

**HARTFORD HIGH SCHOOL
508 WEST MAIN STREET
Hartford, AR 72938
479-639-2239**

David Lee, Principal

Dear Parents:

The following student handbook defines school policies. Please take the time to read this handbook with your child. It is important that you and your child become aware of the guidelines as set forth by the Arkansas State Department of Education and the Hackett School District. Your child's knowledge of this handbook will enhance their educational process and experience.

The State of Arkansas will again be utilizing the ASPIRE and ACT testing for school accountability. While we have had success in the past on state mandated testing, our desire is for our district to do even better. In order to meet the state requirements, your child must score ready or above on the state assessments. In order to meet these requirements, parent cooperation, support, and consistent student attendance will be paramount. There will always be challenges, but our district is committed to providing every student with the opportunity to be successful.

Furthermore, I hope that you will encourage your child to do his/her very best in all the subject areas of study during the school year. They must balance their academic and extra-curricular activities in such a way as to gain the greatest benefit from each. They also need to maintain good behavior and conduct during the school day and at school functions to help promote an educational environment conducive to enhanced learning.

The administration and faculty are looking forward to working with you and your child this school year. With all of us working together, the 2017-2018 school year should be both productive and enjoyable. I can assure you that if you encourage your child at home, we will strive to instruct your child to the best of our ability as educators at school. Together, we can make a difference.

Yours in education,

David Lee, Principal

**HARTFORD HIGH SCHOOL
2017-2018 SCHOOL CALENDAR**

June - August	Professional Development Days
August 8-10	Professional Development Days (on campus)
August 10	7th Grade Orientation
August 10	Open House (6:00-7:00 p.m. in the Cafeteria)
August 14	First day of classes for students
September 4	Labor Day Holiday
September 19	Professional Development Day (no students)
September 19	Parent-Teacher Conferences
October 13	End of First Quarter (43 days)
November	School Pictures
November 20-24	Thanksgiving Holiday
December 18-19	Fall Semester Finals
December 19	End of 2nd Quarter (42 days)
December 20-Jan 2	Christmas Holiday
January 3	Professional Development Day (no students)
January 4	Return to classes from Christmas Holiday
January 15	Martin Luther King Jr. Day Holiday
February 19	President's Day Holiday
March 9	End of 3rd Quarter (45 days)
March 15	Professional Development Day (no students)
March 15	Parent/Teacher Conferences
March 16	Spring Holiday
March 19-23	Spring Break Holiday
April 6	Proficiency Reward Day
April 21	Prom
May 3-4	Senior Finals
May 4	Last Day for Seniors
May 8	Baccalaureate Service (7:00 p.m. in the New Gymnasium)
May 12	Senior Graduation (7:00 p.m. in the New Gymnasium)
May 23-25	Spring Semester Finals
May 25	Last Day of Classes - End of 4th Quarter (48 days)

***NOTE: Make-up days will be determined as needed**

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EQUITY COORDINATOR

Michael Freeman

**HACKETT PUBLIC SCHOOLS
NONDISCRIMINATORY POLICY NOTIFICATION**

It is the policy of the Hackett Public Schools to provide equal opportunities without regard to race, color, national origin, sex, age, qualified handicap, or veteran in its education programs and activities. This includes, but is not limited to, admissions, educational services, financial aid, and employment. Inquiries concerning application of this policy may be referred to:

Equity coordinator:	Michael Freeman
Address:	102 North Oak St. Hackett, AR 72937
Telephone:	(479) 638-7003

**MISSION STATEMENT OF
HACKETT PUBLIC SCHOOL DISTRICT**

Believing all students can learn, Hackett Public School will establish a well-developed educational program with emphasis in literacy and math that will network teachers, students, parents, and community with the technology and resources necessary to compete successfully in life.

**MISSION STATEMENT
OF
HARTFORD HIGH SCHOOL**

Hartford High School will work with parents and community providing students with the academic and social skills necessary for success in the Twenty-First Century.

HANDBOOK COMMITTEE MEMBERS

David Lee, Principal
Gladys Rink, Counselor
Joe Hays, Coach
Shane Sanderson, Teacher
Teresa Wooten, Parent

4.2 – ENTRANCE REQUIREMENTS

To enroll in a school in the District, the child must be a resident of the District as defined in District policy, meet the criteria outlined for—HOMELESS STUDENTS, be accepted as a transfer student under the provisions of the policy, or participate under a school choice option and submit the required paperwork as required by the choice option.

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

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

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

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

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

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

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

1. The parent, guardian, or other responsible person shall furnish the child's social security number, or if they request, the district will assign the child a nine (9) digit number designated by the department of education.
2. The parent, guardian, or other responsible person shall provide the district with one (1) of the following documents indicating the child's age:
 - a. A birth certificate;
 - b. A statement by the local registrar or a county recorder certifying the child's date of birth;
 - c. An attested baptismal certificate;
 - d. A passport;
 - e. An affidavit of the date and place of birth by the child's parent or guardian;
 - f. United States military identification; or
 - g. Previous school records.
3. The parent, guardian, or other responsible person shall indicate on school registration forms whether the child has been expelled from school in any other school district or is a party to an expulsion proceeding. The Board of Education reserves the right, after a hearing before the Board, not to allow any person who has been expelled from another school district to enroll as a student until the time of the person's expulsion has expired.
4. In accordance with Policy 4.57 – IMMUNIZATIONS, the child shall be age appropriately immunized or have an exemption issued by the Arkansas Department of Health.

Uniformed Services Member's Children

For the purposes of this policy, "active duty members of the uniformed services" includes members of the National Guard and Reserve on active duty orders pursuant to 10 U.S.C. Section 1209 and 1211; "uniformed services" means the Army, Navy, Air Force, Marine Corps, Coast Guard as well as the Commissioned Corps of the National Oceanic and Atmospheric Administration, and Public Health Services; "veteran" means: a person who served in the uniformed services and who was discharged or released there from under conditions other than dishonorable.

"Eligible child" means the children of:

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

An eligible child as defined in this policy shall:

1. be allowed to continue his/her enrollment at the grade level commensurate with his/her grade level he/she was in at the time of transition from his/her previous school, regardless of age;
2. be eligible for enrollment in the next highest grade level, regardless of age if the student has satisfactorily completed the prerequisite grade level in his/her previous school;
3. enter the District's school on the validated level from his/her previous accredited school when transferring into the District after the start of the school year;
4. be enrolled in courses and programs the same as or similar to the ones the student was enrolled in his/her previous school to extent that space is available. This does not prohibit the District from performing subsequent evaluations to ensure appropriate placement and continued enrollment of the student in the courses/and/or programs;
5. be provided services comparable to those the student with disabilities received in his/her previous school based on his/her previous Individualized Education Program (IEP). This does not preclude the District school from performing subsequent evaluations to ensure appropriate placement of the student;

6. make reasonable accommodations and modifications to address the needs of an incoming student with disabilities, subject to an existing 504 or Title II Plan, necessary to provide the student with equal access to education. This does not preclude the District school from performing subsequent evaluations to ensure appropriate placement of the student;
7. be enrolled by an individual who has been given the special power of attorney for the student's guardianship. The individual shall have the power to take all other actions requiring parental participation and/or consent;
8. be eligible to continue attending District schools if he/she has been placed under the legal guardianship of a noncustodial parent living outside the district by a custodial parent on active military duty.

4.1 - RESIDENCE REQUIREMENTS

Definitions:

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

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

"Residential address" means the physical location where the student's parents, legal guardians, persons having legal, lawful control of the student under order of a court, or persons standing in loco parentis reside.

A student may use the residential address of a legal guardian, person having legal, lawful control of the student under order of a court, or person standing in loco parentis only if the student resides at the same residential address and if the guardianship or other legal authority is not granted solely for educational needs or school attendance purposes.

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

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

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

Children whose parent or legal guardian relocates within the state due to a mobilization, deployment, or available military housing while on active duty in or serving in the reserve component of a branch of the United States Armed Forces or National Guard may continue attending school in the school district the children were attending prior to the relocation or attend school in the school district where the children have relocated. A child may complete all remaining school years at the enrolled school district regardless of mobilization, deployment, or military status of the parent or guardian.

4.3 - COMPULSORY ATTENDANCE REQUIREMENTS

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

1. The child is enrolled in private or parochial school.
2. The child is being home-schooled and the conditions of policy (HOME SCHOOLING) have been met.
3. The child will not be age six (6) on or before August 1 of that particular school year and the parent, guardian, or other person having 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))

4.5—SCHOOL CHOICE

Standard School Choice

Exemption

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

Definition

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

Transfers Into the District:

Capacity Determination and Public Pronouncement

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

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

Application Process

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

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

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

Accepted Applications

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

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

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

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

Rejected Applications

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

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

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

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

Transfers Out of the District:

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

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

If, prior to July 1, the District receives sufficient copies of requests from other districts for its students to transfer to other districts to trigger the three percent (3%) cap, it shall notify each district the District received Standard School Choice applications from that it has tentatively reached

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

Facilities Distress School Choice Applications

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

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

Opportunity School Choice

Transfers Into or Within the District:

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

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

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

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

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

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

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

Transfers out of, or within, the District:

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

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

Unsafe School Choice Program

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

4.40 - HOMELESS STUDENTS

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

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

kitchens, in a manner and form that is easily understandable.

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

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

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

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

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

Continue the child's or youth's education in the school of origin for the duration of homelessness:

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

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

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

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

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

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

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

- A. Are:
- Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason;
 - Living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations;
 - Living in emergency or transitional shelters;
 - Abandoned in hospitals; or
 - 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
- D. Are migratory children who are living in circumstances described in clauses (a) through (c).
- In accordance with Federal law, information on a homeless child or youth's living situation is part of the student's education record and shall not be considered, or added, to the list of directory information in Policy 4.13.

4.52 - STUDENTS WHO ARE FOSTER CHILDREN

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

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

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

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

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

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

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

Foster Child School Choice

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

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

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

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

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

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

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

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

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

4.48 - VIDEO SURVEILLANCE AND OTHER STUDENT MONITORING

The Hackett Public School District has a responsibility to maintain discipline, protect the safety, security, and welfare of its students, staff, and visitors while at the same time safeguarding district facilities, vehicles, and equipment. As part of fulfilling this responsibility, the board authorizes the use of video/audio surveillance cameras, automatic identification technology, data compilation devices, and technology capable of tracking the physical location of district equipment, students, and/or personnel.

The placement of video/audio surveillance cameras shall be based on the presumption and belief that students, staff and visitors have no reasonable expectation of privacy anywhere on or near school property, facilities, vehicles, or equipment, with the exception of places such as rest rooms or dressing areas where an expectation of student privacy is reasonable and customary.

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

The district shall retain copies of video recordings until they are erased¹ which may be accomplished by either deletion or copying over with a new recording. Other than video recordings being retained under the provisions of this policy's following paragraph, the district's video recordings may be erased any time greater than 30 days after they were created.

Videos containing evidence of a violation of student conduct rules and/or state or federal law shall be retained until the issue of the misconduct is no longer subject to review or appeal as determined by board policy or student handbook;² 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.

TRADITIONS

The colors of Hartford High School are maroon and gray. The colors are used in all letters given by the school and uniforms worn by the athletic teams, cheerleading and drill teams squads.

The official mascot is the "Beaver" and the name "Hustlers" is applied to all athletic teams. The "Official Beaver" is also the motif for the design used in all class rings, pins, invitations, etc. The "Official Beaver" of the Hartford Public Schools is the one pictured on the front of this handbook, and will be used on all school related items.

HARTFORD HIGH SCHOOL ALMA MATER

Hartford High, Oh Hartford High,
We love you, we do.
Work and play both night and day,
We're winning for you.
Some may think that we are all young and green.
We're all heard and we'll always be seen.
Honor we bring to you.
Joy we will sing to you.
Dear Old Hartford High.



CURRICULUM AND GRADUATION REQUIREMENTS

Hartford High School offers a wide range of academic classes including the core curriculum required by the Arkansas Department of Education.

ARKANSAS DEPARTMENT OF EDUCATION REQUIREMENT

Act 977 of 1997 requires that any student graduating after May 1, 1997, must have successfully completed the core curriculum, recommended by the State Board of Higher Education. The following rules and regulations were passed by the State Board on February 9, 1998.

CORE -- 16 Units

- English -- 4 units
- Oral Communication - ½ unit
- Social Studies -- 3 units (1 unit of World History, 1 unit of U.S. History, ½ unit of Civics, and ½ unit of Economics or American Government)
- Mathematics - 4 units (1 unit of Algebra or its equivalent.* All math units must build on the Algebra/Geometry knowledge skills).
- Science -- 3 units (at least 1 unit of Biology or its equivalent and 1 unit of Physical Science)
- Physical Education - ½ unit
- Health & Safety - ½ unit
- Fine Arts - ½ unit
- Economics - ½ unit

*A two-year Algebra equivalent or a two-year Geometry equivalent may be counted as two units of the four-unit equivalent.

CAREER FOCUS

All units in the career focus requirement shall be established through guidance and counseling at the local school district based on the students' contemplated work aspirations. Career focus courses shall conform to Hackett School District policy and reflect state frameworks through course sequencing and career course concentrations where appropriate.

OTHER ELECTIVES--AS DEFINED BY LOCAL DISTRICT

Local school districts may require additional units for graduation beyond the 16 core and the career focus units. These may be in academic and/or technical areas. All core, career focus, and elective units must total at least 22 units.

HARTFORD HIGH SCHOOL GRADUATION REQUIREMENTS

There are two types of diplomas granted to graduating seniors of Hackett High School:

- (1) Academic Diploma
- (2) Honors Diploma

1. Requirements for the Academic Diploma:

- A. Earn a total of 24 academic and activity credits, 22 of which must be academic credits. (Each year of Athletics will earn ½ unit of activity credit)
- B. Complete Core Curriculum

C. Resource placement indicated by a student's Individual Education Plan shall count as a regular required academic credit. No more than 12 units of resource room credit may be counted toward graduation to receive a general diploma.

2. Requirements for the Honors Diploma:

- A. Have a cumulative GPA of 3.50 or higher beginning with the 9th grade year
- B. Complete Smart Core Curriculum
- C. Complete 2 years of Foreign Language
- D. Complete Algebra I, Algebra II, Geometry, & Pre-Calculus
- E. Complete One Technology Unit (CBA, Desktop Multi/Media, or equivalent technology course - i.e. WATC Computer Class)
- F. Complete Minimum of three AP units of Instruction or combination of Distance Learning College courses and Advanced Placement courses totaling three (3) units

*AP classes at Hartford High School consists of Pre-AP and AP (Advanced Placement) Courses. Pre-AP Courses are designed to prepare students for the more rigorous curriculum of AP courses. AP courses are college level courses taught in high school. Concepts and teaching strategies presented in these courses are much more challenging than a regular high school course. Students enrolling in AP classes must be self-motivated, must possess a strong work ethic, and must be committed to learning the material. AP courses involve, research, extensive homework, self-directed study, and may require readings or other preparations to be completed the summer before entering the class. AP instructors have all completed specialized training for conducting AP classes in their subject area.

AP classes are the only classes that are weighted on a 5.0 scale (A = 5.0, B=4.0, C = 3.0). Upon completion of an AP class, students must take the official Advanced Placement test. For a student to receive weighted credit for an AP class, he/she must complete the entire course.

There will be no second semester exemptions for AP classes. Typically, if a student passes the official AP test, college credit is awarded. For instance, a student completing AP Calculus in high school and passing the AP Calculus test with the required score may not have to take the first level of Calculus in college. There is no cost to the student to take the AP Exam.

**Note: Pre-AP course work cannot be counted toward three (3) required AP courses.

Ranking Top Three Graduating Seniors

- A. Compile a grade point average of 3.50 in all academic subjects.
- B. In order to qualify for Valedictorian, Salutatorian or Historian of the graduating class, a student must complete the curriculum for the Honors Diploma.
- C. Students transferring from other schools into the Hartford system who have met acceptable standards in their previous school will be expected to follow the Hartford plan for graduation during his or her remaining years in the Hackett Schools and meet all minimum state requirements.
- D. To be eligible for Valedictorian, Salutatorian, or Historian of the graduating class, students must have attended Hartford High School their full junior and senior year and meet the Honors Diploma curriculum and all requirements set forth by the Arkansas Department of Education.
- E. Letter grades will be given for activity credit, but will not be used for determining honor rolls, grade point averages, class rank, etc. All other units of credit will be academic and will be used for determining honor rolls, grade point averages and class rank.

Western Arkansas Technical Center (WATC)

Approved 11th and 12th graders who have demonstrated appropriate interests and aptitudes for health or technical careers and who have established good attendance and discipline records may be eligible to enroll in WATC programs. High school students who attend WATC enroll in a specific sequence of courses in or related to health occupations or areas of technology. The student's program of study includes courses in a career major as well as related and supporting academic courses that lead to a certificate, an AAS degree or occupational certification. College credit is awarded to students by the participating university and 1.5 Carnegie Units are awarded by the student's high school for each semester completed successfully. (Credit is posted on both transcripts.) Tuition, books, fees and equipment are provided at no cost to the student. Students must have parental permission and counselor or administrative approval to enroll in the half-day WATC programs. For detailed information about the programs offered, call Western Arkansas Technical Center at 788-7713. Students must commit to completing each semester's coursework. Students may not drop any part of the program within the semester. If the student chooses to drop the WATC program after the first 10 days of the semester, he/she will receive an F, and be rescheduled at their sending high school. Students are responsible for tuition reimbursement to the Hackett School District in the event of a dropped course or failing grade.

Automotive Technology (Morning and Afternoon Sessions Offered)

The increasing sophistication of automotive technology now requires workers who can use computerized shop equipment and work with electronic components, while maintaining their skills with traditional hand tools. The ability to diagnose the source of a problem quickly and accurately requires good reasoning ability and a thorough knowledge of automobiles.

Courses include:

- | | |
|---|--------------------------|
| Automotive Theory and Maintenance* | Braking Systems |
| Automotive Electrical Systems | Suspension and Steering |
| Intro to Transmissions and Drive Trains | Automotive Engines |
| Emission Control Systems | Automotive A/C & Heating |

*NOTE: This course must be passed with a "C" or better to continue in the automotive program.)

Computer Aided Drafting and Design (CADD)

Students in this two-year program begin by learning traditional board drafting methods and progress to the use of state-of-the-art equipment to produce beginning-level engineering graphics. Students who successfully complete both years of the program earn 31 hours of college credit. Good candidates for the CADD program will have strong math ability as well as mechanical and visual aptitude.

Courses include:

Engineering Graphics I*

CAD-2D Design Level I*

Color

Digital Design I – Foundation

*NOTE: This course must be passed with a “C” or better to continue in the CADD program.

Engineering Graphics II

CAD-2D Design Level II

Digital Layout I – Foundation

Digital Design II – Advanced

Criminal Justice

The Criminal Justice program prepares students for entry-level careers in federal law enforcement, state and local police work, probation/parole, and/or corrections. Successful students will earn 32 hours of college credit that may be applied to the associate of applied science degree and the Bachelor of Science degree in Criminal Justice at UA Fort Smith. Successful criminal justice professionals must have the ability to communicate, listen and understand information and ideas, the ability to apply general rules to specific problems and produce conclusions, and the ability to respond quickly to a signal when it appears.

Courses include:

Intro to the Criminal Justice System

Legal Aspects of Law Enforcement

Computer Applications for the Knowledge Worker

Courts and Criminal Procedure

Introduction to Forensic Science

Basic Life Support

Criminal Law

First Aid

Criminology

Introduction to Law

Introduction to Sociology

Total Fitness

Early Childhood Education (Morning and Afternoon Classes)

This two-year program provides students with the knowledge and skills to serve as an effective early childhood provider or teaching assistant. Students successfully completing their first year are eligible to receive a CDA certificate.

Courses include:

Foundations of Early Childhood Education

Developmental Appropriate Practice in Early Education First Aid

Art in the Early Childhood Education Classroom

Beginning Conversational Spanish I

Beginning Conversational Spanish II

Computer Applications for the Knowledge Worker

Child Development

Color

Health & Safety

Electronic Technology

The WATC electronics program is designed to prepare students for jobs in the use and maintenance of common electrical and electronic devices and instruments. After successfully completing the first year of study, students will receive a certificate of proficiency as a computer service technician. At the completion of this two-year program, successful students will earn a technical certificate in computer maintenance. Electronics technicians should have good eyesight and color perception in order to work with the intricate components used in electronic equipment. An aptitude for mathematics is also helpful in this field.

Courses include:

Operating Systems Visual Basic Programming

PC Systems Troubleshooting Digital Fundamentals

Fundamentals of Electricity Circuits and Components

Electronic Fabrication Digital Communication

Solid State

Graphic Design

The WATC Graphic Design program includes traditional art and design classes, as well as the latest digital media technology and prepress operations. The program is designed to meet the graphic and digital design requirements of the future. Students who successfully complete this two-year program are prepared for internships as entry-level production artists. Successful graphic designers should demonstrate artistic ability and creative thinking. Knowledge and training in computer usage is critical, as well as good communication skills.

Courses include:

2-D Design Production Techniques

Color Advertising Design I

Drawing Introduction to Typography

Printmaking I Digital Illustration

HEALTH CAREERS

The WATC Health Careers program provides students with both classroom and clinical experiences taught by highly qualified instructors. Four health care majors are offered from which students select their specialty.

General Health and Certified Nursing Assistant (CNA) (GRADE 12)

(Morning and Afternoon Classes Offered)

The general health major offers students the opportunity to learn in a classroom setting about a variety of health careers and basic medical terminology. They also get hands-on experiences in a clinical setting and work directly with patients in local nursing homes. At the completion of this program, students meet the requirements to take the examination for CNA certification designed for high school seniors.

Courses include:

Intro to Health Sciences

Nurse Assisting

Medical Terminology

First Aid

NOTE: Students may incur the expense of a smock or lab coat and satisfactory footwear.

Emergency Medical Technician (EMT) (GRADE 12)

This is an introductory program of emergency service systems and the basic principles of emergency care. Students completing the one-year EMT program are eligible to take the National Registry EMT-Basic written and practical examinations. (Students must be 18 years old to take this exam.)

Courses include:

Intro to Health Sciences

Basic Anatomy & Physiology

Medical Terminology

Emergency Medical Technology - Basic

NOTE: Students will accompany EMTs on ambulance runs. Some evening or Saturday time may be required.

Advanced Health

This two-year program provides students the opportunity to earn 27 college credit hours that may be applied to the following programs at UA Fort Smith. Associate Degree in Nursing, Radiography, Surgical Technician, Practical Nursing, Respiratory Care, Dental Hygiene, Imaging Sciences, and Bachelor's Degree in Nursing. (Not all courses will apply to all programs.) Before enrolling in the second year of the advanced health program, students must submit college-level ACT or COMPASS scores.

Courses include:

First Year	Second Year
Fall Semester	Fall Semester
Intro to Health Sciences	Chemical Principles
Medical Terminology	General Psychology
Spring Semester	Spring Semester
First Aid	Anatomy & Physiology I
Basic Anatomy & Physiology	Computer Applications for the Knowledge Worker

Medical Office Administration

This two-year program prepares students for entry-level positions in health care settings such as a physician's office, hospital, clinic, local or state health department, group medical practice, or medical research department. They can expect to perform a variety of clerical tasks and assume minor executive responsibilities in order to keep the office running smoothly.

Courses include:

Intro to Health Sciences	Customer Focused Organization
Digital Information Management	Office Procedures
Professional Development	Workplace Computations
Digital Office Communication	Professional Office Project
Data Entry Applications	Records Management
Professional Office Organization	Electronic Communication
Medical Terminology	Administrative Assistant Project
Basic Anatomy & Physiology	Electronic Bookkeeping

Information Technology

The Information Technology (IT) program is designed to provide students with meaningful exit points to the workforce at the certificate, associate of applied science, and baccalaureate degree levels. Students who successfully complete the first year will receive a certificate of proficiency as a Computer Service Technician and a certificate of proficiency in Computer Applications. They will also be eligible to sit for the Microsoft A+ certification exam. The IT program is competency-based. Each IT course has specific course outcomes which are measured with authentic assessments. Students must achieve a minimum of 75% on each authentic assessment to continue in the course. 35

Candidates for the IT program should have strong analytical skills; it is recommended that students take advanced math and science courses prior to enrolling.

Courses include:

Survey of Information Technology	Computer Applications for the Knowledge Worker	
PC Systems Troubleshooting	Operating System Concepts	
Network Client Support	Logic & Design	
Web Site Design	Network Fundamentals	IT Project Tools

Pre-Engineering (GRADE 12)

This one-year pre-engineering program introduces high school seniors to the scope, rigor, and discipline of mechanical engineering prior to entering that chosen college curriculum. Candidates for the pre-engineering program should have strong math, science, and technical abilities. Basic mathematical topics (e.g., algebra, geometry, trigonometry, and introductory calculus) are used to illustrate the relationship between engineering calculations and problem solving. This program is reserved for seniors who have appropriate college-level placement scores.

Courses include:

Intro to Engineering I	Intro to Engineering II
Engineering Graphics I	CAD-2D Design
Logic and Design	Introductory Chemistry

Welding (both morning and afternoon classes offered)

In the WATC welding program, students learn basic and advanced welding in four areas: Arc, TIG, MIG, and Layout and Fabrication. Students' welding skills must meet the AWS certification test standards for structural welding. Successful students earn welding certificates of proficiency. Welders need good eyesight, hand/eye coordination, and manual dexterity.

Courses include:

Arc Welding, Basic	Arc Welding, Advanced
Layout and Fabrication - Sheet Metal	Layout and Fabrication - Structural & Pipe
MIG Welding - Basic	MIG Welding - Advanced
TIG Welding - Basic	TIG Welding - Advanced

NOTE: Welding classes are conducted in 8-week increments. Students must pass the basic class with a "C" or better in order to continue in the advanced class.

*UAFS has the right to change all course curriculum offerings and programs as needed.

5.22 - CONCURRENT CREDIT

A ninth (9th) through twelfth (12th) grade student who successfully completes a college course(s) from an institution approved by the Arkansas Department of Education (ADE) shall be given credit toward high school grades and graduation at the rate of one (1) high school

credit for each three (3) semester hours of college credit. Unless approved by the school's principal, **prior to enrolling for the course**, the concurrent credit shall be applied toward the student's graduation requirements as an elective.

As permitted by the ADE Rules Governing Concurrent College and High School Credit, a student who takes a three (3)-semester hour remedial/developmental education course shall receive a half (1/2) credit for a high school career focus elective. The remedial/developmental education course cannot be used to meet the core subject area/unit requirements in English and mathematics.

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

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

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

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

A student eligible to receive free or reduced price meals shall not be responsible for any of the costs for the student's first six (6) concurrent credit hours so long as the concurrent credit courses are taught on the District grounds and by a teacher employed by the District. Any and all costs of concurrent credit courses beyond the six (6) hours permitted, that are not taught on the District's campus, or are not taught by a teacher employed by the District are the responsibility of the student unless prior arrangements are made through the school administration. Students who are not eligible to receive free or reduced price meals are responsible for any and all costs associated with concurrent credit courses unless prior arrangements are made through the school administration. If the Hackett School District pays for a student's concurrent credit course(s), students are responsible for tuition reimbursement to the Hackett School District in the event of a dropped course or failing grade.

* Note: Hackett High School may offer concurrent credit through Online Learning from an accredited institution such as the University of Arkansas at Fort Smith or other institutions approved by the ADE.

HARTFORD HIGH SCHOOL COURSE OFFERINGS

LANGUAGE ARTS

English I

English II
Pre-AP English II
English III
English IV

AP English (Language)
1 Unit Oral Communications
½ unit Oral Communications
Journalism I

SOCIAL STUDIES

Civics
World History
American History
US Government
World Geography
Economics
AP American History
Arkansas History

ACTIVITY

Baseball
Basketball
Football
Softball
Volleyball
Golf
Yearbook
Library Media Aide
Office Aide
ACT Prep

SCIENCE

Physical Science

Biology
Pre-AP Biology
AP Biology
Environmental Science
Physics
AP Physics
Chemistry
Essentials of Computer Programming

FINE ARTS

Band I
Band II
Band III
Band IV
Choir I-IV
Music Appreciation
Crafts
Art I
Advanced Art

ALTERNATIVE LEARNING ENVIRONMENT

ALE

SPECIAL EDUCATION

Resource Room
Self-Contained

FAMILY AND CONSUMER SCIENCES

Family and Consumer Science
Child Development

MATH

Algebra I
Pre-AP Geometry
Bridge to Alg. II
Geometry
Algebra II
Pre-Calculus
Algebra III

AP Calculus
Math Readiness

PHYSICAL ED.

Physical Ed. 9-12
Health Ed. 9-12

FOREIGN LANGUAGE

Spanish I
Spanish II

BUSINESS/TECHNOLOGY

Computerized Business Applications (CBA)
Social Media Communications
DC III (Digital Media)
DC IV (Audio/Video)
Senior Seminar

Parenting
Food and Nutrition
Clothing Management
Housing & Interior Design
Nutrition and Wellness

VOCATIONAL AGRICULTURE

Survey of Agricultural Systems
Agricultural Mechanics
Animal Science I
Animal Science II
Agricultural Metals
Electricity/Floriculture

Financial Literacy
Orientation to Teaching I

ONLINE LEARNING LAB

College Algebra/ Statistics and Probabilities
College Freshman English (Comp I and II)
Intro to Sociology
Intro to Psychology

ELECTIVES

*Note: Physical Education Curriculum is followed in all athletics as mandated by the Arkansas State Department of Education.

*Note: Gifted and Talented is served through Pre-AP and AP courses

4.45 - SMART CORE AND GRADUATION REQUIREMENTS FOR THE CLASS ES OF 2018, 2019, AND 2020

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

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

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

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

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

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

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

GRADUATION REQUIREMENTS

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

Beginning in the 2018-2019 school year, all students must pass the test approved by ADE that is similar to the civics portion of the naturalization test used by the United States Citizenship and Immigration Services in order to graduate.

Digital Learning Courses

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

SMART CORE: Sixteen (16) units

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

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

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

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

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

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

3. Algebra II; and

4. The fourth unit may be either:

- A math unit beyond Algebra II: this can include Pre-Calculus, Calculus, AP Statistics, Algebra III, Advanced Topic and Modeling in Mathematics, Mathematical Applications and Algorithms, Linear Systems and Statistics, or any of several IB or Advanced Placement math courses (Comparable concurrent credit college courses may be substituted where applicable); or
- one unit of computer science chosen from ADE Essentials of Computer Programming, ADE Computer Science and Mathematics, AP Computer Science, AP Computer Science Principles, IB Computer Science, or other options approved by ADE.

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

One unit of Biology; and either:

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

- Physical Science;
- Chemistry;
- Physics or Principles of Technology I & II or PIC Physics; or

One unit from the three categories above and one unit of computer science chosen from ADE Essentials of Computer Programming, ADE Computer Science and Mathematics, AP Computer Science, AP Computer Science Principles, IB Computer Science, or other options approved by ADE.

Social Studies: three (3) units

- Civics one-half (½) unit
- World History - one unit
- American History - one unit

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

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

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

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

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

CAREER FOCUS: - Six (6) units

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

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

CORE: Sixteen (16) units

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

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

Mathematics: four (4) units

- Algebra or its equivalent* - 1 unit
- Geometry or its equivalent* - 1 unit
- All math units must build on the base of algebra and geometry knowledge and skills.
- (Comparable concurrent credit college courses may be substituted where applicable)
- one unit of computer science chosen from ADE Essentials of Computer Programming, ADE Computer Science and Mathematics, AP Computer Science, AP Computer Science Principles, IB Computer Science, or other options approved by ADE may be substituted for a math credit beyond Algebra I and Geometry

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

Science: three (3) units

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

Two units chosen from the following three categories:

- Physical Science;
- Chemistry;
- Physics; or

One unit from the three categories above and one unit of computer science chosen from ADE Essentials of Computer Programming, ADE Computer Science and Mathematics, AP Computer Science, AP Computer Science Principles, IB Computer Science, or other options approved by ADE.

Social Studies: three (3) units

- Civics one-half (1/2) unit
- World history, one (1) unit
- American History, one (1) unit

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

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

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

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

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

CAREER FOCUS: - Six (6) units

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

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

4.45.1 - SMART CORE AND GRADUATION REQUIREMENTS FOR THE CLASS OF 2021 AND THEREAFTER

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

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

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

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

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

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

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

GRADUATION REQUIREMENTS

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

All students must pass the test approved by ADE that is similar to the civics portion of the naturalization test used by the United States Citizenship and Immigration Services in order to graduate.

Digital Learning Courses

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

Personal and Family Finance

In tenth (10th), eleventh (11th), or twelfth (12th) grade, all students shall cover the Personal and Family Finance Standards by receiving credit for:

SMART CORE: Sixteen (16) units

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

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

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

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

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

3) Algebra II; and

4) The fourth unit may be either:

- A math unit beyond Algebra II: this can include Pre-Calculus, Calculus, AP Statistics, Algebra III, Advanced Topic and Modeling in Mathematics, Mathematical Applications and Algorithms, Linear Systems and Statistics, or any of several IB or Advanced Placement math courses (Comparable concurrent credit college courses may be substituted where applicable); or
- A computer science flex credit may be taken in the place of a fourth math credit.

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

One unit of Biology; and either:

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

- Physical Science;
- Chemistry;
- Physics or Principles of Technology I & II or PIC Physics; or
 - One unit from the three categories above and a computer science flex credit may be taken in the place of a third science credit.

Social Studies: three (3) units

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

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

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

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

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

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

CAREER FOCUS: - Six (6) units

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

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

CORE: Sixteen (16) units

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

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

Mathematics: four (4) units

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

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

Science: three (3) units

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

Two units chosen from the following three categories:

- Physical Science;
- Chemistry;
- Physics; or

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

Social Studies: three (3) units

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

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

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

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

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

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

CAREER FOCUS: - Six (6) units

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

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

5.11 - DIGITAL LEARNING COURSES

Definitions

For the purposes of this policy:

"Blended Learning" is education in which instruction and content are delivered through supervised instruction in a classroom and online delivery of instruction with some element of student control over time, place, path, or pace.

"Digital Learning" means a digital technology or internet-based educational delivery model that does not rely exclusively on compressed interactive video (CIV). Digital learning includes online and blended learning.

"Instructional Materials" means:

1. Traditional books, textbooks, and trade books in printed and bound form;
2. Activity-oriented programs that may include:
 - a. Manipulatives;
 - b. Hand-held calculators;
 - c. Other hands-on materials; and
3. Technology-based materials that require the use of electronic equipment in order to be used in the learning process.

"Online Learning" is education in which instruction and content are delivered primarily over the Internet. The term does not include print-based correspondence education, broadcast television or radio, videocassettes, compact disks and stand-alone educational software programs that do not have a significant Internet-based instructional component.

"Public School Student Accessing Courses at a Distance" means a student who is scheduled for a full course load through the District and attends all classes virtually.

Digital Course Offerings

The District shall offer one or more digital learning course(s) through one or more District approved provider(s) as either a primary or supplementary method of instruction. The courses may be in a blended learning, online-based, or other technology-based format and shall be tailored to meet the needs of each student.

All digitally offered courses shall meet or exceed the State Board of Education's curriculum standards and requirements and be capable of being assessed and measured through standardized or local assessments. Additionally, the District shall ensure there is sufficient infrastructure to handle and facilitate a quality digital learning environment.

As an approved digital learning provider, the District shall annually determine what District created digital learning courses it will provide to our students. The District may also choose to provide digital learning courses by contracting with outside providers of such courses, who have been pre-approved by the Arkansas Department of Education (ADE). The School Board shall determine the provider method or combination of methods for the District. The Superintendent shall ensure that all digital learning courses provided to District students, regardless of the source of the course, have been approved by ADE.

District created digital courses and any digital courses the district purchases from outside providers shall adhere to the guidelines for the use of digitally transmitted copyrighted materials set forth in the digital copyrighted policy (5.8) as well as applicable statutory requirements.

The District shall require all outside providers to incorporate Policy 5.8 as a condition of the service contract. Failure of the outside provider to abide by Policy 5.8 shall constitute a breach of contract and the outside provider shall be responsible for any costs resulting from such breach.

Students may take additional digital learning courses as approved by the building principal. Students must be physically present for all digital learning classes he/she takes unless other arrangements are approved by the building principal.

The District is responsible for providing all instructional materials for each student who enrolls in a District approved digital learning course to fulfill the digital learning graduation requirement.

Regardless of any other provisions of this policy, the District may restrict a student's access to digital courses when the student's building principal determines the student's participation in such a course would not be academically appropriate based on the student's past performance in digital courses. Furthermore, the student's building principal may revoke a student's eligibility to continue taking a digital learning course if the student's performance during the semester indicates the student is not succeeding in the course.

GRADUATION CEREMONY

Attendance at the graduation ceremony is mandatory unless excused by the principal. In order to participate in the graduation ceremony and official senior pictures, seniors must wear suitable attire. Shorts and sneakers are NOT suitable for the occasion. Ushers for the ceremony must also wear suitable attire.

In order to graduate, students must meet all academic requirements prior to the graduation ceremony. They must also be free of any debts to the school, school classes or organizations. Students who fail to meet these guidelines will not be allowed to participate in the graduation ceremony.

4.9 - TARDIES

It is the responsibility of the student to be in class on time. Tardiness will result in noon detention or In-School Suspension. If a student is tardy to school he/she must sign-in, in the principal's office and obtain a tardy slip. Teachers will record tardies by period.

Penalties:	3 tardies:	one (1) lunch detention
	3 lunch detentions:	one (1) day In-School Suspension
	(These will be accumulated by semester)	

LEGAL NOTIFICATION

Students who are not attending school or have more than eight (8) unexcused absences will have their name sent to the prosecuting attorney. Legal action will be sought to improve attendance. Such notification may lead to a penalty of up to \$500.00 in accordance with ACT 308 of 1997 as amended.

When students who are 14 years old or older have excessive absences or are not attending school, the district will notify the Department of Finance and Administration. This notification will result in the student having his/her driver's license or permit suspended until the student provides that department with the adequate evidence that:

- A. The licensee is 18 years of age
- B. The licensee is attending school
- C. The licensee has obtained a high school diploma or its equivalent.

The Hackett School 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 of age and are residents of Hackett School District. All attendance and services will end upon the student reaching their 21st birthday or completing all requirements for graduation.

4.7 - ABSENCES

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

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

Excused Absences

Excused absences are those where the student was on official school business or when the absence was due to one of the following reasons and the student brings a written statement to the principal or designee upon his/her return to school from the parent or legal guardian stating such reason. A written statement presented for an absence having occurred more than five (5) school days prior to its presentation may not be accepted.

1. The student's illness or when attendance could jeopardize the health of other students. A maximum of six (6) such days are allowed per semester unless the condition(s) causing such absences is of a chronic or recurring nature, is medically documented, and approved by the principal.
2. Death or serious illness in their immediate family;
3. Observance of recognized holidays observed by the student's faith;
4. Attendance at an appointment with a government agency;
5. Attendance at a medical appointment;
6. Exceptional circumstances with prior approval of the principal; or
7. Participation in an FFA, FHA, or 4-H sanctioned activity;
8. Participation in the election poll workers program for high school students.
9. Absences granted to allow a student to visit his/her parent or legal guardian who is a member of the military and been called to active duty, is on leave from active duty, or has returned from deployment to a combat zone or combat support posting. The number of additional excused absences shall be at the discretion of the superintendent or designee.
10. Absences granted, at the Superintendent's discretion, to seventeen (17) year-old students who join the Arkansas National Guard while in eleventh grade to complete basic combat training between grades eleven (11) and (12).
11. Absences for students excluded from school by the Arkansas Department of Health during a disease outbreak because the student has an immunization waiver or whose immunizations are not up to date.

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.

It is the Arkansas General Assembly's intention that students having excessive absences be given assistance in obtaining credit for their courses. Excessive excused absences may, however, be the basis for the denial of course credit, promotion, or graduation. In addition, the principal may deny any student with excessive absences from attending the Hackett Prom, Senior Trip, and/or any other extracurricular activity.

Unexcused Absences

Absences not defined above or not having an accompanying note from the parent or legal guardian, presented in the timeline required by this policy, shall be considered as unexcused absences. Students with (8) unexcused absences in a course in a semester may not receive credit for that course. At the discretion of the principal after consultation with persons having knowledge of the circumstances of the unexcused absences, the student may be denied promotion or graduation. In addition, the principal may deny any student with excessive absences from attending the Hackett Prom, Senior Trip, and/or any other extracurricular activity. Excessive absences shall not be a reason for expulsion or dismissal of a student.

When a student has (4) 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 (8) unexcused absences in a semester, the District shall notify the prosecuting authority and the parent, guardian, or persons in loco parentis shall be subject to a civil penalty as prescribed by law.

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

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

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

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

RECORDING ABSENCES

Teachers will record absences hourly. Absentee reports are recorded digitally through the electronic gradebook system.

RETURNING AFTER ABSENCE

When a student returns to school after an absence(s), the student will be required to go to the principal's office for an admission slip. The admit slip will be given to each teacher at the beginning of each school class period by the student. The absence will be excused or unexcused. All absences require a telephone call or Dr. statement in order for the absence to be excused. While phone calls would be desirable on the day of the absence or the day of returning to school, telephone calls will be accepted within a reasonable time. For those parents whose work schedule will not allow calls during school hours, the office will have an answering machine. The principal will decide from the telephone call if the absence is to be excused. All other absences will be unexcused. Students will be allowed to make up work for excused absences. The student will be given the number of days missed to make up work. Example: a student misses 3 excused days from school. The student will be given 3 school days to make up the missed assignments or tests. Students will not be allowed to make up work assigned during unexcused absences without principal permission.

4.15 - CONTACT WITH STUDENTS WHILE AT SCHOOL

CONTACT BY PARENTS

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

CONTACT BY NON-CUSTODIAL PARENTS

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

Arkansas law provides that, in order to avoid continuing child custody controversies from involving school personnel and to avoid disruptions to the educational atmosphere in the District's schools, the transfer of a child between his/her custodial parent and non-custodial parent, when both parents are present, shall not take place on the school's property on normal school days during normal hours of school operation. The custodial or non-custodial parent may send to/drop off the student at school to be sent to/picked up by the other parent on predetermined days in accordance with any court order provided by the custodial parent or by a signed agreement between both the custodial and non-custodial parents that was witnessed by the student's building principal. Unless a valid no-contact order has been filed with the student's principal or the principal's designee, district employees shall not become involved in disputes concerning whether or not that parent was supposed to pick up the student on any given day.

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

State Law requires that Department of Human Services employees, local law enforcement, or agents of the Crimes Against Children Division of the 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. Except as provided below, other questioning of students by non-school personnel shall be granted only with a court order directing such questioning, with permission of the parents of a student (or the student if above eighteen [18] years of age), or in response to a subpoena or arrest warrant.

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

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

CONTACT BY PROFESSIONAL LICENSURE STANDARDS BOARD INVESTIGATORS

Investigators for the Professional Licensure Standards Board may meet with students during the school day to carry out the investigation of an ethics complaint.

GENERAL INFORMATION

5.26 - ALTERNATIVE LEARNING ENVIRONMENTS

The Hackett School District shall provide an eligible alternative learning environment (ALE) for each eligible ALE student enrolled in a District school. It is the belief of the Hackett School District that all students have the ability to learn. The Hackett ALE program is designed to meet the needs of 6th-8th graders who need a non-traditional environment to be successful. Placement of a student in an ALE shall not be punitive in nature. The goal of the ALE classroom is to provide each student with the structure, academic rigor, and positive behavior that is necessary for success. Students who have had problems with attendance, academic success, or need to be in a more flexible environment are strong candidates for placement within the program.

The superintendent or designee shall appoint an Alternative Education Placement Team which shall have the responsibility of determining student placement in the ALE. A student may be enrolled in an ALE only on the referral of the Alternative Education Placement Team. The team's placement decision is final and may not be appealed.

The team is to be comprised of the following:

- 1) a school counselor from the referring school;
- 2) the ALE administrator and/or ALE teacher;
- 3) the building principal or assistant principal from the referring school;
- 4) a parent or legal guardian (if they choose to participate);

-The District shall document its efforts to contact the student's parent or guardian to schedule a meeting or a phone call for a placement meeting at the parent or guardian's convenience, and maintain such documentation in the student's Student Action Plan (SAP).

- 5) LEA special education/504 representative (if applicable);
- 6) at least one (1) of the student's regular classroom teacher(s); and
- 7) if the District so chooses, the student.

No later than five (5) school days after a student begins alternative education interventions, the Alternative Education Placement Team shall develop a signed agreement between the ALE, the parent or legal guardian (if they choose to participate), and the student, outlining the responsibility of the ALE, parent or legal guardian, and the student to provide assurance that the plan for each student is successful.

No later than one (1) week after a student begins alternative education interventions, the Alternative Education Placement Team shall assess the student's current functioning abilities and all relevant social, emotional, academic, career, and behavioral information and develop an SAP outlining the intervention services to be provided to the student that is in compliance with the Arkansas Department of Education (ADE) Rules. The SAP may be revised from time to time by the ALE placement team and a positive behavior or transitional plan shall be developed and added to the SAP prior to a student's return to the regular educational environment.

The district's ALE program shall follow class size, staffing, curriculum, and expenditure requirements identified in the ADE Rules.

4.56 - ATHLETICS & EXTRACURRICULAR ACTIVITIES – SECONDARY SCHOOLS

Definitions:

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

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

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

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

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

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

Extracurricular Eligibility

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

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

related field trips occurring during the school day.

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

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

Interscholastic Activities

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

ACADEMIC REQUIREMENTS: Junior High

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

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

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

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

ACADEMIC REQUIREMENTS: Senior High

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

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

STUDENTS WITH AN INDIVIDUAL EDUCATION PROGRAM

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

ARKANSAS ACTIVITIES ASSOCIATION

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

Intrascholastic Activities

AAA Governed Activities

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

Non-AAA Governed Activities

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

ASSESSMENT AND REMEDIATION

Each student in grades 7-12 shall participate in the statewide program of educational assessment and shall participate in an academic improvement plan (AIP) when required as a result of the assessment. Students in the 7th & 8th grade who are not proficient on the state assessments shall participate in a remediation program to be promoted to the next grade. Students in grades 9-12 who are not proficient on the state assessments shall participate in a remediation program to receive credit for the corresponding course. (ACT 35 of 2003)

BODY PIERCING

To promote student safety and not to distract from the educational setting, students with visible body piercing will limit them to the ears, and/or one (1) single nose piercing allowable if student wears clear tiny stud so as not to draw attention to the piercing. Piercings not allowed would be but are not limited to: tongue, lip, eyebrow, etc. Students who have visible piercing other than the ears/nose will be asked to remove such jewelry; refusal will result in being sent home until such is removed. Confiscated jewelry will be returned at the close of the school day.

CANDY/FOOD SALES

Candy/food items being sold by student organizations will not be sold during school hours unless approved by the principal. This will be on a limited basis and mainly of products to promote good nutrition.

THERE WILL BE NO BEVERAGES OR FOOD ITEMS IN BUILDINGS OR CLASSROOMS (EXCEPTIONS CAN BE MADE FOR TEACHER SUPERVISED LUNCH MEETINGS).

Parents have the right to send food of their choosing to school with their child for that child's consumption. However, those foods must be eaten in the school cafeteria. The only exception to this policy will be consumption at structured meetings supervised by an adult sponsor. Up to 9 days are allowed for various holiday parties that include Foods of Minimal Nutritional Value. Only certain snacks are allowed during these 9 days. A list of allowable snacks is located in the high school office. It should be noted that only commercially made items are on this list provided by the state of Arkansas.

CHECK-OUT POLICY

Students may not leave school without permission from the principal. A parental note or phone call will be required, but will not automatically excuse a student from classes missed when checking out. Students should not leave during the school day for trivial reasons. Examples: hair cuts, car maintenance, job interviews, driving tests, etc. Attendance policy guidelines will be used to determine excused or unexcused absences when a student checks out early from school.

CHEMICAL SCREEN TEST POLICY FOR HACKETT SCHOOLS

The Hackett School District recognizes that chemical abuse or misuse is a significant health problem for students, detrimentally affecting overall health, behavior, learning ability, reflexes, and the total development of each individual. The Hackett Board of Education is determined to help students by providing another option for them to say "No." Chemical abuse includes, but is not limited to, the use of illegal drugs, alcohol, and the misuse of the legal drugs and medications.

Purpose of a Chemical Abuse Policy

1. To allow the students of Hackett Schools to know that the school is concerned about their total well being. The School District is interested in helping the students who may be having problems.
2. To emphasize concerns for the health of students in areas of safety while they are participating in activities as well as the long-term physical and emotional effects of chemical use on their health.
3. To confirm and support state laws, which restrict the use of such mood-altering chemicals.
4. To assist students of Hackett Schools to resist the peer pressure that directs them toward the abuse or misuse of chemical substances.
5. To establish standards of conduct for students of Hackett Schools who are considered leaders among their peers.
6. To work cooperatively with parents by assisting them in keeping their children free from mood-altering chemicals.
7. To assist students who need to be referred for assistance or evaluation regarding their use of illegal drugs.
8. To deter chemical abuse or misuse by all students through the use of random drug testing cope.

The provisions of this policy apply to students in Hackett Schools in grades seven through twelve. No student will be allowed to participate in any school activity (any activity outside the regular curriculum) or park on campus until the consent form has been signed by both student and custodial parent/legal guardian and returned to the principal. Positive screening results are considered cumulative and follow the student for the duration of enrollment in the Hackett School District.

Definition

Illegal Drugs are defined as any substance, including alcohol, considered illegal by Arkansas Statutes or which are controlled by the Food and Drug Administration unless prescribed by a licensed physician.

Prescription Medication

The existence of lawfully prescribed medication in the student's sample is not a violation of this policy when taken in accordance with a physician's recommendation or prescription to a specific student. Some over-the-counter medications may have similarities to unlawful drugs when tested. Students who are taking prescription medication may provide a copy of the prescription or a doctor's verification in a sealed envelope to school personnel at the time the sample is collected. The specific name of over-the-counter medication should also be disclosed to the school official. Students who refuse to provide verification and test positive will be subject to the actions specified in this policy for "positive test."

Consent Form

Students and parents/guardians will be strongly encouraged to sign a consent form to the random testing. The form must be co-signed by the student's custodial parent/legal guardian. No student will be allowed to participate in any extracurricular activity or to park on school district property until the consent form has been signed by both student and custodial parent/legal guardian and returned to the principal.

Consent forms for students participating in extracurricular activities or parking on campus must be signed during the first two weeks of school. Students moving into the district during the school year must sign the consent form during the first two weeks of enrollment.

Selection Process

While students are in school, they will be subject to random selection for testing. Particular days will be selected for testing. If a student is selected for testing but is absent on that day, he/she will be tested upon his return to school. The number of names drawn will be no less than (2%) or greater than (15%) of the students in grades seven through twelve. A urinalysis will be the method utilized to test for the presence of chemicals in the body. All students selected must report to the designated testing site.

Testing Agency

The district will choose a qualified agency for the purpose of processing samples and maintaining privacy with respect to test results and related matters.

Cost

The cost of the test to be given during random selection will be paid by the district. Any test administered to a student to regain eligibility will be at the parent/legal guardian expense.

Refusal to Consent to Testing

Students not consenting to be tested (in the random pool) are allowed to join clubs or organizations but are not allowed to attend after school meetings, participate in any activities, or park on campus.

Refusal to Submit to Testing

Any participant who refuses to submit to random drug testing and/or retesting is considered having tested positive.

Testing Procedure

All test results from the laboratory will be communicated to the Superintendent or designee. All urine specimens will be taken at a designated restroom. Any student who is requested to provide a urine specimen will be directed to the collection site where the student will complete the necessary forms. Students selected as part of the random test will be required to sign an additional consent form.

The following precautions will be taken, as appropriate, at the collection site:

1. The examinee will be positively identified.
2. The observer will ask the individual to remove any unnecessary outer garments (i.e., coat, jacket, etc.) that might conceal items or substances that could be used to tamper with or alter the urine specimen. All personal belongings (i.e., purse, backpack, etc.) must remain with the outer garments. The observer will note any unusual behavior or appearance.
3. The student will be instructed to wash and dry his/her hands prior to providing the specimen. After washing his/her hands, the student will not be outside of the presence of the observer and not have access to water fountains, faucets, soap dispensers, or cleaning agents until after the specimen has been provided and sealed. Only one person will be allowed at a time in the washroom and processing area.
4. The student will be allowed to provide the specimen in a stall or other partitioned area that allows for individual privacy. After the specimen has been provided, the student should leave the stall.
5. At the collection site, toilet bluing agents will be placed in the toilet tanks, whenever possible. No other source of water will be available in the enclosure where urination occurs.
6. If a student fails to provide the necessary amount of urine for a valid specimen, the student will be given reasonable amounts of water for drinking and extra time to produce an adequate sample. During this time, the student will remain in the vicinity of the collection area and under the observation of the district staff.
7. Immediately after collection, the observer will check the temperature of the specimen and inspect the specimen for color and signs of contaminants.
8. Both the observer and student being tested will keep the specimen in view at all times prior to its being sealed and labeled.

Analysis Process

Testing protocol involves on-site collection and testing of urine samples. If a sample initially tests positive for any substance, that sample will be immediately retested. In the event that the second test reports negative, the sample will be considered negative for reporting purposes. A second positive test will result in the sample's being immediately delivered to an SAMHSA certified laboratory for GC/MS confirmation with results provided to the school in one or two days.

Results and Notification

Test results will be reported to the Superintendent or his designee. All reports will be in writing. All specimens testing negative on the initial test or negative on the confirmation test will be reported as negative. Only specimens confirmed as positive will be reported as positive for a specific drug(s).

Records

All records concerning chemical abuse testing will be maintained by the Superintendent or his designee in a separate, locked file. The records will not be kept in a student's regular file. Only the Superintendent or his designee will have access to the files. The files on each student will be destroyed upon graduation or two years after termination of enrollment. A student and the student's custodial parents/legal guardians may obtain a copy of his chemical abuse testing records upon written request.

First Positive Test

Upon receipt of a positive test result for any student, a custodial parent or legal guardian will be notified and a meeting will be scheduled with the superintendent or his designee, the student, the custodial parent or legal guardian, the student's principal, and the student's head coach or sponsor. Counseling/rehabilitation for the student will be strongly recommended for the student who tests positive. A referral/resource list will be made available to the student and parent/legal guardian. Any counseling/rehabilitation service costs will be the responsibility of the student and/or parent.

The student will be placed on probation for thirty days. If there are not thirty days left in the school year, the thirty-day period will carry forward to the following school year. During the probation time, the student will not be allowed to participate and/or attend any extracurricular activity or park on campus. Students participating in a sport or activity that requires a physical must have doctor's approval to continue practicing during the probationary period. In order to regain eligibility after the thirty-one day probationary period, the student must be tested again at the parent/legal guardian's expense and a written copy of the results will be given to the Superintendent or his designee. If the test is negative, the probation will be lifted. If the test is positive, the student will not be allowed to participate in or attend extracurricular activities or park on campus for one calendar year. A positive retest at the end of the thirty-day probation period will be considered a second positive test. To regain eligibility for participation in activities, a student must have a negative Chemical Screening Test. This will be administered by the district's chemical screening company and at the district's expense.

Exception: A student must be retested on day thirty-one. However, certain chemicals that take more than thirty days to leave the student's system will be considered differently if a doctor's written opinion details said residual effects of that particular substance.

Second Positive Test

For the second positive test, the student will not be allowed to participate in or attend any extracurricular activities or park on campus for one calendar year. To regain eligibility for participation in activities, a student must have a negative Chemical Screening Test. This will be administered by the district's chemical screening company and at the parent/legal guardian's expense.

Third Positive Result

For the third positive result, the student will be permanently suspended from participating in or attending any extracurricular activities or parking on campus for the remainder of his enrollment with the school. A third positive screen could come from a third positive test from the random pool or a result of a re-screen at the end of a probation period.

Nature of Policy

No student will be penalized academically for testing positive for illegal drugs. The results of any drug test pursuant to this policy will not be documented in any student's academic records.

Other Disciplinary Measures

The district, by accepting this policy, is not precluded from utilizing other disciplinary measures set forth in the student handbook and this policy does not preclude the district from taking disciplinary procedure and resulting action when founded upon reasonable belief and suspicion that a student has participated in drug-related activities.

NOTE: Chemical Screen Test Policy Consent Form at back of Handbook

4.10 - CLOSED CAMPUS POLICY

The Hackett School District will operate under a closed campus policy. Upon arriving on campus, students will not be allowed to leave school unless under special situations. The special situations will be as follows:

1. The student has properly checked out through the office and has permission from the school.
2. The student is involved in a school program or function that would necessitate leaving campus.
3. A parent comes to the school and signs a student out and the student leaves with the parent. (This includes lunch)

Note: Proper signing out procedure must be followed or the student will be considered truant and punished accordingly.

Students will not be allowed to leave campus without a telephone call from a parent/guardian. It should be noted that leaving campus will only be granted for valid reasons; a valid reason will be defined by the principal. Students are required to attend all pep rallies and school assemblies; this is a part of the school day as defined by state attendance laws.

NO student will be allowed to walk off campus at noon. All meals on campus will be eaten in the school cafeteria.

CLASS CHANGES

First semester students have three days to make a class schedule change. Second semester students have two days to make a class schedule change. No other class schedule changes can be made after these times, unless approved by the building principal.

CLASS MEMBERSHIP

1. A freshman student must have been successfully promoted from the eighth grade.
2. A sophomore must have successfully accumulated 5 credits.
3. A junior must have successfully accumulated 11 credits.
4. A senior must have successfully accumulated 17 credits.

A student needs to enroll in and pass a minimum of six (6) academic classes each year to remain on track for graduation. Students will remain under the classification in which they enroll at the first of the year. Classification may not be changed until the next school year.

In order to graduate from Hackett High School, a senior must meet all Arkansas State Department of Education standards and the standards of the Hackett School District. Twenty-four (24) credits are a minimum to graduate as of May 1994.

4.34 - COMMUNICABLE DISEASES AND PARASITES

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

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

In accordance with 4.57—IMMUNIZATIONS, the District shall maintain a copy of each student's immunization record and a list of individuals with exemptions from immunization which shall be education records. 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 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 nits (eggs), lice, or live human host parasites that are transmittable in a school environment will be notified and asked to pick their child up that day as soon as possible. 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.

COMPLAINTS AND GRIEVANCES

If a student and/or parent of a student involved in a disciplinary ruling wishes to make a complaint, they must state their complaint in writing to the school principal. If the complaint is not satisfactorily resolved by the principal, an appeal is possible to the superintendent, then to the Hackett Board of Education.

CONSISTENCY AND RIGOR

The staff of Hartford High School will design all course objectives to meet the consistency and rigor of the Arkansas State Curriculum Frameworks. This will insure that student instruction will be consistent for currently enrolled students and those transferring in or out of a district within Arkansas. This will be reviewed annually to meet any revisions or updates in the State Frameworks.

4.39 - CORPORAL PUNISHMENT

Administrators are authorized to administer corporal punishment with a licensed school employee present as a witness. Teachers must administer corporal punishment in front of an administrator or designee. A maximum of three (3) swats will be administered.

Corporal punishment may be administered for all offenses specified in the preceding written rules. Corporal punishment may also be administered for other offenses including but not excluding the following: Disrespect to school employees or any excessive disruptive behavior.

****Any parent/guardian who does not want the district to use corporal punishment as a means to discipline their child must have a request on file in the principal's office.**

4.37 - DISASTER PROCEDURES/EMERGENCY DRILLS

All schools in the District shall conduct fire drills at least monthly. Tornado drills shall also be conducted not fewer than three (3) times per year with at least one each in the months of September, January, and February. Students who ride school buses, shall also participate in emergency evacuation drills at least twice each school year.

The District shall annually conduct an active shooter drill and school safety assessment for all District schools in collaboration with local law enforcement and emergency management personnel. Students will be included in the drills to the extent that is developmentally appropriate to the age of both the students and grade configuration of the school.

Drills may be conducted during the instructional day or during non-instructional time periods.

Other types of emergency drills may also be conducted to test the implementation of the District's emergency plans in the event of violence, terrorist attack, natural disaster, other emergency, or the District's Panic Button Alert Systems. Students shall be included in the drills to the extent practicable.

Refer to District Crisis Plan for detailed procedures.

DISTRIBUTION OF LITERATURE

Any literature handed out, posted or printed for the purpose of being handed out, must be approved by the administration.

EARLY GRADUATION

Students may apply for early graduation at the end of their junior year or mid-term Senior year. They will fill out an application in the counselor's office when they pre-register for the year in which they wish to graduate early.

Only college courses or correspondence courses from an accredited College or University will be accepted. Summer school and/or night courses from an accredited high school will also be accepted. No more than three correspondence courses will be counted toward graduation requirements.

ACT 63 OF 2003 ENROLLMENT IN PUBLIC SCHOOLS

Arkansas Code 6-18-208(b), pertaining to requirements for enrollment in public school is amended to read as follows:

Prior to a child's admission to an Arkansas public school, the parent, guardian, or responsible person shall provide the school district with one (1) of the following documents indicating the child's age:

- (1) A birth certificate;
- (2) A statement by the local registrar or a county recorder certifying the child's date of birth;
- (3) An attested baptismal certificate;
- (4) A passport;
- (5) An affidavit of the date and place of birth by the child's parent or guardian;
- (6) Previous school records; or
- (7) United States military identification.

4.11—EQUAL EDUCATIONAL OPPORTUNITY

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

Inquiries on non-discrimination may be directed to Michael Freeman, who may be reached at 479-638-7003/ 102 N. Oak Street, Hackett, AR 72937.

For further information on notice of non-discrimination or to file a complaint, visit <http://wdcrobcop01.ed.gov/CFAPPS/OCR/contactus.cfm>; for the address and phone number of the office that serves your area, or call 1-800-421-3481.

4.31 - EXPULSION

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

- Deemed to be of such gravity that suspension would be inappropriate;
 - Where the student's continued attendance at school would disrupt the orderly learning environment; or
 - Would pose an unreasonable danger to the welfare of other students or staff.
- Expulsion shall not be used to discipline a student in kindergarten through fifth (5th) grade unless the student's behavior:
- a. Poses a physical risk to himself or herself or to others;
 - b. Causes a serious disruption that cannot be addressed through other means; or
 - c. Is the act of bringing a firearm on school campus.

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

The hearing shall be conducted not later than ten (10) school days following the date of the notice, except that representatives of the

Board and student may agree in writing to a date not conforming to this limitation.

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

During the hearing, the Superintendent 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 or other weapon prohibited on school campus by law. The Superintendent shall, however, have the discretion to modify the expulsion recommendation for a student on a case-by-case basis. Parents or legal guardians of a student enrolling from another school after the expiration of an expulsion period for a weapons policy violation shall be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a weapon on school property. The parents or legal guardians shall sign a statement acknowledging that they have read and understand said laws prior to the student being enrolled in school.

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

It is the policy of the Hackett Public School District to not allow any student to enroll or re-enroll in the district during the same year that the student was expelled from another district.

4.51 – FOOD SERVICE PREPAYMENT

The Hackett School District offers a nutritious school breakfast and lunch to students at a minimal cost. In order to avoid adversely affecting the school lunch program financially, the School Board establishes the following policy regarding the charging of school breakfast and lunch. Negative student balances affect the ability of the lunch program to operate in a fiscally responsible manner.

- Notices of unpaid charge balances will be sent home to the parents/guardians on a regular and consistent manner to avoid the program carrying charge balances. Please note that unpaid charges from previous school year(s) will be carried over.
- Parents/guardians now have the ability to pay for school breakfast and lunch online. Monitor students' meal account balance and receive low-balance email alerts through <http://ezschoolpay.com>. The online payment option is a quick and secure way to deposit money to students' meal account by using a debit or credit card. Please note it is free to monitor, but making online payments require a fee of \$2.50. Payments will still be accepted in the breakfast/lunch line and in the elementary, high school, and superintendent's office.
- The District discourages the charging of student breakfast and lunch. Students that have charged meals shall not exceed \$15.00 in unpaid charges. If this amount is exceeded and not paid in a timely manner, school official will make daily phone calls until paid in full.
- Students with any negative balance are not allowed to purchase a la carte items, including milk.
- If no response to unpaid cafeteria charges is received by District from parents/guardians and several attempts are made to collect the balances, students may be denied access to extracurricular programs and/or events.

Parents/guardians are encouraged to apply for free or reduced meals under the federal government guidelines. Applications will be sent home on the first day of school and are available at any time in elementary, high school and superintendent's office.

NOTE: Cafeteria Charge Policy Form at back of Handbook

5.15 - GRADING

Parents or guardians shall be kept informed concerning the progress of their student. Parent-teacher conferences are encouraged and may be requested by parents, guardians, or teachers. If the progress of a student is unsatisfactory in a subject, the teacher shall attempt to schedule a parent-teacher conference. In the conference, the teacher shall explain the reasons for difficulties and shall develop, cooperatively with the parents, a plan for remediation, which may enhance the probability of the student succeeding. The school shall also send timely progress reports and issue grades for each nine (9) 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:

A = 100 - 90

B = 89 - 80

C = 79 - 70

D = 69 - 60

F = 59 and below

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

A = 4 points

B = 3 points

C = 2 points

D = 1 point

F = 0 points

The grade point values for Advanced Placement (AP), International Baccalaureate (IB), and approved honor courses shall be one (1) point greater than for regular courses with the exception that an F shall still be worth zero (0) points.

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

with those earned outside the district. Each final grade will be the sum of the percentage of days in the grading period transferred from outside the district times the transferred grade from outside the district plus the percentage of days in the grading period while in the district times the grade earned in the district.

For example: The grading period had forty (40) days. A student transferred in with a grade of eighty-three percent (83%) earned in ten (10) days at the previous school. The student had a grade of seventy-five percent (75%) in our district's school earned in the remaining thirty (30) days of the grading period. Ten (10) days is twenty-five percent (25%) of forty (40) days while thirty (30) days is seventy-five percent (75%) of forty (40) days. Thus the final grade would be $(0.25 \times 83) + (0.75 \times 75) = 77\%$.

*Note: NO additional point value will be added for AP course work for an earned grade below a "C" average.

**Note: Any student receiving an incomplete at the end of a grading period will have two weeks to make up the work or they will receive an "F" for the course.

***Note: Credit Recovery is offered for students to make up failing grades. The previous grade will not be eliminated from transcript.

4.6 - HOME SCHOOLING

Enrollment in Home School

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

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

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

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

The notice shall include:

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

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

Enrollment or Re-Enrollment in Public School

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

- A transcript listing all courses taken and semester grades from the home school;
- Score of at least the thirtieth percentile on a nationally recognized norm-referenced assessment taken in the past year; and
- A portfolio of indicators of the home-schooled student's academic progress, including without limitation:
 - Curricula used in the home school;
 - Tests taken and lessons completed by the home-schooled student; and
 - Other indicators of the home-schooled student's academic progress.

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

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

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

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

- a. Award of course credits earned in the home school;
- b. Placement in the proper grade level and promotion to the next grade level;
- c. Participation in any academic or extracurricular activity;
- d. Membership in school-sponsored clubs, associations, or organizations;

- e. A diploma or graduation, so long as the student has enrolled or re-enrolled in the District to attend classes for at least the nine (9) months immediately prior to graduation; or
- f. Scholarships.

4.56.2 - HOME SCHOOL EXTRACURRICULAR ACTIVITY ELIGIBILITY

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

NOTE: Home School Letter Of Intent Form To Participate can be obtained from the high school office.

HOMEWORK POLICY

Homework is a flexible and individual responsibility of each classroom teacher in Hackett High School. Purposeful homework varies from day to day with each pupil, depending upon his capacity, potential, and need. Homework exists in the school system to supplement, complement, and reinforce classroom teaching and learning. The amount and frequency of homework will be determined by the classroom teacher. Teachers should be aware of the potential problem students may have completing assignments from multiple teachers and vary the amount of homework they give from day to day. It will be monitored by the high school principal in relation to the areas of the curriculum.

HONOR ROLL

To be placed on the Honor Roll, a student must maintain a minimum 3.25 grade point average during each grading period. Those students earning all "A's" will be designated as the Principal's Honor Roll.

4.57 - IMMUNIZATIONS

Definitions

"In process" means the student has received at least one dose of the required immunizations and is waiting the minimum time interval to receive the additional dose(s).

"Serologic testing" refers to a medical procedure used to determine an individual's immunity to Hepatitis B, Measles, Mumps, Rubella and Varicella.

General Requirements

Unless otherwise provided by law or this policy, no student shall be admitted to attend classes in the District who has not been age appropriately immunized against:

- Poliomyelitis;
- Diphtheria;
- Tetanus;
- Pertussis;
- Red (rubeola) measles;
- Rubella;
- Mumps;
- Hepatitis A;
- Hepatitis B;
- Meningococcal disease;
- Varicella (chickenpox); and
- Any other immunization required by the Arkansas Department of Health (ADH).

The District administration has the responsibility to evaluate the immunization status of District students. The District shall maintain a list of all students who are not fully age appropriately immunized or who have an exemption provided by ADH to the immunization requirements based on medical, religious, or philosophical grounds. Students who are not fully age appropriately immunized when seeking admittance shall be referred to a medical authority for consultation.

The only types of proof of immunization the District will accept are immunization records provided by a:

- A. Licensed physician;
- B. Health department;
- C. Military service; or
- D. Official record from another educational institution in Arkansas.

The proof of immunization must include the vaccine type and dates of vaccine administration. Documents stating "up-to-date", "complete", "adequate", and the like will not be accepted as proof of immunization. No self or parental history of varicella disease will be accepted. Valid proof of immunization and of immunity based on serological testing shall be entered into the student's record.

In order to continue attending classes in the District, the student must have submitted:

- 1) Proof of immunization showing the student to be fully age appropriately vaccinated;
- 2) Written documentation by a public health nurse or private physician of proof the student is in process of being age appropriately immunized, which includes a schedule of the student's next immunization;
- 3) A copy of a letter from ADH indicating immunity based on serologic testing; and/or
- 4) A copy of the letter from ADH exempting the student from the immunization requirements for the current school year, or a copy of the application for an exemption for the current school year if the exemption letter has not yet arrived.

Students whose immunization records or serology results are lost or unavailable are required to receive all age appropriate vaccinations or submit number 4 above.

Temporary Admittance

While students who are not fully age appropriately immunized or have not yet submitted an immunization waiver may be enrolled to attend school, such students shall be allowed to attend school on a temporary basis only. Students admitted on a temporary basis may be admitted for a maximum of thirty (30) days (or until October 1st of the current school year for the tetanus, diphtheria, pertussis, and meningococcal vaccinations required at ages eleven (11) and sixteen (16) respectively if October 1st is later in the current school year than the thirty (30) days following the student's admittance). No student shall be withdrawn and readmitted in order to extend the thirty (30) day period. Students may be allowed to continue attending beyond the thirty (30) day period if the student submits a copy of either number 2 or number 4 above.

Students who are in process shall be required to adhere to the submitted schedule. Failure of the student to submit written documentation from a public health nurse or private physician demonstrating the student received the vaccinations set forth in the schedule may lead to the revocation of the student's temporary admittance; such students shall be excluded from school until the documentation is provided.

The District will not accept copies of applications requesting an exemption for the current school year that are older than two (2) weeks based on the date on the application. Students who submit a copy of an application to receive an exemption from the immunization requirements for the current year to gain temporary admittance have thirty (30) days from the admission date to submit either a letter from ADH granting the exemption or documentation demonstrating the student is in process and a copy of the immunization schedule. Failure to submit the necessary documentation by the close of the thirty (30) days will result in the student being excluded until the documentation is submitted.

Exclusion From School

In the event of an outbreak, students who are not fully age appropriately immunized, are in process, or are exempt from the immunization requirements may be required to be excluded from school in order to protect the student. ADH shall determine if it is necessary for students to be excluded in the event of an outbreak. Students may be excluded for twenty-one (21) days or longer depending on the outbreak. No student excluded due to an outbreak shall be allowed to return to school until the District receives approval from ADH.

Students who are excluded from school are not eligible to receive homebound instruction unless the excluded student had a pre-existing IEP or 504 Plan and the IEP/504 team determines homebound instruction to be in the best interest of the student. To the extent possible, the student's teacher(s) shall place in the principal's office a copy of the student's assignments:

- for the remainder of the week by the end of the initial school day of the student's exclusion; and
- by the end of each school's calendar week for the upcoming week until the student returns to school.

It is the responsibility of the student or the student's parent/legal guardian to make sure that the student's assignments are collected.

Students excluded from school shall have five (5) school days from the day the student returns to school to submit any homework and to make up any examinations. State mandated assessments are not included in "examinations" and the District has no control over administering state mandated make-up assessments outside of the state's schedule. Students shall receive a grade of zero for any assignment or examination not completed or submitted on time.

IN-SCHOOL SUSPENSION

In-School Suspension is on-campus suspension to be used in place of out-of-school suspension. A student in In-School Suspension will be assigned regular classroom work/disciplinary work and will be under adult supervision. A student assigned to In-School Suspension will report to the designated area immediately upon arriving on campus at 8:00 a.m. and remain there until released by teacher. The student will follow all rules and regulations for a student assigned to In-School Suspension. A student who fails to report to In-School Suspension or follow established guidelines, as assigned, will receive out-of-school suspension for a number of days determined by offense.

4.28 - LASER POINTERS

ACT 1408 of 1999 makes it unlawful for a person under the age of 18 years to possess a hand-held laser pointer without the supervision of a parent, guardian, or teacher.

No student will possess a hand-held laser pointer on school property or during any school-sponsored activity. If a student violates this policy, the laser pointer will be immediately confiscated and turned over to local law enforcement as soon as possible. The student will also receive the following penalties:

1st Offense:	Warning (confiscation of laser pointer)
2nd Offense:	1 day in-school suspension
3rd Offense:	2 days in-school suspension
Other offenses:	2 day out-of-school suspension

LOCKERS

Lockers are available to students. Locker numbers will be assigned in the office or the student's homeroom. Any change in this assignment must be done in the principal's office. **Hartford High School requires the use of locks.** A locker fee of \$2.00 will be charged each student assigned a school locker. It is understood, however, that access to all lockers is a legal right of school officials. Not maintaining a lock on, writing on, or the defacing of, lockers will not be tolerated and could result in the loss of locker privileges. **NO STUDENT SHOULD EVER PILFER ANOTHER STUDENTS LOCKER.**

MAKING-UP OF CLASSES

Students who fail a class will only be allowed to re-take a class if the schedule allows. Students need to arrange summer school or correspondence if they fail a class. Students who have not made up a failed class for two years or more will not be allowed to go back and make up a class with younger students.

4.8 - 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.
9. As required/permitted by the student's Individual Education Program or 504 Plan.

Work may not be made up for credit for unexcused absences in excess of the number of allowable unexcused absences in a semester unless the unexcused absences are part of a signed agreement as permitted by policy 4.7—ABSENCES. Out-of-school suspensions are unexcused absences. Work missed while a student is expelled from school may not be made up for credit and students shall receive a zero for missed assignments. In lieu of the timeline above, assignments for students who are excluded from school by the Arkansas Department of Health during a disease outbreak are to be made up as set forth in Policy 4.57—IMMUNIZATIONS.

OFFICE TELEPHONE AND MESSAGES

The office telephones are to be used for school purposes during the school day. Students will be allowed to make calls only after receiving permission from office staff. Messages or deliveries of a non-emergency nature will not be delivered to students while they are in class. Deliveries to students will be held in the office for students to pick up during their free time.

PARENT-TEACHER CONFERENCES AND REPORT CARDS

Parent-Teacher conferences are held during the first and second semesters. On this day, parents are asked to come to school between the hours of 1:30 p.m. and 7:30 p.m. to confer with the teachers concerning the students progress and receive the report card. Students will be given their report cards following the close of the second and fourth quarters. Additional conferences may be scheduled through the Principal's office. The final report card will be available in the high school office approximately one week after final tests. A stamped, self-addressed envelope may be provided by the parents to be used to have the report card mailed to them. It is very important that the final report card be picked up so that parents will be aware of the academic status of their child.

3.30 - PARENT-TEACHER COMMUNICATION AND CONFERENCES

Teachers shall attempt to communicate personally with the parents or guardians of each student at least twice during the school year to discuss the student's academic progress. Teachers shall communicate more often with parents/guardians of students performing below the level expected for their grade or IEP. Parents/guardians are encouraged to communicate with teachers and conferences may be requested when they feel the need to discuss their child's progress.

Parent/Teacher conferences are held at the close of the first and third quarters. On the date set for these conferences, parents are asked to come to the school between 1:30-7:30 p.m. Teachers and parents will meet to discuss student progress and receive students' report cards. If a parent is unable to attend during this established time, they may set up an alternate time by contacting the building principal. Report cards at the end of each semester will be given directly to the students. The semester report cards should be available from 1-5 days after the end of final tests. Parents may provide a stamped, self-addressed envelope to the school if they are unable to pick up a report card. They may also come by the school office to pick up the report card. It is very important that the report card is picked up so that the parent/guardian is aware of the child's academic status.

PARENTAL INVOLVEMENT PLAN

Hartford High School recognizes the shared responsibility of the school and family during the time the child spends in school. We believe that engaging parents is essential to improving student achievement. Toward this collaborative end, Hackett High School has established, and will continue to expand, a Parental Involvement Plan. The High School Parent Involvement Coordinator, Mrs. Gladys Rink, will ensure all meetings are scheduled as planned, and all teachers are kept current with ways to keep parents involved. Our Parental Involvement Plan, in accordance with current Arkansas law, includes the following components:

- Involve parent of students at all grade levels in a variety of roles.
- Be comprehensive and coordinated in nature.
- Recognize that communication between home and school should be regular, two-way and meaningful. To encourage communication with parents, Hartford High School will prepare an informational packet to be distributed annually to every parent. Each packet will contain:
 - Suggested ways for parents to become more involved
 - Surveys regarding student interests
 - Surveys regarding parent volunteers
 - School schedule of annual activities
- Promote and support responsible parenting. To support this objective, the high school will designate a dedicated area in the library which contains parenting books, magazines, and other informational material regarding responsible parenting.
- Acknowledge that parents play an integral role in assisting student learning. To support this Hartford High School will do the following:
 - Schedule regular parent meetings, as scheduled by Mrs. Webb
 - Provide a course outline and overview of instruction and assessments
 - Provide regular feedback on student progress
- Welcome parents to the school and seek parental support and assistance. Hackett High School will have no school policies or procedures that would discourage a parent from visiting the school. Hackett High School will encourage school staff to use the volunteer surveys to best align parent volunteers with interests and abilities. Mrs. Webb will create all surveys.
- Recognize that a parent is a full partner in all decisions that affect his or her child. To encourage parents to participate, Hartford High School will include in the school's policy handbook, the school's process for resolving parental concerns.
- Recognize that community resources strengthen school programs, family practices, and student learning. To utilize community resources, Hartford High School will consider recruiting alumni from the school to serve on an advisory board. The advisory board will consist of teachers, counselors, librarians, principals, curriculum personnel, and administrators.
- Support the development, implementation and regular evaluation of the program to involve parents in the decisions and practices of the school district, using to the degree possible, the standards listed in this section.
- The Principal of each building will designate one (1) certified staff member who is willing to serve as a parent facilitator to help organize meaningful training for staff and parents. Regular, advertised meetings, will also serve to encourage parent involvement. Mrs. Gladys Rink serves as our High School Parent Involvement Coordinator.

The Parent Involvement Plan is an integral part of the Hackett Public School ACSIP Plan, and continues to be monitored and evaluated throughout the year.

4.41 - PHYSICAL EXAMINATIONS OR SCREENINGS

The Hackett School District conducts routine health screenings such as hearing, vision, and scoliosis due to the importance these health factors play in the ability of a student to succeed in school. The intent of the exams or screenings is to detect defects in hearing, vision,

or other elements of health that would adversely affect the student's ability to achieve to his/her full potential.

The rights provided to parents under this policy transfer to the student when he/she turns eighteen (18) years old.

Except in instances where a student is suspected of having a contagious or infectious disease, parents shall have the right to opt their student out of the exams or screening by using form 4.41F or by providing certification from a physician that he/she has recently examined the student.

A student may be required to pass a physical exam before being allowed to participate in certain extracurricular activities to help ensure they are physically capable of withstanding the rigors of the activity. It is understood that students who refuse to take such an exam will not be allowed to participate in the desired activity.

NOTE: Objection To Physical Examinations Or Screenings at back of Handbook

PREGNANT STUDENTS

A pregnant student has the right to continue schooling in regular school classes, unless there is evidence that her presence in the classroom does, in fact, disrupt or impair the education process of other students. As soon as a student's condition of pregnancy is determined, it shall be reported to the school principal.

Pregnant senior girls must have a signed doctor's release to travel on the senior trip.

4.13 - PRIVACY OF STUDENTS' RECORDS/ DIRECTORY INFORMATION

Except when a court order regarding a student has been presented to the district to the contrary, all students' educational records are available for inspection and copying by the parents of any 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 educational records to any agency or individual not authorized by law to receive and/or view the educational records without prior parental permission. The District shall maintain a record of requests by such agencies or individuals for access to, and each disclosure of personally identifiable information (PII) from the education records of each student. Disclosure of education records is authorized by law to school officials with legitimate education 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 members (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

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

In addition to releasing PII to school officials without permission, the District may disclose PII from the education records of students in foster care placement to the student's caseworker or to the caseworker's representative without getting prior consent of the parent (or the student if the student is over eighteen (18)). For the District to release the student's PII without getting permission:

- The student must be in foster care;
- The individual to whom the PII will be released must have legal access to the student's case plan; and
- The Arkansas Department of Human Services, or a sub-agency of the Department, must be legally responsible for the care and protection of the student.

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

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

For the purposes of this policy, the Hackett School District does not distinguish between a custodial and non-custodial parent with respect to gaining access to a student's records. The fact of a person's status as parent or guardian, alone, enables that parent or guardian to review and copy his/her 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 must present a file-marked copy of such order to the building principal and the superintendent. The school will make good-faith efforts to act in accordance with such court order, but the failure to do so does not impose legal liability upon the school. The actual responsibility for enforcement of such court orders rests with the parents or guardians, their attorneys and the court which issued the order.

A parent or guardian does not have the right to remove any material from a student's records, but such parent or guardian may challenge the accuracy of a record. The right to challenge the accuracy of a record does not include the right to dispute a grade, disciplinary rulings, disability placements, or other such determinations, which must be done only through the appropriate teacher and/or administrator, the decision of whom is final. A challenge to the accuracy of material contained in a student's file must be initiated with the building principal, with an appeal available to the Superintendent or his 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 hearing procedure when notified of the right to a hearing.

Unless the parent or guardian of a student (or student, if above the age of eighteen [18] objects), directory information about a student may be made available to the public, military recruiters, post secondary educational institutions, prospective employers of those students, as well as school publications such as annual yearbooks and graduation announcements.

“Directory information” includes, but is not limited to, a student’s name, address, telephone number, electronic mail address, photograph, date and place of birth, dates of attendance, his/her placement on the honor role (or the receipt of other types of honors), as well as his/her participation in school clubs and extracurricular activities, among others.

If the student participates in inherently public activities (for example, basketball, football, or other interscholastic activities), the publication of such information will be beyond the control of the District. “Directory information” also includes a student identification (ID) number, user ID, or other unique personal identifier used by a student for purposes of accessing or communicating in electronic systems and a student ID number or other unique personal identifier that is displayed on a student’s ID badge, provided the ID cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user’s identity, such as a personal identification number (PIN), password or other factor known or possessed only by the authorized user. A student’s name and photograph will only be displayed on the district or school’s web page(s) after receiving written permission from the student’s parent or student if over the age of 18.

The form for objecting to making directory information available is located in the back of the student handbook and must be completed and signed by the parent or age-eligible student and filed with the building principal’s office no later than ten (10) school days after the beginning of each school year. 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 form for any student no longer in attendance at the district.

The right to opt out of the disclosure of directory information under Family Educational Rights and Privacy Act (FERPA) does not prevent the District from disclosing or requiring a student to disclose the student’s name, identifier, or institutional email address in a class in which the student is enrolled.

Medicaid/ARKids First will be billed, when applicable, for hearing and vision screenings conducted at school unless a written note from parent/guardian is provided stating otherwise.

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

NOTE: Permission To Display Student Information On Web Site and Permission To Display Photo Of Student On Web Site Forms at back of Handbook

PROGRESS REPORTS

Students will receive an informal progress report during the fifth week of each nine weeks. It is the responsibility of each student to take his or her progress report home to be signed and returned to the respective teacher.

4.50 - SCHOOL MEAL MODIFICATIONS

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

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

The medical statement should include:

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

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

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

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

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

4.32 - SEARCHES, SEIZURES, AND INTERROGATIONS

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

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

The Superintendent, principals, and their designees may request the assistance of law enforcement officials to help conduct searches. Such searches may include the use of specifically 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 questions, with permission of the parents of a student (or the student if above eighteen (18) years of age), or in response to a subpoena or arrest warrant.

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

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

SENIOR TRIP

To be eligible for the Senior Trip, a student must have completed all requirements for graduation.

All seniors will be expected to follow all school rules and regulations while participating in the Senior Trip. Any student who does not follow these guidelines will have his/her trip terminated and parents will be called to pick up student. Disciplinary action will be determined by the principal after conferring with Senior Class Sponsors.

Any senior who has continued to be a disciplinary problem throughout the school year or has had excessive absences will not be permitted to participate in the Senior Trip. The allowable distance for the senior trip will be established prior to the senior class deciding on a destination, but the trip will not exceed 500 miles from Hartford Schools. The senior class trip is allowed a total of 2 school days that seniors can miss, and must be concluded by midnight Saturday using Thursday and Friday as the missed school days. Should the senior class select a week for their trip that includes a day that school is not in session, their annual trip could be extended by one day. Any senior trip must be approved by the high school principal.

STUDENT ACCIDENT INSURANCE

The Hackett School Board carries a supplemental insurance policy which covers every student enrolled in the Hackett Schools and is a supplement to the insurance carried by the family. All students are covered during school hours and during any school function. The policy also covers the high school athletic program. This is not required but done as a courtesy by the school district.

4.25 - STUDENT DRESS CODE

The Hackett 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.

In order to establish high standards for Hartford High School, students will at all times dress and be groomed so as to present a respectable appearance. Examples of unacceptable apparel (this is not all-inclusive):

1. Strapless dresses, short shorts, tank tops, gym shorts, see-through shirts and blouses, bare midriffs, and girls' sleeveless blouses, shirts, dresses, and low-necked tops which expose undergarments or any portion of private anatomy, sagging jeans, jeans with tears and holes etc. Shorts/dresses will be no shorter than 4" above the top of the kneecap. (No cut-off shorts allowed.) Pants made of stretch materials that are form fitting are inappropriate unless covered by a skirt or shirt that meets the 4" requirement for appropriate dress. No pajama bottoms or house shoes will be allowed as a form of student dress.
2. Items of clothing which advertise alcoholic beverages, tobacco products, or drugs, or which have vulgar, obscene, or offensive messages printed or implied, will not be allowed.

3. Hats or caps, etc. will not be worn inside campus buildings. Any hat worn on campus will be worn properly, not backwards. Bandanas may not be worn at school or any school sponsored activity.
1st offense: hat taken from student to be returned at end of week
2nd offense: swats or ISS
4. Chains will not be worn by students on campus during school hours or at any school sponsored activity.
5. Exceptions may be made for special occasions and dress-up days.
6. Students will change before returning to the classroom from P.E. and athletics.
Students are prohibited from wearing, while on the school grounds during the school day and at school-sponsored events, clothing that exposes underwear, buttocks, or the breast of a female. This prohibition does not apply, however to a costume or uniform worn by a student while participating in a school-sponsored activity or event. Violation of the dress code will result in the following penalties:
1st offense: Warning will be given, and the student will be required to change any clothing article which is in violation of school policy.
2nd offense: 1 day of In-School suspension
3rd offense: 2 days of In-School suspension
Other offenses: 1 day of Out-of-School suspension

4.36 - STUDENT ILLNESS/ACCIDENT

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 the 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.

4.42 - STUDENT HANDBOOK

It shall be the policy of the Hackett school district that the most recently adopted version of the Student Handbook be incorporated by reference into the policies of this district. In the event that there is a conflict between the student handbook and a general board policy or policies, the more recently adopted language will be considered binding and controlling on the matter provided the parent(s) of the student, or the student if 18 years of age or older have acknowledged receipt of the controlling language.

Principals shall review all changes to student policies and ensure that such changes are provided to students and parents, either in the Handbook or, if changes are made after the handbook is printed, as an addendum to the handbook.

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

NOTE: Student Handbook Acknowledgement Form at back of Handbook

STUDENT PARKING

Students who attend Hartford High School and drive a motor-driven vehicle to school must park in student parking lot as provided. Students must also be a licensed driver and provide proof of insurance for vehicle being parked in student lot. Students will meet with the principal to go over all rules concerning student vehicles. Parking on school property is a privilege which may be denied to a student for any disciplinary violation, at the discretion of the student's building principal.

After all requirements are met, students will be issued a parking permit. This must be visible at all times while parked in student parking lot. Students are not allowed to be in or near the parking area without authorization during school hours. Students must allow all buses to clear campus before leaving parking lot.

It is understood that there is no expectation of privacy in vehicles in parking areas. Drivers of vehicles parked on a school campus will be held accountable for illegal substances or any other item prohibited by District policy found in their vehicle. The act of a student parking a vehicle on campus is a grant of permission for school or law enforcement authorities to search that vehicle.

CONGREGATING BEFORE SCHOOL AND NOON

Students are NOT allowed to be located around the Old Gym or any outlying buildings before the school day begins or during the lunch period. Students will eat breakfast and lunch in designated areas. Students may assemble only between the cafeteria and the main high school building. Students are not allowed to be on the elementary campus without gaining permission from the office. Adjustments and additions to these directions will be made as needed.

4.30 - SUSPENSION FROM SCHOOL

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

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

- Going to and from school or a school activity.

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

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

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

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

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

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

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

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

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

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

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

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

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

During the period of their suspension, students serving in-school suspension shall not attend or participate in any school-sponsored activities during the imposed suspension.

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

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

It is the policy of the Hackett School District to not allow any student to enroll or re-enroll in the district during the time period in which the student is suspended from another district.

4.12 - STUDENT ORGANIZATIONS/EQUAL ACCESS

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

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

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

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

TECHNOLOGY

5.20 - DISTRICT WEBSITE

<http://www.hackettschools.org>

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

The Hackett School District website shall be used for educational purposes only. It shall not create either a public or a limited public forum. Any link from any page on the District's site may only be to another educational site. The web site shall not use "cookies" to collect or

retain identifying information about visitors to its web site nor shall any such information be given to "third parties." Any data collected shall be used solely for the purpose of monitoring site activity to help the district improve the usefulness of the site to its visitors.

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

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

- 1) All pages on the District's web site may contain advertising and links only to educational sources.
- 2) The District's home page shall contain links to existing individual school's web pages and the school home pages shall link back to the District's home page. The District's home page may also include links to educational extracurricular organization's web pages, which shall also link back to the District's home page.
- 3) Photos along with the student's name shall only be posted on web pages after receiving written permission from the student's parents or the student if the student is over the age of eighteen (18).
- 4) The District's web server shall host the Hackett District's website.
- 5) No web page on the District website may contain public message boards or chat rooms.
- 6) All web pages on the District website shall be constructed to download in a reasonable length of time.
- 7) The District's home page shall contain a link to a privacy policy notice, which must be placed in a clear and prominent place and manner.
- 8) With the exception of students who may retain the copyright of material they have created that is displayed on a District web page, all materials displayed on the District web site are owned by Hackett School District.
- 9) Included on the District's web site shall be:
 - A. Local and state revenue sources;
 - B. Administrator and teacher salary and benefit expenditure data;
 - C. District balances, including legal balances and building fund balances;
 - D. Minutes of regular and special meetings of the school board;
 - E. The district's budget for the ensuing year;
 - F. A financial breakdown of monthly expenditures of the district.
 - G. The salary schedule for all employees including extended contract and supplementary pay amounts;
 - H. Current contract information (not including social security numbers, telephone numbers, personal addresses or signatures) for all district employees;
 - I. The district's annual budget;
 - J. The annual statistical report of the district;
 - K. The district's personnel policies; and
 - L. The annual School Performance Report;

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

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

- The dyslexia intervention programs used during the previous school year that were specifically responsive to assisting students with dyslexia;
- The number of students during the previous school year who received dyslexia intervention; and
- The total number of students identified with dyslexia during the previous school year.

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

WEB SITE PRIVACY POLICY

The Hackett School District operates and maintains a web site for the purpose of informing the citizens of the district about its activities. The web site does not use "cookies" or ISP addresses to collect or retain personally identifying information about visitors to its web site nor is any such information given to "third parties."

Any data collected is used solely for the purpose of monitoring site activity to help the district improve the usefulness of the site to its visitors. The site serves no commercial purpose and does not collect any information from individuals for such purpose.

Photographs of students shall not be displayed on any page of the district's web site without the prior written consent of the parent (or the student if 18 or older). When posted, the photographs shall not be directly associated with the full name of the student. Students are not allowed to download music to student/home directories. Any previously downloaded music from past year(s) can be deleted by coming to the principal's office.

The site provides for email communication between the District and individuals for the purpose of exchanging information regarding the District and its activities or between teachers and their students. The site may also provide for password-protected communication between the District and its staff.

NOTE: Objection to Publication of Directory Information Form at back of Handbook

4.29 – INTERNET SAFETY AND ELECTRONIC DEVICE USE POLICY

Note: For the purposes of this policy, "electronic device" means anything that can be used to transmit or capture images, sound, or data.

The Hackett School District makes electronic device(s) and/or electronic device Internet access available to students, to permit students to perform research and to allow students to learn how to use electronic device technology. Use of district electronic devices is for educational and/or instructional purposes only. Student use of electronic device(s) shall only be as directed or assigned by staff or teachers; students are advised that they enjoy no expectation of privacy in any aspect of their electronic device use, including email, and that monitoring of student electronic device use is continuous.

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

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

Technology Protection Measures

The Hackett School District is dedicated to protecting students from materials on the Internet or world wide web that are inappropriate, obscene, or otherwise harmful to minors; therefore, it is the policy of the District to protect each electronic device with Internet filtering software that is designed to prevent students from accessing such materials. For purposes of this policy, "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:

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

Internet Use and Safety

The Hackett School District is dedicated to ensuring that students are capable of using the Internet in a safe and responsible manner. The District uses technology protection measures to aid in student safety and shall also educate students on appropriate online behavior and Internet use including, but not limited to:

- interacting with other individuals on social networking websites and in chat rooms;
- Cyberbullying awareness; and
- Cyberbullying response.

Misuse of Internet

The opportunity to use the District's technology to access the Internet is a privilege and not a right. Students who misuse electronic devices or Internet access in any way will face disciplinary action, as specified in the student handbook and/or Internet safety and electronic device use agreement. Misuse of the Internet includes:

- The disabling or bypassing of security procedures, compromising, attempting to compromise, or defeating the district's technology network security or Internet filtering software;
- The altering of data without authorization;
- Disclosing, using, or disseminating passwords, whether the passwords are the student's own or those of another student/faculty/community member, to other students;
- Divulging personally identifying information about himself/herself or anyone else either on the Internet or in an email unless it is a necessary and integral part of the student's academic endeavor. Personally identifying information includes full names, addresses, and phone numbers.
- Using electronic devices for any illegal activity, including electronic device hacking and copyright or intellectual property law violations;
- Using electronic devices to access or create sexually explicit or pornographic text or graphics;
- Using electronic devices to violate any other policy or is contrary to the Internet safety and electronic device use agreement.

Students who use any technology in an inappropriate manner and/or not as directed by the school are in violation of school policy and subject to discipline, up to and including the loss of the right to use the technology (which may involve loss of credit if the technology use was course work). This could result in loss of technology privileges for up to one year). Students who use technology to violate other policies will be subject to discipline for misuse of technology as well as the policy violation. Example: A student sends a threatening E-mail message to another student. This student would be disciplined for misusing technology as well as threatening another student.

Penalties: 1st Offense - (Minimum) Loss of all technology use for nine (9) weeks

2nd Offense - (Minimum) Loss of all technology use for rest of that semester and the following semester.

3rd Offense - (Minimum) Permanent loss of all technology use

(These offenses/penalties run continuously throughout school career)

NOTE: Student Electronic Device and Internet Use Agreement at back of Handbook

4.47 - 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 or campus environment does not respect the rights of others and is expressly forbidden.

To protect the security of statewide assessments, no electronic, device as defined in this policy shall be accessible by a student at any time during assessment administration unless specifically permitted by a student's individualized education program (IEP) or individual health plan; this means that when a student is taking an AESAA assessment, the student shall not have his/her electronic device in his/her possession. Any student violating this provision shall be subject to this policy's disciplinary provisions.

As used in this policy, "electronic devices" means anything that can be used to transmit or capture images, sound, or data.

Misuse of electronic devices includes, but is not limited to:

1. Using electronic devices during class time in any manner other than specifically permitted by district policy or the classroom instructor;
2. Permitting any audible sound to come from the device when not being used for reason #1 above;
3. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, or wrongfully obtaining test copies or scores;
4. Using the device to take photographs/videos in locker rooms or bathrooms;
5. Creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction or recording of oneself or another person;
6. Using the device between periods;
7. Using the device to record a fight;
8. Accessing Social Media during the school day.

Use of an electronic device is permitted to the extent it is approved in a student's 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. Students using personal or school issued devices must use the Hackett School District's filtered wireless network during the school day, which includes before school, lunch, and after school. 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.

All cell phone conversations during the school day should only take place under the supervision of office personnel.

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 as defined by this policy shall have them confiscated and the district may retain possession of the devices until any investigation involving the devices is completed. The District will not be held responsible if an electronic device is lost, stolen, or misplaced, including those that have been confiscated. Students have no right of privacy as to the content contained on any electronic devices that have been confiscated. A search of a confiscated device shall meet the reasonable individualized suspicion requirements of Policy 4.32—SEARCH, SEIZURE, AND INTERROGATIONS.

Students who use a school issued cell phone and/or computer 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. Students who use electronic devices to violate other policies will be subject to discipline for misuse of electronic devices as well as the policy violation.

No student shall use any wireless communication device for the purposes of browsing the internet; composing or reading emails and text messages; or making or answering phone calls while driving a motor vehicle that is in motion and on school property. Violation may result in disciplinary action up to and including suspension.

Students found in possession of an electronic device that is being misused as defined by #1, #2, or #6 in this policy will be subject to the following penalties:

- | | |
|--------------------------|--|
| 1 st Offense: | Electronic device will be confiscated and turned in to the principal. Student must go to the principal at the close of the school day to retrieve their device. |
| 2 nd Offense: | Electronic device will be confiscated and turned in to the principal. Principal will assign lunch detention and parent must pick up the device from the principal's office. |
| 3 rd Offense: | Electronic device will be confiscated and turned in to the principal. Principal will assign one (1) day In-School Suspension and parent must pick up the device from the principal's office. |

** Additional penalties for additional occurrences will be up to the principal.

***Violations of this policy other than for #1, #2, or #6 as described in this policy could lead to suspension or expulsion for the first offense and Law Enforcement may be contacted if the violation is sexual or threatening in nature.

TEST EXEMPTION POLICY

(THIS IS ONLY IN EFFECT SECOND SEMESTER.)

Any student, grades 9-12, who has an "A" average in a class for the second semester has the option of being exempt from taking the semester test in that class if he or she has no more than three absences and two tardies in that class.

Any student, grades 9-12, with a grade of "B" and a maximum of two absences and two tardies in a class, would also have the option of being exempt from taking the second semester test in that class.

Any student, grades 9-12, with a grade of "C" and a maximum of one absence and two tardies in a class, would also have the option of being exempt from taking the second semester test in that class.

The same guidelines will be followed for 7th and 8th grade students.

TEXTBOOK POLICY

State owned textbooks will be issued free to all students. Lost or damaged books, however, must be paid for in accordance with the nature of the damage and age of the book. Failure on the part of any student to make good such damage will result in his/her being deprived of further use of free textbooks until such damages have been paid. **Students must take good care of their textbooks so they may be used by another student the following year. Students who fail to do this will be disciplined accordingly.** Textbooks left unsecured will result in 1 day ISS. You may not leave your textbooks(s) in an area planning to pick them up at a later time. Example: leaving books in the cafeteria or gazebo to save having to carry them. All textbooks should be secured in student lockers.

4.4 - TRANSFER STUDENTS

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

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

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

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

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

Except as otherwise required or permitted by law, the responsibility for transportation of any nonresident student admitted to a

school in this District shall be borne by the student or the student's parents. The District and the resident district may enter into a written agreement with the student or student's parents to provide transportation to or from the District, or both.

TRUANCY

Truancy is an act of misconduct and is subject to appropriate disciplinary action through the principal's office. Truancy is defined as:

1. Being on campus and not being in the assigned class or study hall (this includes going to the nurse without permission).
2. Leaving school without following sign out procedures in the office.
3. Leaving school without proper authorization to sign out.
4. "Skipping" school.

VENDING MACHINE USE

Vending machines can only be used after 1:00 p.m. daily. Students are expected to deposit their vending machine trash in proper containers. Violations of these rules may result in vending machines being placed off-limits.

6.5 - VISITORS TO THE SCHOOLS

Parents, grandparents, legal guardians, business, and community members are welcome and encouraged to visit District schools. To minimize the potential for disruption of the learning environment, visitors, for a purpose other than to attend an activity open to the general public, are required to first report to the school's main office. No one shall be exempt from this requirement. Visitors who are Level 3 or Level 4 sex offenders may only enter a school campus under the provisions listed in Policy 6.10.

Parents and legal guardians are encouraged to participate in regularly scheduled visitation events such as school open houses and parent/teacher conferences. Additional conferences are best when scheduled in advance. Conferences shall be scheduled at a time and place to accommodate those participating in the conference. Visits to individual classrooms during classtime are permitted on a limited basis with the principal's prior approval and the teacher's knowledge.

Visitors, including parents wishing to speak with students during the school day shall register first with the office.

The District has the right to ask disruptive visitors to leave its school campuses. Principals are authorized to seek the assistance of law enforcement officers in removing any disruptive visitors who refuse to leave school property when requested to do so.

6.10 - SEX OFFENDERS ON CAMPUS (MEGAN'S LAW)

The Hackett School District shall work with area law enforcement in a manner consistent with applicable state law and Arkansas Department of Education Regulations to communicate the presence of a sexual offender. When necessary, law enforcement may contact building principals to provide information concerning registered sex offenders. The decision regarding the school principals to be notified rests solely with law enforcement officials; law enforcement officials use a rating system to determine who needs to be notified, which is according to the sex offender's dangerousness to the community.

In turn, building principals should notify any employee who is regularly in a position to observe unauthorized persons on or near the school's property in the ordinary course of their employment. Employees notified could include any of the following: aides, bus drivers, coaches, maintenance staff, professional support staff, school level administrative staff, security personnel, teachers' assistants, and teachers.

It is important that school personnel who receive sex offender notifications understand that they are receiving the sex offender notifications in their official capacity and are **not** to disseminate information about an offender to anyone outside the school. If school personnel are asked about notification information by an organization using school facilities, the organization should be referred to the area law enforcement agency that issued the notice.

Persons **not** to be notified, except at the specific discretion of area law enforcement officials, include: members of parent-teacher organizations, other schools, organizations using school facilities, students, parents or guardians of students, and the press. District personnel may inform the press about procedures that have been put in place and other general topics, but may not reveal the name or any other specifics regarding an offender.

A parent or guardian who is a Level 1 or Level 2 sex offender shall be allowed to enter the school campus to attend parent-teacher conferences or any other activity that is appropriate for a parent, guardian, or community member.

Level 3 and Level 4 sex offenders may only enter the school campus in the following instances:

1. The offender is a student attending school in the district;
2. To attend a graduation or baccalaureate ceremony;
3. It is a non-student contact day according to the school calendar or no school-sponsored event is taking place on campus;
4. The offender is a parent or guardian of a student enrolled in the district and goes directly to the school office to have school personnel deliver medicine, food, or personal items for the student;
5. The offender is a parent or guardian of a student and enters the school campus where the student is enrolled to attend a scheduled parent-teacher conference **and** the offender is escorted to and from the conference by a designated school official or employee.

A Level 3, but not a Level 4, sex offender may attend a school sponsored event for which an admission fee is charged or tickets are sold or distributed if the sex offender:

- Is the parent or guardian of or is related by blood or marriage within the fourth (4th) degree of consanguinity to a student enrolled in the public school; and
- Notifies the administration of the school in writing at least twenty-four (24) hours before the start of the event that he or she will be attending the event.

A Level 3 and Level 4 sex offender who is the parent or guardian of a child enrolled in the district and who wishes to enter the school campus in which the student is enrolled for any other purpose than those listed above, must give reasonable notice to the school principal or his/her designee. The principal or designee may allow the sex offender to enter upon the campus provided there is a designated school official or employee to escort and supervise the sex offender while they remain on campus. The sex offender shall not enter upon the school campus until such time as a designated school official or employee is available.

Copies of the notification from law enforcement should be kept in a secure place accessible to teachers and staff, but should not be posted on school bulletin boards or made available to students or members of the community at large.

4.16 - STUDENT VISITORS

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

WORK RELEASE WAIVER

Senior students on track to graduate have the opportunity to secure a work release for the final hour of the school day; a work release form can be gained from the principal. The work release waiver must be signed by the employer, a parent, and have principal permissions. All data required on the form must be filled out and receive a final approval from the principal. All credits will be verified prior to final approval.

4.17 - STUDENT DISCIPLINE

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

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

The District's licensed personnel policy committee shall review the student discipline policies annually and may recommend changes in the policies to the Hackett School Board. The Board has the responsibility of determining whether to approve any recommended changes to student discipline policies.

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

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

Good order and conduct are vital to the teaching and learning that takes place at school. All students will conduct themselves in manner that will contribute to the best interests of the school and will not infringe upon the rights of others to learn.

All teachers have authority over each student enrolled in the school district and have the authority to correct any misconduct on the school premises or at any school function. The administration encourages firm and effective discipline in order to maintain an environment conducive to effective teaching and learning.

Punishment for student discipline infractions may range from a verbal warning to expulsion. Corporal punishment may be used as a form of student discipline.

4.24 - 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 Hackett School District shall possess, attempt to possess, consume, use, distribute, sell, buy, attempt to sell, attempt to buy, give to any person, or be under the influence of any substance as defined in this policy, or what the student represents or believes to be any substance as defined in this policy. This policy applies to any student who; is on or about school property; is in attendance at school or any school sponsored activity; has left the school campus for any reason and returns to the campus; is en route to or from school or any school sponsored activity.

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

Selling, distributing, or attempting to sell or distribute, or using over-the-counter or prescription drugs not in accordance with the recommended dosage is prohibited. If any student is found in violation of this rule, parents will be called and local police notified. Student will be suspended pending School Board action.

4.43 - BULLY POLICY

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

or school bus; or at designated school bus stops.

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

Definitions:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

occurred.

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

Copies of this policy shall be available upon request.

Bullying Consequences

- 1st offense- Conference with parents, corporal punishment, in school suspension, and/or 1 day out of school suspension.
- 2nd offense- Conference with parents, corporal punishment, in school suspension, and/or 2 days out of school suspension.
- 3rd offense- Conference with parents, minimum 3 days out of school suspension up to and including expulsion

APPROPRIATE STUDENT CONDUCT

Good order and conduct are vital to the teaching and learning that takes place at school. All students will conduct themselves in a manner that will contribute to the best interest of the school and will not infringe upon the rights of others to learn.

Teachers, principals, and administrators have the authority to take customary and reasonable measures to maintain proper control and discipline among students placed under their care and supervision. Such measures may include the use of reasonable force and the exercise of lawful authority to restrain or correct pupils and maintain order.

ARKANSAS ACTIVITIES ASSOCIATION SPORTSMANSHIP POLICY

The Arkansas Activities Association (AAA) has established a Sportsmanship Manual beginning with the school year 2007-2008. Guidelines have been put forward for behavior of all spectators in attendance for all athletic contests and related activities sponsored by the AAA. Hackett Public Schools will follow the mandates as established by the AAA. A copy of the complete Sportsmanship Manual from the AAA can be acquired by coming to the Hartford High School principal's office. For the purpose of this student handbook, only the spectator portion of the manual will be included, and it should be noted that Hackett students and patrons are required to adhere to the following guidelines and all rules posted in the Arkansas Activities Association sportsmanship manual:

- a. Positive encouragement and support of own team without being rude, negative or derogatory to opponents.
- b. Do not wear extreme or unusual clothing to the game.
- c. No full-face painting is permitted. Partial face painting is permitted such as small markings on the cheeks.
- d. No derogatory or suggestive slogans on apparel.
- e. No bare chests are permitted; shirts must be worn.
- f. Do not throw trash on the playing field or throw objects at other spectators.
- g. No negative, demeaning, or obscene yells before, during, or after the contest.
- h. Do not turn one's back or hold up newspapers while teams are being introduced or when teams, cheerleaders, or dance teams are performing.
- i. Avoid criticism of game officials and sideline coaching.
- j. Stay off the playing area.
- k. Take part in cheers with the cheerleaders.
- l. Show respect for public property and equipment.
- m. All posters/banners/signs must reflect positive support.
- n. No artificial noisemakers at any indoor event.
- o. While this is not a conclusive list by the AAA, it should be noted that any other un-sportsmanship-like behavior will not be tolerated and could mean ejection from the AAA sponsored activity.

NOTE: The Sportsmanship Manual requires that each school shall be prepared to expel and/or prosecute any person who commits a misdemeanor or criminal act under the statutes of Arkansas governing an individual's conduct in public or when such action at an activity or contest constitutes un-sportsmanlike conduct. Further, all established rules apply to students and adults in attendance.

The above AAA cited policies will be enforced both home and away for activities sponsored by the Hackett Public School System. Should a student violate any of the above AAA mandates, the following school policy will be enforced:

- 1st offense: Student will be removed from the activity and will be required to exit the premises.
- 2nd offense: Student will not be allowed to attend any further athletic activity or after hour sponsored non-athletic activity at home or where Hackett participates.

(SCHOOL) BUS DISCIPLINARY POLICIES

Students who pose an unsafe threat to themselves or others, or who refuse to abide by the rules may be suspended from riding the bus on a temporary or permanent basis. Bus drivers will turn into the school administrator's office discipline reports on those students who fail to obey the bus rules.

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

The preceding paragraph also applies to student conduct while on school buses. Students shall be instructed in safe riding practices. The driver of a school bus shall not operate the school bus until every passenger is seated. Disciplinary measures for problems related to bus behavior shall include suspension or expulsion from school, or suspending or terminating the student's bus transportation privileges.

Transporting students to and from school who have lost their bus transportation privileges shall become the responsibility of the student's parent or legal guardian.

The following disciplinary penalties will result from bus infractions occurring over the course of the school year:

WARNING BY DRIVER

- 1st Offense: Warning with notice to parents
- 2nd Offense: Corporal punishment implemented at principal's discretion or 3 day bus suspension. NOTE: Corporal punishment can be implemented multiple times if principal deems this a viable and working solution.
- 3rd Offense: Conference with parents and 5 day bus suspension
- 4th Offense: Conference with parents and 10 day bus suspension
- 5th Offense: Conference with parents and bus privileges suspended for the remainder of the semester with a minimum 20 day suspension.

**The nature of the infraction may result in more severe consequences. Parents will be notified in a timely manner of the suspension so as to be able to provide alternative transportation. Absences from school during bus suspension because of a lack of alternative transportation will be unexcused absences.

DAMAGE OR DESTRUCTION OF SCHOOL PROPERTY

A student shall not cause or attempt to cause damage to school property. The school district will take appropriate measures to recover damages from the student destroying school property.

DISPLAY OF AFFECTION

Kissing, caressing, holding hands, etc., is not appropriate conduct at school and should not take place in the school environment. This includes school activities at home or away. Students who have problems in this area will be counseled with by a faculty member or principal. Reoccurring incidents will lead to disciplinary action.

Penalties:

- 1st Offense: Counseling with explanation given to school policy
- 2nd Offense: Two days of ISS with separate days for each student
- 3rd Offense: Three days ISS with parent visit required and separate days served for each student
- 4th Offense: Three days out-of-school suspension

DISCIPLINE OF HANDICAPPED STUDENTS

Handicapped students will be disciplined in accordance with the laws governing the handicapped.

FIGHTING, ASSAULT, ABUSE OF STUDENTS AND STAFF

Students shall not willfully and intentionally assault or threaten to assault or abuse any student, teacher, administrator, or other school employee of the school system. Students are to keep their hands to themselves, and treat teachers and fellow students with respect and courtesy. Horseplay and physical teasing, as well as shoving, striking, fighting, dog-piling, or threatening others with physical injury, etc., constitute battery and/or assault, and are strictly forbidden. In addition, recording a fight with electronic devices is also a violation of this policy and strictly prohibited.

Profanity, rude, and abusive language directed at others is considered abuse, and this is also strictly forbidden. Violation of this policy will result in disciplinary action, and may also constitute a criminal offense.

BY LAW, LOCAL LAW ENFORCEMENT MUST BE NOTIFIED WHENEVER A FELONY OR AN ACT OF VIOLENCE MAY HAVE BEEN COMMITTED ON CAMPUS. (Act 706 of 1997)

- Penalties:
- 1st Offense: Minimum 2 day suspension
 - 2nd Offense: Minimum 3 day suspension
 - 3rd Offense: Minimum 5 day suspension
 - 4th Offense: Recommendation of Expulsion

GAMBLING

Gambling is expressly forbidden. Students will not gamble on school property or at any school-sponsored activity.

4.26 - GANGS AND GANG ACTIVITY

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

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

1. Wearing or possessing any clothing, bandanas, jewelry, symbol, or other sign associated with membership in, or representative of, by gang;
2. Engaging in any verbal or nonverbal act such as throwing signs, gestures, or handshakes representative of membership in any gang;
3. Recruiting, soliciting, or encouraging any person through duress or intimidation to become or remain a member of any gang; and/or
4. Extorting payment from any individual in return for protection from harm from any gang.

Students 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.

GUM CHEWING

Gum chewing is allowed at the discretion of the individual teacher in the classroom, as long as it does not detract from the learning process or cause a sanitation or maintenance problem. **There will be no gum used at any time in the lunchroom. It must be deposited in trash container prior to entering lunchroom.**

OBSCENE AND VULGAR LANGUAGE

A student shall not use abusive language such as cursing or obscene language in the classroom, in the school buildings, on the school grounds, on school buses, or at school functions.

Penalties:

1 st offense:	1 day in-school suspension or corporal punishment
2 nd offense:	1 day out of school suspension
3 rd offense:	2 day out of school suspension
4 th offense:	5 school days out of school suspension

4.18 - PROHIBITED CONDUCT

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

1. Disrespect for school employees and failing to comply with their reasonable directors 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 reasonable be considered capable of causing bodily harm to another individual;
5. Possession or use of tobacco in any form on any property owned or leased by any public school;
6. Willfully or intentionally damaging, destroying, or stealing school property;
7. Possession of any paging device, beeper, or similar electronic communication devices on the school campus during normal school hours unless specially exempted by the administration for health or other compelling reasons;
8. Possession, selling, distributing, or being under the influence of an alcoholic beverage, any illegal drug, unauthorized inhalants, or the inappropriate use or sharing of prescription or over the counter drugs, or other intoxicants, or anything represented to be a drug;
9. Sharing, diverting, transferring, applying to others (such as needles or lancets), or in any way misusing medication or any medical supplies in their possession;
10. Inappropriate public displays of affection;
11. Cheating, copying, or claiming another person's work to be his/her own;
12. Gambling;
13. Inappropriate student dress;
14. Clothing which draws undue attention to a student(s) or becomes a distraction to the academic day is not allowed. An example of such clothing could be clothing often defined as "Gothic" in appearance. This would include painting fingernails black, heavy ark eye shadow, baggy pants, chains, etc;
15. Hair cut or colored in such a manner that draws undue attention to a student(s) or becomes a distraction to the academic day. An example of such hair could be multiple coloring added to hair or coloring hair in an abnormal color or cutting hair in a manner not deemed appropriate by school administrators or a designee;
16. No writing on body parts is allowed. An example could be writing on arms or other exposed body parts;
17. Use of vulgar, profane, or obscene language or gestures;
18. Truancy;
19. Excessive tardiness;
20. Engaging in behavior designed to taunt, degrade, or ridicule another person on the basis of race, ethnicity, national origin, sex, or disability;
21. Hazing or aiding in the hazing of another student;
22. 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 gesture associated with gangs are prohibited;
23. Sexual harassment
24. Bullying
25. Possess, view, distribute or electronically transmit sexually explicit or vulgar images or representations, whether electronically, on a data storage device, or in hard copy form; and
26. Operating a vehicle on school grounds while using a wireless communication device.

4.27 - SEXUAL HARASSMENT

The Hackett 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 matter 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.
- 4.

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

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

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.

4.35 - 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 student in accordance with this policy. All signed medication consent forms are to be maintained by the school nurse.

Unless authorized to self-administer, students are not allowed to carry any medications, including over-the-counter medications or any perceived health remedy not regulated by the US Food and Drug Administration, while at school. The parent or legal guardian shall bring the student's medication to the school nurse. The student may bring the medication if accompanied by a written authorization from the parent or legal guardian. When medications are brought to the school nurse, the nurse shall document, in the presence of the parent, the quantity and type 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 and type of the medication(s). Medications, including those for self-administration, must be in the original container and be properly labeled with the student's name, the ordering health care provider's name, the name of the medication, the dosage, frequency, and instructions for the administration of the medication (includes times). Additional information accompanying the medication shall state the purpose for the medication, its possible side effects, and any other pertinent instructions (such as special storage requirements) or warnings. Schedule II medications that are permitted by this policy to be brought to school shall be stored in a double locked cabinet.

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

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

Students taking Schedule II medications not included in the previous sentence shall be allowed to bring them to school under the provisions of this policy and shall be permitted to attend and participate in classes only to the extent the student's doctor has specifically authorized such attendance and participation. A doctor's prescription for a student's Schedule II medication is not an authorization. Attendance authorization shall specifically state the degree and potential danger of physical exertion the student is permitted to undertake in the student's classes and extracurricular activities. Without a doctor's written authorization, a student taking Schedule II medications, other than those specifically authorized in this policy, shall not be eligible to attend classes, but shall be eligible for homebound instruction if provided for in their IEP or 504 plans.

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

Students who have written permission from their parent or guardian and a licensed health care practitioner on file with the District may:

- 1) Self-administer either a rescue inhaler or auto-injectable epinephrine;
- 2) Perform his/her own blood glucose checks;
- 3) Administer insulin through the insulin delivery system the student uses;
- 4) Treat the student's own hypoglycemia and hyperglycemia; or
- 5) Possess on his or her person:
 - a) A rescue inhaler or auto-injectable epinephrine; or
 - b) the necessary supplies and equipment to perform his/her own diabetes monitoring and treatment functions.

Students who have a current consent form on file shall be allowed to carry and self-administer such medication while:

- In school;

- At an on-site school sponsored activity;
- While traveling to or from school; or
- At an off-site school sponsored activity.

A student is prohibited from sharing, transferring, or in any way diverting his/her medications to any other person. The fact that a student with a completed consent form on file is allowed to carry a rescue inhaler, auto-injectable epinephrine, diabetes medication, or combination does not require him/her to have such on his/her person. The parent or guardian of a student who qualifies under this policy to self-carry a rescue inhaler, auto-injectable epinephrine, diabetes medication, or any combination on his/her person shall provide the school with the appropriate medication, which shall be immediately available to the student in an emergency.

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

1. an IHP that provides for the administration of Glucagon, insulin, or both in emergency situations; and
2. a current, valid consent form on file from their parent or guardian.

When the nurse is unavailable, the trained volunteer school employee who is responsible for a student shall be released from other duties during:

- A. The time scheduled for a dose of insulin in the student's IHP; and
- B. Glucagon or non-scheduled insulin administration once other staff have relieved him/her from other duties until a parent, guardian, other responsible adult, or medical personnel has arrived.

A student shall have access to a private area to perform diabetes monitoring and treatment functions as outlined in the student's IHP.

Emergency Administration of Epinephrine

The school nurse or other school employees designated by the school nurse as a care provider who have been trained¹ and certified by a licensed physician may administer an epinephrine auto-injector in emergency situations to students who have an IHP developed under Section 504 of the Rehabilitation Act of 1973 which provides for the administration of an epinephrine auto-injector in emergency situations.

The parent of a student who has an authorizing IHP, or the student if over the age of eighteen (18), shall annually complete and sign a written consent form provided by the student's school nurse authorizing the nurse or other school employee certified to administer auto-injector epinephrine to the student when the employee believes the student is having a life-threatening anaphylactic reaction.

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

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

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

NOTE: Glucagon and Insulin Administration Consent Form, Medication Administration Consent Form, Medication Self-Administration Consent Form, and Epinephrine Emergency Administration Consent Form can all be obtained from the high school office

THEFT

A student shall not steal or attempt to steal property belonging to another student while under jurisdiction of the school. A student shall not steal or attempt to steal school property. Restitution of any property stolen will be made by the student. The student will be subject to other disciplinary measures. Local law officials will be notified.

4.23 - TOBACCO PRODUCTS

Since it is generally understood that tobacco use can be harmful to one's health, it shall be the policy of the Hackett Board of Education that all students shall be aware of the physical/mental effects of the use of tobacco and tobacco products.

ACT 1555 of 1999 prohibits the smoking or use of tobacco or tobacco products in any form in or on any property owned or leased by a public school district, including school buses. Prohibition of tobacco use on the school campus includes use by students, staff, and school visitors.

ACT 1331 authorizes school personnel to confiscate and immediately destroy tobacco products in the possession of persons under the age of 18.

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 real property owned or leased by a District school, including school buses owned or leased by the District, is prohibited. Students who violate this policy may be subject to legal proceedings in addition to student disciplinary measures.

With the exception of recognized tobacco cessation products, this policy's prohibition includes any tobacco or nicotine delivery system or product. Specifically, the prohibition includes any product that is manufactured, distributed, marketed, or sold as e-cigarettes, e-cigars, e-pips, or under any other name or descriptor.

The following penalties will result:

- | | |
|--------------------------|--|
| 1 st Offense: | 2 swats or 2 days in school suspension |
| 2 nd Offense: | 2 days out-of-school suspension |
| 3 rd Offense: | Student will be turned over to juvenile authorities through FINS report. |

Future tobacco issues will be dealt with as an unlawful action when found on school premises. School punishment will be pending until student attends court. Should a fine be issued, this shall serve as the punishment issued by the school; however, if only a warning is issued by the court, then the student will be given 3 days out-of

school suspension.

Teachers shall be well informed of their subject matter and use the best instructional materials available when teaching about tobacco prevention. Support materials of prevention and tobacco cessation methods can be obtained in the counselor's office.

4.22 - 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 exempted.

A weapon is defined as any firearm; knife; razor; ice pick; dirk; box cutter; numchucks; pepper spray; mace; or other noxious spray; explosive; taser or other instrument that uses electrical current to cause neuromuscular incapacitation; or any other instrument or substance capable of causing bodily harm. For the purposes of this policy, "firearm" means any device designed, made, or adapted to expel a projectile by the action of an explosive or any device readily convertible to that use.

Possession means having a weapon, as defined in this policy, on the student's body or in an area under his/her control. If a student discovers prior to any questioning or search by any school personnel that he/she has accidentally brought a weapon, other than a firearm, to school on his/her person, in a book bag/purse, or in his/her vehicle on school grounds, and the student informs the principal or a staff person immediately, the student will not be considered to be in possession of a weapon unless it is a firearm. The weapon shall be confiscated and held in the office until such time as the student's parent/legal guardian shall pick up the weapon from the school's office. Repeated offenses are unacceptable and shall be grounds for disciplinary action against the student as otherwise provided for in this policy. If it is reported that a student is in possession of a weapon on campus, other than a firearm, in a non-threatening manner, then the building principal will investigate the report and take appropriate disciplinary action. In this event, the weapon will 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.

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

The mandatory expulsion requirement for possession of a firearm does not apply to a firearm brought to school for the purpose of participating in activities approved and authorized by the district that include the use of firearms. Such activities may include ROTC programs, hunting safety or military education, or before or after-school hunting or rifle clubs. Firearms brought to school for such purposes shall be brought to the school employee designated to receive such firearms. The designated employee shall store the firearms in a secure location until they are removed for use in the approved activity.

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

4.55 - STUDENT PROMOTION AND RETENTION

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

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

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

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

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

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

Beginning with the 2018-2019 school year, each student shall have a student success plan (SSP) developed by school personnel in collaboration with the student's parents and the student that is reviewed and updated annually. A student's SSP shall use multiple academic measures to personalize learning in order for students to achieve their grade-level expectations and individual growth. The SSP will identify if the student is in need of additional support or acceleration. Academic measures to be used in creating and updating a student's SSP shall include, but are not limited to:

- Statewide student assessment results;

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

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

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

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

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

An SSP shall be created:

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

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

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

CONDUCT NOT ADDRESSED

The Hackett School District reserves the right to appropriately address behavior which is not conducive to good order and discipline in the schools even though such behavior is not specified in the preceding written rules.

*****NOTE: Please read all forms inserted at back of Student Handbook. Please fill out ALL applicable forms and return with student as quickly as possible. These forms MUST be filled out, when applicable, to stay in compliance with Arkansas Law.**