



Harmony Grove High School  
Student and Parent Handbook  
2025-2026

**“EVERY STUDENT, EVERY DAY, THERE’S A WAY”**

# **HARMONY GROVE HIGH SCHOOL**

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High School (10-12)  
PHONE# (501) 776-2337

Harmony Grove School District Web Address:

[www.harmonygrovesd.org](http://www.harmonygrovesd.org)

Harmony Grove Athletics Web Address:

[www.cardinalstrong.com](http://www.cardinalstrong.com)

## **ALMA MATER**

Hail to the red  
And hail to the white  
Hail our Alma Mater  
Long may she live  
We love no other  
So let our memory be  
Fondest of the dear old  
Harmony Grove  
Fondest of the dear old  
Harmony Grove

**HARMONY GROVE HS/JH REGULAR BELL SCHEDULE 2025-2026**  
**(MONDAY, TUESDAY, THURSDAY, FRIDAY)**

Senior High			Junior High		
First Bell	7:50		First Bell	7:50	
1st Period	7:55	8:45	1st Period	7:55	8:45
2nd Period	8:50	9:40	2nd Period	8:50	9:40
3rd Period	9:45	10:35	3rd Period	9:45	10:35
RTI	10:40	11:10	RTI	10:40	11:10
4th Period	11:15	12:05	Lunch (7-9)	11:10	11:40
Lunch (10th-12th)	12:05	12:35	4th Period	11:45	12:35
5th Period	12:40	1:30	5th Period	12:40	1:30
6th Period	1:35	2:25	6th Period	1:35	2:25
7th Period	2:30	3:20	7th Period	2:30	3:20

**HARMONY GROVE HS/JH EARLY OUT BELL SCHEDULE**  
**(EVERY WEDNESDAY 2025-2026)**

Senior High			Junior High		
First Bell	7:50		First Bell	7:50	
1st Period	7:55	8:45	1st Period	7:55	8:45
2nd Period	8:50	9:35	2nd Period	8:50	9:35
3rd Period	9:40	10:25	3rd Period	9:40	10:25
4th Period	10:30	11:15	LUNCH (7th-9th)	10:25	10:55
LUNCH (10th-12th)	11:15	11:45	4th Period	11:00	11:45
5th Period	11:50	12:35	5th Period	11:50	12:35
6th Period	12:40	1:25	6th Period	12:40	1:25
7th Period	1:30	2:15	7th Period	1:30	2:15
Team Meetings	2:15	3:30	Team Meetings	2:15	3:30

\* In the event of a 4 day school week, we will not dismiss early on Wednesdays.

**OFFICE HOURS**

HGHS office hours are from 7:30 a.m. to 3:30 p.m. during the school year. Summer office hours are as posted. Changes will be posted on the office door.

**PARENT INVOLVEMENT POLICY**

The Harmony Grove School District recognizes the importance of parents and families in the effective education of our students. Education is a shared responsibility between the school and parents and families. We strive to engage, encourage, and support parents and families in this process.

The Harmony Grove School District will:

- Involve parents and families in the development, evaluation, review, revision, and support of parent and family engagement plans, activities, and school-parent compacts.
- Ensure that our teachers and administrators receive the required professional development and training needed in order to build effective parent and school relationships and value parent input.
- Aid parents in understanding such things as State standards, State and local assessments, Title I requirements, and their child's educational progress.
- Provide materials and information to parents to help their children improve their achievement.
- Provide reasonable support for activities as parents may request.
- Provide information to parents in a language and format that is easy to understand.

\* The complete versions of the Harmony Grove School District and School Parent & Family Engagement Plans can be found on the Harmony Grove School District website. A hard copy can be requested by contacting the Parent & Family Engagement Coordinator, Stephanie Penn, at [spenn@harmonygrovesd.org](mailto:spenn@harmonygrovesd.org) or 501-778-7331.

***I acknowledge receipt of the District's Parent & Family Engagement Plan Summary.***

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Parent's Signature

**School Attendance** – Eligibility: Harmony Grove School District is open and free through completion of the secondary program to all persons from the ages of five (5) through age twenty-one (21) whose parents, legal guardians, or other persons having lawful control of the person under an order of a court reside within the school district and to all persons between those ages who have been legally transferred to the district for education purposes.

#### **4.3—COMPULSORY ATTENDANCE REQUIREMENTS**

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

1. The child is enrolled in private or parochial school.
2. The child is being home-schooled and the conditions of policy (4.6—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, legal guardian, person having lawful control of the child, or person standing in loco parentis of the child elects not to have the child attend kindergarten. A kindergarten waiver form prescribed by regulation of the Division of Elementary and Secondary Education must be signed and on file with the District administrative office.
4. The child has received a high school diploma, G.E.D., 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).

#### **4.7—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, whether in person or digitally, is essential to their social and cultural development and helps prepare them to accept responsibilities they will face as an adult. Interactions with other students and participation in the instruction within the classroom enrich the learning environment and promote a continuity of instruction which results in higher student achievement.

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

1. Any absence missed due to illness, district policy, or by decision of a building administrator will be considered an absence. Students may have no more than a total of ten (10) absences per semester. Absences exceeding ten (10) will be considered to be excessive and may result in denial of course credit. Before a student accumulates ten

(10) absences, the student will receive documentation from the school and the parent/guardian will be required to contact administration for a conference.

2. Make-up must be requested the first day the student returns to school.
  - a. Doctor/Dental appointments or medical treatments - Only original doctor/dentist notes will be accepted. Copies may be made in the office if necessary.
  - b. Senior College Visit - Two days are allowed to visit a college as long as the student provides adequate documentation of the visit upon his/her return to school. Prior permission from the principal is required. Documentation must include: the date, the letterhead of the institution or company, the student's name. No photocopied notes will be accepted. These visits are not considered absences and will not count against exemptions. Work missed because of these absences must be made up by the student.
3. Truancy - Truancy is defined as one or more of the following:
  - a. An absence from class or school without previous knowledge of a parent or school official.
  - b. Being on campus and not being in the assigned class.
  - c. Leaving school without following the sign out procedure in the office.
  - d. Students guilty of truancy shall receive disciplinary consequences.
  - e. Note: absences defined as truancies shall be unexcused.
4. Official documentation (medical, court, etc) will become a part of the student's attendance records and must be submitted within five (5) school days after returning from the absence.
5. Students are expected to attend school while serving bus suspension. Absences that result solely from not being able to ride the bus to and from school will be considered as unexcused days.
6. Students who are more than five (5) minutes late to class will be considered absent. Students leaving class five (5) or more minutes before class is over will be considered absent. Frequent check out of classes will not be permitted.
7. Students participating in approved school trips or functions will not be considered absent.
8. Upon written request from parents or guardians, students may make up work missed in classes while observing religious or specific holy days, which are not school related. Such absences must be approved by the principal in advance.
9. Students who are absent during all or part of the day shall not participate in any school activity on that day or night without prior permission from the principal. Permission may be granted in extreme circumstances.
10. Any high school student showing up late to school must "sign in" in the office. If for any reason high school students must leave school during the day, they must be "signed out" in the office and then will be called from class for early dismissal. Upon return to school, students must provide written documentation for the absence.
11. A referral to DHS for educational neglect shall be made and/or a truancy petition will be filed with the Saline County Juvenile Court for ALL STUDENTS with excessive absences or tardies. If excessive absences or tardies continue, Families in Need of Services petition (FINS) could be filed.

12. If a student leaves the Harmony Grove School District, the parents of any students who are minors, and those students who have reached majority age, shall reimburse the Harmony Grove School District for expenditures related to district materials (i.e. textbooks, workbooks, etc.) not returned and/or outstanding debts.
13. Parental Signature Cards will be required for all students and will be kept on file in the attendance office.
14. Harmony Grove High School does not recognize senior skip days. Absences of this kind will not be excused.
15. When an absence or tardy exceeds the number of days allowed by policy, a parent must request a conference with the administration prior to the absence to determine if it will be excused or unexcused. Depending on the length of the leave and if the absence will be considered excused, homework may or may not be given to the student in advance.
16. The school administration has the right to verify the authenticity of medical notes if they appear suspicious or fraudulent.

A student in a virtual/remote environment who is not physically present on campus will be marked present if the student stays engaged in the remote learning. Definition of Engagement - A student logs in weekly to the learning platform, participates in scheduled zooms, and submits assignments according to specified due dates. The adjustment may be made to meet an individual student based on their IEP, 504 or LPAC plan. Extenuating circumstances that require longer periods of time to complete assignments, the digital learning coordinator or building administrator will work with the student and family to create a student success plan.

### **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:

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;
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;

12. Absences due to conditions related to pregnancy or parenting, including without limitation:

- Labor, delivery, and recovery;
- Prenatal and postnatal medical appointments and other medically necessary, pregnancy-related absences;
- The illness or medical appointment of a child belonging to a parent who is enrolled at a District school;
- A legal appointment related to pregnancy or parenting, including without limitation:
  - o Adoption;
  - o Custody; and
  - o Visitation;
- A reasonable amount of time to accommodate a lactating student's need to express breast milk or to breastfeed the student's child on the District's campus; and
- At least ten (10) school days of absences for both a parenting mother and a parenting father after the birth of a child.

13. Absences for a student who is the child of a fallen service member or fallen first responder:

- Due to a mental health concern; or
- To attend an event from a sponsoring organization that provides support to families of fallen service members or first responders or provides support for traumatic loss, grief, or resiliency.

14. Upon the written consent of a student's parent, legal guardian, person having lawful control of the student, or person standing in loco parentis to the student, the District shall grant an excused absence for the following purposes:

- Social or public policy advocacy; or
- Attempts to influence legislation or other governmental policy-making at the local, state, or federal level.

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

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

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

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



- o Provides support to families of fallen service members or first responders or provides support for traumatic loss, grief, or resiliency; and
- o May be verified as an organization that provides support to the military and first responder community by reviewing the Resources Page for Military Family Engagement on the Department of Education website.

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

A student shall not be eligible to receive an excused absence for #13 above if:

- The student is not in good academic standing;
- The student does not have a prior record of good attendance; or
- The absence occurs during a date on which standardized testing is administered.

The District shall annually provide a report by June 30 to the Division of Elementary and Secondary Education that contains the following:

- The number of absences requested under number 14;
- The number of absences granted under number 14; and
- The stated purposes of the absence.

### **Unexcused Absences**

Absences that are not defined above; do not have an accompanying note from the parent, legal guardian, person having lawful control of the student, person standing in loco parentis, the student's treating physician, or a 4-H county extension agent, 4-H educator, or other appropriate entity associated with the 4-H activity or program; or have an accompanying note that is not presented or uploaded within the timeline required by this policy shall be considered as unexcused absences.

Students with five (5) unexcused absences in a course in a semester may not receive credit for that course. At the discretion of the principal, after consultation with persons having knowledge of the circumstances of the unexcused absences, the student may be denied promotion or graduation. Excessive absences shall not be a reason for expulsion or dismissal of a student.

When a student has three (3) unexcused absences, the student's parents, legal guardians, persons with lawful control of the student, or persons standing 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 five (5) unexcused absences in a semester, the District shall notify the prosecuting authority and the parent, legal guardian, person having lawful control of the student, or persons standing 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 the student's parent, legal guardian, person with lawful control of the student, or person standing in loco parentis may petition the school or district's administration for special arrangements to address the student's unexcused absences. If formal arrangements are granted, they shall be formalized into a written agreement which will include the conditions of the agreement and the consequences for failing to fulfill the agreement's requirements. The agreement shall be signed by the student; the student's parent, legal guardian, person having lawful control of the student, or person standing in loco parentis; and the school or district administrator or designee.

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

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

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

### **CAFETERIA**

The cafeteria serves well-balanced meals prepared and served each day under sanitary conditions. All students eating breakfast or lunch must eat in the cafeteria, or they may bring a meal from home when they come to school.

Student's parents or guardians may purchase and deliver from off-campus facilities. They must be delivered by a family member or guardian and not delivered by a food facility. Students are **NOT** allowed to leave campus for lunch purposes.

Students are expected to proceed to the cafeteria and secure their meal in an orderly manner. Students that are disruptive and disorderly in the cafeteria will be subject to appropriate disciplinary actions.

Meal Prices for the 2025-2026 school year:

Lunch= \$2.75                      \$.40 for reduced lunch  
 Breakfast= Free                      \$.30 for reduced breakfast  
 2nd Lunch and Adult Lunch= \$4.00  
 2nd Breakfast and Adult Breakfast= \$2.50

Parents can set up and manage student's lunch account at [www.lunchprepay.com](http://www.lunchprepay.com)

### **4.50—SCHOOL MEAL MODIFICATIONS**

Except for requests to receive "lactose free" milk, 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 submit a written request for their student to be provided "lactose free" milk. The parent's request is not required to be accompanied by a medical statement in order for it to be granted.

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. Except for requests to receive "lactose free" milk, the district will not prepare meals outside the normal menu to accommodate a family's religious or personal health beliefs.

#### **4.51—FOOD SERVICE PREPAYMENT**

##### **Meal Charges**

The district does not provide credit for students to charge for meals, a la carte, or other food and beverage items available for purchase in the school food service areas. Meals, a la carte, or other food and beverage items may be purchased by either providing payment for the items at the time of receipt or by having a prepaid account with the District that may be charged for the items. Parents, or students choosing to do so, may pay in advance for meals, a la carte, or other food and beverage items through any of the following methods:

Submitting cash or check payable to Harmony Grove School at the following locations:

- ELEMENTARY: Homeroom Teacher or Office
- MIDDLE SCHOOL: Homeroom Teacher or Office
- JUNIOR HIGH: Office
- HIGH SCHOOL: Office

Depositing funds through the District's online service [Linqconnect.com](http://Linqconnect.com).

A student's parents will be contacted by authorized District personnel regarding a student's prepaid account balance when it is zero or below.

##### **Free Breakfast**

In accordance with A.C.A. § 6-18-722, a student shall be provided one (1) breakfast at no cost during each school day upon the student's request regardless of whether the student qualifies for a federally funded free or reduced-price meal.

##### **Unpaid Meal Access**

In accordance with Arkansas law, the District allows students whose accounts do not have enough funds to purchase a meal to receive an unpaid reimbursable meal at no charge. The District will notify a student's parents:

- When the student's prepaid account balance has dropped to the point that the student will begin receiving unpaid meals;
- Each time the student receives the first unpaid meal after money has been deposited into the student's prepaid account; and
- After the student has received five (5) unpaid meals.

Any remaining funds for a particular student will be carried over to the next school year.

Refunds for withdrawn and/or graduating students are processed upon receipt of a request to the Child Nutrition Director. A check will be mailed to the parent or guardian responsible for the account.

If a student is graduating at the end of the school year and has a remaining balance, the funds will be transferred to a sibling's account. If there is not a sibling, parents or guardians will be contacted to determine if they would like a refund or would like to donate the remaining balance to a student in need. If the balance is \$10 or less, and contact cannot be made, the balance will automatically be transferred to a student in need. All other balances will automatically be refunded to the parent or guardian.

Students who have submitted proper documentation to receive a meal modification in accordance with Policy 4.50—SCHOOL MEAL MODIFICATIONS shall receive the same type of modification for an unpaid meal.

### **CAFETERIA AND OUTSIDE EATING AREAS (10-12)**

#### **Parents may only bring food or drink for their own child; not for other students.**

1. All students are assigned only one (1) period for lunch.
2. Once students sit down to eat, they are to remain seated.
3. Students are not to cut in line.
4. Students are not to throw food.
5. Students are not to leave food or beverage containers on the table.
6. Students are not to purchase food for another student.
7. Students are to be in a line or seated and eating.
8. Students should not be in any building during lunch with the following exceptions:  
Cafeteria Students are not to bring glass containers, bottles or open containers to school.

### **CHECK IN/OUT PROCEDURES**

Students who become ill at school, have an appointment, or need to check out for other reasons, must sign out through the school office. Parental/Guardian permission is required. The preferred method would be to physically sign your student out. However, if the student drives to school, the parent/guardian may call the office and speak to a secretary giving permission for the student to leave campus. If a phone call is made, an email for documentation is also required. This procedure does not automatically serve as an excuse for this absence. Only those listed on the student check out list may check out that student, unless notified by a parent/guardian otherwise.

Students who are checked out/in and miss more than five (5) minutes of class will be counted absent for that period.

### **CHANGE OF ADDRESS**

Students who change their address or telephone number, after enrollment, should report such changes promptly to the High School office so that records can reflect these changes.

### **CLOSED CAMPUS**

Harmony Grove High School is a closed campus. After you arrive on campus in the mornings, you are not to leave the campus under any circumstances unless you have checked out through the office.

Any student that leaves campus without permission during lunch will be disciplined according to policy.

**Students are not allowed to check out during lunch for the sole purpose of eating lunch off campus.**

## **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, to extend authorized by the court order, 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. The District shall not act as a supervisor for non-custodial parent visitation purposes under any circumstance.

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.<sup>1</sup> Unless a valid no-contact order has been filed with the student's principal or the principal's designee, district employees shall not become involved in disputes concerning whether or not that parent was supposed to pick up the student on any given day.

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

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

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

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

### **CONTACT BY PROFESSIONAL LICENSURE STANDARDS BOARD INVESTIGATORS**

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

### **VISITOR POLICY**

#### **All visitors must check in at the principal’s office and obtain a “Visitor’s Pass.”**

Parents and other interested patrons are always welcome on the campus of Harmony Grove High School to visit or transact necessary business. However, the school is not a place for non-students to loaf before school, during school or during lunch. We encourage persons with legitimate business to visit our schools. This visit must be cleared in the principal’s office. We will not issue passes for persons to remain on campus during our school day unless there is a specific reason.

In order to ensure proper utilization of class time, we must prohibit students from bringing friends to attend classes with them. This not only contributes to crowded conditions in the

classroom, but also places the teacher and school in an awkward position of being responsible for someone who does not attend our school.

It is a misdemeanor for any person to loiter on or near public or private school grounds without lawful business or purpose.

### **COUNSELING SERVICES**

The district school based mental health department, The Pointe, provides school based mental health services to individuals, families, and groups when referred by each school's guidance counselor. For more information, contact your school's guidance counselor.

### **DELIVERY OF FLOWERS, GIFTS, ETC.**

Due to interruptions in classrooms and hallways, flowers, balloons, and other related items will be dispersed during 7th period.

### **4.2—ENTRANCE REQUIREMENTS**

To enroll in a school in the District, the child must:

- A. Be a resident of the District as defined in District policy (4.1—RESIDENCE REQUIREMENTS);
- B. Meet the criteria outlined in Policy:
  - 4.40—HOMELESS STUDENTS; or
  - 4.52—STUDENTS WHO ARE FOSTER CHILDREN;
- C. Be accepted as a transfer student under the provisions of policy 4.4; or
- D. Participate under a school choice option and submit the required paperwork as required by the choice option under Policy 4.5.

A student may enter kindergarten if the student:

- Meets one of the requirements for school attendance of A through D above; and
- Falls under one of the following:
  - Will attain the age of five (5) on or before August 1 of the year in which the student is seeking initial enrollment; or
  - Has been enrolled in a state-accredited or state-approved kindergarten program in another state for at least sixty (60) days and:
  - Will become five (5) years old during the year in which the student is enrolled in kindergarten; and
- Submits a written request for enrollment to the District; or
  - Was enrolled in a state-accredited or state-approved kindergarten program in another state or in a kindergarten program equivalent in another country and:
  - Becomes a resident of this state as a direct result of active military orders or a court-ordered change of custody;
  - Will become five (5) years of age during the year in which the student is enrolled in kindergarten; and
- Submits a written request for enrollment 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 six (6) years of age 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 six (6) years of age during the school year in which the student 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 the student's parent or legal guardian presenting for enrollment.

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

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

### **Uniformed Services Member's Children**

For the purposes of this policy:



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

“Active duty” means full-time duty status in the active, uniformed services of the United States, including without limitation members of The National Guard and Reserve on active duty orders under 10 U.S.C. chapters 1209 and 1211 or 42 U.S.C. § 204.

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

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

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

“Eligible child” means the children of:

- Active duty members of the uniformed services;
- Members of the active and activated reserve components of the uniformed services;
- Veterans of the uniformed services who are injured in the line of duty and medically separated or retired;
- Members of the uniformed services who die on active duty or as a result of injuries sustained on active duty;
- Dual status military technicians; and
- Traditional members of the National Guard and reserve components of the armed forces who are relocating to the state for employment or to serve as a member of an Arkansas based reserve component unit.

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

“Transition” means the:

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

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

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

The superintendent shall designate an individual as the District's military education coordinator, who shall serve as the primary point of contact for an eligible child and for the eligible child's parent, legal guardian, person having lawful control of the eligible child, or person standing in loco parentis. The individual the superintendent designates as the District's

military education coordinator shall possess specialized knowledge regarding the educational needs and unique challenges faced by children of uniformed services families.

An eligible child as defined in this policy shall:

1. Be allowed to continue the student's enrollment at the grade level commensurate with the student's grade level the student was in at the time of transition from the student's 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 the student's previous school;
3. Enter the District's school on the validated level from the student's 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 the student's previous school to the extent that space is available. This does not prohibit the District from performing subsequent evaluations to ensure appropriate placement and continued enrollment of the student in the courses/and/or programs;
5. Be provided services comparable to those the student with disabilities received in the student's previous school based on the student's 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 the student has been placed under the legal guardianship of a noncustodial parent living outside the district by a custodial parent on active military duty.

Following the receipt of advanced notice and an enrollment application of an eligible student from a military family, the District shall:

- Provisionally enroll, provide placement for, and enter academic course requests on behalf of the incoming student based on the student's education record provided by the student's family or the sending district;
- Provide the uniformed services family with information regarding:
  - Career-ready pathways and other academic or education programs offered;
  - Required academic courses for each curriculum and elective course options;
  - School and community-sponsored extracurricular activities, including without limitation individual and team sports, clubs, junior reserve officer training corps opportunities, and Purple Star School program ambassadors; and
  - Contact information for the designated military family education coordinator and the Purple Star School program military family education facilitator, if applicable; and
  - Other relevant information regarding the District.

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

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

The District shall not deny the enrollment of a Uniformed Service Member dependent unless the District has reached the maximum student-to-teacher ratio allowed under federal law; state law; the Standards for Accreditation for Public Schools and School Districts; state rules; or other applicable federal regulations, and the District timely notifies the parent, legal guardian, person having lawful control of the student, or person standing in loco parentis of the lack of capacity. The District shall notify a prospective student's family in writing regarding whether the student's enrollment has been accepted or rejected within fifteen (15) calendar days of receiving the student's enrollment application and supporting documentation.

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

The District may request a waiver from the State Board as necessary to accommodate an eligible student.

### **International Exchange Students**

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

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

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

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

The District shall admit for enrollment and attendance an international exchange student who has been placed with a host family who resides within the District boundaries. The international exchange student shall attend the school in the District based on the attendance zone where the host family resides. The student will be classified as a junior when they enroll.

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

International exchange students are expected to follow the District handbook and student code of conduct as the District has the authority to expel a student for violations of the school

district's written student discipline policies or if the international exchange student presents a danger to the District's students or employees.

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

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

#### **4.4—STUDENT TRANSFERS**

The Superintendent is authorized to accept transfer applications on behalf of the Board. At least five (5) days before a school board meeting, the superintendent shall notify the Board regarding:

- All transfer applications the superintendent has accepted since the last meeting; and
- All transfer applications the District has received since the last meeting that the superintendent intends to recommend be denied.

Each transfer application the superintendent intends to recommend for denial shall be considered individually and receive a separate vote by the Board. The parent, legal guardian, person having lawful control of the student, or person standing in loco parentis to a student who submits a transfer application shall be given at least five (5) minutes to present the student's case for a transfer to the Board.

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

If the superintendent intends to recommend the Board deny the transfer application, the superintendent shall provide a written explanation of the reasons for the recommendation to the Board and the parent, legal guardian, person having lawful control of the student, or person standing in loco parentis to the student.

The parent, legal guardian, person having lawful control of a student, or person standing in loco parentis to the student who submitted a transfer application that was rejected may appeal the decision of the Board to the State Board of Education.

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

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

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

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.

### **Assignment of Students to Classes**

Any students transferring from a school accredited by the Arkansas Department of Education to Harmony Grove School District shall be placed into the same grade the student would have been in had the student remained at the former school.

Students who transfer into the district will be given weighted credit for Advanced Placement courses, International Baccalaureate courses, honors courses approved by the Arkansas Department of Education, and concurrent classes.

Students transferring to the Harmony Grove School District from a home school or school that is not accredited by the Arkansas Department of Education will be evaluated.

Students who enroll in district-sponsored virtual courses are expected to actively participate in those courses with the goal of completing the course. If a student does not actively participate in a course or is not successful in the course, the district may remove the student from the virtual course and refuse to enroll the student in virtual courses in the future.

The principal or designee reserves the right to require any student enrolled in a virtual course to return to campus to attend classes if the student is not making progress toward completion of classes they are enrolled in virtually.

Students enrolled in virtual courses are expected to complete all course requirements in the time allotted for the course.

### **New student enrolling as a senior**

A student who enrolls within the first nine weeks of the second semester, and is classified as a senior, may become eligible to receive a diploma if records show that the student will meet graduation requirements by the end of the spring semester. Students who enroll after the above period must apply to their former school for a diploma.

A new student enrolling as a senior may have a greater opportunity to take accelerated credits at the previous school and as a result may have an elevated grade point average placing him/her above continuing students. If the elevated GPA is as a result of the accelerated credits; the student may not replace the local student when competing for honors, but may share the distinction.

Harmony Grove will honor a reciprocal agreement with a gaining school and will issue a diploma if a Harmony Grove senior withdraws from HGHS and subsequently enrolls in a public accredited high school after the beginning of the fourth quarter, provided he or she completes the required coursework with passing grades and would otherwise be eligible to graduate. Harmony Grove administration will make the final determination to award a diploma.

### **Adding or Dropping of Classes**

Students and parents will be given the opportunity to request courses for the next school year in the spring.

Based on student requests, a master schedule will be designed. Once a master schedule is in place, schedule changing must be kept to an absolute minimum due to staffing concerns.

Dates will be set each year for students to pick up class schedules. At that time, schedules should be checked for accuracy making sure that all classes needed for graduation have been scheduled. Some changes may need to take place at this time if conflicts occurred during the scheduling process. Counselors will be available on schedule pick up days to discuss conflicts, errors, etc.

**No schedule changes will be made after the first five days of school except for very extenuating circumstances, which may include:**

- a. Too many students are in a class and balancing is required by counselors.
- b. Student is inappropriately placed in a class.
- c. A scheduling error has occurred.
- d. A required course for graduation is missing from the student's schedule.
- e. A student needs to retake a course because of failure.
- f. A student has already earned credit in a class that is scheduled.
- g. Class was canceled due to lack of enrollment.

**Please note that “changing your mind” will not be considered an extenuating circumstance.**

If a change is requested for any reason other than one of the above, students must obtain a schedule change form from the Counselor's Office which will require a parent signature before the change will be considered. Administrative approval must then be obtained for the schedule change to take place.

#### **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 Division of Elementary and Secondary Education (DESE), and individuals involved with each foster child to ensure that the foster child is able to maintain the foster child's continuity of educational services to the fullest extent that is practical and reasonable.

The Superintendent or the Superintendent's 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 the foster child's 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 case worker 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 the foster child. 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 the foster child's 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 DESE that is postmarked by no later than June 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; the standards for accreditation; or other applicable State rule or Federal 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;
  - 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.

#### **4.4o- HOMELESS STUDENTS**

The Harmony Grove 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
- Enroll the child or youth in any public school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

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

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

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

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

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

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

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

1. Are:
  - a. Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason;

- b. Living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations;
  - c. Living in emergency or transitional shelters;
  - d. Abandoned in hospitals;
- 2. 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;
- 3. Are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- 4. 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.

**Special Education:** Special Education students entering the district will receive services according to their current Individual Education Plan (IEP) while records are gathered to confirm eligibility for services according to state and federal regulations. The school district maintains a specific educational program in compliance with federal and state guidelines. A full continuum of service options and related services are available to meet the needs of identified students from 3-21 years of age.

**504 Placement:** 504 students entering the district under a 504 plan from another district will receive accommodations according to that plan until an evaluation of the plan can be completed and any necessary adjustments made.

**SECTION 504 OF THE REHABILITATION ACT OF 1973** Section 504 of the Rehabilitation Act of 1973 provides individuals with disabilities basic civil rights protection against discrimination in any program or activity receiving financial assistance, including public schools. Section 504 provides services for students identified as having a disability as defined by the act: which substantially limits a major life activity. If a student is eligible for services under 504, the student will receive accommodations, modifications, and related services to address the needs of the student. A conference must be held prior to a student receiving 504 services. To refer a student for consideration for 504 services, please contact your building principal. He/She will process your referral or direct it to the district 504 designee for processing.

## **4.5—SCHOOL CHOICE**

### **Definitions**

"Lack of capacity" means, based on the maximum student to teacher ratio allowed under federal law; state law; the Rules Governing the Standards for Accreditation for Arkansas Public Schools and School Districts; state rules; or other applicable federal regulations, that ninety-five percent (95%) or more of the seats at the grade level in which the student would be assigned at the nonresident school are filled on the date the school choice application is made.

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

### **Standard School Choice**

#### **Transfers into or Within the District**

#### **Capacity Determination and Public Pronouncement**

The Board of Directors will annually adopt a resolution containing the capacity standards for the District. The resolution will contain the acceptance determination criteria identified by academic program, class, grade level, and individual school. The school is not obligated to add any teachers, other staff, or classrooms to accommodate choice applications. The District may only deny a Standard School Choice application if the District or school has a lack of capacity.

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

### **Application Process**

The student's parent shall submit a school choice application on a form approved by DESE to:

- This District and the student's resident district for students transferring into the District; or
- Only this District for students transferring to another school within the District. Except for students who are transferring under Uniformed Service Member Dependent School Choice, the transfer application must be postmarked, emailed, or hand delivered between January 1 and June 1. The District shall date and time stamp all applications the District receives as both the resident and nonresident district as they are received in the District's central office. Except for applications from students who are transferring under Uniformed Service Member Dependent School Choice, applications postmarked, emailed, or hand delivered on or after June 2 will not be accepted. Statutorily, preference is required to be given to siblings of students who are already enrolled in the District. Therefore, siblings whose applications fit the capacity standards approved by the Board of Directors may be approved ahead of an otherwise qualified non-sibling applicant who submitted an earlier application as identified by the application's date and time stamp.

Except for students who are transferring under Uniformed Service Member Dependent School Choice, no earlier than January 1 of each year, the Superintendent will consider all properly submitted applications for School Choice. By no later than the fifteenth (15th) calendar day following the receipt of an application, the Superintendent shall notify the following, in writing, of the decision to accept or reject the application:

- For transfers within the District, the student's parent; or
- For transfers into the District, the student's parent and the student's resident district.

### **Accepted Applications**

Applications which fit within the District's stated capacity standards shall be provisionally accepted in writing. A student's acceptance shall be effective on the earlier of:

1. The day the District provides notification to the student of the student's acceptance; or
2. The day the State Board grants an appeal of the student's application.

The written notice of acceptance shall inform the student that the student has ten (10) school days from when the notice is received to either:

- A. Enroll in the district or in the other District school; or

- B. Inform the district that the student intends to enroll in the district or the other District school at the start of the next school year.

The acceptance shall be null and void if the student fails to enroll within the ten (10) school day period or fails to inform the district within the ten (10) school day period of the student's intent to transfer at the start of the next school year.

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

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

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

### **Rejected Applications**

The District may reject an application for a transfer into or within the District under Standard School Choice due to a lack of capacity. The District shall use the date and time stamp the District placed on a student's application to determine when the District has reached capacity. A student's application shall be used to determine capacity regardless of whether the student intends to transfer immediately or at the start of the next school year.

The decision to accept or reject an application shall 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. A provisionally rejected applicant could be provisionally approved and would have to meet the acceptance requirements to be eligible to enroll in the District or another district school if:

- A provisionally approved applicant subsequently does not enroll in the District;
- A provisionally approved applicant subsequently does not enroll in the District school the District student was seeking to transfer to; or
- A District student submits a school choice application to transfer to another district or another school within the District.

The superintendent shall notify the previously provisionally rejected student within fifteen (15) days of the change in status and shall provide notice of all final rejections by July 1.

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

### **Transfers Out of the District**

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

### **Annual Reporting**

The District shall report annually to the Secretary of the Department of Education:

- The number of transfer applications received;
- The number of applications accepted;
- The number of applications rejected; and
- The reason(s) for each rejection.

### **Facilities Distress School Choice Applications**

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

- The receiving district cannot be in facilities distress;
- The transfer is only available for the duration of the time the student's resident district remains in facilities distress;
- The student is not required to meet the 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**

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

- Either:
  - The student's resident district has been classified by the state board as in need of Level 5 — intensive support; or
  - The student's assigned school has a rating of "F"; and
- Except for students who are transferring under Uniformed Service Member Dependents School Choice, the student's parent, guardian, or the student if the student is over eighteen (18) years of age has submitted an application of the student's request to

transfer by no earlier than January 1 and no later than June 1 of the school year before the school year the student intends to transfer to the District for students transferring within the District or both the sending and receiving school districts for students that are transferring into the District.

Except for students who are transferring under Uniformed Service Members Dependent School Choice or seeking to transfer within the District, the Superintendent shall notify in writing the parent or guardian, or the student if the student is over eighteen (18) years of age, and the student's resident district whether the Opportunity School Choice application has been accepted or rejected by no later than July 1 of the school year the student is seeking to enroll. If the student is seeking a transfer within the District, the Superintendent shall notify in writing the parent or guardian, or the student if the student is over eighteen (18) years of age, whether the Opportunity School Choice application has been accepted or rejected within fifteen (15) days from receipt of the student's application. The notification shall be sent via First-Class Mail to the address on the application.

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

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

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

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

### **Transfers out of, or within, the District**

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

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

3. If there is not more than one school within the District covering the grade level of the student seeking to transfer that does not have a rating of “F”, a public school that does not have a rating of “F” within a School district that has not been classified by the State Board as in need of Level 5 Intensive Support.

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

### **Uniformed Service Member Dependent School Choice**

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

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

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

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

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

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

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

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

The parent, legal guardian, person having lawful control of the student, or person standing in loco parentis of the student shall be notified in writing whether the student's application has been accepted or rejected within fifteen (15) days of the receipt of the application by:

- a. The District superintendent for students transferring within the District; or

- b. The superintendent of the nonresident district for student's transferring to a nonresident district.

A student's transfer under the Uniformed Services Member Dependent School Choice is effective immediately upon the written notification of an acceptance.

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

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

### **Unsafe School Choice Program**

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

### **4.5F—SCHOOL CHOICE CAPACITY RESOLUTION**

Whereas:

- The Board of Directors of the Harmony Grove School District has approved by a vote of the Board, the following capacity resolution for school choice applicants for the 2026-2027 school choice cycle under the provisions of policy 4.5—SCHOOL CHOICE and applicable Arkansas law.
- Applicants, whose applications meet the provisions of policy 4.5—SCHOOL CHOICE, will be sent a provisional acceptance notification letter which will give instructions on the necessary steps and timelines to enroll in the District or a District school other than the student's assigned school. Provisional acceptance shall be determined, and notice provided, within fifteen (15) calendar days and shall be based on the district's available capacity for each academic program, class, grade level, and individual school. While provisional rejections shall be provided within fifteen (15) days of the receipt of the school choice application, the District shall finalize all rejections by July 1 to account for any changes in capacity between the day the application is received and the end of the school year.
- Applications will not be accepted if the applications:
  - Are received, electronically timestamped, or postmarked before January 1, unless the application is from a student who is transferring under Uniformed Service Member Dependent School Choice;
  - Are received, electronically timestamped, or postmarked after June 1, unless the application is postmarked before June 1 or is from a student who is transferring under Uniformed Service Member Dependent School Choice;
  - Are from a student whose resident district has been determined by the Division of Elementary and Secondary Education to be exempt due to an existing desegregation order; or
  - The student is transferring under Uniformed Service Member Dependent School Choice and the application is not accompanied by relevant documentation.
- The district reserves to itself the ability to determine, based on an examination of student records obtained from the student's assigned school or the student's prior district, and other information, whether any student would require a different class, course or courses, program of instruction, or special services than originally applied for. If such an examination determines that capacity has been reached in the appropriate class, course or program of instruction, or that additional teaching staff would have to be hired for the



applicant, the District shall rescind the original provisional acceptance letter and deny the Choice transfer for that student.

- The district reserves to itself the ability to decline to accept under school choice any student whose acceptance would require the district to add additional staff to exceed the maximum student to teacher ratio in any of the District's current grade, program, or building capacity.

#### **4.37- 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. Students who ride school buses, shall also participate in emergency evacuation drills at least twice each school year.

The District shall annually conduct a lockdown drill at all schools in the District in collaboration with local law enforcement, medical professionals, fire department officials, and emergency management personnel. The lockdown drill training will include use of the District's emergency communication method with law enforcement. Students will be included in the drills to the extent that is developmentally appropriate for the age of both the students and grade configuration of the school.

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

Other types of emergency drills may also be conducted to test the implementation of the District's emergency plans in the event of violence, terrorist attack, natural disaster, other emergency, or the District's emergency communication with law enforcement methods. Students shall be included in the drills to the extent practicable.

#### **FEDERAL AND STATE LAWS**

Harmony Grove High School complies with all applicable state and federal laws. Parents or students may obtain information relating to specific laws in the principal's office.

#### **DRINK CONTAINERS ON CAMPUS**

Students are not permitted to bring glass bottles or unsealed drink containers. Open cans, open plastic bottles, and cups with a lid or top are unacceptable and not permitted on campus.

#### **HEALTH SERVICES**

The school nurse is available to administer First Aid and care for ill students during regular school hours. There are also other available staff trained in First Aid and CPR who may be utilized in the absence of the nurse.

Students with active head lice will be excluded from school until appropriate proof is provided that the student has been adequately treated. The students will not be excluded from school because of nits in the hair. Decisions concerning head lice will be made by the school nurse. One (1) day excused absence will be allowed for treatment of head lice. A parent should accompany the student to school to be readmitted. After two occurrences of head lice, a school social service worker will contact the parents by phone or personal visit to offer head lice prevention training.

Arkansas School Infectious Guidelines furnished by the Arkansas Department of Education will be utilized in management of infectious diseases to reduce the risk of spreading diseases. Some common communicable diseases requiring exclusion from school until a period of communicability has passed or treatment has been established to render a student non

communicable are: chickenpox, head lice, influenza, scabies, whooping cough and streptococcal sore throat. The school nurse should be made aware of any illness that could possibly be contagious. Student's known to have chronic infectious diseases must be individually evaluated to determine if their behavior and/or physical condition pose a risk of spreading of disease (Review team should consist of the school nurse, attending physician or local health authority, and the principal.) The student's right to privacy will be respected at all times.

#### Injured Students:

1. If, at any time, either in the school building or on the school campus, a student is suspected of having a serious injury, principal and/or other school personnel are directed to do what is expedient and safe for the injured student.
2. The school nurse should be contacted immediately, followed by a call notifying the parents or guardians. 911 will be called if necessary
3. An accident report shall be filed providing details of the accident.
4. The school assumes no financial responsibility for treatment.

### **STUDENTS WITH SPECIAL HEALTH NEEDS**

Parents or guardians of a child with specific healthcare needs should contact the school nurse so that their needs are met at school. The school nurse will develop a healthcare plan for the student and assist the parent and educational team in providing medical care so that the student will have the opportunity to achieve his/her full potential.

### **4.35—STUDENT MEDICATIONS**

Prior to the administration of any medication, including any dietary supplement or other perceived health remedy not regulated by the US Food and Drug Administration, to any student under the age of eighteen (18), written parental consent is required. The consent form shall include authorization to administer the medication and relieve the Board and its employees of civil liability for damages or injuries resulting from the administration of medication to students in accordance with this policy. All signed medication consent forms are to be maintained by the school nurse.

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

Medications, including those for self-administration, must be in the original container and be properly labeled with the student's name, the ordering provider's name, the name of the medication, the dosage, frequency, and instructions for the administration of the medication (including times). Additional information accompanying the medication shall state the purpose for the medication, its possible side effects, and any other pertinent instructions (such as special storage requirements) or warnings. Schedule II medications that are permitted by this policy to be brought to school shall be stored in a double locked cabinet.

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

The district's supervising registered nurse is responsible for creating procedures for the administration of medications on and off campus.

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

## **Schedule II Medications**

The only Schedule II medications that shall be allowed to be brought to the school are 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).

For the student's safety, no student will be allowed to attend school if the student is currently taking any other Schedule II medication than permitted by this policy. Students who are taking Schedule II medications which are not allowed to be brought to school shall be eligible for homebound instruction if provided for in their IEP or 504 plans.

## **Self-Administration of Medication**

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

1. Self-administer either a rescue inhaler or auto-injectable or nasal spray epinephrine;
2. Perform the student's 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 the student's person:
  - a. A rescue inhaler or auto-injectable or nasal spray epinephrine;
  - b. the necessary supplies and equipment to perform the student's own diabetes monitoring and treatment functions.

A student may be authorized to self-administer a stress dose medication to treat the student's adrenal insufficiency with:

1. The written authorization of the student's parent, legal guardian, or person standing in loco parentis; and
2. A written order from the student's treating physician stating that the student:
  - a. Is capable of completing the proper method of self-administration of the stress dose medication; and
  - b. Has been instructed on the details of the student's medical condition and the events that may lead to an adrenal crisis.

The parent, legal guardian, or person standing in loco parentis of a student who is authorized to self-administer a stress dose medication shall sign an IHP developed by the school nurse for the school where the student is enrolled. The IHP shall include a requirement for the notification of appropriate staff following the self-administration of a stress dose medication, which shall

include the school nurse, teacher of the classroom where the stress dose medication was administered, and a school administrator.

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

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

A student is prohibited from sharing, transferring, or in any way diverting the student's 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 or nasal spray epinephrine, diabetes medication, stress dose medication, or combination does not require the student to have such on the student's person. The parent or guardian of a student who qualifies under this policy to self-carry a rescue inhaler, auto-injectable or nasal spray epinephrine, diabetes medication, stress dose medication, or any combination on the student's person shall provide the school with the appropriate medication, which shall be immediately available to the student in an emergency.

Students may possess and use a topical sunscreen that is approved by the United States Food and Drug Administration for OTC use to avoid overexposure to the sun without written authorization from a parent, legal guardian, or healthcare professional while the student is on school property or at a school-related event or activity. The parent or guardian of a student may provide written documentation authorizing specifically named District employee(s), in addition to the school nurse, to assist a student in the application of sunscreen. The District employee(s) named in the parent or legal guardian's written authorization shall not be required to assist the student in the application of sunscreen.

### **Emergency Administration of Glucagon and Insulin**

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

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

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

1. The time scheduled for a dose of insulin in the student's IHP; and
2. 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 trained school employees designated by the school nurse as a care provider who have been trained and certified by a licensed physician may administer epinephrine, either through an auto-injector or nasal spray, in emergency situations to students who have an IHP that provides for the administration of an epinephrine auto-injector in emergency situations.

The parent of a student who has an authorizing IHP, or the student if over the age of eighteen (18), shall annually complete and sign a written consent form provided by the student's school nurse authorizing the nurse or other trained school employee(s) certified to administer auto-injector or nasal spray epinephrine to administer auto-injector epinephrine to the student when the employee believes the student is having a life-threatening anaphylactic reaction. Students with an order from a licensed health care provider to self-administer auto-injectable or nasal spray epinephrine and who have written permission from their parent or guardian shall provide the school nurse an epinephrine auto-injector or nasal spray. 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 the 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 trained 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 trained school employee certified to administer auto-injector epinephrine, in good faith professionally believes is having a life-threatening anaphylactic reaction.

### **Emergency Administration of Albuterol**

The school nurse or other trained school employees designated by the school nurse as a care provider who have been trained and certified by a licensed physician, advanced practice registered nurse, or physician assistant may administer albuterol in emergency situations to students who have an IHP that provides for the administration of albuterol in emergency situations.

The parent of a student who has an authorizing IHP, or the student if over the age of eighteen (18), shall annually complete and sign a written consent form provided by the student's school nurse authorizing the nurse or other trained school employee(s) certified to administer albuterol to administer albuterol to the student when the employee believes the student is in perceived respiratory distress.

The school nurse for each District school shall keep albuterol on hand. The school nurse or other trained school employee designated by the school nurse as a care provider who has been trained and certified by a licensed physician, advanced practice registered nurse, or physician assistant may administer albuterol to those students who the school nurse, or other trained school employee certified to administer albuterol, in good faith professionally believes is in perceived respiratory distress.

### **Emergency Administration of Anti-opioid**

The school nurse for each District school shall keep anti-opioid injectors on hand and the school nurse and school resource officer shall possess an anti-opioid at all times when on duty. The school nurse, other school employee, volunteer, or student may administer anti-opioid in

accordance with the District's procedures to a student who the school nurse, or other observer, in good faith believes is having an opioid overdose.

An opioid overdose rescue kit shall be placed within all storage locations in the District high school buildings that currently contain an automated external defibrillator for public use. The opioid overdose rescue kits shall be located where it is readily available to the public, be visually free of advertisement, and contain an anti-opioid.

### **Emergency Administration of Emergency Adrenal Insufficiency Medication**

The school nurse or other trained school employees designated by the school nurse as a care provider who have been trained and certified by a licensed physician may administer an injectable emergency dose medication in emergency situations to students who have an IHP that provides for the administration of an injectable emergency dose medication in emergency situations.

The parent of a student who has an authorizing IHP, or the student if over the age of eighteen (18), shall annually complete and sign a written consent form provided by the student's school nurse authorizing the nurse or other trained school employee(s) certified to administer an injectable emergency dose medication to administer an injectable emergency dose medication to the student when the employee believes the student is having an adrenal crisis due to adrenal insufficiency.

Students who have met the requirements to be authorized to self-administer a stress dose medication under this policy shall provide the school nurse an emergency injectable dose of the student's medication. This emergency injectable dose will be used in the event the school nurse, or other school employee certified to administer an injectable emergency dose medication, in good faith professionally believes the student is having an adrenal crisis due to adrenal insufficiency.

### **Seizure Disorder Medications**

Students who have been diagnosed with a seizure disorder shall have a seizure action plan that shall be a written IHP designed to acknowledge and prepare for the healthcare needs of the student. The student's seizure action plan shall be created in collaboration between District staff and the student's Parents, legal guardians, persons having lawful control of the student, or persons acting in loco parentis or the student if over eighteen (18). As part of the creation of the student's seizure action plan, the student's Parents, legal guardians, persons having lawful control of the student, or persons acting in loco parentis shall:

1. Provide the school with written authorization to administer the seizure medication at school;
2. Provide a written statement from the student's healthcare provider that shall contain the following information:
  - a. The student's name;
  - b. The name and purpose of the medication;
  - c. The prescribed dosage;
  - d. The route of administration;
  - e. The frequency that the medication should be administered; and
  - f. The circumstances under which the medication should be administered;
3. Provide the prescribed medication to the school in its unopened, sealed package with the label affixed by the dispensing pharmacy intact, which shall be stored in a safe and

secure location accessible only by District personnel or volunteers with training to administer seizure medication.

The written authorization, written statement, and seizure action plan shall be kept on file in the office of the school nurse or school administrator and distributed to any school personnel or volunteers responsible for the supervision or care of the student.

## **SUDDEN CARDIAC ARREST INFORMATION**

### **Sudden Cardiac Arrest Information Sheet**

**Sudden cardiac arrest is the leading cause of death in young athletes while training or participating in sport competition. Even athletes who appear healthy and have a normal preparticipation screening may have underlying heart abnormalities that can be life threatening.**

<b>What is Sudden Cardiac Arrest?</b>	<b>What are the symptoms/warning signs of Sudden Cardiac Arrest?</b>
Occurs suddenly and often without warning	Fainting/blackouts (especially during exercise)
An electrical malfunction (short-circuit) causes the bottom chambers of the heart (ventricles) to beat dangerously fast (ventricular tachycardia or fibrillation) and disrupts the pumping ability of the heart.	Dizziness Unusual fatigue/weakness
The heart cannot pump blood to the brain, lungs and other organs of the body.	Chest pain
The person loses consciousness (passes out) and has no pulse.	Shortness of breath

Death occurs within minutes if not treated immediately.	Nausea/vomiting Palpitations (heart is beating unusually fast or skipping beats) Family history of sudden cardiac arrest at age <50
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**ANY** of these symptoms/warning signs that occur while exercising may necessitate further evaluation from your physician before returning to practice or a game.

**\*\*Note that a student-athlete who exhibits unexplained fainting may be SCA because it is the number one warning sign of a potential heart condition.\*\***

#### **4.25—STUDENT DRESS AND GROOMING**

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

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

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

Student dress, grooming, and appearance should be the responsibility of the individual and his/her parents under the following guidelines:

1. Students should dress in appropriate attire
2. General appearance should be neat, clean, and conducive to learning.
3. Any apparel or hairstyle which could cause harm to the student's health, prove to be unsafe, or cause interference with work in school activities (P.E., lab, art, etc.) will be prohibited.
4. Conventional shoes or sandals must be worn at all times.
5. Tennis shoes need to be worn for P.E. classes.
6. Students may not wear any apparel that displays inappropriate messages such as sexual innuendos, obscenities, use of alcohol, drugs or tobacco, disrespect for others, present double messages, etc.
7. Neither should any apparel be worn or displayed that mocks, ridicules, demeans, or provokes others because of race, religion, national origin, or individual views. This would include emblems, insignia, badges, or symbols or gang related attire.
8. No caps, hats, do-rags, kerchiefs, or sunglasses or any head covering may be worn on school campus during the school day. Principal may grant a waiver for spirit days.
9. All shirts/dresses/blouses are to cover the waist, back and stomach at all times.
10. All shirts must be appropriate for school attire.
11. All shirts must have sleeves that are at least two inches in length. They must be buttoned appropriately.



12. No midriff, cleavage or open backs will be accepted.
13. No see-through material will be allowed.
14. Leggings, jeggings, yoga pants or form fitting pants of any kind must be covered with a top consisting of a bottom hem that is the fingertip length (middle finger) all the way around.
15. No running shorts.
16. All shorts, skirts, etc. must be at fingertip length. Shorts, skirts (including splits), or dresses above fingertip length are prohibited.

If the administration feels that the shorts policy dress code is being abused, the privilege of wearing shorts will be rescinded for the entire student body or for selected individuals as deemed necessary.

17. No undergarment should be seen at any time.
18. No sports bras or lingerie are to be seen at any time.
19. No face or body paint. Administration may make exceptions on Spirit Days.
20. Any facial jewelry worn that the administration deems excessive will not be allowed.
21. No gauges or facial jewelry with hoops will be allowed.
22. No sagging or ragged attire will be accepted. Pants are not to have holes, rips, or tears above the fingertip length that reveals skin or undergarments.
23. No metal belts or wallet chains will be allowed.

The school reserves the right to determine what manner of clothing, apparel, displays, or appearance is or is not acceptable. Any dress, jewelry, or accessory that does not comply with the health and safety codes of the State of Arkansas will not be allowed. Any dress, jewelry, or accessory that interferes with the educational process or the rights of others will not be allowed.

If a rule of dress is broken:

1. Parents could be contacted.
2. The student will be removed from class until arrangements are made for substitution of clothing.
3. Time missed for a student who is sent home for inappropriate dress will be considered an unexcused absence.
4. Jewelry, apparel, hats and caps will be removed and kept until a parent has retrieved the article.

If rules are broken repeatedly the administration will deal with the student in appropriate manner including possible suspension. The rules of this dress code are intended from a pedagogical standpoint to help avoid disruption and distraction in the classroom, foster respect for authority and discipline, provide conformity to community standards, and promote health and safety.

Each year a committee will be convened to discuss changes in the dress code policies. This committee will consist of an administrator, teachers, and a parent representative.

The freedom of an individual may be restricted in order to reach educational objectives. Personal freedoms are not absolute; they must yield when they intrude on the freedom of others. The school administration carries the burden of infringing upon an individual's freedom in order that an educational goal might be met. The administration believes strongly that teachers have the right to teach in an atmosphere conducive to teaching and learning.

The primary function of the school administration concerning a dress policy is serving the interest of the community in requiring the educators of its students to allocate their time primarily to the educational process.

The administration realizes it is extremely difficult to develop a dress code which will cover all situations which might arise during the school year as the style of dress changes from month to month and season to season.

The administration believes the primary responsibility of determining student dress and appearance lies with the parent, and then with the student, the school administration is the final authority regarding the dress code.

The school administration is the final authority regarding the dress code. Any clothing, jewelry or accessory that the administration deems as inappropriate in an educational setting, presenting a safety concern or that causes a disruption in the educational process will be prohibited.

Since styles, fashions, and fads change, the administration may make decisions regarding other modes of dress that are considered inappropriate. If a student's teacher is concerned with a possible violation of the previous guidelines, this concern must be expressed to the appropriate administrator. The student will then be called in for consultation and possible disciplinary action. The final decision of wearing apparel will be at the discretion of the administration. Exceptions to the above rules and regulations may be approved for special occasions by the administration. For penalty of improper dress code please refer to "Management for Discipline Problems"

### **STUDENT PARKING AND DRIVING INFORMATION**

Students should understand that driving and parking on campus is a privilege, not a right. With this privilege go certain responsibilities. Students who abuse/misuse this privilege will face disciplinary action.

- Students are to drive at safe speeds and in a safe manner while on campus.
- Vehicles are to be parked in an approved, marked student parking area immediately upon a student's arrival on campus.
- Students are not to loiter in, on, or around parked vehicles.
- Unless they have permission from the principal or his designee, students will not be permitted to return to their vehicles at any time during the school day, until they are leaving campus for the day.
- Off-campus parking will not be permitted.
- Once a student's vehicle is parked on campus, it must be left where it is parked until the student finishes all of his/her school activities. This includes all classes, meetings, and practices.
- All students who drive or park on the Harmony Grove campus are required to register their vehicles with the office and to be issued a current student parking tag to be displayed on the rearview mirror.

Students who fail to park in undesignated areas will receive:

- a. Warning.
- b. A second violation will result in one day of early morning detention hall.
- c. A third violation will result in (1) day of ISS.

- d. A fourth violation will result in loss of parking privileges for the remainder of the school year.

### **EIGHTEEN YEAR OLD POLICY**

Public law 93-380 (Buckley Amendment) states that upon reaching the age of eighteen “the permission or consent required of and the rights accorded to the parents of the student shall thereafter only be required of and accorded to the student.” While this allows certain privileges, it does not allow an 18-year-old student to violate or ignore school policy such as signing out of school for unauthorized purposes. Neither can 18-year-old nor a parent authorize the revocation of school policy and procedure.

Students who are eighteen years of age must have a parent or legal guardian sign all school-related documentation, unless the eighteen-year-old student is emancipated (no longer under parental or legal guardian control.)

### **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. A student shall be given one day to make up work for each day absent, exclusive of the day the student returns to school. For example, if a student is absent from school on Monday and returns to school on Tuesday, the student will be required to make up all work missed by Wednesday or a zero may be applied for the missed work.
6. Make-up work which is not turned in within the make-up schedule for that assignment shall receive a zero.
7. Students are responsible for turning in their make-up work without the teacher having to ask for it.
8. Students who are absent on the day their make-up work is due must turn in their work the day they return to school whether or not the class for which the work is due meets the day of their return.
9. As required/permitted by the student’s Individual Education Program or 504 Plan.

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

Work for students serving an out-of-school suspension or expulsion shall be in accordance with the District’s programs, measures, or alternative means and methods to continue student engagement and access to education during the student’s period of suspension or expulsion, including offering an expelled student an opportunity for enrollment in digital learning courses or other alternative educational courses that result in the receipt of academic credit that is at least equal to credit the expelled student may have received from the District if the student had not been expelled.

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

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

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

### **TARDY POLICY**

The intent of the tardy policy is to ensure that students are in the classroom so the teacher can begin teaching without undue delay or interruption. Tardy shall be defined as a student not being in his/her classroom when the tardy bell begins to ring. If a student misses no more than the first 5 minutes of class, he/she will be counted tardy. A student who is more than five (5) minutes late to a class without a valid excuse will be marked absent and will be dealt with under the Management for Discipline Problems section of this handbook. Eight (8) tardies will result in a truancy referral. For penalty of tardiness refer to "Management for Discipline Problems".

### **SEMESTER EXAMS AND EXEMPTION POLICY**

High school students will be required to take comprehensive semester exams on the dates specified by the principal. **Exams are to be administered at the specified times and will not be administered early.**

In order for a student to be eligible to make up a term exam, the student must have an excused absence verifying the reason for the absence and must have prior approval from the principal. The principal and/or teacher will specify the day or days to make up all mid-term and term exams.

Exemptions:

1. Students with an "A" average in a course are eligible for an exemption if the number of days absent does not exceed four (4).
2. Students with a "B" average in a course are eligible for an exemption if the number of days absent does not exceed three (3).
3. Students with a "C" average in a course are eligible for an exemption if the number of days absent does not exceed two (2).

**A student having more than 4 tardies per class, per semester will be required to take the semester exam.**

### **Additional Policies:**

1. All exemptions are monitored on a class-by-class basis and teachers will enter all semester test scores into HAC.
2. The only absences that do not count for exemption purposes are absences classified as school business.
3. Students incurring in-school or out-of-school suspension will forfeit the exemption privilege for the current semester, unless ISS is given in lieu of detention hall.
4. Any student qualifying for exemption may choose to take the final exam in order to better his/her overall grade. **The exam score cannot lower the student's overall grade.**

## **HOMEWORK**

The utilization of homework is discretionary with teachers, in order to supplement, compliment, and reinforce teaching and learning. Homework assignments shall take into consideration the age and ability of the students and any other applicable circumstances in the judgment of the teacher. Homework may be included in evaluation of the progress and achievement of the student.

There is a strong connection between homework and improvement in student achievement. The more time and hard work a student devotes to class work, homework, and study, the greater the payoff will be in achieving good grades on tests, in courses, and on standardized examinations. Homework is an indispensable extension of the classroom learning experience; homework is an important factor in the grading policy of every class at Harmony Grove High School.

### **Purpose of homework:**

- a. Reinforce, supplement, and extend school learning
- b. Offer opportunities to develop good study habits and independent learning skills
- c. Develop a sense of responsibility for self-improvement. Serve as a link between home and school
- d. Help students catch-up with the class.
- e. Overcome a particular difficulty or reinforce a specific skill
- f. Help prepare students for the ACT and other standardized tests.

## **ALTERNATIVE LEARNING ENVIRONMENT**

Harmony Grove High School provides an alternative learning environment for students who, for various reasons, are not successful in the traditional school program. Arkansas Department of Education guidelines are used in determining if a student is eligible for placement in our ALE classrooms. ALE teachers are licensed Arkansas teachers who provide instruction based on the Arkansas Curriculum Frameworks in each subject area. ALE teachers and staff are specially trained to meet the individual needs of each of our ALE students. The goal of the ALE classroom is to overcome the barriers to academic success for each student. Students may be placed in the ALE for exhibiting the following characteristics: disruptive behavior, being a dropout from school, personal or family problems or situations, recurring absenteeism, transition to and from residential programs and/or as an alternative to expulsion.

### **FUSION ACADEMY (Grades k-12 located in Benton)**

The Harmony Grove School District provides Fusion Academy, an alternative learning environment for students meeting the Arkansas Department of Education eligibility requirements. Academic classes are provided through on-line courses offered by Arkansas Virtual High School through the Department of Education. Students assigned to Fusion

Academy will be expected to follow all rules and procedures established by staff and administration.

The Fusion Academy is located in Benton. Transportation is provided for Harmony Grove students to the Fusion Academy. Students will be provided all educational services through the Fusion Academy, but will remain enrolled in the Harmony Grove School District. Students attending Fusion Academy are not to be on any other school campus or attend any other school-sponsored event for any reason without permission. Exceptions can be made to allow a student to attend school functions if administrators from both Fusion Academy and Harmony Grove High School agree that such an exception is warranted.

### **HUB (Grades 9-12)**

The HUB is a non-traditional learning environment for students in grades 9-12 that offers the possibility of flexible seat time for students who are faced with certain barriers identified by the Arkansas Department of Education. Academic courses are provided through on-line classes offered by Arkansas Virtual High School through the Arkansas Department of Education.

Students who attend the HUB may also be eligible for JAG (Jobs for Arkansas Graduates), a class that promotes job/volunteer training aimed at preparing students for success after high school. Students who participate in the HUB and JAG programs must be able to provide their own transportation to and from school and their job/volunteer site. HUB students will be housed on the Harmony Grove High School campus and will be required to follow all rules and procedures established by staff and administration at Harmony Grove High School. HUB students are also required to follow and adhere to all policies and procedures outlined in the Harmony Grove High School Student Handbook.

### **SCHOOL ACTIVITIES AND CALENDAR**

A calendar of events is kept by the principal. All school activities must be approved by the principal before they can be entered on the school calendar. In order to keep our calendar straight, it is necessary that all organizations consult with the principal concerning the time set for any school function. Plans should be made as early as possible in order to avoid conflicts. The general rule is that events posted on the calendar first get the date desired.

### **FREE TEXTBOOKS**

Books are purchased by the school with the expectation of using them for a period of six years. Students who lose, destroy, or deface books which are issued to them will be charged with the responsibility of paying for these items on a prorated basis. Students are not accountable for wear that occurs from normal use of the book. This rule also applies to any school issued equipment or clothing.

### **INCLEMENT WEATHER POLICY**

Under certain conditions, it may be determined that our schools will be closed because it is unsafe to operate school buses. Announcements of school closing will be made as follows:

- a. Harmony Grove will use the "Alert Now" call System
- b. On local television stations
- c. On Harmony Grove social media platforms (Facebook/Twitter/Instagram)

All days missed because of inclement weather will be made up at a later date.

### **PARENT NOTIFICATIONS**

This District's mass communication/emergency notification system, Home Access Center (HAC), provides parents and guardians with school and district notifications. You can manage contact information and notifications by logging on to

<https://hac24.eschoolplus.k12.ar.us/homeaccess24/>

The following is needed to access your student's account:

- Select a District: Harmony Grove (Saline County) School District
- Username
- Password

**Please contact the High School office for the student's username and password.**

### **PUBLICATION POLICY (STUDENTS)**

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

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

### **Student Publications on School Web Pages**

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

1. Not contain any non-educational advertisements.
2. Not contain any personally identifying information, as defined by “directory information” in policy 4.13 (privacy of student records), without the written permission of the parent of the student or the student if over eighteen (18)
3. State that the view expressed is not necessarily those of the school board or the employees of the district.

## **POSTERS**

Signs and posters that students wish to display must first be approved by the principal. Posters displayed without permission will be removed and appropriate disciplinary action will follow.

## **MEDIA CENTER**

The purpose of the Harmony Grove High School Library Media Center (LMC) is to provide access to both print and electronic resources that support the school’s curriculum and the recreational reading needs of students, faculty, and staff in a quiet, welcoming environment.

The Harmony Grove High School LMC hours of operation are Monday-Friday from 7:30 am until 3:30 pm. Students are welcome to come to the LMC to do research, check out books, work on homework, or read quietly during this time.

Student free flow is allowed throughout the day as long as the student has a pass from his/her teacher. Students are allowed to check out up to two books at a time for a two-week period. (Classroom sets have longer due dates.) Students may be given EMD or other disciplinary action for overdue materials.

Students may also use computers in the LMC for educational purposes only. They may use computers and Internet in accordance with the district’s “Computer System/Internet Appropriate Use Policy” and instructions from LMC staff.

Students who have overdue materials may be prohibited from computer or book checkout.

While the LMC provides a safe, relaxing atmosphere for students to talk quietly, its primary purpose should not be ignored. To maintain this atmosphere, students should abide by the following expectations:

- Noise, disturbance or inappropriate behavior is prohibited, including abusive or threatening behavior to LMC staff and other LMC users. Students who are not looking for books must find a seat.
- The LMC is a “No Tolerance No Talking” area.
- No food or drinks are allowed in the LMC.
- Any damage or defacement of LMC materials is strictly prohibited and users found damaging material will be subject to disciplinary procedures, which may include replacing the material. LMC users are asked to report any instances of such defacement to LMC staff.
- Printing is allowed for educational purposes only. Students may not make multiple copies. Ink cartridges are expensive, and students should not abuse the privilege of using the printer.



- When students are part of a class or sent individually to work in the LMC, they may use computers for school assignments only. If these expectations are not met, students will be asked to leave and may not return until the behavior has changed.

### **RECORDING OF CLASSES**

It is not recommended that students video or record their class lectures unless there is a physical illness or disability that warrants the use of a recorder. Students should have approval from the principal, or designee, and the individual teacher whose class is being taped. Approval must come prior to the class being recorded. Failing to comply with this policy will result in disciplinary action.

### **SCHOOL SPONSORED DANCES OR FUNCTIONS**

1. All school-sponsored dances and parties must be concluded by 11:00 pm.
2. Only officially enrolled students of Harmony Grove School and their approved guests will be allowed to attend school-sponsored dances or functions. The sponsor prior to the dance, party, or function must approve all guests. A student bringing an approved guest will be responsible for the conduct of this guest while on school premises.
3. The sponsoring organization shall nominate musical groups to play at student dances. The sponsors shall assess the suitability of these groups and be responsible for their employment.
4. The School Board reserves the right to review and amend policies related to dances and/or to terminate dances at any time. No one 21 or older will be allowed to attend school dances as a student's guest.

### **SCHOOL-SPONSORED TRIPS/ACTIVITIES**

When students are required to ride school provided transportation to a school sponsored event, the students will be required to return on the same transportation except under the following conditions.

- a. The student becomes ill or injured requiring medical care beyond that available at the activity site.
- b. With approval of the activity sponsor, the parent or legal guardian of the student signs out with the activity sponsor or designee and provides transportation for the student back home.

### **SCHOOL SPONSORED ACTIVITY BEHAVIOR**

1. Students will be expected to conduct themselves at school activities in the same manner as during school hours.
2. Any action by the student, which draws attention away from said event, will not be tolerated. Inappropriate behavior includes, but is not limited to the following items: obscene or rude language, remarks, cheers, and actions that are directed toward any active participants, coaches, or officials. Signs or any other paraphernalia unless cleared with the administration and athletic director are forbidden at school activities. Harmony

Grove officials have the responsibility and authority to determine inappropriate behavior.

3. The same disciplinary action will be taken for misconduct at school activities as would apply during school hours. There will be no warnings. Misbehavior may result in the dismissal from all school activities for the remainder of the school year.

### **Athletic Events:**

The following rules apply to all athletic events:

1. No one will be permitted to stand along the sidelines/court except those who are serving in an official capacity. This includes players, managers, cheerleaders, and others whom the coach may deem necessary.
2. It is expected that people are attending games for the purpose of observing the games. Therefore, youngsters will not be allowed to play in any areas on or near the football field/gym floor.
3. There will be no going in and out at the ball games.
4. Passes may be used only one time for admittance to each game.
5. The host school may display stationary banners that are not controversial or derogatory.
6. Any derogatory chants or calls made to the opponent's players, cheerleaders, drill team members, or fans is a display of poor sportsmanship and will not be tolerated.
7. Students should win with character and lose with dignity. Any Harmony Grove student behaving inappropriately at home or away games is subject to suspension.

### **PERSONAL PROPERTY**

Students assume sole responsibility for loss or damage to any personal belongings such as garments, equipment, books, cell phones, electronic devices, etc. The school will, in every way possible, endeavor to protect all personal properties, but the school is not liable for any losses. Large sums of money and jewelry of either real or keepsake value should not be brought to school. In case of emergency, money and valuables should be brought to the office for safekeeping.

### **SHOP POLICIES**

The primary purpose of the shop is for the education of Harmony Grove students; therefore, the shop is not to be used by the general public for repairs or other projects. As the shop teacher is responsible for all shop tools and equipment, students are not authorized to utilize the shop area unless the shop teacher is present. At no time will tools be loaned out.

### **SOLICITATION**

No items will be sold on the school campus or school bus without permission from the principal.

### **STATE TESTING**

Students will take ATLAS End of Course (EOC) exams for ELA in grade 10, as well as ATLAS End of Course exams (EOC) for Algebra 1, Geometry, and Biology.

Students in the 11th grade will take the ACT in the Spring semester.

### **SUPPLEMENTAL INSTRUCTIONAL PROGRAM (SIP)**

Probationary Status: Any student that has less than a 2.0 GPA and more than a 1.8 GPA for the previous term and desires to participate in an extracurricular program will be permitted to do so

under the Supplemental Instruction Program. The parents and students will be notified by the sponsor of the organization about the SIP. If the student and parents choose not to participate in the program, then the student will be allowed to practice with the organization but will not be permitted to participate in the competition. Probationary status is limited to one term both at the High School.

### **JUNIOR/SENIOR PROM**

Prom is an annual event organized and sponsored by HGHS juniors and staff to honor seniors in their last semester. Students will be allowed to take guests through age 20. Any student below the 10th grade will not be allowed to attend prom.

### **GRADING INFORMATION**

Electronic report cards will be accessible and viewable through HAC (Home Access Center) at the end of the four nine-weeks grading periods. Printed report cards will be available upon request at the end of the four nine-weeks grading periods by contacting the office. At the end of the second and fourth nine weeks grading periods, the student is given a cumulative grade for two nine-week periods and a semester exam, and it is that grade that is recorded on the student's permanent record. All parents/guardians are strongly encouraged to get information to monitor grades with HAC (Home Access Center). Also, parents please note on calendars the dates of progress reports, nine weeks, and semesters.

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

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 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  $(0.25 \times 83) + (0.75 \times 75) = 77\%$

## **5.21—ACCELERATED LEARNING COURSES**

### **Definition**

“Accelerated learning” means an organized method of learning that enables a student to meet individual academic goals and graduation requirements while pursuing higher levels of skill development, including without limitation the following coursework:

1. A College Board Pre-Advanced Placement and Advanced Placement (AP) course;
2. An International Baccalaureate (IB) Diploma Programme course;
3. A Cambridge Advanced International Certificate of Education course;
4. A concurrent credit course; and
5. A substantively similar course or program approved by the Division of Elementary and Secondary Education (DESE)

Students in grades seven through 12 (7-12) who take accelerated learning courses or other courses approved for weighted credit by the Division of Elementary and Secondary Education (DESE) or the Division of Career and Technical Education (DCTE) shall be graded according to the following schedule:

A = 100 – 90

B = 89 – 80

C = 79 – 70

D = 69 – 60

F = 59 and below

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

A = 5 points

B = 4 points

C = 3 points

D = 2 point

F = 0 points

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

- The course must be taught by an Arkansas licensed teacher who has received the appropriate training required by the appropriate accrediting organization; and
- The student takes the applicable AP or IB examination after completing the entire course. Credit shall be given for each grading period during the course of the year, but shall be retroactively removed from a student's grade for any course in which the student fails to take the applicable exam. Students who do not take the applicable exam shall receive the same numeric value for the grade the student receives in the course as if it were a non-AP or IB course.

DESE shall approve additional courses, including other accelerated learning courses, for weighted credit if the course:

- a. Exceeds the curriculum standards for a non-weighted credit class;
- b. Meets or exceeds the standards of a comparable accelerated learning course; or
- c. It is identified by DESE as an honors class.

For career and technical education courses taken after July 1, 2023, career and technical courses that are eligible for weighted credit are those career and technical education courses that:

- Exceed the curriculum standards for a non-weighted class; and
- Lead to an approved industry-recognized certification or concurrent credit.

A student shall receive weighted credit for each approved career and technical education course upon the student:

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

A student who transfers into the district will be given weighted credit for the accelerated learning courses and other courses approved by DESE and DCTE for weighted credit that were taken for weighted credit at the student's previous school(s) according to the preceding scale.

### **Class Rank**

Exact class rank will be computed at the **end of the 2nd (Spring) semester** of the senior year. Should a tie occur, the "tying" students will be given the same rank number. The next student below a tied group will be given the same rank number as if no tie had occurred.

### **Classification of Students**

The following standard for classification is used prior to the opening of the fall semester of each year. The classification of a student will not change as the year progresses.

- Senior: Student with at least 16 units of completed credit.
- Junior: Student with at least 11 units but less than 16 units of completed credit.
- Sophomore: Student with at least 6 units but less than 11 units of completed credit.
- Freshman: Student has 8th grade completed, but less than 6 units of completed credit.

### **HONOR ROLL**

Students in grades 10-12 that maintain all A's and B's for the grading period will be recognized as honor roll students for that grading period. Semester grades will determine the honor roll at the end of each semester.

### **CONCURRENT CREDIT**

A ninth (9<sup>th</sup>) through twelfth (12<sup>th</sup>) grade student who successfully completes a college course(s) from an institution approved by the Division of Elementary and Secondary Education (DESE) shall be given credit toward high school grades and graduation at the rate of one (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 DESE 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 or graduation.

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

Beginning during the 25/26 school year, all concurrent credit courses will carry weighted credit. Accelerated classes - PreCalculus and Physics will also receive weighted credit.

A student or a student's parent or legal guardian, person having lawful control of the student, or person standing in loco parentis to the student shall not be responsible for tuition, fees, or materials for participation in a concurrent credit course.

### **Correspondence Courses**

A student may earn up to three (3) units of credit toward graduation through correspondence courses. Any credits must be earned through a college approved by the superintendent or principal before the course is attempted by the student.

### **Credit Recovery**

We feel that Credit Recovery should be the last option. Our students deserve the quality instruction that our teachers provide. Credit Recovery does not give our students the solid foundation that is required for success in the next educational level.

- a. Credit Recovery during the school day will only be offered for seniors who have failed a course previously.
- b. Seniors will only be enrolled in Credit Recovery one time per term.
- c. Seniors not successfully completing Credit Recovery in the fall will forfeit the privilege of taking Credit Recovery the second term.

- d. For juniors and sophomores: Every attempt will be made to re-enroll them in the course that was failed. This will be based on availability.

### **Graduation Requirements for Seniors:**

- A total of twenty-three (23) units earned in grades nine (9) through twelve (12) shall be required for graduation from Harmony Grove High School.
- Grade replacement is not the policy of the Harmony Grove School District. Any and all grades will be reflected on the student's transcript and calculated in the student's GPA.
- According to Act 977 of 1997 the State Board of Education, the State Department of Education and each local school district have established a required core curriculum for all Arkansas secondary schools. The core curriculum is aimed at preparing students to continue to learn in the workplace or in some form of post-secondary institution.
- Act 977 of 1997 requires each school district to attach a seal to transcripts and diplomas awarded to the graduates who earned a minimum grade point average of 2.75 and complete the core curriculum.

### **Honor Graduate Requirements:**

1. GPA of 3.5 or better
  - a. Summa Cum Laude: 4.0000 and above
  - b. Magna Cum Laude: 3.750 – 3.9999
  - c. Cum Laude: 3.500 – 3.749
2. Of the twenty-three (23) units required for graduation, all must be earned from the regular curriculum courses. The following requirements must be met.
  - a. 4 units of math with one course selected from the following: Algebra III, College Algebra, AP Calculus, AP Statistics, PreCalculus.
  - b. 3 units of science with one selected from the following: Chemistry, Physics, AP Biology or Anatomy and Physiology.
  - c. 1 unit of the same foreign language
  - d. 1 unit of Computer Technology (Introduction to Business or Networking at the Saline County Career and Technical Center).
3. Fulfill all graduation requirements.

**Honor Graduates will be named at the end of the 2nd semester (Spring) of their senior year.**

**Beginning 2025-2026 school year the vocabulary for the Top Graduate and number 2 will be changed to Valedictorian and Salutatorian.**

**Beginning with the class of 2027, to be considered the Valedictorian of the class a student must meet all of the requirements to be an Honor Graduate. (See Honor Graduate requirements on pg. 53)**

### **Requirements to Participate in Commencement:**

Under certain conditions, students will be permitted to participate in the graduation ceremony but will not receive a diploma. These conditions are:

1. Students who have at least 22 of the 23 credits, and who have no outstanding disciplinary consequences. However, students may participate in graduation if he/she lacks no more than one (1) unit of completing the graduation course requirements.
2. Participation in the high school commencement ceremony is limited to those students who:

- a. Are in attendance in good standing at Harmony Grove High School during the spring semester.
- b. Those students who will have met Harmony Grove graduation requirements and are in attendance in good standing at the Arkansas School for Math and Science, Arkansas School for the Deaf, Arkansas School for the Blind, Harmony Grove HUB or Fusion program, or approved special education day school or day treatment center.
- c. Students who do not attend graduation practice will not be allowed to participate in graduation without prior approval from the principal. Seniors who are subject to disciplinary action that results in an expulsion from school are ineligible to participate in commencement.

#### **4.45—GRADUATION REQUIREMENTS FOR THE CLASS OF 2026**

Information regarding Graduation requirements 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. 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. All students are required to fulfill the Core curriculum or the Alternate Pathway to Graduation when required by their IEP to be eligible for graduation. Counseling by trained personnel shall be available to students and their parents or legal guardians as part of the creation of the student's Student Success Plan.

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

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

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

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

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

#### **GRADUATION REQUIREMENTS**



The number of units students must earn to be eligible for high school graduation is to be earned from the categories listed below. A minimum of twenty-two (22) units is required for graduation. In addition to the twenty-two (22) units required for graduation by the Division of Elementary and Secondary Education (DESE), **the district** requires an additional one (1) unit to graduate for a total of twenty-three (23) units. The additional required units may be taken from any electives offered by the district. Accelerated learning courses or career education courses that are determined by DESE to be eligible for use in the place of a listed course may be substituted for the course as designated by DESE.

All students must receive a passing score on the Arkansas Civics Exam in order to graduate. Students shall be trained in quality psychomotor skill bases in cardiopulmonary resuscitation and the use of automated external defibrillators in order to graduate. This is acquired through the Health classes.

All students shall receive credit in a course covering the Personal and Family Finance Standards in order to graduate. This is acquired through Economics with Personal Finance.

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

- English: four (4) units – 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup>
- Oral Communications: one-half ( $\frac{1}{2}$ ) unit
- Mathematics: four (4) units
  - ◆ Algebra - 1 unit
  - ◆ Geometry - 1 unit
  - ◆ All math units must build on the base of algebra and geometry knowledge and skills. (Comparable accelerated learning 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.
- Science: three (3) units
  - ◆ DESE approved biology – 1 credit;
  - ◆ DESE approved physical science – 1 credit; and
  - ◆ A third unit that is either:
    - An additional science credit approved by DESE; or
    - A computer science flex credit may be taken in the place of a third science credit.
- Social Studies: three (3) units
- Civics one-half ( $\frac{1}{2}$ ) unit
- World history, one (1) unit
- American History, one (1) unit
- Other social studies – one-half ( $\frac{1}{2}$ ) unit
- Physical Education: one-half ( $\frac{1}{2}$ ) unit

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

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

### **CAREER FOCUS: - Six (6) units**

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

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

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

### **4.45.1—GRADUATION REQUIREMENTS FOR THE CLASS OF 2027 AND THEREAFTER**

Information regarding Graduation requirements 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. 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. All students are required to fulfill the Core curriculum or the Alternate Pathway to Graduation when required by their IEP to be eligible for graduation. Counseling by trained personnel shall be available to students and their parents or legal guardians as part of the creation of the student's Student Success Plan.

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

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

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

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

To the best of its ability, the District shall follow the requirements covering the transfer of course credit and graduation set forth in the Interstate Compact on Educational Opportunity for Military Children and the Arkansas Military Child School Transitions Act of 2021 for all students who meet the definition of "eligible child" in Policy 4.2—ENTRANCE REQUIREMENTS

including the waiving of specific courses that are required for graduation if similar coursework has been satisfactorily completed.

## **GRADUATION REQUIREMENTS**

The number of units students must earn to be eligible for high school graduation is to be earned from the categories listed below. A minimum of twenty-two (22) units is required for graduation. In addition to the twenty-two (22) units required for graduation by the Division of Elementary and Secondary Education (DESE), **the district** requires an additional one (1) unit to graduate for a total of twenty-three (23) units. The additional required units may be taken from any electives offered by the district. Accelerated learning courses or career education courses that are determined by DESE to be eligible for use in the place of a listed course may be substituted for the course as designated by DESE.

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

Students shall be trained in quality psychomotor skill bases in cardiopulmonary resuscitation and the use of automated external defibrillators in order to graduate. This is acquired through the Health classes.

All students shall receive credit in a course covering the Personal and Family Finance Standards in order to graduate. This is acquired through Economics with Personal Finance.

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

## **Community Service**

Except as otherwise provided by this policy or the student's IEP, each student must receive seventy-five (75) clock hours of community service that is certified by the service agency or organization where the student volunteers.

The community service must be in programs or activities, either in Arkansas or outside of Arkansas, that meet the requirements established by the State Board and the District Board of Directors and include preparation, action, and reflection components. A student who transfers into the District after ninth (9th) grade must receive at least the following documented clock hours of community service each year:

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

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

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

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

- Oral Communications: one-half ( $\frac{1}{2}$ ) unit
- Mathematics: four (4) units
  - ◆ Algebra - 1 unit
  - ◆ Geometry - 1 unit
  - ◆ All math units must build on the base of algebra and geometry knowledge and skills. (Comparable accelerated learning 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.
- Science: three (3) units
  - ◆ DESE approved biology – 1 credit;
  - ◆ DESE approved physical science – 1 credit; and
  - ◆ A third unit that is either:
    - An additional science credit approved by DESE; or
    - A computer science flex credit may be taken in the place of a third science credit.
- Social Studies: three (3) units
  - ◆ Civics one-half ( $\frac{1}{2}$ ) unit
  - ◆ World history, one (1) unit
  - ◆ American History, one (1) unit
  - ◆ Other social studies – one-half ( $\frac{1}{2}$ ) unit
- Physical Education: one-half ( $\frac{1}{2}$ ) unit  
 Note: While one-half ( $\frac{1}{2}$ ) unit is required for graduation, no more than one (1) unit may be applied toward fulfilling the necessary units to graduate.
- Health and Safety: one-half ( $\frac{1}{2}$ ) unit
- Economics – one half ( $\frac{1}{2}$ ) unit – dependent upon the licensure of the teacher teaching the course, this can count toward the required three (3) social studies credits or the six (6) required Career Focus elective credits.
- Fine Arts: one-half ( $\frac{1}{2}$ ) unit

### **CAREER FOCUS: - Six (6) units**

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

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

### **4.54 - STUDENT ACCELERATION**

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

Generally, acceleration can occur through one of two broad categories: content based and grade based.

- Grade based acceleration shortens the number of years a student would otherwise spend in K-12 education;
- Content based acceleration occurs within the normal K-12 time span.

Either form of acceleration can be triggered by either a parent/guardian, student, or community member's request or by the referral of school personnel. In either case, the process of determining the appropriateness of the request shall be under the direction of the district/school Gifted and Talented Program Coordinator. The district/school Gifted and Talented Program Coordinator shall convene the Acceleration Placement Committee and communicate with the individuals necessary for the Acceleration Placement Committee to make an informed decision, which shall include the student's parents or guardians.

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

The District's Gifted and Talented (GT) Program Coordinator will create a written format to govern the referral and determination process, which shall be made available to any parent or staff member upon request.

The parents/guardians of any student whose request for acceleration has been denied may appeal the decision, in writing to the District's GT Coordinator. The District's GT Coordinator and the Acceleration Placement Committee will again thoroughly review the case study that was completed on the student. Upon completion of the review, the Committee will either request additional new testing be conducted to help the Committee make its determination or it will uphold the initial decision. The Committee's decision may not be further appealed.

#### **4.29 INTERNET SAFETY & ELECTRONIC DEVICE USE POLICY**

##### **Definition**

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

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

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

##### **Technology Protection Measures**

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

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

### **Internet Use and Safety**

The District is dedicated to ensuring that students are capable of using the Internet in a safe and responsible manner. The District uses technology protection measures to aid in student safety and shall also educate students on appropriate online behavior and Internet use<sup>3</sup> 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.

### **4.29F—STUDENT ELECTRONIC DEVICE AND INTERNET USE AGREEMENT**

The Harmony Grove School District agrees to allow the student identified above ("Student") to use the district's technology to access the Internet under the following terms and conditions which apply whether the access is through a District or student owned electronic device (as used

in this Agreement, “electronic device” means anything that can be used to transmit or capture images, sound, or data):

1. Conditional Privilege: The Student’s use of the district’s access to the Internet is a privilege conditioned on the Student’s abiding to this agreement. No student may use the district’s access to the Internet whether through a District or student owned electronic device unless the Student and his/her parent or guardian have read and signed this agreement.
2. Acceptable Use: The Student agrees that he/she will use the District’s Internet access for educational purposes only. In using the Internet, the Student agrees to obey all federal and state laws and regulations. The Student also agrees to abide by any Internet use rules instituted at the Student’s school or class, whether those rules are written or oral.
3. Penalties for Improper Use: If the Student violates this agreement and misuses the Internet, the Student shall be subject to disciplinary action ranging from: temporary loss of privileges, permanent loss of privileges, detention, in-school suspension, out of school suspension.
4. “Misuse of the District’s access to the Internet” includes, but is not limited to, the following:
  - a. using the Internet for other than educational purposes such as online gaming;
  - b. gaining intentional access or maintaining access to materials which are “harmful to minors” as defined by Arkansas law;
  - c. using the Internet for any illegal activity, including computer hacking, trademark, plagiarism, copyright, and/or intellectual property law violations; users must follow all license agreements;
  - d. making unauthorized copies of computer software;
  - e. accessing “chat lines” unless authorized by the instructor for a class activity directly supervised by a staff member;
  - f. using abusive or profane language in private messages on the system; or using the system to harass, insult, or verbally attack others;
  - g. posting anonymous messages on the system;
  - h. using encryption software;
  - i. wasteful use of limited resources provided by the school including paper;
  - j. causing congestion of the network through lengthy downloads of files;
  - k. vandalizing data of another user;
  - l. obtaining or sending information which could be used to make destructive devices such as guns, weapons, bombs, explosives, or fireworks;
  - m. gaining or attempting to gain unauthorized access to resources or files;
  - n. identifying oneself with another person’s name or password or using an account or password of another user or sharing accounts or passwords with another user;
  - o. invading the privacy of individuals;
  - p. divulging personally identifying information about himself/herself or anyone else either on the Internet or in an email unless it is a necessary and integral part of the student’s academic endeavor. Personally identifying information includes full names, address, phone number, social security number and passwords.
  - q. using the network for financial or commercial gain without district permission;
  - r. theft or vandalism of data, equipment, or intellectual property;
  - s. attempting to gain access or gaining access to student records, grades, or files;
  - t. introducing a virus to, or otherwise improperly tampering with the system;
  - u. degrading or disrupting equipment or system performance;
  - v. creating a web page or associating a web page with the school or school district without proper authorization;

- w. providing access to the District's Internet Access to unauthorized individuals;
- x. failing to obey school or classroom Internet use rules; or
- y. taking part in any activity related to Internet use which creates a clear and present danger of the substantial disruption of the orderly operation of the district or any of its schools.
- z. Installing or downloading software on district computers without prior approval of the technology director or his/her designee.

Students who misuse district-owned computers or Internet access, including using computers except as directed or assigned by staff or teachers, using computers to violate any other policy or contrary to the computer use agreement, attempting to defeat or bypass Internet filtering software, or using the computers to access or create sexually explicit or pornographic text or graphics, will face disciplinary action ranging from: temporary loss of privileges, permanent loss of privileges, detention, in school suspension, corporal punishment, or out-of-school suspension.

5. Email: Students in need of email for academic reasons will only be allowed email access through an address assigned by the district. This email access will be through a Google Gmail system managed by the Harmony Grove Public Schools. This email system is monitored by the Harmony Grove Public Schools Technology Department and all messages sent or received through this system are archived and subject to filtering of inappropriate content.
  - a. Always use appropriate language.
  - b. Do not transmit language/material that is obscene, abusive, or offensive to others.
  - c. Do not send mass emails, chain letters, or spam.
  - d. No private chatting during class is allowed without permission.
  - e. Email is subject to inspection at any time by school administration.
6. Liability for debts: Students and their cosigners shall be liable for any and all costs (debts) incurred through the student's use of the computers or access to the Internet including penalties for copyright violations.
7. No Expectation of Privacy: The Student and parent/guardian signing below agree that if the Student uses the Internet through the District's access, that the Student waives any right to privacy the Student may have for such use. The Student and the parent/guardian agree that the district may monitor the Student's use of the District's Internet Access and may also examine all system activities the Student participates in, including but not limited to email, voice, and video transmissions, to ensure proper use of the system. The District may share such transmissions with the Student's parents/guardians. If you inadvertently access a website that contains obscene, pornographic, or otherwise offensive material, notify a teacher or the principal immediately so that such sites can be blocked from further access. This is not merely a request. It is a responsibility.
8. No Guarantees: The District will make good faith efforts to protect children from improper or harmful matter which may be on the Internet. At the same time, in signing this agreement, the parent and Student recognize that the District makes no guarantees about preventing improper access to such materials on the part of the Student. The school district currently implements a web content filter on campus. Parents are strongly encouraged to monitor and/or filter their child's activities while they are accessing the internet from home. Any problems which arise from the use of an account are the liability or responsibility of the user. By using the computers or network system, participants agree to indemnify and hold Harmony Grove Public Schools harmless from any claims or damages arising from such use. Harmony Grove Public School District makes no warranties for the information or the services provided.



## **CHROMEBOOK POLICY & USAGE RECEIPT OF NOTIFICATION &**

**UNDERSTANDING** – Sign & return The Harmony Grove High School Chromebook Policy and Usage Handbook. It is available on the Harmony Grove School District website at [www.harmonygrovesd.org](http://www.harmonygrovesd.org)

### **4.14—STUDENT MEDIA AND THE DISTRIBUTION OF LITERATURE**

The Superintendent and the student media advisors(s) shall jointly develop administrative regulations for the implementation of this policy. The regulations shall include definitions of terms and the time(s), place(s), and manner(s) of the dissemination of student media, which shall include timelines for the review of materials.

#### **Definitions**

“School-sponsored media” means all student media that are:

- Supported financially by the school;
- Supported by the use of school facilities; or
- Produced in conjunction with a class.

“Student journalist” means a student who gathers, writes, edits, photographs, records, video tapes, or prepares information for dissemination in student media.

“Student media” means any means of communication that are:

- Prepared, substantially written, published, or broadcasted by a student;
- Distributed or generally made available, either free of charge or for a fee, to members of the student body; and
- Prepared under the direction of a student media advisor.

“Student media” does not include media that is intended for distribution or transmission solely in the classroom in which it is produced.

“Student media advisor” means an individual who is employed, appointed, or designated by the District to supervise or provide instruction with respect to student media.

#### **Student Media**

While the District recognizes a student’s right of expression under the First Amendment of the Constitution of the United States, school-sponsored media does not provide an open public forum for public expression. Student media, as well as the content of student expression in school-sponsored activities, shall be subject to the editorial review of the District’s administration, whose actions shall be reasonably related to legitimate pedagogical concerns and adhere to the following limitations:

1. Advertising may be accepted for media that does not condone or promote products that are inappropriate for the age and maturity of the audience or that endorses such things as tobacco, alcohol, or drugs.
2. Media may be regulated to prohibit communications determined by the appropriate teacher, student media advisor, and/or administrator to be ungrammatical; poorly written; inadequately researched; biased or prejudiced; vulgar or profane; or unsuitable for immature audiences.
3. Media may be regulated to prohibit the dissemination of material that may reasonably be perceived to advocate drug or alcohol use; irresponsible sex; conduct that is otherwise

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

4. Prohibited media includes those that:
  - a. Are obscene as to minors;
  - b. Are libelous or slanderous, including material containing defamatory falsehoods about public figures or governmental officials, and made with knowledge of their falsity or a reckless disregard of the truth;
  - c. Constitute an unwarranted invasion of privacy as defined by state law;
  - d. Suggest or urge the commission of unlawful acts on the school premises;
  - e. Suggest or urge the violation of lawful school regulations;
  - f. Scurrilously attacks ethnic, religious, or racial groups; or
  - g. Harass, threaten, or intimidate a student.

### **Student Media on School Web Pages**

Student media displayed on school web pages shall follow the same guidelines as listed above and shall also:

1. Not contain any non-educational advertisements;
2. Adhere to the restrictions regarding use of Directory Information as prescribed in Policy 4.13 including not using a student's photograph when associated with the student's name unless written permission has been received from the student's parent or student if over the age of eighteen (18);
3. State that the views expressed are not necessarily those of the School Board or the employees of the district.

### **Student Distribution of Non-school Literature, Publications, and Materials**

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

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

1. Be narrowly drawn to promote orderly administration of school activities by preventing disruption and may not be designed to stifle expression;
2. Be uniformly applied to all forms of non-school-sponsored materials;
3. Allow no interference with classes or school activities;
4. Specify times, places, and manner where distribution may and may not occur; and
5. Not inhibit a person's right to accept or reject any literature distributed in accordance with the regulations.

Students shall be responsible for the removal of excess literature that is left at the distribution point.

### **GENERAL DISCIPLINE POLICIES**

**Alternative Environment:** As required by A.C.A. 6-18-508, the Harmony Grove School District provides an ALE program and is overseen by the administration. Assignment of students to the ALE program is not subject to appeal or review by the Harmony Grove School Board of Directors.

### **ASSEMBLY AND PEP RALLY POLICIES**

1. Students attending assemblies are expected to be courteous with no talking during performances.
2. Students attending assemblies are expected to stay in their seats with no moving during the performance.
3. Students who misbehave in an assembly may not be allowed to attend assemblies during the remainder of the school year. Other appropriate disciplinary action will be taken if necessary.
4. All students are required to attend assemblies unless excused by the administration.

### **4.43—BULLYING**

#### **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:

1. May address an attribute of the other student, public school employee, or person with whom the other student or public school employee is associated;
2. Involves an actual or reasonably perceived power imbalance;
3. Is repeated or has a high likelihood of repetition; and
4. Causes or creates actual or reasonably foreseeable:
  - Physical harm to a public school employee or student or damage to the public school employee's or student's property;
  - Substantial interference with a student's education or with a public school employee's role in education;
  - A hostile educational environment for one (1) or more students or public school employees due to the severity, persistence, or pervasiveness of the act; or
  - Substantial disruption of the orderly operation of the school or educational environment;

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

1. Cyberbullying;
2. Sarcastic comments "compliments" about another student's personal appearance or actual or perceived attributes,

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

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

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

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

- Building a fake profile or website of the employee;
- Posting or encouraging others to post on the Internet private, personal, or sexual information pertaining to a school employee;
- Posting an original or edited image of the school employee on the Internet;
- 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;
- 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;
- Signing up a school employee for a pornographic Internet site; or
- Without authorization of the school employee, signing up a school employee for electronic mailing lists or to receive junk electronic messages and instant messages.

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

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

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

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

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

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

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

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

1. As soon as reasonably practicable, but by no later than the end of the school day following the receipt of the credible report of bullying:
  - a. Report to a parent, legal guardian, person having lawful control of a student, or person standing in loco parentis of a student that their student is the victim in a credible report of bullying; and
  - b. Prepare a written report of the alleged incident of bullying;
2. Promptly investigate the credible report or complaint of bullying, which shall be completed by no later than the fifth (5<sup>th</sup>) school day following the completion of the written report.
3. Notify within five (5) days following the completion of the investigation the parent, legal guardian, person having lawful control of a student, or person standing in loco parentis of a student who was the alleged victim in a credible report of bullying whether the investigation found the credible report or complaint of bullying to be true and the availability of counseling and other intervention services.
4. Notify within five (5) days following the completion of the investigation the parent, legal guardian, person having lawful control of the student, or person acting in loco parentis of the student who is alleged to have been the perpetrator of the incident of bullying:
  - a. That a credible report or complaint of bullying against their student exists;

- b. Whether the investigation found the credible report or complaint of bullying to be true;
  - c. Whether action was taken against their student upon the conclusion of the investigation of the alleged incident of bullying; and
  - d. Information regarding the reporting of another alleged incident of bullying, including potential consequences of continued incidents of bullying;
- 5. Make a written record of the investigation, which shall include:
  - a. A detailed description of the alleged incident of bullying, including without limitation a detailed summary of the statements from all material witnesses to the alleged incident of bullying;
  - b. Any action taken as a result of the investigation; and
- 6. Discuss, as appropriate, the availability of counseling and other intervention services with students involved in the incident of bullying.

Students found to be in violation of this policy shall be subject to disciplinary action up to and including expulsion. In determining the appropriate disciplinary action, consideration may be given to other violations of the student handbook which may have simultaneously occurred. In addition to any disciplinary actions, the District shall take appropriate steps to remedy the effects resulting from bullying.

Notice of what constitutes bullying, the District's prohibition against bullying, and the consequences for students who bully shall be conspicuously posted in every classroom, cafeteria, restroom, gymnasium, auditorium, and school bus. Parents, legal guardians, persons having lawful control of a student, persons standing in loco parentis, students, school volunteers, and employees shall be given copies of the notice annually.

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

To prevent multiple, simultaneous investigations into the same alleged conduct, if the facts that support an alleged incident of bullying may also constitute a violation of another District policy; State or Federal law; State rule; or Federal regulation, then the District shall investigate and dispose of the alleged incident of bullying in accordance with the other applicable District policy; State or Federal law; State rule; or federal regulation in lieu of the requirements of this policy.

Copies of this policy shall be available upon request.

### **BUS TRANSPORTATION POLICIES**

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.

Bus stops are planned to meet State Department of Education recommendations, whereby stops shall be at least 1 mile apart, and within one mile of a student's home. Priority for establishing

bus stops are dependent on a number of factors, the highest priority being primary students who do not have a parent, another adult or older students to supervise them to and from bus stops. In the event parents/guardians cannot agree upon a centralized neighborhood stop, the administration may have to establish such stops between houses.

In the event of inclement weather, including heavy overcast with probable precipitation, or the temperature announced over the local radio station shortly before being transported is below 36 degrees, buses will stop at each student's driveway on county and state roads.

**Riding the bus is a privilege not a right. The following rules and regulations pertain to all students who ride busses either part-time or full-time:**

1. While riding the bus, students are under the supervision of the driver and must obey the driver at all times.
2. Students are to conduct themselves in a manner such that they will not distract the attention of their driver or disturb other riders on the bus (which includes keeping hands to oneself, attending to your own matters, leaving other students alone, and being reasonably quiet). **Students may be assigned to a particular seat at any time.**
3. No knives or sharp objects of any kind are allowed; neither are firearms, pets, nor other living animals, etc.
4. Students are not to tamper with any of the safety devices such as door latches, fire extinguishers, etc. Pupils must keep seated while the bus is stopped except as the driver directs. Never use the emergency door unless instructed to do so by the driver.
5. Pupils are not to put their hands, arms, heads, or bodies out of the windows. Do not yell at anyone outside the bus.
6. Students are not to deface the bus or any school property. Act 36 of 1987 places the financial liability of parents at \$5,000 when their children damage or destroy public property.
7. No food or drinks are to be taken on the bus.
8. Keep the aisle of the bus clear of books, lunches, coats, etc.
9. Do not put feet in the aisle.
10. Keep backpacks, purses, and other items closed and all school materials away.
11. Drivers will not let students off the bus except at regular stops.
12. Students riding buses other than the bus to which they are assigned by residence has caused overcrowding on some of our buses. Students will be allowed to ride only the bus to which they are assigned by residence.
13. Do not call names or use abusive language.
14. Act 814 makes it a misdemeanor for students or adults to threaten, curse, or use abusive language to a school bus driver in the presence of students. Students shall be suspended and criminal charges filed.
15. The driver may find it necessary to establish other policies in light of his or her own bus needs.

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

**Classroom Rules and Procedures:** Individual teachers may have specific rules designed for his/her classroom in addition to the general rules used by each teacher. The rules must be consistent with other handbook and school board policies. The teacher will document warnings and efforts to put a stop to the unwanted behavior. Early-morning detention can be assigned by the classroom teacher as a means to punish unwanted behavior. If the efforts of the teacher are not successful, then the principal should be consulted.

#### **4.47— POSSESSION AND USE OF PERSONAL ELECTRONIC DEVICES**

##### **Definitions**

“Emergency” means a serious, unexpected, and dangerous situation that requires immediate action, including without limitation:

- An active fire;
- An active tornado or earthquake;
- An active shooter;
- An evacuation of school grounds; or
- A medical emergency

“Personal electronic device” means without limitation a:

- Cellular telephone;
- Paging device;
- Beeper;
- Mobile telephone that offers advanced computing and internet accessibility;
- Digital media player;
- Portable game console;
- Tablet, notebook, or laptop computer;
- Digital camera;
- Digital video or audio recorder;
- Smart watch; and
- Device that can connect and transmit data through Bluetooth technology.

“School day” means from the time students are required to be at school until the time students are dismissed from school.

##### **Possession of Personal Electronic Device**

Except as permitted under this policy, a student shall not be in possession of a personal electronic device during the school day. A student may possess a personal electronic device during the school day if:

- The personal electronic device is required by the student’s individual education plan (IEP), 504 Plan, or Individual Health Plan for health reasons;
- The possession of the personal electronic device is during an emergency as defined by this policy;
- The personal electronic device is issued by the District for the student’s use during the school day; or
- The possession of the personal electronic device is during a special event during the school day.

A student shall be deemed to not be in possession of a personal electronic device if the device is in their backpack, as long as they are not reaching into the bag to access it during the school day except as permitted by law when removing it from the bag to access; the student’s locker; or the student’s vehicle.

##### **Use of Personal Electronic Device**



Except as permitted by this policy, a student shall not use a personal electronic device during the school day. A student may use a personal electronic device during the school day if:

- The personal electronic device is required by the student's individual education plan (IEP), 504 Plan, or Individual Health Plan for health reasons;
- The use of the personal electronic device is during an emergency as defined by this policy;
- The personal electronic device is issued by the District for the student's use during the school day; or
- The use of the personal electronic device is during a special event during the school day.

A student may possess and use a personal electronic device at a special school event for the purpose of taking photographs. The District shall inform the students and students' parents, legal guardians, persons having lawful control of the student, and persons standing in loco parentis the following before a special school event takes place:

- When and where the special school event will take place;
- Whether or not personal electronic devices shall be allowed at the special school event; and
- Where personal electronic devices may be used at the special school event.

The use of personal electronic 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.

### **Misuse of Personal Electronic Devices**

Even if a student is allowed to possess or use a personal electronic device under this policy, the misuse of a personal electronic device is prohibited. Misuse of personal electronic devices includes, but is not limited to:

- Using personal electronic devices issued by the District during class time in any manner other than specifically permitted by the classroom instructor;
- Permitting any audible sound to come from the personal electronic device when not being used for reason #1 above;
- Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, or wrongfully obtaining test copies or scores;
- Using the personal electronic device to record audio or video or to take photographs in areas where a general expectation of personal privacy exists, including but not limited to locker rooms and bathrooms;
- Creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person regardless of whether the image is real or created through the use of artificial intelligence;
- Using a personal electronic device issued by the District in a manner that violates the Electronic Device and Internet Use Agreement regardless of whether the violation occurred on or off campus;
- Using a personal electronic device at an event during the school day that was not designated as a special school event or in a manner or location that was not authorized as part of the special school event;
- Using personal electronic devices issued by the District while driving any vehicle at any time; or

- Using a personal electronic 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.

### **Discipline**

A student may have a personal electronic device confiscated if:

- The student is found to possess or use a personal electronic device when the use or possession is not authorized by this policy and the personal electronic device was not issued by the District;
- The student misuses a personal electronic device as defined by this policy; or
- The student's parent, legal guardian, person having lawful control of the student, or person standing in loco parentis uses the remote recording or listening capabilities of a personal electronic device, either through an app installed on the personal electronic device or the built-in capacity of the personal electronic device, except when authorized by the District.

Confiscated personal electronic devices may be picked up at the high school office by the student's parent, legal guardian, person having lawful control of the student, or person standing in loco parentis. Students have no right of privacy as to the content contained on any personal 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.

A student and the student's parents, legal guardians, persons having lawful control of the student, or persons standing in loco parentis expressly assume any risk associated with a student's possession or use of a student's personal electronic device that is not issued by the District. The District shall not be liable for a personal electronic device that is confiscated if the personal electronic device is lost, stolen, or damaged.

In addition to the confiscation of a personal electronic device for a violation of this policy, a student may be subject to the following discipline: (See #45 under Management for Discipline Problems)

To protect the integrity of the administration of the assessments under the Arkansas Educational Support and Accountability Act, a student who is found to be in possession of or to use a personal electronic device during the administration of a statewide assessment that is not required by the student's IEP, 504 Plan, or issued by the District shall have the discipline the student is subject to increased by an additional level.

**Detention Hall:** Early morning detention hall (EMD) will be from 7:15-7:50 am Monday through Friday each week. This program is intended to give an alternative to suspensions. This program may be used only for minor offenses. Failure to report to the detention hall will result in ISS.

### **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 (5<sup>th</sup>) grade unless the student's behavior:

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

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

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

The President of the Board, Board attorney, or other designated Board member shall preside at the hearing. The student may choose to be represented by legal counsel. Both the district administration and School Board also may be represented by legal counsel. The hearing shall be conducted in open session of the Board unless the parent, legal guardian, person having lawful control of the student, person standing in loco parentis, or student if age eighteen (18) or older, requests that the hearing be conducted in executive session. Any action taken by the Board shall be in open session.

During the hearing, the Superintendent, or designee, or representative will present evidence, including the calling of witnesses, who gave rise to the recommendation of expulsion. The student, or his/her representative, may then present evidence including statements from persons with personal knowledge of the events or circumstances relevant to the charges against the student. Formal cross-examination will not be permitted; however, any member of the Board, the Superintendent, or designee, the student, or his/her representative may question anyone making a statement and/or the student. The presiding officer shall decide questions concerning the appropriateness or relevance of any questions asked during the hearing. Except as permitted by policy 4.22, the Superintendent shall recommend the expulsion of any student for a period of one (1) year for possession of any firearm prohibited on school campus by law. The Superintendent shall, however, have the discretion to modify the expulsion recommendation for a student on a case-by-case basis. Parents, legal guardians, persons having lawful control of a student, or persons standing in loco parentis of a student enrolling from another school after the expiration of an expulsion period for a weapons policy violation shall be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a weapon on school property. The parents, legal guardians, persons having lawful control of the student, or persons standing in loco parentis shall sign a statement acknowledging that they have read and understand said laws prior to the student being enrolled in school.

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

The District shall establish programs, measures, or alternative means and methods to continue student engagement and access to education during a student's period of expulsion.

**In School Suspension (ISS):** Harmony Grove School operates an in-school suspension program. An attempt to notify parents will be made when a student has been assigned in-school suspension. Placement of students in the in-school suspension program will be made for disruptive behavior or violation of school rules. ISS is a structured environment that is very restrictive. Students are assigned to this program for various disciplinary infractions. Initial assignments to the ISS will be fifteen days or less. Assignments of students to ISS by school district administration are not subject to appeal or review to the Harmony Grove District Board of Directors.

A student assigned to ISS will report to the ISS room at the beginning of the school day. At the end of a school day, a student assigned to ISS will immediately leave campus once released for the day.

A student will not be allowed to participate in, or attend school activities on or off campus while assigned to in school suspension. If a student is removed from ISS for disciplinary reasons, he/she will receive an out of school suspension and will return to ISS and complete the days assigned.

In-school suspension shall be treated as if the student was present at school. The student shall not attend any school-sponsored activities during the imposed in- school suspension nor shall the student participate in any school sponsored activities.

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

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

**Reasonable Suspicion:** Reasonable grounds for suspecting that a search will turn up evidence that the student has violated or is violating either the law or school rules.

#### **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:

- Is in violation of school policies, rules, or regulations;
- Substantially interferes with the safe and orderly educational environment;
- School administrators believe will result in the substantial interference with the safe and orderly educational environment; and/or
- 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 (5<sup>th</sup>) grade unless the student's behavior:

- Poses a physical risk to himself or herself or to others;
- Causes a serious disruption that cannot be addressed through other means; or
- 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:

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

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

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

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

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

The district shall keep a log of contacts attempted and made to the parent, legal guardian, person having lawful control of the student, or person standing in loco parentis.

The District shall establish programs, measures, or alternative means and methods to continue student engagement and access to education during a student's period of OSS.

During the period of their suspension, students serving OSS are not permitted on campus except to attend a student/parent/administrator conference or when necessary as part of the District's engagement or access to education program.

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

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

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

**Truancy:** Truancy shall be defined as absent from school. Students will be assigned to Truancy Court for excessive absences and/or tardies. Truancy shall be defined as anything beyond (7 ) absences without medical/court documentation.

### **DISCIPLINE FOR PERSONS WITH DISABILITIES**

In disciplining the disabled, it is necessary that due process procedures mandated by P.L. 94-142, Section 504 of the Rehabilitation Act, and Arkansas laws be followed by the individualized education plan team (IEP).

### **DUE PROCESS**

Students have the responsibility to know and obey school rules, to express grievances in a polite and hospitable manner, and to give parents correct information concerning misconduct.

Principals and teachers have the responsibility to follow board-established procedures in disciplinary actions against students. Principals are responsible for notifying and conferring with parents and students in cases involving suspension and expulsion recommendations. Parents have the responsibility to call principals for a conference when needed and to arrange with proper school authorities for desired student hearings.

Students are entitled to due process when the disciplinary procedure involves suspension or expulsion. The due process rights of students and parents are as follows:

- Prior to any suspension, the school principal or a designee shall advise the students in question of the particular misconduct of which he/she is accused, as well as the basis for such accusations.
- The student shall be given an opportunity at that time to explain his/her version of the facts to the school principal or a designee.
- Written notice of suspension and the reason(s) for the suspension shall be given to the parent(s) of the student.
- At the end of each year, all disciplinary statements are removed from student files. If a student is cleared of misconduct, the documentation will be removed from the files.

### **PROHIBITED CLUBS, GANGS, FRATERNITIES, SORORITIES OR SIMILAR ORGANIZATIONS**

Gangs, secret societies, or other similar groups, whether organized in the community or in other settings, are prohibited on the school grounds and campus at any school sponsored activity. Gang related activity whether genuine or a pretense that is identified by school officials will result in a minimum of out of school suspension and a maximum of permanent expulsion.

Students who are arrested for gang related offenses, regardless of where the offense may have occurred, may be expelled minimally for the remainder of the semester to a maximum of permanent expulsion, depending on the circumstances of the arrest. Gang related activities include but are not limited to such activities as wearing apparel associated with gangs, displaying gang insignia, “throwing signs” or other threats.

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

Students found to be in violation of this policy shall be subject to disciplinary action up to and including expulsion. Students arrested for gang related activities occurring off school grounds shall be subject to the same disciplinary actions as if they had occurred on school grounds.

#### **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:

- Disrespect for school employees and failing to comply with their reasonable directions or otherwise demonstrating insubordination;
- Disruptive behavior that interferes with orderly school operations;
- Willfully and intentionally assaulting or threatening to assault or physically abusing any student or school employee;
- Possession of any weapon that can reasonably be considered capable of causing bodily harm to another individual;
- Possession or use of tobacco in any form on any property owned or leased by any public school;
- Willfully or intentionally damaging, destroying, or stealing school property;
- Possession and use of a personal electronic device except as authorized by Policy 4.47 or by the student’s IEP or 504 Plan;
- 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;
- Sharing, diverting, transferring, applying to others (such as needles or lancets), or in any way misusing medication or any medical supplies in their possession;
- Inappropriate public displays of affection;
- Cheating, copying, or claiming another person's work to be his/her own;
- Gambling;
- Inappropriate student dress;
- Use of vulgar, profane, or obscene language or gestures;
- Truancy;
- Excessive tardiness;

- Engaging in behavior designed to taunt, degrade, or ridicule another person on the basis of race, ethnicity, national origin, sex, sexual orientation, gender identity, or disability;
- 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;
- Hazing, or aiding in the hazing of another student;
- Gangs or gang-related activities, including belonging to secret societies of any kind, are forbidden on school property. Gang insignias, clothing, “throwing signs” or other gestures associated with gangs are prohibited;
- Sexual harassment;
- Bullying;
- Operating a vehicle on school grounds while using a wireless communication device; and
- Theft of another individual’s personal property; and
- Antisemitism

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

#### **4.22—WEAPONS AND DANGEROUS INSTRUMENTS**

##### **Definitions**

“Firearm” means any device designed, made, or adapted to expel a projectile by the action of an explosive or any device readily convertible to that use.

“Possession” means having a weapon on the student’s body or in an area under the student’s control.

“Weapon” means any:

- Firearm;
- Knife;
- Razor;
- Ice pick;
- Dirk;
- Box cutter;
- Nunchucks;
- Pepper spray, mace, or other noxious spray;
- Explosive;
- Taser or other instrument that uses electrical current to cause neuromuscular incapacitation; or
- Any other instrument or substance capable of causing bodily harm.

No student, except for Military personnel (such as ROTC cadets) acting in the course of their official duties or as otherwise expressly permitted by this policy, shall possess a weapon, display what appears to be a weapon, or threaten to use a weapon before or after school while:

- In a school building;
- On or about school property;
- At any school sponsored activity or event;
- On route to or from school or any school sponsored activity; or
- Off the school grounds at any school bus stop.



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

Except as permitted in this policy, students found to be in possession on the school campus of a firearm shall be recommended for expulsion for a period of one (1) 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.

#### **4.24—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 Harmony Grove School District shall possess, attempt to possess, consume, use, distribute, sell, buy, attempt to sell, attempt to buy, give to any person, or be under the influence of any substance as defined in this policy, or what the student represents or believes to be any substance as defined in this policy.

This policy applies to any student who:

- Is on or about school property;
- Is in attendance at school or any school sponsored activity;
- Has left the school campus for any reason and returns to the campus; or
- Is on route to or from school or any school sponsored activity.

Prohibited substances shall include, but are not limited to:

- Alcohol, or any alcoholic beverage;
- Inhalants or any ingestible matter that alter a student's ability to act, think, or respond;
- LSD or any other hallucinogen;
- Marijuana;
- Cocaine, heroin, or any other narcotic drug;
- PCP;
- Amphetamines;
- Steroids;
- "Designer drugs";
- Look-alike drugs; or
- Any controlled substance

The sale, distribution, or attempted sale or distribution of over-the-counter (OTC) medications, dietary supplement or other perceived health remedy not regulated by the US Food and Drug Administration, or prescription drugs is prohibited. The possession or use of OTC medications, dietary supplement or other perceived health remedy not regulated by the US Food and Drug Administration, or prescription drugs is prohibited except as permitted under Policy 4.35—STUDENT MEDICATIONS.

#### **4.32—SEARCH, SEIZURE, AND INTERROGATIONS**

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

School property shall include, but not be limited to, lockers, desks, and parking lots, as well as personal effects left there by students. When possible, prior notice will be given and the student will be allowed to be present along with an adult witness; however, searches may be done at any time with or without notice or the student's consent. A personal search must not be excessively intrusive in light of the age and sex of the student and the nature of the infraction. The Superintendent, principals, and their designees may request the assistance of law enforcement officials to help conduct searches. Such searches may include the use of specially trained dogs.

A school official of the same sex shall conduct personal searches with an adult witness of the same sex present.

State Law requires that Department of Human Services employees, local law enforcement, or agents of the Crimes Against Children Division of the Division of Arkansas State Police, may interview students without a court order for the purpose of investigating suspected child abuse. In instances where the interviewers deem it necessary, they may exercise a "72-hour hold" without first obtaining a court order. Other questioning of students by non-school personnel

shall be granted only with a court order directing such questioning, with permission of the parents of a student (or the student if above eighteen [18] years of age), or in response to a subpoena or arrest warrant.

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

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

#### **4.27—STUDENT SEXUAL HARASSMENT**

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

The District believes the best policy to create an educational environment free from sexual harassment is prevention; therefore, the District shall provide informational materials and training to students, parents/legal guardians/other responsible adults, and employees on sexual harassment. The informational materials and training on sexual harassment shall be age appropriate and, when necessary, provided in a language other than English or in an accessible format. The informational materials and training shall include, but are not limited to:

- The nature of sexual harassment;
- The District's written procedures governing the formal complaint grievance process;
- The process for submitting a formal complaint of sexual harassment;
- That the district does not tolerate sexual harassment;
- That students can report inappropriate behavior of a sexual nature without fear of adverse consequences;
- The supports that are available to individuals suffering sexual harassment; and
- The potential discipline for perpetrating sexual harassment.

#### **Definitions**

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

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

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

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

“Sexual harassment” means conduct on the basis of sex that satisfies one or more of the following:

1. A District employee:
  - a. Conditions the provision of an aid, benefit, or service of the District on an individual’s participation in sexual conduct; or
  - b. Uses the rejection of sexual conduct as the basis for academic decisions affecting that individual;
2. The conduct is:
  - a. Unwelcome; and
  - b. Determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District’s education program or activity; or
3. Constitutes:
  - a. Sexual assault;
  - b. Dating violence
  - c. Domestic violence; or
  - d. Stalking.

“Supportive measures” means individualized services that are offered to the complainant or made available to the respondent designed to restore or preserve equal access to the District’s education program or activity without unreasonably burdening the other party. The supportive measures must be non-disciplinary and non-punitive in nature; offered before or after the filing of a formal complaint or where no formal complaint has been filed; and offered to either party as appropriate, as reasonably available, and without fee or charge. Examples of supportive measures include, but are not limited to: measures designed to protect the safety of all parties or the District’s educational environment, or deter sexual harassment; counseling; extensions of deadlines or other course-related adjustments; modifications of work or class schedules; campus escort services; mutual restrictions on contact between the parties; changes in work or class locations; leaves of absence; and increased security and monitoring of certain areas of the campus.

Within the educational environment, sexual harassment is prohibited between any of the following: students; employees and students; and non-employees and students.

Actionable sexual harassment is generally established when an individual is exposed to a pattern of objectionable behaviors or when a single, serious act is committed. What is, or is not, sexual harassment will depend upon all of the surrounding circumstances and may occur regardless of

the sex(es) of the individuals involved. Depending upon such circumstances, examples of sexual harassment include, but are not limited to:

- Making sexual propositions or pressuring for sexual activities;
- Unwelcome touching;
- Writing graffiti of a sexual nature;
- Displaying or distributing sexually explicit drawings, pictures, or written materials;
- Performing sexual gestures or touching oneself sexually in front of others;
- Telling sexual or crude jokes;
- Spreading rumors related to a person's alleged sexual activities;
- Discussions of sexual experiences;
- Rating other students or employees as to sexual activity or performance;
- Circulating or showing e-mails or Web sites of a sexual nature;
- Intimidation by words, actions, insults, or name calling; and
- Teasing or name-calling related to sexual characteristics or the belief or perception that an individual is not conforming to expected gender roles or conduct or is homosexual, regardless of whether or not the individual self-identifies as homosexual or transgender.

Students who believe they have been subjected to sexual harassment, or the parent/legal guardian/other responsible adult of a student who believes their student has been subjected to sexual harassment, are encouraged to bring their concerns to any District staff member, including a counselor, teacher, Title IX coordinator, or administrator. If the District staff member who received a report of alleged sexual harassment is not the Title IX Coordinator, then the District staff person shall inform the Title IX Coordinator of the alleged sexual harassment.

As soon as reasonably possible after receiving a report of alleged sexual harassment from another District staff member or after receiving a report directly through any means, the Title IX Coordinator shall contact the complainant to:

- Discuss the availability of supportive measures;
- Consider the complainant's wishes with respect to supportive measures;
- Inform the complainant of the availability of supportive measures with or without the filing of a formal complaint; and
- explain to the complainant the process for filing a formal complaint.

### **Supportive Measures**

The District shall offer supportive measures to the complainant and make supportive measures available to the respondent that are designed to restore or preserve equal access to the District's education program or activity without unreasonably burdening the other party before or after the filing of a formal complaint or where no formal complaint has been filed. The District shall provide individualized supportive measures to the complainant unless declined in writing by the complainant and shall provide individualized supportive measures that are non-disciplinary and non-punitive to the respondent. A complainant who initially declined the District's offer of supportive measures may request supportive measures at a later time and the District shall provide individualized supportive measures based on the circumstances when the subsequent request is received.

### **Formal Complaint**

A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by email. Upon receipt of a formal complaint, a District shall simultaneously provide the following written notice to the parties who are known:

- Notice of the District's grievance process and a copy of the procedures governing the grievance process;
- Notice of the allegations of sexual harassment including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include: The identities of the parties involved in the incident, if known; The conduct allegedly constituting sexual harassment; and The date and location of the alleged incident, if known;
- A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process;
- That the parties may have an advisor of their choice, who may be, but is not required to be, an attorney;
- That the parties may inspect and review evidence relevant to the complaint of sexual harassment; and
- That the District's code of conduct prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

If, in the course of an investigation, the District decides to investigate allegations about the complainant or respondent that are not included in the previous notice, the District shall simultaneously provide notice of the additional allegations to the parties whose identities are known.

The District may consolidate formal complaints of allegations of sexual harassment where the allegations of sexual harassment arise out of the same facts or circumstances and the formal complaints are against more than one respondent; or by more than one complainant against one or more respondents; or by one party against the other party. When the District has consolidated formal complaints so that the grievance process involves more than one complainant or more than one respondent, references to the singular "party", "complainant", or "respondent" include the plural, as applicable.

When investigating a formal complaint and throughout the grievance process, a District shall:

- Ensure that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on the District and not on the parties;
- Not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege or access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party unless the District obtains the parent, legal guardian, or other responsible adult of that party's voluntary, written consent or that party's voluntary, written consent if the party is over the age of eighteen (18) to do so for the grievance process;
- Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence;
- Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence;
- Provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to

be, an attorney, and not limit the choice or presence of advisor for either the complainant or respondent in any meeting or grievance proceeding;

- Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate;
- Provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint so that each party can meaningfully respond to the evidence prior to the conclusion of the investigation; this includes evidence:
  - Whether obtained from a party or other source;
  - The District does not intend to rely upon in reaching a determination regarding responsibility; and
  - That is either Inculpatory or exculpatory; and
- Create an investigative report that fairly summarizes relevant evidence.

At least ten (10) days prior to completion of the investigative report, the District shall send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy. The parties shall have at least ten (10) days to submit a written response to the evidence. The investigator will consider the written responses prior to completion of the investigative report. All evidence subject to inspection and review shall be available for the parties' inspection and review at any meeting to give each party equal opportunity to refer to such evidence during the meeting. After the investigative report is sent to the parties, the decision-maker shall:

Provide each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness;

- Provide each party with the answers;
- Allow for additional, limited follow-up questions from each party; and
- Provide an explanation to the party proposing the questions any decision to exclude a question as not relevant. Specifically, questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.

No earlier than ten (10) days following the completion of the investigation period, the decision-maker, who cannot be the same person as the Title IX Coordinator or the investigator, shall issue a written determination regarding responsibility. The written determination shall include:

1. Identification of the allegations potentially constituting sexual harassment;
2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including:
  - a. Any notifications to the parties;
  - b. Interviews with parties and witnesses;
  - c. site visits;
  - d. Methods used to gather other evidence; and
  - e. Hearings held;
3. Findings of fact supporting the determination;
4. Conclusions regarding the application of the District's code of conduct to the facts;

5. A statement of, and rationale for, the result as to each allegation, including:
  - a. A determination regarding responsibility;
  - b. Any disciplinary sanctions imposed on the respondent; and
  - c. Whether remedies designed to restore or preserve equal access to the District's education program or activity will be provided by the District to the complainant; and
6. The procedures and permissible bases for the complainant and respondent to appeal.

The written determination shall be provided to the parties simultaneously. The determination regarding responsibility shall become final on the earlier of:

- If an appeal is not filed, the day after the period for an appeal to be filed expires; or
- If an appeal is filed, the date the written determination of the result of the appeal is provided to the parties.

The District shall investigate the allegations in a formal complaint. If the conduct alleged in the formal complaint would not constitute sexual harassment as defined in this policy even if proved; did not occur in the District's education program or activity; or did not occur against a person in the United States, then the District shall dismiss the complaint as not meeting the definition of sexual harassment under this policy. A dismissal for these reasons does not preclude action under another provision of the District's code of conduct.

The District may dismiss the formal complaint or any allegations therein, if at any time during the grievance process:

- The complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein;
- The respondent is no longer enrolled at the District; or
- Specific circumstances prevent the District from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

Upon the dismissal of a formal complaint for any reason, the District shall promptly send written notice of the dismissal and reason(s) for the dismissal simultaneously to the parties. The District may hire an individual or individuals to conduct the investigation or to act as the determination-maker when necessary.

### **Appeals**

Either party may appeal a determination regarding responsibility or from a dismissal of a formal complaint or any allegations therein, on the following bases:

- a. The existence of a procedural irregularity that affected the outcome of the matter;
- b. Discovery of new evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter;
- c. The Title IX Coordinator, investigator, or decision-maker had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter; or
- d. An appeal of the disciplinary sanctions from the initial determination.

For all appeals, the District shall:

1. Notify the other party in writing when an appeal is filed;



2. Simultaneously Provide all parties a written copy of the District's procedures governing the appeal process;
3. Implement appeal procedures equally for both parties;
4. Ensure that the decision-maker for the appeal is not the same person as the decision-maker that reached the original determination regarding responsibility or dismissal, the investigator, or the Title IX Coordinator;
5. Provide all parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome;
6. Issue a written decision describing the result of the appeal and the rationale for the result; and
7. Provide the written decision simultaneously to both parties.

### **Confidentiality**

Reports of sexual harassment, both informal reports and formal complaints, will be treated in a confidential manner to the extent possible. Limited disclosure may be provided to:

- Individuals who are responsible for handling the District's investigation and determination of responsibility to the extent necessary to complete the District's grievance process;
- Submit a report to the child maltreatment hotline;
- Submit a report to the Professional Licensure Standards Board for reports alleging sexual harassment by an employee towards a student; or
- The extent necessary to provide either party due process during the grievance process.

Except as listed above, the District shall keep confidential the identity of: Any individual who has made a report or complaint of sex discrimination; Any individual who has made a report or filed a formal complaint of sexual harassment; Any complainant; Any individual who has been reported to be the perpetrator of sex discrimination; Any respondent; and Any witness.

Any supportive measures provided to the complainant or respondent shall be kept confidential to the extent that maintaining such confidentiality does not impair the ability of the District to provide the supportive measures.

### **Emergency removal**

The District may remove a respondent from the District's education program or activity on an emergency basis only after the completion of an individualized safety and risk analysis that determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal. A removed student will be provided with notice and an opportunity to challenge the removal decision immediately following the removal.

### **Retaliation Prohibited**

Students, or the parents/legal guardians/ other responsible adult of a student, who submit a report or file a formal complaint of sexual harassment,; testified; assisted; or participate or refused to participate in any manner in an investigation, proceeding, or hearing on sexual harassment shall not be subjected to retaliation or reprisal in any form, including threats; intimidation; coercion; discrimination; or charges for code of conduct violations that do not involve sex discrimination or sexual harassment, arise out of the same facts or circumstances as a report or formal complaint of sex discrimination, and are made for the purpose of interfering with any right or privilege under this policy. The District shall take steps to prevent retaliation

and shall take immediate action if any form of retaliation occurs regardless of whether the retaliatory acts are by District officials, students, or third parties.

### **Disciplinary Sanctions**

It shall be a violation of this policy for any student to be subjected to, or to subject another person to, sexual harassment. Following the completion of the District's grievance process, any student who is found by the evidence to more likely than not have engaged in sexual harassment will be subject to disciplinary action up to, and including, expulsion. No disciplinary sanction or other action that is not a supportive measure may be taken against a respondent until the conclusion of the grievance process.

Students who knowingly fabricate allegations of sexual harassment or purposely provide inaccurate facts shall be subject to disciplinary action up to and including expulsion. A determination that the allegations do not rise to the level of sexual harassment alone is not sufficient to conclude that any party made a false allegation or materially false statement in bad faith.

### **Records**

The District shall maintain the following records for a minimum of seven (7) years:

- Each sexual harassment investigation including:
- Any determination regarding responsibility;
- Any disciplinary sanctions imposed on the respondent;
- Any remedies provided to the complainant designed to restore or preserve equal access to the District's education program or activity;
- Any appeal and the result therefrom;
- All materials used to train Title IX Coordinators, investigators, and decision-makers;
- Any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment, which must include:
  - The basis for the District's conclusion that its response was not deliberately indifferent; and
  - Document: ▪ If supportive measures were provided to the complainant, the supportive measures taken designed to restore or preserve equal access to the District's education program or activity; or
- If no supportive measures were provided to a complainant, document the reasons why such a response was not clearly unreasonable in light of the known circumstances.

## **TOBACCO USE ON CAMPUS**

### **Use and Possession Prohibitions**

The Harmony Grove School District, inclusive of all its buildings and property, shall be tobacco free 24 hours a day, 365 days a year. This includes all days when school is not in session and all events and other activities not associated with or sponsored by the school.

Possession or use of tobacco products by students on district property, in district vehicles and at school sponsored events (whether on or off district property) is prohibited at all times.

The use of tobacco products by all visitors to the school district property is prohibited. This includes non-school hours and all events sponsored by the school.

Advertising of tobacco products is prohibited in school buildings, on school property, at school functions and in all school publications. This includes clothing that advertises tobacco products.

### **Definition**

For the purpose of this policy, “Tobacco”: is defined to include any lit or unlit cigarette, cigar, electronic cigarette, pipe, clove cigarette, and any other smoking product, and spit tobacco, also known as smokeless tobacco, dip, chew, snuff in any form. “Tobacco use” includes smoking, which means carrying or having in one’s possession a lighted cigarette, cigar, or any object giving off or containing material that is giving off smoke, and chewing or spitting smokeless tobacco of any form. “Use” means the chewing, lighting, and smoking of any tobacco product.

### **Use Policy**

The health hazards of tobacco use have been well established. This policy is established to:

- Reflect and emphasize the hazards of tobacco use.
- Be consistent with the state and federal law.
- Protect the health and safety of all students, employees, and the public.
- Set a non-use example by adults.

## **4.48—VIDEO SURVEILLANCE AND OTHER STUDENT MONITORING**

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

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

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

The district shall retain copies of video recordings until they are erased 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 two weeks after they were created.

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

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

#### **4.28—LASER POINTERS**

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

#### **4.61—STUDENT USE OF MULTIPLE OCCUPANCY ROOM**

##### **Definitions**

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

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

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

An individual who is unwilling or unable to use a multiple occupancy room designated for the individual's sex shall be granted a reasonable accommodation, which may include, without limitation, access to a single-occupancy restroom or changing area. A reasonable accommodation shall not include access to a restroom or changing area that is designated for use by members of the opposite sex to an individual while members of the opposite sex of the individual are present or may be present in the restroom or changing area.

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

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

#### **4.62—STUDENT NAME, TITLE, OR PRONOUN**

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

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

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

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

#### **4.64—STUDENT USE OF ARTIFICIAL INTELLIGENCE**

##### **Definitions**

“Artificial Intelligence (AI) Tools” means Software applications or platforms that utilize machine learning algorithms to perform tasks typically requiring human intelligence, such as generating content, providing recommendations, or solving problems. For purposes of this policy, AI tools do not include the use of spell check or grammar check.

The purpose of this policy is to establish guidelines for the responsible use of AI tools by District students. The policy applies to all students enrolled in the District and covers the use of AI tools when completing District assignments or projects.

The district shall provide teachers and students resources and education on AI literacy and digital citizenship. The District shall establish a committee who shall be responsible for the review and selection of AI tools that shall be available for students to use. All AI tools selected by the committee shall comply with applicable state and federal data privacy laws. Students shall only use AI tools that were approved by the District committee for classroom assignments or projects.

Teachers are responsible for providing instructions on when and how AI tools may be used for classroom assignments. Students may use AI tools as approved by their classroom teacher to enhance learning and develop future-ready skills.

Students should use AI tools ethically and responsibly, aligning with the district’s educational objectives, and in a manner that does not harm themselves or others. As part of using AI tools responsibly, students should be cautious about the information they provide to AI tools and consult with a teacher if unsure. At no time shall Students share personal, sensitive, or confidential information with AI tools, especially AI tools requiring data input.

When a student uses AI tools, a student shall:

1. Review and verify the accuracy of content that is generated by an AI tool;
2. Cite AI tools used as part of an assignment or project as a source, following District citation guidelines; and
3. Be transparent about their use of AI in completing assignments.

Students must ensure all submitted work is their own and properly acknowledge or cite any assistance from AI tools. Students are encouraged to ask questions if they are unsure about the acceptable use of AI tools.

The following actions regarding AI tools are strictly prohibited:

- Misuse of AI tools for cheating, plagiarism, or any form of academic dishonesty, including the submission of assignments that were fully generated by an AI tool and presented as original student work;
- Altering or falsifying academic documents or records using AI tools;
- Using AI tools to:
  - Gain unauthorized access to District systems; or
  - Bypass District security measures;
- Using AI tools to produce misleading or false information, imagery, or any form of false outputs about themselves, other students, or staff members.

Students should report any inappropriate content or security concerns encountered while using AI tools to a teacher or administrator.

Violations of this policy shall be handled in accordance with the District's disciplinary procedures.

**Behavior not covered—the Harmony Grove School District reserves the right to punish behavior which is not conducive to good order and discipline in the school even though such behavior is not specified in the following written rules.**

#### **MANAGEMENT FOR DISCIPLINE PROBLEMS**

- 1. Possession of a firearm, explosive, pistol, pellet gun, etc. Firearm means any device designed to expel a projectile by action of an explosive or any device readily convertible to that use, including such a device that is not loaded or lacks a clip to render it immediately operable.**
  - a. 10-day suspension with recommendation for expulsion for one (1) calendar year or permanently.

Any student who brings a firearm or other weapon prohibited on school campuses by law will be referred to the local criminal justice and/or juvenile delinquency system.

Parents, guardians, or other persons in loco parentis of a student expelled for possession of a firearm or other weapon will be required to sign a statement acknowledging that the parents have read and understand the current laws regarding the possibility of parental responsibility for allowing a child to possess a weapon on school property, prior to readmitting a student or enrolling a student in any public school immediately after the expiration of an expulsion period.

- 2. The possession of a weapon other than a firearm on school property. A student shall not possess, handle or transmit a knife, razor, razor blades, ice pick, spring-operated pellet/BB gun, paintball gun, airsoft gun, mace, pepper gas, brass knuckles, club, or any other object that can be considered a weapon or dangerous instrument. A student shall not possess, handle or store contraband materials while on school property or at school-sponsored events. Legal authorities will be contacted when an illegal weapon is confiscated.**
  - a. 5-day suspension with recommendation for expulsion the remainder of the term.
  - b. 10-day suspension with recommendation for expulsion for the remainder of the school year or permanently.

Any student who brings a firearm or other weapon prohibited on school campuses by law will be referred to the local criminal justice and/or juvenile delinquency system.

3. **Fighting with a weapon other than a firearm on school property. A student shall not fight with, handle or transmit a knife, razor, razor blades, ice pick, spring-operated pellet/BB gun, paintball gun, airsoft gun mace, pepper gas, brass knuckles, club, or any other object that can be considered a weapon or dangerous instrument. Legal authorities will be contacted when an illegal weapon is confiscated.**

- a. 10-day suspension with recommendation for expulsion for the remainder of the school year or permanently.

Any student who brings a firearm or other weapon prohibited on school campuses by law will be referred to the local criminal justice and/or juvenile delinquency system.

4. **Threats of mass violence such as bomb threats, shootings, falsely notifying authorities by calling 911, pulling fire alarms, etc. A report will be filed with the appropriate law enforcement agency. The school year may be extended to make up required instructional days.**

- a. 10-days suspension with recommendation for expulsion for the remainder of the current term and the following term.

5. **Sale, distribution, or purchase of legal or illegal drugs, alcohol and/or look like drugs (substances represented as a controlled substance) in any form at school or at a school function. A report will be filed with the proper law enforcement agency.**

- a. 10-day suspension with recommendation for expulsion for the remainder of the current term and the following term.

The District strongly encourages the parents to have their student receive a drug and alcohol assessment by a Certified Drug and Alcohol Counselor.

6. **Possession, or Use of legal, or illegal drugs, alcohol and/or look- alike drugs (substances represented as a controlled substance) in any form at school, and/or at a school function. Under the influence of drugs, alcohol, narcotics, hallucinogens, inhalants and/or illegal drugs in any form at school; the misuse of over-the-counter or prescription medication. A report will be filed with the proper law enforcement agency.**

- a. 10-day suspension with recommendation for expulsion for the remainder of the current term and the following term or permanently.

7. **Purchase, use, possession of roach clips, pipes, or any other drug paraphernalia. A report will be filed with the proper law enforcement agency.**

- a. 10-day suspension with possible recommendation for expulsion for the remainder of the current term and following term or permanently

8. **Physically abusing or threatening to do bodily harm to a school employee.**

- a. 10-day suspension with recommendation for expulsion for the remainder of the school year or permanently.

According to Act 1520 of 1999, the school administrator must report any violent criminal act against a teacher or school employee to the local law enforcement agency and an immediate investigation shall be conducted by an official and filed with a prosecutor or judge.

**9. Cursing or using obscene gestures toward a teacher or school employee.**

- a. 5-day suspension
- b. 10-day suspension with recommendation for expulsion for the remainder of the school year or permanently.

**10. Refusal to be searched by an appropriate administrator or submit to a field sobriety test shall result in the student being removed from campus by parent/guardian or local authority if parent or guardian cannot be contacted. This day will count as the first suspension day.**

- a. 5-day suspension from school
- b. 10-day suspension with recommendation for expulsion for the remainder of the school term.

**11. Assault/Battery (Authorities will be notified). Assault is actual or attempted hitting, striking, or other wrongful physical contact inflicted on another either directly or indirectly.**

- a. 5-day suspension
- b. 10-day suspension with recommendation for expulsion for the remainder of the current term and the following term or permanently.

**12. Death threats. (Authorities will be notified)**

- a. 5-day suspension with the possibility of expulsion for the remainder of the current term and the following term or permanently.
- b. 10-day suspension with recommendation for expulsion for the remainder of the current term and the following term or permanently.

**13. Indecent exposure, sexual activity, sexual misconduct, including but not limited to “panting”.**

- a. 3-day suspension from school
- b. 4-day suspension from school
- c. 5-day suspension with recommendation for expulsion for the remainder of the term.

**14. Racial slurs, verbal harassment, sexual harassment, coercion, or intimidation.**

- a. 3-day suspension
- b. 5-day suspension
- c. 10-day suspension with recommendation for expulsion for the remainder of the term.



**15. Bullying (including electronic acts), hazing, or physical or mental harm. Refer to the Bullying section of the Student Handbook.**

- a. Office referral, parent notification
- b. 3-day suspension and counseling.
- c. 5-day suspension and counseling.
- d. 10-day suspension with recommendation for expulsion for the remainder of the term or permanently.

**16. Possession or use of fireworks, stink bombs, caps, paintballs, ammunition, poppers, etc. are not permitted on school property or at school sponsored events.**

- a. 2-day suspension
- b. 5-day suspension
- c. 10-day suspension with recommendation for expulsion for the remainder of the term or permanently.

**17. Fighting on school property or at school-sponsored events is prohibited.**

- a. 3-day suspension and a parent conference on the first offense.
- b. 5-day suspension
- c. 10-day suspension with recommendation for expulsion for the remainder of the term.

School administrators must report any violent criminal act against a student (fight) to the local law enforcement agency, and an immediate investigation shall be conducted by an official and filed with a prosecutor or judge.

**18. Gang related activities. (Use and/or drawing of gang signs, symbols, and paraphernalia.)**

Students will not participate in secret societies, organizations, gangs or similar groups, whether organized in the community or in other settings. These are prohibited on school grounds, any school sponsored activity, or while on the way to school. Students found in violation of this policy shall be subject to disciplinary action up to and including expulsion. The following actions are prohibited by students:

- Wearing or possessing clothing, bandanas, jewelry, symbol, or any other sign associated with membership in, or representative of, any gang;
- Engaging in any verbal or nonverbal act such as throwing signs, gestures, or handshakes representative of membership of a gang;
- Recruiting, soliciting, or encouraging any person through duress or intimidation to become or remain a member of a gang;
- Extorting payment from an individual in return for protection from harm from any gang.
- a. 3-day suspension
- b. 5-day suspension
- c. 10-day suspension with recommendation for expulsion for the remainder of the term.

**19. Being on any Harmony Grove School District campus or attending a Harmony Grove District function while suspended from school (home or away).**

- a. The original suspension will be doubled unless the suspension is for more than 2 days. If the original suspension was for more than 2 days, a new suspension for the same number of days will be written and administered when the student returns.

**20. Willful destruction of school or personal property. Restitution for all damages will be made.**

- a. 1-day suspension or 3 days of detention hall.
- b. 3-day suspension
- c. 5-day suspension
- d. 10-day suspension with recommendation for expulsion for the remainder of the term or permanently.

**21. Theft of school or personal property. Restitution will be made.**

- a. 3-day suspension
- b. 5-day suspension
- c. 10-day suspension with recommendation for expulsion for the remainder of the term or permanently.

**22. Cutting class(es), leaving campus at lunch or truancy. Truancy is defined as an absence from school without parent and/or authorities' prior knowledge and consent.**

- a. 1 day In-school suspension
- b. 2 days In-school suspension
- c. 3 days In-School suspension
- d. 4 days In-School suspension
- e. 5 days In-School suspension

**23. Use or possession of tobacco including any tobacco or nicotine delivery system, product, E-Cigs, vapes etc.**

- a. 1-day ISS and parent conference. The student must complete tobacco prevention modules provided before ISS assignment is complete.
- b. 2-days ISS and parent conference. The student must complete tobacco prevention modules provided before ISS assignment is complete.
- c. 3-days ISS and recommendation for counseling.
- d. 4-days ISS and recommendation for counseling
- e. 5-days ISS and recommendation for counseling

**24. Assault threats, profanity, vulgar and/or insulting language, possession of pornographic material, or obscene gestures.**

- a. 1-day suspension or 3 days detention hall.
- b. 2-day suspension
- c. 3-day suspension
- d. 5-day suspension
- e. 10-day suspension with recommendation for expulsion for the remainder of the term.

**25. Disruptions—Horseplay, gambling, throwing objects or any minor disruption that interferes with normal school activity.**

- a. 1-day ISS or 3 days' detention hall.
- b. 1-day suspension
- c. 2-days suspension
- d. 3-days suspension
- e. 4-days suspension

**26. Insubordination (disregard of directions or command, resistance to authority, disrespect for authority, disobedient, disorderly, rude, discourteous, lying).**

- a. 1-day suspension or 3 days' detention hall.
- b. 2-days suspension
- c. 3-days suspension
- d. 4-days suspension
- e. 5-days suspension

**27. Sitting in cars before school or noon, going to cars between classes, or moving cars during school hours without permission.**

- a. 1 day of ISS or 3 days in detention hall.
- b. 2 days of ISS
- c. 3 days of ISS

**28. Reckless driving, Driving to Saline County Career and Technical Center without permission. Authorities may be notified.**

- a. 1 day of ISS or 3 days in detention hall.
- b. 2 days of ISS.
- c. 3 days of ISS. Student may be denied the privilege of driving to school.

**29. Unauthorized accessing or attempting to access computer files will be dealt with based upon the intent and result of the act.**

- Sending messages and writing notes involving use of another student's secret password:
  - a. Parent notification and 3 days in detention hall.
  - b. 2-day suspension
- Any accessing of the file of another student by a student for the purpose of sabotage, cheating, or other malicious behavior:
  - a. 2-day suspension AND a zero on work acquired from the file of another student.
  - b. 3-day suspension AND termination of the user's access to district computer network and Internet for the remainder of the school year.
- Tampering with or Destruction of system software or network; accessing teacher, administrative or district files; willful introduction of a virus into any system, using school equipment for the advancement of illegal activities:
  - a. Payment for repair or replacement due to damage plus 5-day suspension.
  - b. Must pay for damages. 10-day suspension with recommendation for expulsion remainder of school year.

**30. Accessing inappropriate material or sending or receiving inappropriate electronic messages or misuse of District Email accounts for social network and communication.**

- a. 1-day of In-School Suspension or 3 days detention hall.
- b. 2-days of In-School Suspension
- c. 3-days of In-School Suspension
- d. 5-day suspension
- e. 10-day suspension with recommendation for expulsion for the remainder of the term.

**31. Out of Authorized Area.** (Which includes, but not limited to; unassigned building, parking lot, unsupervised classrooms and/or buildings without written permission from teacher and/or principal)

- a. 1 day of ISS or 3 days in detention hall.
- b. 2-days of ISS
- c. 3-days of ISS
- d. 4-days of ISS

**32. Misuse of pass.**

- a. 1 day of ISS or 3 days in detention hall.
- b. 2 days of ISS
- c. 3 days of ISS

**33. Possession of any items that may disrupt the instructional process are not allowed on campus and will be confiscated and returned to parent or parent designee.**

- a. 1-day of ISS or 3 days in detention hall.
- b. 2-days of ISS
- c. 3-days of ISS
- d. 4-days of ISS
- e. 5-day suspension

**34. Failure to attend Detention Hall as assigned or removed from Detention Hall.**

- a. 1 day of detention will be added to original assignment up to 3 days.
- b. In-School suspension (1 day of ISS equivalent to 3 days of detention hall)

**35. Failure to attend In-School Suspension as assigned or removed from In-School Suspension.**

- a. 1 day of ISS will be added to original assignment.
- b. Out-of-school suspension equivalent to the session(s) missed.

**36. Violation of bus safety rules and procedures. All rules that are followed at school are also to be followed on the school bus and/or at the school bus stop. If a child breaks any rule(s) other than a safety rule(s), the violation(s) will be reported to the school administrator who will then follow the school's student handbook under this section, "Infractions to Avoid." This**

**violation will also count as one of the 5 bus discipline steps before a student is denied bus-riding privileges for the semester or year. Riding a bus while suspended will result in the suspension being doubled.**

- a. 1st Offense: Bus probation notice sent home.
- b. 2nd Offense: 3-day suspension from riding ALL buses.
- c. 3rd Offense: 5-day suspension from riding ALL buses.
- d. 4th Offense: 10-day suspension from riding ALL buses.
- e. 5th Offense: Suspension from ALL buses for the remainder of the semester or year.

**Bus restitution:** Students that damage school property on the bus will receive discipline in addition to paying the cost of repairing or replacing the damaged property. The student will not be allowed to ride the bus until restitution has been made and discipline has been served.

**37. Prescription and non-prescription medications must be administered by the school nurse or designee. Students will not be allowed to carry prescription or non-prescription medications at any time. (Exceptions will be allowed only with the school nurse's approval and a written record must be on file in the nurse's office.)**

- a. Medication will be confiscated and a parent conference is required. These medications will be given to the school nurse. 3 days in detention hall.
- b. Medication will be confiscated and given to the school nurse. 2 day ISS
- c. Medication will be confiscated and given to the school nurse. 3-day suspension
- d. Medication will be confiscated and given to the school nurse. 10-day suspension with recommendation of expulsion for the remainder of the term.

**38. Possession of smoking paraphernalia. Smoking paraphernalia includes matches, cigarette lighters, etc.**

- a. 1-day of ISS or 3 days in detention hall.
- b. 2-days of ISS
- c. 3-days of ISS
- d. 4-days of ISS

**39. Tardies to school or class. TARDIES WILL START OVER AT TERM.**

**Tardies are defined as a student not being in his/her classroom when the tardy bell begins to ring.**

**Disciplinary action will be taken on the 2nd tardy.**

- a. 1st tardy – Teacher verbal warning
- b. 2nd tardy – 1-day detention hall
- c. 3rd tardy – 2-days detention hall
- d. 4th tardy – 3-days detention hall and loss of semester test exemption in class.
- e. 5th tardy – 1-day ISS

- f. 6<sup>th</sup> tardy – 2-days ISS
- g. 7<sup>th</sup> tardy – 3 days ISS
- h. 8<sup>th</sup> tardy— Truancy referral

**40. Academic Dishonesty/Plagiarism. If a communication device/Chromebook is being used to engage in academic dishonesty, including, but not limited to: cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, or wrongfully obtaining test copies or scores. Any additional form of plagiarism will also result in students forfeiting their current semester test exemptions and consequences listed below:**

- a. Zero on work. (All occurrences-homework, classwork, etc.). A parent/teacher conference is required on the first offense, and office documentation is sent to an administrator.
- b. Zero on work. 1-day of ISS
- c. Zero on work. 2-days of ISS.
- d. Zero on work. 3-days of ISS.

**41. Public display of affection.**

- a. Refer to an administrator for parent notification.
- b. 1 day of ISS or 3 days in detention hall
- c. 2 days of ISS
- d. 3 days of ISS

**42. Dress Code Violation. Student will be detained until the problem is corrected and the missed class time will be unexcused.**

- a. Refer to an administrator for parent notification, students may be required to change clothes.
- b. 1 day of EMD
- c. 2 days of EMD
- d. 3 days of EMD or 1 day of ISS
- e. 2 days of ISS

**43. The selling/purchasing or exchanging of items not sponsored by the Harmony Grove School District is prohibited.**

- a. Parent notification and warning. Money or item exchanged will be returned.
- b. Parent notification. Money or item exchanged will be returned. 1 day of ISS or 3 days in detention hall.
- c. 3-days In-school suspension
- d. 3-days suspension
- e. 5-days suspension

**44. Students who park in unauthorized areas will be disciplined in the following manner:**

- a. Written warning
- b. 1 day in detention hall
- c. 2 days in detention hall
- d. 3 days in detention hall
- e. Will be treated as insubordination

**45. "Bell to Bell, No Cell Act"** It is a violation if a student has the phone/device out or in their possession during the school day, also if the phone/device is properly stored but if the phone/device is not powered off and puts out an alert.

- a. **1st offense:** Verbal warning, parental contact, and confiscation of device (turned in to office) until the end of the school day
- b. **2nd offense:** Confiscation of device (turned in to office), parental contact, 3 days EMD, Parent must give consent for the student to pick up the device.
- c. **3rd offense:** Confiscation of device (turned in to office) One (1) day of In-School Suspension and parent must pick up device
- d. **4th offense:** Confiscation of device (turned in to office) Two (2) days of In-School Suspension and parent must pick up device
- e. **5th offense:** Confiscation of device (turned in to office) Three (3) days of In-School Suspension and parent must pick up device
- f. **Subsequent offenses:** Administrative discretion for further disciplinary action

**\* The District shall not be liable for a personal electronic device that is confiscated if the personal electronic device is lost, stolen, or damaged.**

**46. Taking photographs or recordings in locker rooms, classrooms, or bathrooms; with the intent to create, send, share, view, receive, or possess an indecent visual depiction of oneself or another person the consequences are:**

- a. 1<sup>st</sup> offense - 5-day suspension. Device may be confiscated during the suspension. If phone or information on the phone is needed by authorities, it will be given to them.
- b. 2<sup>nd</sup> offense - 10-day suspension with a possible recommendation for expulsion. If phone or information on the phone is needed by authorities, it will be given to them.

**The school district reserves the right to punish behavior which is subversive to good order and discipline in the schools, even though such behavior is not specified in the preceding written rules. The minimum will be a verbal reprimand and the maximum will be a permanent expulsion recommendation. The building level administrator may choose a more severe penalty at any time based on a student's past disciplinary record.**

**The principal or designee reserves the right to make any changes necessary without notice to code. Any item in this handbook is subject to change without notice, with school board approval.**

**Due to the constant changing of guidance, requirements, and unforeseeable circumstances associated with COVID-19, policies, procedures, practices, and disciplinary actions set forth in the handbook may change without prior notice.**

### **Harmony Grove Public Schools Equity Compliance**

**In keeping with the guidelines in Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments Acts of 1973, and the Americans with Disabilities Act of 1991, the Harmony Grove School District assures that no person shall on the basis of race, color, national origin, sex, age, or handicapping**

**condition be excluded from the participation in, be denied the benefits of, or be subject to discrimination under any program or activity.**

**Jennifer Withers, Coordinator**

**Harmony Grove School District  
2621 Highway 229  
Benton, AR 72015**