

We encourage students to be in attendance whenever school is in session. If you plan to take a trip during the year, we encourage you to notify the teacher a week before the planned trip. If an emergency develops, notify the teacher immediately. If makeup work has been requested before the trip, it is required that the work be given to the teacher within two days of the student returning from the trip

STUDENT HEALTH

MEDICINE / ILLNESS

If it is necessary for medicine to be given at school, send the medicine in the original container, in a Ziploc bag with a note inside with instructions for dosage and time, and a SIGNATURE of the parent or guardian. If medication has instructions printed, we cannot change the dosage unless we have a signed note from a doctor. State law will not permit us to dispense medication without written instructions from the parents.

If a child has 100° or more of temperature or is vomiting, he will be sent home. It is the responsibility of the parent or guardian to provide transportation home. The student shall be clear of temperature or symptoms for 24 hours before returning to school. If a student becomes too ill to remain in class and/or could be contagious to other students, the principal or designee will attempt to notify the student's parent or legal guardian. The student will remain in the school's health room or a place where he/she can be supervised until the end of the school day or until the parent/legal guardian can check the student out of school.

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.***

STUDENT MEDICATIONS

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

***Medical Administration Consent Forms** are to be attained from the school nurse and returned to the school nurse with the medication. All **Medical Administration Consent Forms** are to be retained by the school nurse.

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

Medications, include those for self-medication, must be in the original container and be properly labeled with the student's name, the ordering health care provider's name, the name of the medication, the dosage, frequency, and instructions for the administration of the medication (including times). Additional information accompanying the medication shall state the purpose for the medication, its possible side effects, and any other pertinent instructions (such as special storage requirements) or warnings. Schedule II medications that are permitted by this policy to be bought to school shall be stored in a double locked cabinet. Students taking Schedule II medications methylphenidate (e.g. Ritalin or closely related medications as determined by the school nurse), dextroamphetamine (Dexedrine, and amphetamine sulfate (e.g. Adderal or closely related medications as determined by the school nurse) shall be allowed to attend school.

Schedule III medications prescribed for pain will not be given while the student is at school. Drugs in this category include hydrocodone/codeine, when compounded with an NSAID, (e.g. vicoprofen, when compounded with ibuprofen) or with acetaminophen (paracetamol) (e.g. Vicodin/Tylenol 3). Students who require pain medication stronger than OTC medication, should not be in school. Students with an individualized health plan (IHP) may be given over-the-counter medications to the extent giving such medications are included in the student's IHP. The district's supervising registered nurse shall be responsible for creating both on campus and off campus procedures for administering medications. Nonprescription medications may be given to students upon the decision of the principal or the nurse. Such medications must be in the original container, clearly labeled and accompanied by a written authorization form signed by the parents or legal guardians that includes the student's name, the name of the medication, the dosage, and instruction for the administration of the medication (including times).

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

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

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

Students may be administered Glucagon in emergency situations by the school nurse or in the absence of the school nurse, a trained volunteer school employee designated as a care provider, provided the student has: 1) an IHP developed under Section 504 of the Rehabilitation Act of 1973 which provides for the administration of Glucagon in emergency situations; and 2) a current, valid consent form on file from their parent or guardian.

Sharing, diverting, transferring, applying to others (such as needles or lancets), or in any way misusing medication or any medical supplies in their possession is strictly prohibited. Failure to follow these guidelines will result in disciplinary action.

Minimum - Warning

Maximum - Recommended Expulsion

INHALER POLICY

The parent or guardian of a student who needs to carry an asthma inhaler or auto-injectable epinephrine, or both, shall provide the school with written authorization for the student to carry an asthma inhaler or auto-injectable epinephrine, or both, on his or her person for use while in school, at an on-site school-sponsored activity, or at an off-site school-sponsored activity. The authorization shall be valid only for the duration of school year at the school that the student is attending at the time the authorization is provided. The authorization must be renewed for each school year or if the student changes schools in order for the student to carry an asthma inhaler or auto-injectable epinephrine, or both, on his or her person. The parent or guardian of a student who needs to carry an asthma inhaler or auto-injectable epinephrine, or both, shall provide the school with appropriate medical documentation, which shall include: Evidence that the asthma inhaler or auto-inhaler or auto-injectable epinephrine, or both, have been prescribed by a health care practitioner with prescriptive privileges; Evidence that the student needs to carry the asthma inhaler or auto-injectable epinephrine, or both, on his or her person due to a medical condition; and a copy of an individualized health care plan for the student prepared in accordance with 6-18-1005 and any related rules of the department. All medical documentation provided with regard to a student who carries an asthma inhaler or auto-injectable epinephrine, or both, shall be kept on file at the school the student attends in a location that is readily accessible in the event of an asthma or anaphylaxis emergency. A student's asthma inhaler or auto-injectable epinephrine, or both, shall be supplied by the student's parent or guardian and shall be stored and transported in its original prescription-labeled container. The student shall demonstrate to the health care practitioner who wrote the prescription and the school nurse, if the school nurse is available, the skill level and responsibility necessary to use and administer the asthma inhaler or auto-injectable epinephrine, or both. A student with asthma is not required by this section or any related rule or school procedure to carry the student's asthma inhaler or auto-injectable epinephrine, or both, on his or her person. If a student with asthma does not carry the student's asthma inhaler or auto-injectable epinephrine, or both, on his or her person, then the student's parent or guardian shall provide the school with appropriate medication in the event of an asthma or anaphylaxis emergency, which shall be immediately available to the student in an emergency. A student who carries the student's asthma inhaler or auto-injectable epinephrine, or both, on his or her person may provide the school with appropriate medication in the event of asthma or anaphylaxis emergency, which shall be immediately available to the student in an emergency. A student is prohibited from sharing, transferring, or in any way diverting his or her own medications to any other person. No school district, school district employee, or agent of a school district shall be liable for injury to a student caused by his or her use of a prescription inhaler or self-administration of medication. COMMUNICABLE DISEASES AND PARASITES

Students with communicable diseases or with human host parasites that are transmittable in a school environment shall demonstrate respect for other students by not attending school while they are capable of transmitting their condition to others. Students whom the school nurse determines are unwell or unfit for school attendance or who are believed to have a communicable disease or condition will be required to be

picked up by their parent or guardian. Specific examples include, but are not limited to: chicken pox, measles, scabies, conjunctivitis (Pink Eye), impetigo/MRSA (Methicillin-resistant *Staphylococcus aureus*), streptococcal and staphylococcal infections, ring- worm, 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 blood-borne, food-borne, and airborne pathogen 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).

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

A student enrolled in the district who has an immunization exemption may be removed from school at the discretion of the Arkansas Department of Health during an outbreak of the disease for which the student is not vaccinated. The student may not return to the school until the outbreak has been resolved and the student's return to school is approved by the Arkansas Department of Health. The parents or legal guardians of students found to have live human host parasites that are transmittable in a school environment will be asked to pick their child up. 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.

HEALTH SCREENINGS

The Body Mass Index (BMI) screenings are conducted at the grade levels as set by the state department. The data collected will be used to screen children for being overweight, underweight, or at risk for becoming overweight/underweight. The screening procedure for height and weight will be conducted with privacy and respect for each student. The students will be asked to empty the contents of their pockets into a basket and remove their shoes in a separate area before measurements are taken. The height and weight will be taken behind a screen for privacy of the student. The student will be asked to face away from the digital reading on the scale. The results will be recorded on each child's BMI form by the person performing the measurements and will not be spoken out loud. The height and weight measurements are collected, and the BMI results are calculated. We let you know when the results are available if you would like to know your child's BMI results, you may call the school. Vision and hearing screenings are conducted for the grade levels as set by the state department.

CURRICULUM

COMMON CORE STANDARDS

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

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

SMART CORE CURRICULUM

The core curriculum for grades K-8 shall encompass all types of developmentally appropriate learning experiences and provide for differences in rates of learning among children. It shall emphasize overarching processes of reasoning and problem solving, communicating, connecting (linking knowledge, skills, and other understandings within and across disciplines to real-life situations), and internalizing (acting on the learning to make it meaningful, useful, and worthwhile). English Language Acquisition Standards shall also be used for all English Language Learners (ELL) students at all grade levels.

GRADES K-4

Reading, writing, and mathematics shall be incorporated into all curriculum areas. All students shall receive instruction in each content area annually.

- Language Arts
- Reading
- Writing
- Listening, Speaking, Viewing
- Mathematics
- Number sense, properties, measurement and operations
- Geometry and spatial sense
- Data analysis and statistics
- Patterns, algebra, and functions
- Social Studies
- History and culture of Arkansas (a unit at each grade level with emphasis at grade 4), the nation, and the world (including foreign language experiences)
- Geography
- Economics
- Civic education
- Social sciences processes and skills
- Science
- Life science systems, Earth/space systems, physical systems, environmental education
- Tools for Learning
- Technical skills: research and information skills, use of computers and calculators
- Data gathering: use of data banks, atlases, dictionaries, almanacs, networks, news sources, and interviews
- Fine Arts
- Visual arts instruction, appreciation, and application
- Performing arts instruction, appreciation, and application
- Practical Living Skills/Career Exploration

GRADES 5-8

Reading, writing, and mathematics shall be incorporated into all curriculum areas. All students shall receive instruction in each content area annually.

- Language Arts
- Reading
- Writing
- Listening, Speaking, Viewing
- Mathematics
- Number sense, properties, measurement and operations
- Geometry and spatial sense
- Data analysis and statistics
- Patterns, algebra, and functions
- Science
- Life science systems Earth/space systems
- Physical systems Environmental education
- Social Studies
- History and culture of Arkansas (a unit at grades 5 and 6, with emphasis at grade 5), the nation, and the world (including foreign language experiences)
- Geography
- Economics
- Civic education
- Social science process skills
- Physical Education
- Fine Arts
- Visual arts instruction, appreciation, and application performing arts instruction, appreciation, and application
- Health and Safety
- Tools for Learning
- Technical skills: research and information skills, use of computers and calculators
- Data gathering: use of data banks, atlases, dictionaries, almanacs, networks, news sources, and interviews
- Health and Safety Education and Physical Education

GRADES 9-12

Reading, writing, and mathematics shall be incorporated into all curriculum areas. The following courses shall be taught annually for a total of 38 units, except as otherwise allowed in Ark. Code Ann. §§ 6-15-213 and 6-15-214, as articulated in these rules.

- Language Arts - 6 units
- 4 units English
- 1 unit oral communications or 1/2 unit oral communications and 1/2 unit drama
- 1 unit journalism
- (Other options as approved by the Department)
- Science - 5 units (Active student participation in laboratory experience is required for a minimum of 20% of instructional time.)
- 1 unit biology
- 1 unit chemistry
- 1 unit physics
- (Other options as approved by the Department)
- Mathematics - 6 units
- 1 unit Algebra I
- 1 unit geometry
- 1 unit Algebra II
- 1 unit pre-calculus mathematics to include trigonometry (Other options as approved by the Department)

Career and Technical Education

Each school shall teach annually reading and mathematics skills to assist those students who need such additional instruction to make satisfactory progress in their required courses.

A unit of Arkansas history shall be taught as a social studies subject at each elementary grade level in every public elementary school in this state with greater emphasis at the fourth (4th) and fifth (5th) grade

levels, and at least one (1) full semester of Arkansas history shall be taught to all students at the 7th, 8th, 9th, 10th, 11th, or 12th grade level in every public secondary school in this state.

Upon approval by the Department, courses taught in grades 5-8 may be offered for high school graduation credit. Courses shall have the same rigor as those taught in high school, but content for a single course may be taught over a two-year period. Teachers shall be certified in the subject area taught with students participating in appropriate End-of-Course examinations. Schools shall have appropriate follow-up curriculum in place for students adopting an accelerated schedule.

- Foreign Languages - 2 units of the same language

- Fine Arts - 3 1/2 units1 unit art

- 1 unit instrumental music

- 1 unit vocal music

- 1/2 unit survey of fine arts or an advanced art or an advanced music course

- Computer Applications with emphasis on current applications-1 unit

- Social Studies - 4 units

- 1 unit American history with emphasis on 20th Century America 1 unit world history

- 1/2 unit civics

- 1/2 unit of Arkansas history if not taught in grade 7 or 8

- (Other options as approved by the Department)

- Economics - 1/2 unit

- The Economics course must be taught by a teacher appropriately licensed in either Social Studies or Business Education.

- The appropriate licensure code must be used to differentiate between the area of social studies and the area of career focus elective credit to meet the requirements of the 38 units.

- Health and Safety Education and Physical Education - 1 1/2 units

- 1 unit physical education

- 1/2 unit health and safety education

- Career and Technical Education - 9 units of sequenced career and technical education courses (programs of study) representing three (3) occupational areas.

- In addition to the currently approved programs, districts may develop and request approval for innovative programs of study based on community and student needs.

CARE OF TEXTBOOKS AND MEDIA MATERIALS

Students are responsible for all textbooks and library books issued to them during the school year. Books must be paid for if lost or damaged. All monies collected are recorded by the school book- keeper and paid to the proper fund for replacement purposes. If a lost book is later found and returned in usable condition, money previously paid will be refunded. Report cards will not be sent home if any money is owed to the school.

GRADING SYSTEM

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. The school shall also send timely progress reports and issue grades for each nine-week grading period* to keep parents/guardians informed of their student's progress. The evaluation of each student's performance on a regular basis serves to give the parents/guardians, students, and the school necessary information to help effect academic improvement. Students' grades shall reflect only the extent to which a student has achieved the expressed educational objectives of the course.

The grading scale for all schools in the district shall be as follows:

Grades 2 - 5

A = 90 - 100

B = 80 - 89

C = 70 - 79

D = 60 - 69

F = 59 and below

I = Incomplete

Kindergarten Grading Scale:

M = Mastered Skill

R = Remediation Needed

1st Grade Grading Scale:

1 = Below Basic - Limited Understanding

2 = Basic - Progressing toward the Standard

3 = Proficient - Met the Standard

Grades for Art, Music, and Physical Education

S = Satisfactory

N = Needs Improvement

U = Unsatisfactory

*An "I" will be changed to an "F" if the work is not completed in the prescribed amount of time.

**Parents may monitor student grades online through the
HOME ACCESS portal of eSchool.**

ACADEMIC IMPROVEMENT PLANS

Beginning with 2004-05 school year, any student failing to achieve at the proficient level on the state mandated CRT shall be evaluated by school personnel, who shall jointly develop, with the student's parents, a student Academic Improvement Plan (AIP) to assist the student in achieving the expected standard in subject area(s) where performance is deficient. The AIP shall describe the parent's role and responsibilities as well as the consequences for the student's failure to participate in the plan. The AIP shall be prepared using the format designed by the Department of Education.

The AIP shall be developed cooperatively by appropriate teachers and/or other school personnel knowledgeable about the student's performance or responsible for remediation in consultation with the student's parents. An analysis of student deficiencies based on test data and previous student records shall be available for use in developing the plan. The plan shall be signed by the appropriate school administrator and the parent/guardian.

The AIP will be flexible using multiple remediation methods and strategies. It will include an intensive instructional program different from the previous year's regular classroom instructional program.

The AIP shall include formative assessment strategies and standards-based supplemental/remedial strategies aligned with the child's deficiencies.

The AIP will be individualized with the use of a timeline for remedial instruction.

A student with disabilities identified under IDEA has an Individualized Education Program (IEP) that will serve to meet the requirement of an AIP.

RETENTION FOR FAILURE TO PARTICIPATE IN THE ACADEMIC IMPROVEMENT PLAN

School districts shall notify parents of remediation requirements and retention consequences for failure to participate in the required remediation. Beginning with the 2005-2006 school year, this information shall be included in the student handbook.

Beginning with the 2005-2006 school year, students in grades one through six, identified for an AIP who do not participate in the remediation program shall be retained. The local district shall determine the extent of the required participation in remediation as set forth in the student academic improvement plan.

Retention for failure to participate in the academic improvement plan shall expand by at least one (1) grade level for each subsequent academic year after implementation, in the following manner, e.g. 2006-2007 Grades one through seven; 2007-2008 Grades one through eight, etc.

Remedial instruction provided during high school years (Grades 7-12) may not be in lieu of English, mathematics, science or social studies, or other core subjects required for graduation.

Any student who does not score at the proficient level on the criterion-referenced assessments in reading, writing and mathematics shall continue to be provided with remedial or supplemental instruction until the expectations are met or the student is not subject to compulsory school attendance.

Any student that has an AIP and fails to remediate, but scores at the proficient level on the criterion - referenced assessments, shall not be retained.

Beginning in the 2005-2006 school year, students not proficient on the End-of-Course tests or on the Grade 11 Literacy test, shall participate in a remediation program to receive credit for the corresponding course.

The results of End-of-Course assessments shall become a part of each student's transcript or permanent record. Each course for which a student completes the assessment shall be recorded with the performance level (advanced, proficient, basic or below-basic).

The Department shall implement a statistical system that shall provide the best estimates of classroom, school, and school district effects on student progress based on established, value-added longitudinal calculations, which shall measure the difference in a student's previous year's achievement compared to the current year achievement for the purposes of improving student achievement, accountability, and recognition.

PROMOTION / RETENTION

After a review of student's academic progress if there is doubt concerning the promotion or retention of a student, before a final decision is made, a conference between the parents/guardians, teacher(s), other pertinent personnel, and principal shall be held. 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 the required conferences. If the conference attendees fail to agree concerning the student's placement, the final decision to promote or retain shall rest with the principal. Promotion/retention or graduation of students with an Individual Education Plan (IEP) shall be based on their successful attainment of the goals set forth in their IEP.

HOMEWORK POLICY

The Heber Springs School District recognizes homework as a beneficial extension of the instructional program. The term homework refers to school related work that is assigned and to be completed by the student after the regular instructional day has been completed. At the beginning of the school year, each teacher will send home a written explanation of his/her homework expectations for the year. The district has established the following guidelines for homework in elementary schools:

- A. Kindergarten - minimal, as needed.
- B. 1st grade - 3rd grade: homework is assigned at the discretion of the teacher. This is the beginning of the practice of homework as a part of the student's educational program.
- C. 4th / 5th grade: homework is a regular part of the student's educational program.

Assignments are given which, in the judgement of the teacher, will assist student learning and developing initiative and responsibility.

GATE

GIFTED AND TALENTED EDUCATION

Heber Springs School District provides GATE, a program for gifted and talented education. All students in kindergarten and first grade are served through an enrichment program. Students are identified for GATE class at the beginning of second grade.

The GATE identification process is based on a case study approach and follows three steps:

- 1) Nomination
- 2) Screening
- 3) Selection

For a student to be considered for GATE, a nomination is made by a parent, teacher, peer, community member, or by the student himself. Nominations may be made any time during the year by contacting the school. After a nomination is made, parental permission must be obtained for the nomination process to continue. At this point, the child's name is placed in the talent pool.

The screening process, step two, consists of collecting and compiling data on nominated students to facilitate decision making for the selection of students who are in need of special education services. New students will be screened at the beginning of each semester and current students will be screened during the GATE spring identification process. The screening process may include, but is not limited to creative ability test, school ability test, achievement test, products, special achievements/ awards, interest data, special interest, and special needs.

In step three, the selection process, a professionally qualified committee considers each student in the talent pool. Using the case study approach, the committee looks at the student as a whole. The selection procedure places emphasis on needs of the student, and must also ensure inclusion of potentially gifted and talented students from all cultural and economic backgrounds. The parent is then informed of the selection and makes the final decision.

TEACHER CONFERENCES

During the school year, there will be two dates scheduled for formal parent/teacher conferences. Teachers are also available for student/teacher and parent/teacher conferences during their planning period, or before or after school. Students and parents are encouraged to meet with the teacher to discuss any educational issue or some problem that might interfere with the child's success at school. If a parent would like to schedule a conference any time during the year, he/she can write a note to the teacher or call the office to schedule a time. The Heber Springs Elementary School encourages parents to come and discuss any issues or problems with the teacher of the student. If the conflict or problem is not resolved, the parent is encouraged to come to the elementary administration. Teachers are encouraged to make phone calls to parents and to write notes of praise, as well as, notes to discuss school problems. Phone calls to school personnel at home are discouraged. Also, discussing information with the teacher about your child in a public setting not related to school is discouraged due to confidentiality.

BEHAVIOR

LIBRARY

Library books are checked out for a period of two weeks and students are expected to return these books on time. Students are expected to take good care of library materials. Damaged and lost books will cost the current price to replace the books plus a processing fee. STUDENTS who damage barcodes, spine labels, or book jackets will be expected to pay to replace those. The book borrowing limits are:

Kindergarten and First -- One book.

Second and Third -- Two books.

Fourth and Fifth -- Three books.

If a student owes money from the previous year, he/she will not be allowed to check out a book until this amount owed is paid.

HALL

1. Students are expected to walk, not to run in the halls.
2. Students are expected to keep hands, feet, books, and other objects to themselves.
3. All halls are considered a quiet zone.

MORNING RULES

The cafeteria opens for breakfast at 7:30. Please do not bring students to school before 7:30.

Students arriving before 8:00 will remain in the hallway adjacent to their classroom. Reading material is strongly suggested. The morning bell rings at 8:00. Students are tardy after 8:05.

PLAYGROUND RULES

1. Follow directions the first time they are given.
2. Each grade level will have passes or will require teacher permission to leave the playground.
Students cannot enter the building without a pass or teacher permission.
3. Soccer playing rules:
 - A. The teacher will designate the playing area.
 - B. Students must ask permission to retrieve the soccer ball if it is kicked out of the playground area.
 - C. When the soccer ball goes outside the playground more than three times per recess, the ball will be taken by the teacher for the remaining recess time.
4. General rules include:
 - A. Students will stay away from the fences and there will be no climbing on fences or trees.
 - B. Students will use playground equipment properly.
 - C. There will be no cursing, cruel teasing, or bullying.
 - D. There will be no fighting or throwing rocks, sticks, etc. (Fighting is defined as any physical contact.)
 - E. When the whistle blows, all play is immediately stopped and students are expected to line up quietly.

- F. Students may bring regulation footballs.
- G. Students will play with their individual classrooms' equipment.
- H. Touch football only is allowed.

Consequences

Minimum: Student Conference

Maximum: Expulsion

LUNCH RULES

1. Follow directions the first time they are given.
2. No running to the lunchroom, in the hall, in the lunchroom, or returning to the building.
3. Cafeteria behavior will include these rules:
 - A. Do not share or trade food. This helps prevent spreading germs.
 - B. Speak in a whisper.
 - C. The student will keep hands and feet to himself/herself.
 - D. Do not throw food.
 - E. Leave their food area clean.

LUNCH CONSEQUENCES

MINIMUM: Student Conference

Maximum: Expulsion

Other Possible Consequences:

1. Go to the end of the line.
2. Isolation
3. Miss part or entire recess

RIDING THE BUS

Ride only the bus to which you are assigned. Permission must first be obtained from the principal or director of transportation before visitors are allowed to ride a bus or a student can exit the bus other than their scheduled stop. Students needing to ride a different bus than their regular route, will need to bring a note and obtain a "bus pass" from the office for that day. No groups will be allowed to ride the bus together on the regular routes. Ex. Scouts, slumber parties, etc.

Obey the instructions and directions of the driver. Students are under his/her supervision. The driver will submit a written report of all bus-rule violations to the director of transportation. Do not distract the driver's attention or disturb other riders on the bus. This means students must remain reasonably quiet while on buses. Remain seated while the bus is in motion or stopped except as the driver directs. Legs and feet should not be in the aisle. Keep all books, lunches, coats, etc., out of the aisle of the bus. Animals are never allowed on the school bus.

NOT PERMITTED

- Tampering with any of the bus safety devices
- Eating and drinking on the bus
- Smoking
- Scuffling or fighting
- Playing music
- Defacing any part of a bus

- Knives, firearms, sharp objects, or clubs
- Yelling at anyone on or outside the bus
- Throwing paper or any object on the floor
- Standing or walking around
- Being disrespectful to the bus driver
- Putting hands, arms, or heads out windows

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

***Damage to any bus equipment will be paid for by the offender.**

FAILURE TO FOLLOW BUS RULES AND REGULATIONS

All school rules and regulations governing student behavior apply to conduct on the school bus in addition to the loss of transportation penalties listed below.

- Infraction 1.....written notice to parent
- Infraction 2.....placed on probation-next offense bus suspension
- Infraction 3.....3 days bus suspension and conference with the student. Attempts will be made to contact the parent. The parent may request a conference with administration, transportation director and driver, if needed.
- Infraction 4.....1 week bus suspension
- Infraction 5.....2 weeks bus suspension
- Infraction 6.....Indefinite suspension of transportation privilege

WARNING: Continued misbehavior on the school bus will result in a loss of transportation privileges temporarily or for the remainder of the school year.

A student may lose bus privileges at any time for extreme behavior.

BULLYING

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

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

Definitions:

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

Bullying means the intentional harassment, intimidation, humiliation, ridicule, exclusion, 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
- Substantial disruption of the orderly operation of the school or educational environment;

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

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

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

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
- Exhibition of other behaviors by students or educational staff that substantially interfere with the learning environment.

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

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

Students are encouraged to report behavior they consider to be bullying, including a single action which if allowed to continue would constitute bullying, to their teacher or the building principal. The report may be made anonymously. Teachers and other school employees who have witnessed, or are reliably informed that, a student has been a victim of behavior they consider to be bullying, including a single action which if allowed to continue would constitute bullying, shall report the incident(s) to the principal. Parents or legal guardians may submit written reports of incidents they feel constitute bullying, or if allowed to continue would constitute bullying, to the principal. The principal shall be responsible for investigating the incident(s) to determine if disciplinary action is warranted. The person or persons reporting behavior they consider to be bullying shall not be subject to retaliation or reprisal in any form.

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

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

ASSAULT OR BATTERY

A student shall not threaten, physically abuse, or attempt to physically abuse, or behave in such a way as to be perceived to threaten bodily harm to any other person (student, school employee, or school visitor). Any gestures, vulgar, abusive or insulting language, taunting, threatening, harassing, or intimidating remarks by a student toward another person that threatens their well-being is strictly forbidden. This includes, but is not limited to, fighting, racial, ethnic, religious, or sexual slurs. Furthermore, it is unlawful, during regular school hours, and in a place where a public school employee is required to be in the course of his or her duties, for any person to address a public school employee using language which, in its common understanding, is calculated to: a) cause a breach of the peace; b) materially and substantially interfere with the operation of the school; c) arouse the person to whom it is addressed to anger, to the extent likely to cause imminent retaliation. Students guilty of such an offense may be subject to legal proceedings in addition to student disciplinary measures.

CONSEQUENCES

MINIMUM - Teacher Warning

MAXIMUM - Recommendation for expulsion.

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 property. The school district will attempt to recover damages from the student destroying school property. Parents of any minor student under the age of 18 living with the parents may be liable for damages caused by said minor.

CONSEQUENCES

MINIMUM - Teacher Warning

MAXIMUM - Recommendation for expulsion.

WEAPONS AND DANGEROUS INSTRUMENTS

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

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

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

Except as permitted in this policy, students found to be in possession on the school campus of a firearm shall be recommended for expulsion for a period of not less than one year. The school board shall have the discretion to modify such expulsion recommendation for a student on a case- by-case basis. Parents or legal guardians of students expelled under this policy shall be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a weapon on school property.

Parents or legal guardians shall sign a statement acknowledging that they have read and understand said laws prior to readmitting the student. Parents or legal guardians of a student enrolling from another school after the expiration of an expulsion period for a weapons 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 weapon on school property. The parents or legal guardians shall sign a statement acknowledging that they have read and understand said laws prior to the student being enrolled in school.

The mandatory expulsion requirement for possession of a firearm does not apply to a firearm visibly stored inside a locked vehicle on school property for activities approved and authorized by the district that include the use of firearms. Such activities may include ROTC programs, hunting and safety or military education, or before or after school hunting or rifle clubs. An occasional firearm inadvertently brought to school by a student will be permitted, but school property is not the place for firearms. Therefore, repeated "inadvertent firearms" will not be tolerated and shall be grounds for disciplinary action against the student as otherwise provided for in this policy.

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

CONSEQUENCES

MINIMUM: Conference with principal

Maximum: Recommendation for expulsion

GANGS AND GANG ACTIVITY

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

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

1. Wearing or possessing any clothing, bandannas, jewelry, symbol, or other sign associated with membership in, or representative of, any gang
2. Engaging in any verbal or nonverbal act such as throwing signs, gestures, or handshakes representative of membership in any gang
3. Recruiting, soliciting, or encouraging any person through duress or intimidation to become or remain a member of any gang
4. 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.

CONSEQUENCES

MINIMUM - Teacher Warning

MAXIMUM - Recommendation for Expulsion.

THREATS

Threats of any kind will not be tolerated.

CONSEQUENCES

MINIMUM - Teacher Warning

MAXIMUM - Recommendation for Expulsion

NARCOTICS, ALCOHOLIC BEVERAGES, STIMULANT DRUGS, & TOBACCO

A student shall not knowingly possess, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind, or using tobacco;

- 1) on school property or grounds
- 2) off the school grounds at a school-sponsored activity. (use of a drug authorized by a medical prescription from a registered M.D., D.D.S., or O.D. shall not be considered a violation of this rule.)

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

With the exception of recognized tobacco cessation products, this policy's prohibition includes any tobacco or nicotine delivery system or product.

CONSEQUENCES

MINIMUM - Teacher Warning

MAXIMUM - Recommendation for Expulsion

DRUGS AND ALCOHOL

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

Therefore, no student in the Heber Springs School District shall possess, attempt to possess, consume, use, distribute, sell, buy, attempt to sell, attempt to buy, give to any person, or be under the influence of any substance as defined in this policy, or what the student represents or believes to be any substance as defined in the 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.

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.

CONSEQUENCES

MINIMUM - Teacher Warning

MAXIMUM - Recommendation for Expulsion

POSSESSION AND USE OF CELL PHONES AND OTHER ELECTRONIC DEVICES

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.

To protect the security of state originated test that are administered as part of the Arkansas Comprehensive, Testing, Assessment and Accountability Program (ACTAAP), no electronic device as defined in this policy shall be accessible to a student at any time during test administration unless specifically permitted by a student's IEP or individual health plan. This means that when a student is taking an ACTAAP 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 | giving or receiving help during an academic examination, or wrongfully obtaining test copies or scores; |
| 2. Permitting any audible sound to come from the device when not being used for reason #1 above | 4. Using the device to take photographs in locker rooms or bathrooms |
| 3. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully | 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 the 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.

The student and/or the student's parents or guardians expressly assume any risk associated with students owning or possessing electronic devices. Students misusing electronic devices shall have them confiscated. Confiscated devices may be picked up at the school's administrative 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.

Students who use 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.

MINIMUM - Conference with the principal. MAXIMUM - Recommendation for expulsion.

CONSEQUENCES

MINIMUM - Teacher Warning

MAXIMUM - Recommendation for Expulsion

SEARCH AND SEIZURE, AND INTERROGATIONS

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

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

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

A school official of the same sex shall conduct personal searches with an adult witness of the same sex present. State law requires that Department of Human Services employees, local law enforcement, or agents of the Crimes Against Children Division of the Department of Arkansas State Police, may interview students without a court order for the purpose of investigating suspected child abuse.

In instances where the interviewers deem it necessary, they may exercise a "72-hour hold " without first obtaining a court order. Other questioning of students by non-school personnel shall be granted only with a court order directing such questioning, with permission of the parents of a student (or the student if above eighteen [18] years of age), or in response to a subpoena or arrest warrant.

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

In instances other than those related to cases of suspected child abuse, principals must release a student to either a police officer who presents a subpoena for the student, or a warrant for arrest, or to an agent of state social services or an agent of a court with jurisdiction over a child with a court order signed by a judge. Upon release of the student, the principal or designee shall give the student's parent, legal guardian, or other person having lawful control by court order, or person acting in loco parentis notice that the student has been taken into custody by law enforcement personnel or a state's social services agency. If the principal or designee is unable to reach the parent, he or she shall make a reasonable, good faith effort to get a message to the parent to call the principal or designee and leave a number to call.

STUDENT SEXUAL HARASSMENT

The Heber Springs School District is committed to having an academic environment in which all students are treated with respect and dignity. Student achievement is best attained in an atmosphere of equal educational opportunity that is free of discrimination. Sexual harassment is a form of discrimination that undermines the integrity of the educational environment and will not be tolerated. Believing that prevention is the best policy, the district will periodically inform students and employees about the nature of sexual harassment, the procedures for registering a complaint, and the possible redress that is available. The information will stress that the district does not tolerate sexual harassment and that students can report inappropriate behavior of a sexual nature without fear of adverse consequences. The information will take into account and be appropriate to the age of the students.

It shall be a violation of this policy for any student to be subjected to, or to subject another person to, sexual harassment as defined in this policy. Any student found, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action up to, and including, expulsion. Sexual harassment refers to unwelcome sexual advances, requests for sexual favors, or other personally offensive verbal, visual, or physical conduct of a sexual nature made by someone under any of the following conditions:

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

The terms "intimidating," "hostile," and "offensive" include conduct of a sexual nature which has the effect of humiliation or embarrassment and is sufficiently severe, persistent, or pervasive that it limits the student's ability to participate in, or benefit from, an educational program or activity. Actionable sexual harassment is generally established when an individual is exposed to a pattern of objectionable behaviors or when a single, serious act is committed. What is, or is not, sexual harassment will depend upon all of the surrounding circumstances. Depending upon such circumstances, examples of sexual harassment include, but are not limited to: unwelcome touching; crude jokes or pictures; discussions of sexual experiences; pressure for sexual activity; intimidation by words, actions, insults, or name calling; teasing related to sexual characteristics; 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; and spreading rumors related to a person's alleged sexual activities.

Students who believe they have been subjected to sexual harassment, or parents of a student who believe their child has been subjected to sexual harassment, are encouraged to file a complaint by contacting a counselor, teacher, Title IX coordinator, or administrator who will assist them in the complaint process. Under no circumstances shall a student be required to first report allegations of sexual harassment to a school contact person if that person is the individual who is accused of the harassment. To the extent possible, complaints will be treated in a confidential manner. Limited disclosure may be necessary in order to complete a thorough investigation. Students who file a complaint of sexual harassment will not be subject to retaliation or reprisal in any form.

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

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

CONSEQUENCES

MINIMUM - Teacher Warning

MAXIMUM - Recommendation for Expulsion

VIDEO SURVEILLANCE

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

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

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

Videos containing evidence of a violation of student conduct rules and/or state federal law shall be retained until the issue of the misconduct is no longer subject to review or appeal as determined by board policy or student handbook; any release or viewing of such records shall be in accordance with current law.

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

CONSEQUENCES

MINIMUM - Teacher Warning

MAXIMUM - Recommendation for Expulsion

APPEARANCE AND DRESS CODE

The Heber Springs Board of Education recognizes that dress can be a matter of personal taste and preference. At the same time, the District has a responsibility to promote an environment conducive to student learning. 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. Hats, caps, and/or bandannas may not be worn on campus at any time by students. Shirts with vulgar statements or pictures or advertisements of drugs, alcohol, or tobacco products are not allowed. All clothing must meet at the mid-section. Disciplinary action will be taken for wearing clothing, accessories, or hair styles which will present danger to students' health and safety or interfere with the rights or opportunities of others to learn or to teach.

CONSEQUENCES

MINIMUM - Teacher Warning

MAXIMUM - Recommendation for Expulsion

The superintendent shall establish student dress codes for the district's schools, to be included in the student handbook, and are consistent with the above criteria.

STUDENT DISCIPLINE

The rules and regulations of the Heber Springs Elementary School are intended to promote an atmosphere within the school which is conducive to learning and which ensures the protection of the rights of students. Inherent to the democratic society is the fact that rights entail responsibilities. It is necessary that children learn to develop self-discipline in order to further their learning. The hallmark of the exercise of disciplinary authority shall be fairness. Every effort shall be made by the administrators, faculty and other staff to resolve problems in cooperation with the student and his/her parent or guardian. The teacher has the authority and responsibility to give reasonable and necessary instructions to any student who is under school jurisdiction and to report violations of school regulations not resolved by the teacher.

The individual classroom rules will be posted in a location that is easy for the student to read. Any other specific grade level rules will be sent out at the beginning of the year. The student is responsible for taking these to the parent or guardian.

When a student misbehaves at school, the teacher will correct the behavior and explain what was done wrong and what could have been done to avoid the situation. The teacher and principal shall use methods that include, but are not limited to the following: conference with the student; referral to counselor or other staff member; phone call or letter to the parent; parent conference; loss of school privileges; corporal punishment; stay after school; in-school suspension; suspension from school; expulsion from school; and notification of law officials. The minimum for infractions at the elementary school are conferences with the principal and the maximum is the recommendation for expulsion.

DISRUPTION OF SCHOOL

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

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

CORPORAL PUNISHMENT

According to Arkansas Code Annotated 6-18-505(c), any teacher or school principal may use corporal punishment in a reasonable manner against any pupil in order to maintain discipline and order within the public schools. The Heber Springs School Board authorizes the use of corporal punishment to be administered in accordance with this policy by the superintendent or his/her designated staff members who are required to have a state issued license as a condition of their employment. Prior to the administration of corporal punishment, the student receiving the corporal punishment shall be given an explanation of the reasons for the punishment and be given an opportunity to refute the charges. All corporal punishment shall be administered privately, i.e. out of sight and hearing of other students, shall not be excessive, or administered with malice, and shall be administered in the presence of another school administrator or designee who shall be a licensed staff member employed by the district. Corporal punishment will not be

administered to any student whose parents do not want corporal punishment as an option; however, an alternative disciplinary action, such as suspension, will be used. The school should be notified in writing, if a parent does not want corporal punishment for their child.

Arkansas Code Annotated 6-18-503(b), as amended, clarifies the procedures of administering corporal punishment. Accordingly, corporal punishment may be administered only for cause, be reasonable, follow warning that the misbehavior will not be tolerated, and be administered by a teacher or a school administrator and only in the presence of another teacher or school administrator who is employed by the school district.

The employee administering the corporal punishment must provide the child's parents, upon request, a written explanation of his/her reason(s) for administering corporal punishment and the name of the witness.

Administrators and teachers should exercise good judgement and moderation in any disciplinary action taken. Corporal punishment will be used only when other measures are not adequate for the offense or when other measures have been attempted and were ineffective with the child. The following acts of misconduct are considered reasonable grounds for corporal punishment and/or suspension.

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 device 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, 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, or disability;
18. Hazing, or aiding in the hazing of another student;
19. 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 are associated with gangs are prohibited;
20. Sexual harassment; and
21. Bullying.

CONSEQUENCES

Minimum: Teacher Warning

Maximum: Expulsion

Student behavior which continually disrupts class, impeding the teacher's ability to teach and the other students' ability to learn, will not be tolerated. A student whose behavior falls into this category and who will not respond to the classroom disciplinary procedures established for that classroom will be sent to the principal for correction. The principal will work with the student, teacher, and parents to improve inappropriate behavior.

The school district reserves the right to punish behavior that is not covered above which is not conducive to good order and discipline in the schools. The sanctions for an infraction of a rule will occur whether the conduct takes place on the school grounds at any time, off the school grounds at a supervised activity or event, or in route to and from school.

EXCEPTION TO MINIMUM PENALTIES

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

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

3. All regulations and sanctions pertaining to student behavior and safety that apply during the school day are applicable to students while they are riding buses.

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

STUDENT PUBLICATIONS AND THE DISTRIBUTION OF LITERATURE

Student Publications

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

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

Student Publications on School Web Pages

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

1. Not contain any non-educational advertisements. Additionally, student web publications shall;
2. Adhere to the restrictions regarding use of directory information 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 is over the age of 18.
3. State that the views expressed are not necessarily those of the school board or the employees of the district.

Student Distribution of Non school Literature, Publications and Materials

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

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

The regulations shall:

1. Be narrowly drawn to promote orderly administration of school activities by preventing disruption and may not be designed to stifle expression;
2. Be uniformly applied to all forms of non-school materials;
3. Allow no interference with classes or school activities;
4. Specify times and places where distribution may and may not occur; and
5. Not inhibit a person's right to accept or reject any literature distributed in accordance with the regulations.
6. Students shall be responsible for the removal of excess literature that is left at the distribution point for more than seven (7) days.

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

Technology Use

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

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

Upon signing this handbook, the parent understands that the student must uphold the computer use expectations of the school.

Student use of computers shall only be as directed or assigned by staff or teachers: students are advised that they enjoy no expectation of privacy in any aspect of their computer use, including email, and that monitoring of student computer use is continuous.

Students must not disable or bypass security procedures, compromise, attempt to compromise, or defeat the district's technology network security or Internet filtering software, alter data without authorization, or disclose passwords to other students.

Students who misuse district-owned computers or Internet access in any way, including using computers to violate any other policy or contrary to the computer use agreement, or using the computers to access or create sexually explicit or pornographic text or graphics, will face disciplinary action, as specified in the student handbook and/or computer use agreement.

From time to time during the school year, the teacher may post a child's work, or the teacher may have the child read some of his work to be posted to the internet. Unless otherwise stated by the parent or guardian, signing this handbook will be granting permission for this to occur.

CONSEQUENCES

MINIMUM - Teacher Warning

MAXIMUM - Recommendation for Expulsion.

LASER POINTER

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

STUDENT RIGHTS AND RESPONSIBILITIES

Students have the right to:

1. Pursue, through study and self application, a quality education at public expense and to attain personal goals through participation in the entire school program.
2. Participate in school activities without being subject to unlawful discrimination on any basis. Where access to participation in programs or activities is on a competitive basis, each student has the right to compete on an equal basis.
3. Practice freedom of speech, freedom of expression of ideas, and freedom of the press.
4. Express views, or protest symbolically so long as the manner of expression does not interfere with the orderly operation of the school or the rights of others.
5. Participation in patriotic exercises or refrain from participation.
6. Be secure in their persons, papers, and effects against unreasonable searches and seizures, have privacy in regard to their personal possessions, unless there is reasonable suspicion that the student is concealing materials prohibited by law.
7. Determine their own dress, except where such dress is unsafe or unclean or is so distracting as to clearly interfere with the learning and teaching process.

Students have responsibility to:

1. Attend class daily, be on time to all classes, and obey school rules.
2. Foster good human relations within the school by practicing courtesy and tolerance in their dealings with each other and members of the school staff, and to respect the dignity and worth of other individuals.
3. Refrain from libel, slanderous remarks, and obscenity in verbal and written expression.
4. Develop tolerance of the viewpoint and opinions of others; recognize the right of other individuals to form different points of view and to dissent in an orderly and respectful manner.
5. Respect the rights of classmates who do or do not wish to participate.
6. Respect the rights, property, and privacy of other students and school personnel. Carry only those materials which are acceptable under the law and which are not hazardous to any person or property, and accept the consequences for the articles stored in their lockers.
7. Observe the basic standards of cleanliness, modesty, and good grooming and wear clothing which contributes to their own health and safety, as well as that of others.

The Constitution of the United States, through the Bill of Rights and subsequent amendments give all persons certain rights and the United States Supreme Court has declared that students do not shed those constitutional rights by walking through the school door.

While an individual does have a right to pursue his/her own self-fulfillment, those rights terminate at the point where they impinge upon the rights of others.

APPEALS PROCEDURE

The Heber Springs Elementary School recognizes that there are times when parents do not agree with the actions taken by school personnel regarding a student's behavior or academic work. If such a situation

occurs, parents must appeal the action at the level at which the action was taken. The levels in the system are as follows:

Level I: Teacher,

Level II: Building Principal or Assistant Principal,

Level III: District Superintendent or Assistant Superintendent,

Level IV: School Board.

Appeals will be referred back to the appropriate level if the person at that level has not had an opportunity to hear the appeal. If parents are not satisfied with the results of the appeal, they have the right to appeal at the next level.

DISCIPLINE FOR STUDENTS WITH DISABILITIES

Students with disabilities who engage in misbehavior are subject to normal school disciplinary rules and procedures so long as such treatment does not abridge the right to free and appropriate public education. The individual education program (IEP) team for a student with disabilities should consider whether particular discipline procedures should be adopted for a student and include those procedures in the IEP. The building principal shall deal with any grievance relating to students with disabilities. All actions and procedures shall be in accordance with the Individuals With Disabilities Education Act (IDEA), as revised in 1997 and Act 102 of 1973.

SUSPENSION / DUE PROCESS

Students not present at school cannot benefit from the educational opportunities the school environment affords. Administrators, therefore, shall strive to find ways to keep students in school as participants in the educational process. There are instances, however, when the needs of the other students or the interests of the orderly learning environment required the removal of a student from school. The board authorizes school principals or their designees to suspend students for disciplinary reasons for a period of time not to exceed ten(10) school days, including the day upon which the suspension is imposed. The suspension may be in school or out of school. Students are responsible for their conduct that occurs: at any time on the school grounds; off school grounds at a school-sponsored function, activity, or event; going to and from school or a school activity. A student may be suspended for behavior including, but not limited to that which

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

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

1. The student shall be given written notice or advised orally of the charges against him/her;
2. If the student denies the charges, he/she shall be given an explanation of the evidence against him/her and be allowed to present his/her version of the facts;
3. If the principal finds the student guilty of the misconduct, he/she may be suspended.

When possible, notice of the suspension, its duration, and any stipulations for the student's re-admittance to class will be given to the parent(s), legal guardian (s), or to the student if age 18 or older prior to the suspension. Such notice shall be handed to the parent(s), legal guardian(s), or to the student if age 18 or older or mailed to the last address reflected in the records of the school district. Generally, notice and hearing should precede the student's removal from school, but if prior notice and hearing are not feasible, as where the student's presence endangers persons or property or threatens disruption of the academic process, thus justifying immediate removal from school, the necessary notice and hearing should follow as soon as practicable.

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

- * A primary call number - The contact may be by voice, voice mail or text message
- * An email address
- * A regular first class letter

During the period of their suspension, students serving out-of-school suspensions shall not be permitted on campus except to attend a student/parent/administration conference.

During the period of their suspension, students serving in-school suspension shall not attend any school-sponsored activities during the imposed suspension nor shall the student participate in any school-sponsored activities.

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

EXPULSION

The board of education may expel a student for a period longer than ten (10) school days for violation of the district's written discipline policies. The superintendent may make a recommendation of expulsion to the board of education for student conduct deemed to be such gravity that suspension would be inappropriate, or 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 of staff.

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

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

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

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

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

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

COMPLIANCE

The Heber Springs School District is in compliance with the regulations as outlined in Title VI of 1964, Title IX of 1972, and Section 504 of the Rehabilitation Act of 1973. The Heber Springs School District does not discriminate in these programs on the basis of sex, race, color, religion, national origin, or handicapping conditions. Contact the superintendent's office if you should want to issue a complaint. Address noncompliance to Heber Springs School District, 1100 West Pine Street, Heber Springs, Arkansas 72543. The telephone number is 501-362-6712.

PRIVACY OF STUDENTS' RECORDS/ DIRECTORY INFORMATION

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

The district shall receive written permission before releasing education records to any agency or individual not authorized by law to receive and/or view the education records without prior parental permission. The district shall maintain a record of requests by such agencies or individuals for access to, and each disclosure of, personally identifiable information (hereinafter "PII") from the education records of each student. Disclosure of 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.

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

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

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

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

A parent or guardian does not have the right to remove any material from a student's records, but such parent or guardian may challenge the accuracy of a record. The right to challenge the accuracy of a record does not include the right to dispute a grade, which must be done only through the appropriate teacher and/

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

Unless the parent or guardian of a student (or student, if above the age of eighteen [18]) objects, directory information about a student may be made available to the public, military recruiters, post secondary educational institutions, prospective employers of those students, as well as school publications such as annual yearbooks and graduation announcements. "Directory information" includes, but is not limited to, a student's name, address, telephone number, electronic mail address, photograph, date and place of birth, dates of attendance, his/her placement on the honor role (or the receipt of other types of honors), as well as his/her participation in school clubs and extracurricular activities, among others. If the student participates in inherently public activities (for example, basketball, football, or other interscholastic activities), the publication of such information will be beyond the control of the District. "directory information" also includes a student identification (IS) 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.

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

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

Parents and students over the age of 18 who believe the district has failed to comply with the requirements for the lawful release of student records may file a complaint with the U.S. Department of Education at Family Policy Compliance Office ~ U.S. Department of Education ~ 400 Maryland Avenue, SW ~ Washington, DC 20202

PARENTAL INVOLVEMENT PLAN

Heber Springs Elementary is a school where students, parents, families, and staff are respected, welcomed, honored, and feel connected as we work together to increase student achievement. Our Parent Involvement Plan is a part of our overall school improvement plan to increase student achievement in all academic areas.

Our Parent Involvement Plan uses researched based strategies from Dr. Karen Mapp, Dr. Chris Ferguson, and other parent involvement researchers who have proven the positive effects parent involvement can have on student achievement. This research demonstrates that parents play a vital role in their child's education. It also shows that increasing parental involvement will improve student achievement. Children whose parents are involved in their formal education have increased academic achievement. Off site visits, parent-teacher communication, parent-teacher conferences, homework help, teacher blogs, school websites, HIPPY Program and school open houses are just some of the proven strategies that are incorporated into our plan.

Staff development and training is essential in carrying out our plan. During each school year the elementary teachers and staff receive in-service on the importance of parent involvement.

We encourage all parents to become highly involved with their student's learning at home and within the school setting. This can be done in various ways such as, school visits, tutoring of students, joining the PTSO (Parents, Teachers, Students, and Others), attending conferences, monitoring student assignments, working with teachers, attending the parent night meetings, etc. These are just a few suggestions. Remember, we want you to be an active participant in your child's educational experience and to be an integral part of our school system.

VOLUNTEERS

Volunteers are always welcome and needed to help in the school in many different ways. Working in the library, office, nurse's room, with a teacher, with a student, or helping with our school activities are only a few of the ways you can help. A volunteer training will be offered during the beginning of the school year. See your principal or PTSO Volunteer Coordinator to volunteer your time for your school.

Involvement Opportunities

- Book Fair
- Open House
- Monthly HIPPY meetings (The first Monday of every month at 6:00 in the library)
- Summer Activity Fair (At the closing of every school year)
- Parent / Teacher Conferences
- Report to the Public (Check the newspaper for time and place)
- Kid Fest
- Grandparent Breakfast
- Parent Center (Located outside the counselors' office)
- PTSO Meetings

EQUAL EDUCATIONAL OPPORTUNITY

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

HANDBOOK COMMITTEE

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



Heber Springs Elementary School
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