

# Harmony Grove Middle School



## Student Handbook 2023-2024

**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*

We want to take this opportunity to welcome you to Harmony Grove Middle School. The administration of HGMS publishes this handbook in order students and parents alike might become acquainted with the policies and traditions of HGMS. It is the responsibility of each student and his/her parents to become thoroughly familiar with all operational procedures, policies and requirements contained with this handbook.

Harmony Grove Middle School Handbook may be viewed/downloaded/printed by visiting the HG District Website at <http://www.harmonygrovesd.org>. A print or digital version may be requested by contacting the HGMS office at 501-860-6796.

This handbook will provide basic guidelines for student responsibilities and conduct concerning the Harmony Grove School Board Policies. A complete set of policies is available for your use in the District Central Office, in the Principal's office or on our website at <http://www.harmonygrovesd.org> . Copies are available upon your request.

**Harmony Grove School District  
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Benton, AR 72015**

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**HARMONY GROVE SCHOOL DISTRICT  
2023-2024**

<b>August 14</b>	<b>First Day Of School</b>
<b>September 4</b>	<b>Holiday – Labor Day</b>
<b>October 16</b>	<b>End 1<sup>st</sup> Quarter (45 Days)</b>
<b>October 19</b>	<b>Parent-Teacher Conferences (Dismiss at 2:20 pm)</b>
<b>October 30</b>	<b>No School</b>
<b>November 20 – 24</b>	<b>Holiday – Thanksgiving</b>
<b>December 21</b>	<b>End 2<sup>nd</sup> Quarter (42 Days)</b>
<b>Dec 22 - Jan 5</b>	<b>Holiday – Christmas</b>
<b>January 8</b>	<b>2nd Semester Begins</b>
<b>January 15</b>	<b>Holiday – Martin Luther King Day</b>
<b>February 8</b>	<b>Parent-Teacher Conferences (Dismiss at 2:20 pm)</b>
<b>February 19</b>	<b>Holiday – President’s Day</b>
<b>March 8</b>	<b>End 3<sup>rd</sup> Quarter (43 Days)</b>
<b>March 15</b>	<b>No School</b>
<b>March 18-22</b>	<b>Spring Break</b>
<b>March 29</b>	<b>Holiday - Good Friday</b>
<b>April 8</b>	<b>No School</b>
<b>May 7</b>	<b>Graduation</b>
<b>May 16</b>	<b>Last Day of School – End 4<sup>th</sup> Quarter (41 Days)</b>
<b>May 27</b>	<b>Holiday – Memorial Day</b>
<b>May 17-23</b>	<b>Make Up Days (If Needed)</b>

**Designated Days for Celebrations 2023-2024**

The Arkansas State Board of Education has adopted the Rules Governing the Nutrition and Physical Education Standards in Arkansas public schools. The regulations also state that “students may be given any food and/or beverage items during the school day for up to nine different events each school year to be determined and approved by school officials.” This means that classes can no longer celebrate birthdays for individual students. However, if the teacher chooses to do so, one party per month is acceptable under the current regulations.

**The approved party days are as follows:**

- September 29th
- October 31st
- November 17th
- December 21st
- January 26th
- February 14th
- March 28th
- April 30th
- May 10th

**2023 - 2024 Early Dismissal Calendar**

August 16  
23  
30

Sept **3 (Regular Dismissal - 3:20)**  
13  
20  
27

October 4  
11  
**18 (Regular Dismissal - 3:20)**  
19 (Parent/Teacher Conferences - Early Dismissal 2:20)  
25

Nov **1 (Regular Dismissal - 3:20)**  
8  
15  
29

Dec 6  
13  
**20 (Regular Dismissal - 3:20)**

Jan 10  
**17 (Regular Dismissal - 3:20)**  
24  
31

Feb **7 (Regular Dismissal - 3:20)**  
8 (Parent/Teacher Conferences - Early Dismissal 2:20)  
14  
**21 (Regular Dismissal - 3:20)**  
28

March 6  
**13 (Regular Dismissal - 3:20)**  
**27 (Regular Dismissal - 3:20)**

April 3  
**10 (Regular Dismissal - 3:20)**  
17  
24

May 1  
8  
**15 (Regular Dismissal - 3:20)**

## Goal and Philosophy

We as educators view every student as a precious and unique individual capable of achieving their highest potential who is blessed with the ability to succeed regardless of whatever circumstances they may encounter in their lives. It is the goal of Harmony Grove Middle School to ensure that every student is given the opportunity to achieve, to acquire the highest level of success possible, to aspire to greatness in all aspects of their education, and provide an environment where all students can thrive. We consider it our duty to do everything necessary to accomplish this goal for every child we serve.

## Equal Educational Opportunity

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

Inquiries on non-discrimination may be directed to the District Superintendent, who may be reached at 2621 Hwy 229, Benton, AR 72015, by phone at 501-778-6271, or email: [hbennett@harmonygrovesd.org](mailto:hbennett@harmonygrovesd.org).

For further information on notice of non-discrimination or to file a complaint, visit; [Department of Elementary and Secondary Education Equity Assistance Center](#) for the address and phone number of the office that serves your area, or call Department of Elementary and Secondary Education at 501-682-4213.

## Residence Requirement

Definitions:

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

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

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

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

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

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

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

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

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

Children whose parent or legal guardian relocates within the state due to a mobilization, deployment, or available military housing while on active duty in or serving in the reserve component of a branch of the United States Armed Forces or National Guard may continue attending school in the school district the children were attending prior to the relocation or attend school in the school



district where the children have relocated. A child may complete all remaining school years at the enrolled school district regardless of mobilization, deployment, or military status of the parent or guardian.

### **Entrance Requirements**

To enroll in a school in the District, the child must be a resident of the District as defined in District policy (4.1—RESIDENCE REQUIREMENTS), meet the criteria outlined in policy 4.40—HOMELESS STUDENTS or in policy 4.52—STUDENTS WHO ARE FOSTER CHILDREN, be accepted as a transfer student under the provisions of policy 4.4, or participate under a school choice option and submit the required paperwork as required by the choice option under Policy 4.5.

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

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

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

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

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

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

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

1. The parent, legal guardian, person having lawful control of the student, or person standing in loco parentis shall furnish the child's social security number, or if they request, the district will assign the child a nine (9) digit number designated by the Division of Elementary and Secondary education.
2. The parent, legal guardian, person having lawful control of the student, or person standing in loco parentis shall provide the district with one (1) of the following documents indicating the child's age:
  - a. A birth certificate;
  - b. A statement by the local registrar or a county recorder certifying the child's date of birth;
  - c. An attested baptismal certificate;
  - d. A passport;
  - e. An affidavit of the date and place of birth by the child's parent, legal guardian, person having lawful control of the student, or person standing in loco parentis;
  - f. United States military identification; or
  - g. Previous school records.
3. The parent, legal guardian, person having lawful control of the student, or person standing in loco parentis shall indicate on school registration forms whether the child has been expelled from school in any other school district or is a party to an expulsion proceeding. Any person who has been expelled from any other school district shall receive a hearing before the Board at the time the student is seeking enrollment in the District. The Board reserves the right to not 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"<sup>4</sup> 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. §§ 1209, 1210, and 1211.

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

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

- a. Employed under 5 U.S.C. § 3101 or 32 U.S.C. § 709(b);
- b. Required as a condition of his or her 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;
- Members or veterans of the uniformed services who are severely injured and medically discharged or retired for a period of one (1) year after medical discharge or retirement;
- Members of the uniformed services who die on active duty or as a result of injuries sustained on active duty for a period of one (1) year after death;
- Dual status military technicians; and
- Traditional members of the National Guard and reserve components of the armed forces who are relocating to the state for employment or to serve as a member of an Arkansas-based reserve component unit.

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

"Transition" means the:

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

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

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

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

An eligible child as defined in this policy shall:

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

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

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

- a. Academic courses;
- b. Electives;
- c. Sports; and
- d. Other relevant information regarding the public school.

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

- o 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
- o Request the eligible child's official education records from the sending district.

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

## **School Choice**

### **Standard School Choice**

#### **Exemption**

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

#### **Definition**

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

#### **Transfers into the District**

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

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

The District shall advertise in appropriate broadcast media and either print media or on the Internet to inform students and parents in adjoining districts of the range of possible openings available under the School Choice program. The public pronouncements shall state the application deadline; 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. 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 May 1 of the year preceding the fall semester the applicant would begin school in the District. The District shall date and time stamp all applications the District receives as both the resident and nonresident district as they are received in the District's central office. Except for applications from students who are transferring under Uniformed Service Member Dependent School Choice, applications postmarked, emailed, or hand delivered on or after May 2 will not be accepted. Statutorily, preference is required to be given to siblings of students who are already enrolled in the District. Therefore, siblings whose applications fit the capacity standards approved by the Board of Directors may be approved ahead of an otherwise qualified non-sibling applicant who submitted an earlier application as identified by the application's date and time stamp.

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

#### **Accepted Applications**

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

A student, whose application has been accepted and who has enrolled in the District, is eligible to continue enrollment until completing his/her secondary education. Continued enrollment is conditioned upon the student meeting applicable statutory and District policy requirements. Any student who has been accepted under choice and who fails to initially enroll under the timelines and provisions provided in this policy; chooses to return to his/her resident district; or enrolls in a home school or private school voids the transfer and must reapply if, in the future, the student seeks another school choice transfer. A subsequent transfer application will be subject to the capacity standards applicable to the year in which the application is considered by the District. A present or future sibling of a student who continues enrollment in this District may enroll in the District by submitting a Standard School Choice application. Applications of siblings of presently enrolled choice students are subject to the provisions of this policy including the capacity standards applicable to the year in which the sibling's application is considered by the District. A sibling who enrolls in the District through Standard School Choice is eligible to remain in the District until completing his/her secondary education.

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

#### **Rejected Applications**

The District may reject an application for a transfer into the District under Standard School Choice due to a lack of capacity. However, the decision to accept or reject an application may not be based on the student's previous academic achievement, athletic or other extracurricular ability, English proficiency level, or previous disciplinary proceedings other than a current expulsion. An application may be provisionally rejected if it is for an opening that was included in the District's capacity resolution, but was provisionally filled by an earlier applicant. If the provisionally approved applicant subsequently does not enroll in the District, the provisionally rejected applicant could be provisionally approved and would have to meet the acceptance requirements to be eligible to enroll in the District.

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

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

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

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

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

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

#### **Opportunity School Choice**

##### **Transfers Into or Within the District**

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

Unless there is a lack of capacity at the District's school or the transfer conflicts with the provisions of a federal desegregation order applicable to the District, a student may transfer from the student's assigned school to another school in the 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 May 1 of the school year before the school

year the student intends to transfer to both the sending and receiving school districts.

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

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

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

Except for students who are transferring under Uniformed Service Member Dependent School Choice, a student's transfer under Opportunity School choice is effective at the beginning of the next school year and the student's enrollment is irrevocable for the duration of the school year and is renewable until the student completes high school or is beyond the legal age of enrollment. This provision for continuing eligibility under Opportunity 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 nonresident district and resident district. The application shall be accompanied by:

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

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

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

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

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

### **Unsafe School Choice Program**

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

## **Student Transfers**

Transfer applications received by the District shall be placed on the Board's next meeting agenda. At least five (5) days before the meeting where the transfer application appears on the agenda, the superintendent shall notify the Board regarding:

- All transfer applications received since the last meeting; and
- The superintendent's recommendation concerning each transfer application.

Each transfer application 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 nonresident's 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.

## **Homeless Students**

For the purposes of this policy, students shall be considered homeless if they lack a fixed, regular, and adequate nighttime residence and (a) are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or

transitional shelters; are abandoned in hospitals; (b) have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings; (c) are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and includes (d) are migratory children who are living in circumstances described in clauses (a) through (c). Harmony Grove School District Homeless Liaison - Tammy Madden, HGMS Principal - 501-860-6796

### **Emergency Information**

Each student should have current emergency numbers on file in the principal's office. Ill or injured students are not sent home without contact with an adult who will accept responsibility for the student.

In case of a significant illness or injury, every effort is made to contact the family. As soon as the parent or authorized person has been notified, the responsibility for care or treatment rests with the family. **In the event the parent or authorized person cannot be contacted, and the condition of the student warrants immediate medical attention, the student will be transported to Saline Memorial Hospital for treatment.**

### **Weather Information**

In the event of bad weather, Harmony Grove will use the "Alert Now" call system, or listen to AM 690 or local television channels for school cancellation announcements.

### **Visitors**

Visitors to the district facilities are required by policy to:

- check in with the appropriate office (Elementary, Middle School, Junior High or High School) upon arrival
- receive a visitor's pass before going to any classroom
- make the administration aware of your intentions on campus
- follow student dress code policy while on campus during school hours

All visitors must be in compliance with all state and local regulations during their stay on campus. This prohibits use of vapor devices, smoking or use of tobacco products of any kind by all visitors. This includes non-school hours and at all school functions, sporting events, athletic competitions or any other event on campus. This ordinance does not purely pertain to school sponsored events but includes other organizations using school property for the duration of their event on campus. Anyone found in violation of this policy will be asked by the appropriate school officials to refrain from smoking or tobacco use while on school property. If the visitor does not comply, he will be asked to leave. If he or she refuses, the police may be called.

### **Parents Access to Students**

Parents wishing to speak to their children during the school day shall register first with the office and follow visitor procedures. If you need to contact a student during the day a message may be left at the office to deliver to a student. Do not call, text or ask a student to call you during the school day. Students are not allowed to use their personal cell phones during the school day.

### **Contact by Law Enforcement, Social Service, 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, or other person having lawful control by court order, or person acting in loco parentis identified on student enrollment forms. The principal or the principal's designee shall not attempt to make such contact if presented documentation by the investigator that notification is prohibited because a parent, 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.

## Non-Custodial Parents Access to Students

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

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

## Absences and Attendance

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 him/her attend kindergarten. A kindergarten waiver form prescribed by regulation of the Division of Elementary and Secondary Education must be signed and on file with the District administrative office.
4. The child has received a high school diploma or its equivalent as determined by the State Board of Education.
5. The child is age sixteen (16) or above and is enrolled in a post-secondary vocational-technical institution, a community college, or a two-year or four-year institution of higher education.
6. The child is age sixteen (16) or seventeen (17) and has met the requirements to enroll in an adult education program as defined by A.C.A. § 6-18-201 (b).

The Harmony Grove School district shall provide a free and appropriate education from the Kindergarten level through the completion of the secondary program to all persons between the ages of five and twenty-one years whose parents, legal guardians, or other persons having lawful control of the person under an order of a court reside within District and to all persons between those ages who have been legally transferred to the District for educational purposes.

## Arrival and Departure from school

- **Students are not to arrive at school before 7:30 for any reason.**
- All students eating breakfast must go to the cafeteria upon arrival on campus. This includes students bringing breakfast with them from home. All students must eat breakfast in the cafeteria.
- Those students not eating breakfast will be monitored on the playground until 7:50 and then dismissed to the classrooms by the duty teachers. In the event of inclement weather, the students will be monitored indoors until 7:50 and then released to class.
- All students need to know their after school plans **before arriving at school**. If a change should occur during the day, parents need to call the office before 2:30 p.m. to allow the office ample time to relay the information to the student and their homeroom teacher.
- **Students who arrive on campus by bus or parents may not leave to walk to local stores or restaurants. Leaving campus is prohibited and may result in punishment ranging from in-school suspension to expulsion.**
- The campus closes at the end of the day at 3:30 p.m. Students are not to be on the campus after hours unless they are a part of a district sponsored after-school program or one affiliated with the school.



- Car Riders - 4th, 5th and 6th Grade students will be picked up in front of the Harmony Grove Middle School (Building #18). Each student will be given a car rider tag with his/her name printed in large lettering. Adults picking up students from the car rider line are required to display this tag in the car window. If you choose to park and walk over to the car rider line to pick up your child, you must have the car rider tag with you. **Middle school students WILL NOT be allowed to walk to the parking lot without adult supervision.**
- Daycare Van Riders - 4th, 5th and 6th Grade students will be picked up in front of the HG Middle School Building. School personnel will walk the students to the van pick up area.

### School Day Times for Absences and Tardy Notations

- Full day is 7:50 am – 3:20pm
- Morning ½ day is 7:50 am – 11:30 am
- Afternoon ½ day 11:30 am – 3:20 pm
- Arrival at school between 7:50 am - 8:30 am will result in a tardy notation.
- Arrival at school after 8:30 and before 11:30 will result in a ½ day absence.
- Leaving school between 2:50 pm and 3:20 pm will result in a tardy notation.
- Leaving school before 2:50 will result in a ½ day absence.

Tardies are not considered excused or unexcused. More than ten (10) tardies in a semester will be considered excessive. Excessive tardies will be reported to the Saline County Juvenile Court as a truancy issue.

### Early Dismissal On Wednesdays

HGMS will dismiss at 2:20 p.m. on scheduled Wednesdays during the 2023-2024 school year. (Please see the Early Dismissal Calendar for specified early dismissal days.) During this time, Harmony Grove School District instructional staff will work in collaborative teams, examining data, improving instructional strategies, and developing interventions to best meet the needs of all Harmony Grove students.

### Check-ins/Check-outs

Once a student reports to school, he/she cannot leave the campus without checking out through the office. **Students may only be checked out by adults with proper identification that are on the list provided by the student's guardian.** Students who do not check in or out properly will be considered truant and the penalties for truancy will apply. This policy is inclusive of all students regardless of age or grade.

**Early pick-up makes the student subject to the time frames listed above.**

**Arrival to school after 8:30 am is recorded as ½ day absence.**

**Pick up before 2:50 pm is recorded as ½ day absence.**

**Once checked out from the office a student is to leave the campus immediately.**

### 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.

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.

**Students may have up to eight (8) total absences (excused and unexcused) per semester. Absences exceeding eight (8) days without medical documentation will be considered excessive and coded as unexcused.**

### Excused Absences

Excused absences are those where the student was on official school business or when the absence was due to one of the following reasons and the student brings a written statement to the principal or designee upon his/her return to school from the parent or legal guardian stating such reason. A written statement presented for an absence having occurred more than five (5)

school days prior to its presentation will not be accepted.

1. The student's illness or when attendance could jeopardize the health of other students. If the condition(s) causing such absences is of a chronic or recurring nature, it should be 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. 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.

### **Unexcused Absences**

Absences not defined above or not having an accompanying note from the parent or legal guardian, presented in the timeline required by this policy, shall be considered as unexcused absences. Students with 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:**

His/her parents, guardians, or persons in loco parentis shall be notified.

Notification shall be by telephone by the end of the school day in which such absence occurred or by regular mail with a return address sent no later than the following school day.

### **Excessive Absences – Referral for Truancy**

Whenever a student exceeds **6 absences** without medical documentation a conference with the parents/guardians will be held to discuss attendance policies and truancy procedures. If the student exceeds **8 absences** without medical documentation in a semester the District shall notify the prosecuting authority for truancy and the parent, guardian, or persons in loco parentis shall be subject to a civil penalty as prescribed by law. In an effort to avoid truancy court, a diversion meeting with the parents/guardians, students, principal, and an officer of the court will be scheduled when possible.

#### **At any time prior to when a student exceeds the number of absences permitted by this policy:**

The student, or his/her parent, guardian, or person in loco parentis may petition the school or district's administration for special arrangements to address the student's absences.

If formal arrangements are granted, they shall be formalized into a written agreement which will include the conditions of the agreement and the consequences for failing to fulfill the agreement's requirements.

The agreement shall be signed by the student, the student's parent, guardian, or person in loco parentis, and the school or district administrator or designee.

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

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

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

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

### **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 and the day is still counted as an absence:

1. Students are responsible for asking their teachers for assignments they may have missed as a result of the excused absence:
2. Teachers are responsible for providing the missed assignments when asked by a returning student.
3. Students are required to ask for their assignments on their first day back at school or their first class day after their return.
4. Make-up tests are to be rescheduled at the discretion of the teacher, but must be aligned with the schedule of the missed work to be made up.
5. Students shall have one class day to make up their work for each class day they are absent.
6. Make-up work which is not returned within the limits of the established schedule shall receive a grade of 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 the work must turn in their work the day they return to school whether or not the class for which the work is due meets the day of their return.

Work may not be made up for absences in excess of the number of allowable absences in a semester **unless** the absences are part of a signed agreement as permitted by policy age 7- item 3 (see ABSENCES.)

**If a child is absent 2 or more consecutive days, the parent may call the school for the assignments to be gathered and picked up by the parent.**

### 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 but they are still required to partake of this meal in the cafeteria. Students, parents or guardians may purchase meals and deliver from off-campus facilities on an occasional basis as long as it is not a disruption to the school day. They must be delivered by a family member or guardian to the office and not delivered by a food provider. You may only provide food and/or drink for your student. All food items must be consumed at meal times as students are not allowed to have food or drinks in class unless under the direct supervision of a physician for an expressed medical condition which is supported by written documentation requiring this dispensation. Visitors are also welcome to eat meals served in the cafeteria after checking in and paying at the middle school office. When guests are eating with a student in the cafeteria, that student may invite one other student from their class to eat with them at a reserved table.

We list all current prices of the meals and an **application for free and reduced price meals** on our website. **You will also receive a copy of the Free and Reduced Price Meals Application at the beginning of the school year. Please return the completed form to the middle school office or the food service director.** As a convenience to you, you may also pay for your student's lunches on-line, at the middle school office or in the homeroom class.

	Student Price	Reduced Price	2nd Student Tray	Adult Tray
Breakfast	\$1.25	\$0.30	\$2.50	\$2.50
Lunch	\$2.75	\$0.40	\$4.00	\$4.00

### Internet and Computer Use Policy

The Harmony Grove School District makes computers and /or computer internet access available to students to permit students to perform research and to allow students to learn how to use computer technology. Use of district computers is for educational and/or instructional purposes only. It is the policy of this school district to equip each computer with internet filtering software designed to prevent user from accessing material that is harmful to minors.

\* No student will be granted internet access until and unless **computer-use agreement form**, signed by both the student and the parent/legal guardian (if the student is under the age of eighteen {18}) is on file. The current version of the computer use agreement form is incorporated by reference into the board policy and is considered a part of this student handbook.

Students' use of computers shall only be as directed or assigned by staff or teachers: students are advised that they enjoy no expectation of privacy in any aspect of their computer use, including email, and that monitoring of student computer use is continuous. Students must not disable or bypass security procedures, compromise, attempt to compromise, or defeat the district's technology network security or internet filtering software, alter data without authorization, or disclose passwords to other students. Students who misuse district owned computers or internet access in any way, including using computers to violate any other policy or contrary to the computer use agreement, attempting to defeat or bypass internet filtering software, or using the computers to access or create sexually explicit or pornographic text or graphics, will face disciplinary action, as specified in the student handbook and/or computer use agreement.

In an effort to help protect student welfare when they navigate the internet, the district will work to educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response.

## **Extracurricular Activities**

### **Definitions**

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

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

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

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

### **Extracurricular Eligibility**

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

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

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

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

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

### **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 and emergency management personnel. The lockdown drill training will include use of the District's emergency communication method with law enforcement. Students will be included in the drills to the extent that is developmentally appropriate for the age of both the students and grade configuration of the school.

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

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

## Grades, Evaluation, and Reporting/Scales

The evaluation of each student's performance on a regular basis serves to give the parent/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. Grades that are aligned with other educational objectives such as the student learning expectations contained in the curriculum frameworks may also be given. Report cards will include the student's Independent Reading Level (IRL) at least once each semester.

Report cards are issued at the end of the four nine weeks grading periods. At the end of the second and fourth nine weeks grading periods the student is given a cumulative grade for two nine week periods. It is this semester grade that is recorded on the student's permanent record. The grade at the end of the first nine-week period is in the nature of a progress report. Interested parents/guardians are encouraged to mark on their calendars the dates report cards are issued.

## Deficiency reports

The school shall issue to parents the grade of any student who is making the grade of D or failing with a grade of F. Deficiency reports will be mailed home during the fourth **(4th) week of each nine (9) week period**. A teacher may require a student to have a parent sign the deficiency report and return it for the teacher's files. Grades assigned to a student's performance shall reflect only the extent to which a student has achieved the expressed academic objectives such as those contained in the learner outcomes and curriculum frameworks.

The following grading scale as approved by ACT 576 of the 1993 legislative session will be used in computing ALL courses in grades 4-12:

- 90 – 100 A 4.00 Superior (Distinguished)
- 80 - 89 B 3.00 Good (Proficient)
- 70 - 79 C 2.00 Satisfactory (Basic)
- 60 - 69 D 1.00 Poor (Below Basic)
- Below 60 F no credit

## Home Access Center (HAC)

Home Access Center (HAC) is an online portal that allows parents/guardians to log in and view information pertaining to their student including, but not limited to, class schedules, emergency contact information, attendance, and grades. To register for a login account please contact the middle school office to obtain a username and password.

## Promotion/Retention

*(The following policy is under review by the Arkansas Department of Education. When the FINAL rules and regulations are developed and published, this policy will be revised to reflect updated information.)*

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

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

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

Promotion or retention of students shall be primarily based on the following criteria for students in kindergarten through grade four (k-4):

- A student who has not met the third-grade reading standard as defined by the state board shall not be promoted to fourth(4th) grade unless the student has a good cause waiver. The following students may receive a good cause waiver:
- Limited English Proficiency students who have had less than three (3) years of instruction in an English language learner program;

- Students with a disability who are not eligible for the alternate assessment and who have an individualized education program or a 504 plan that reflects that the individual student:
  - Has received an intensive, evidence-based literacy intervention program aligned to the science of reading for more than two (2) years; and
  - Still demonstrates a need in reading proficiency or previously was retained in kindergarten, grade one (1), grade two (2), or grade three (3);
  - Students who:
    - Have received an intensive, evidence-based literacy intervention program aligned to the science of reading for two (2) or more years;
    - Still demonstrate a need in reading proficiency and who previously were retained in kindergarten, grade one (1), grade two (2), or grade three (3);
    - Have received a special education referral and a full comprehensive evaluation; and
    - Have not met exceptional education criteria;
- Students who have already been retained in kindergarten, grade one (1), grade two (2), or grade three (3) for one (1) year;
- Students who can demonstrate that they are successful and independent readers and can perform at or above grade level by use of subsequent student assessments or alternative assessments; or
- Other students with necessary, justifiable good-cause exemptions identified as appropriate by the state board, in consultation with reading experts.

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

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

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

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

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

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

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

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

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

and

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

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

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

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

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

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

- By the end of grade eight (8), the student's SSP shall:
- Guide the student along pathways to graduation;
  - Address accelerated learning opportunities;
  - Address academic deficits and interventions; and
  - Include college and career planning components.

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

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

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

that amends the student's diploma pathway shall be structured to ensure that the student will meet the high school graduation requirements for the student's chosen diploma pathway and be qualified for admission to a postsecondary educational institution or to enter the workforce. After each review, the student's SSP shall be signed by the student; student's parent, legal guardian, or person standing in loco parentis to the student; and the school counselor.

An SSP shall be created:

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

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

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

### **Homework Policy**

There is a strong and direct connection between homework and improvement in student achievement. The more time and hard work a student devotes to class work, homework, and study time the greater the result will be in achieving proficient 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 School. **Therefore, any student who habitually fails to submit completed assignments on time may be required to forfeit recess time or receive detention until all work is completed.**

### **Pledge of Allegiance and Moment of Silence**

The Pledge of Allegiance shall be recited:

1. During the first class period of each school day;
2. At the commencement of each school-sanctioned after-school assembly; and
3. At the commencement of each school-sanctioned sporting event; however, if two (2) or more school-sanctioned sporting events occur on the same day at the same school, then the Pledge may be recited at only one (1) of the school-sanctioned sporting events.

Students choosing to participate in the recitation of the Pledge shall do so by facing the flag with their right hands over their hearts, or in an appropriate salute if in uniform, while reciting the Pledge. Students choosing not to participate shall either stand or sit quietly while the other students recite the Pledge.

Students shall not be compelled to recite the Pledge, but students who choose not to recite the Pledge shall not disrupt those students choosing to recite the Pledge. Students choosing not to recite the Pledge who do not disrupt those students who choose to recite the Pledge shall not be subject to any comments, retaliation, or disciplinary action.

Following the recitation of the Pledge, there shall be an observance of one (1) minute of silence. During the one (1) minute of silence, each student may reflect, pray, meditate, or engage in any other silent activity that is not likely to interfere with or distract another student. Students who do not disrupt the one (1) minute of silence shall not be subject to any comments, retaliation, or disciplinary action.

### **National Anthem - "The Star-Spangled Banner"**

Each school in the District shall broadcast "The Star-Spangled Banner" at least one (1) time each week during school hours. Students shall not be compelled to participate in the performance of "The Star-Spangled Banner", but students who choose not to participate in the performance of "The Star-Spangled Banner" shall not disrupt those students choosing to participate in the performance of "The Star-Spangled Banner." Students choosing not to participate in the performance of "The Star-Spangled Banner" who do not disrupt the participation of the performance of "The Star-Spangled Banner" shall not be subject to any comments, retaliation, or disciplinary action.



## Library Media Center

The school library media center is well equipped and vital to the quality of the educational program. Pupils are encouraged to avail themselves to all materials, resources and opportunities for learning these facilities offer. Reference books may be checked out overnight and library books may be checked out for a two-week period. Students are responsible for the care and return of all books temporarily issued to them. If lost or damaged, **students will be required to pay a charge equal to the current replacement price of the book (This includes books checked out from classroom libraries)**. Use of the Internet will be directed by school policy (see internet policy above).

## Health Services

The board believes that healthy students promote a better learning environment, are more capable of student achievement, and will result in healthier, more productive adults. Therefore, the goal of the district's health services is to promote a healthy student body. This requires both educational opportunities concerning healthy behaviors as well as providing healthy physical care services to students.

While the school nurse is under the supervision of the school principal, the delegation of health care duties shall be in accordance with the Arkansas Nurse Practice Act and the Arkansas State Board of Nursing rules and regulations as found in Chapter five: Delegation of Nursing Care.

The school nurse conducts various screenings during the school year. They may include but are not limited to hearing and vision, scoliosis, as well as body mass index. Schools are required to include as a part of a student health report to parents a Body Mass Index (BMI) percentile by age for each student. Parents may refuse to have his or her child's Body Mass Index (BMI) percentile for age assessed and reported, by providing a written refusal to the school.

Arkansas School Infectious Disease Guidelines of the Arkansas Department of Education will be utilized in the management of infectious diseases that reduce the risk of spreading diseases. Some common communicable diseases requiring exclusion of students from school until the period of communicability has passed or treatment has been established to render the student non-communicable are: chicken pox, head lice, influenza, scabies, and streptococcal sore throat.

Students found with head lice are to be excluded from school until proof or treatment is provided and all traces of live lice and eggs (nits) are removed from the hair. The student is not to be readmitted to school until the school nurse or designee has agreed.

There is a procedure in place to establish a safe and effective method of allowing students to take medication that must be taken during school hours. These are administered by the school nurses twice daily as designated by the dosage. Non-prescription medication must include a note from the parent/guardian listing the student's name, specific time and dosage to be taken, reason for taking medication, and it must be in the original container.

Prescription medication must be in a current prescription bottle with the pharmacy label and doctor's dosage directions. Inhalers must have a label on the inhaler and must not be passed expiration date. Any medication taken for more than five consecutive days must have medication permission form filed in the office. The parent /guardian is solely responsible for notifying the school of any changes in the medication. **This must be in writing.**

## Fever Policy

The Arkansas Department of Education has guidelines which state to call parents and send the student home if:

1. The student has an oral temperature of **99.5° F**.
2. The student feels too ill to participate in school activities.
3. The student has a stiff neck with a fever.
4. The student has difficulty breathing with a fever.
5. The student is drowsy or has a markedly ill appearance.

It is recommended that students be fever free for 24 hours **without the use of medication** prior to returning to school. It is very important that we have current medication information and emergency numbers for all our students.

## Student Illness/Accident

If a student becomes too ill to remain in class and/or could be contagious to other students, the principal or designee will attempt to notify the student's parent or legal guardian. The student will remain in the school's health room or a place where he/she can be supervised until the end of the school day or until the parent/legal guardian can check the student out of school.

If a student becomes seriously ill or is injured while at school and the parent/legal guardian cannot be contacted, the failure to make such contact shall not unreasonably delay the school's expeditious transport of the student to an appropriate medical care facility.

The school assumes no responsibility for treatment of the student. When available, current, and applicable, the student's emergency contact numbers and medical information will be utilized. **Parents are strongly encouraged to keep all such emergency information up to date.**

### **Communicable Diseases and Parasites**

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

The parents or legal guardians of a student found to have live lice or nits will be asked to pick their student up at school. The parents or legal guardian will be given information concerning the eradication and control of head lice. Before a student may be readmitted to school following an absence due to head lice, the school nurse or designee shall examine the student to make sure they are free of any lice or nits and are deemed no longer contagious.

The school district no longer performs routine screening for infectious vermin. Students are only examined should suspicion of infestation become evident. Each school may conduct screenings of students for head lice as needed. The screenings shall be conducted in a manner that respects the confidentiality of each student.

Only the day the student is sent home is excused, all remaining days are deemed unexcused unless written documentation is provided by the parent or guardian upon return which reflects the required treatment of the infection or infestation. Students must provide their own transportation on the day they return to the campus to be screened by the nurse or designee as being free of any lice or nits.

### **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 giving such medications are included in the student's IHP. The district's supervising registered nurse is responsible for creating procedures for the administration of medications on and off campus.

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

### **Schedule II Medications**

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

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

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

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

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

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

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

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

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

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

### **Emergency Administration of Epinephrine**

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

The parent of a student who has an authorizing IHP, or the student if over the age of eighteen (18), shall annually complete and sign

a written consent form provided by the student's school nurse authorizing the nurse or other school employee(s) certified to administer auto-injector epinephrine to administer auto-injector epinephrine to the student when the employee believes the student is having a life-threatening anaphylactic reaction.

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

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

#### **Emergency Administration of Albuterol**

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

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

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

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

The school nurse for each District school shall keep anti-opioid injectors on hand and the school nurse and school resource officer shall possess an anti-opioid at all times when on duty. The school nurse, other school employee, volunteer, or student may administer anti-opioid in accordance with the District's procedures to a student who the school nurse, or other observer, in good faith believes is having an opioid overdose.

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

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

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

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

#### **Seizure Disorder Medications**

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

1. Provide the school with written authorization to administer the seizure medication at school;
2. Provide a written statement from the student's healthcare provider that shall contain the following information:
  - The student's name;
  - The name and purpose of the medication;

- The prescribed dosage;
  - The route of administration;
  - The frequency that the medication should be administered; and
  - The circumstances under which the medication should be administered;
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.

<b>Sudden Cardiac Arrest Information Sheet</b>	
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 pre-participation 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	• Dizziness
• beat dangerously fast (ventricular tachycardia or fibrillation) and disrupts the pumping ability of the heart.	• 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
<p>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. **</p>	

### **Wellness Policy**

The health and physical well-being of students directly affects their ability to learn. Childhood obesity increases the incidence of adult diseases occurring in children and adolescents such as heart disease, high blood pressure and diabetes. The increased risk carries forward into their adulthood. Research indicates that a healthy diet and regular physical activity can help prevent obesity and the diseases resulting from it. It is understood that the eating habits and exercise patterns of students cannot be magically changed overnight, but at the same time, the Board of Directors believes it is necessary to strive to create a culture in our schools that consistently promotes good nutrition and physical activity.

### **Nutrition/Physical Activity Standards**

The Arkansas State Board of Education has adopted the Rules Governing the Nutrition and Physical Education Standards in

Arkansas public schools. The new regulations prohibit schools from providing students with items like sodas, frozen treats, chewing gum, and candies containing natural or artificial sweeteners. The policy does not restrict what parents may provide for their own child's lunch or snacks, but parents may not provide restricted items to other children at school. The regulations also state that "students may be given any food and/or beverage items during the school day for up to nine different events each school year to be determined and approved by school officials." This means that classes can no longer celebrate birthdays for individual students. However, if the teacher chooses to do so, one party per month is acceptable under the current regulations. **The approved party days are as follows: September 29<sup>th</sup>, October 31<sup>st</sup>, November 17<sup>th</sup>, December 21<sup>st</sup>, January 26<sup>th</sup>, February 14<sup>th</sup>, March 28<sup>th</sup>, April 30<sup>th</sup>, May 10<sup>th</sup>.** Food items that are used as part of the classroom instruction are permitted when appropriate. Because of health issues the refreshments brought for these events must be purchased from a store or bakery. Homemade goods, such as cookies and cakes are not allowed. No food or beverage shall be used as a reward for academic, classroom, or sport performances and/or activities.

## **Insurance**

If any student does not have coverage with their family, he/she will be offered an opportunity to take out an accident policy available through the school on an annual basis.

## **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:

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

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

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

## **Student Use of Multiple Occupancy Room**

"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.

## **Dress Code / Personal Appearance**

The school board recognizes that among those rights retained by the students is the freedom to govern personal appearance. However, when dress and grooming substantially disrupt the learning process for the individual student, other students, or the

learning climate of the school, it becomes a matter subject to disciplinary action. 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 performance in school activities (P.E., lab, art, etc.) will be prohibited.
4. Conventional shoes or sandals must be worn at all times (no cleats, no house shoes).
5. Athletic, closed-toe shoes with rubber soles need to be worn for P.E. classes.
6. Students may not wear any apparel that displays inappropriate messages such as sexual innuendos, profanity, obscenities, use of alcohol, drugs or tobacco, weapons, disrespect for others, present double messages/meanings, 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, symbols or gang related attire.
8. No caps, hats, do-rags, kerchiefs, sunglasses or any head covering may be worn inside school buildings. The Principal may grant a waiver for spirit days or other school related activities.
9. All shirts/dresses/blouses are to cover the waist, back and stomach at all times, even when hands are raised. All shirts must be appropriate for school attire. All shirts must have sleeves that are at least two inches wide. Tank tops, spaghetti straps, t-back shirts, etc... will not be allowed. No midriff, cleavage or open backs will be allowed. See-through material will not be allowed unless it is a second layer to other dress code appropriate clothing.
10. All shorts must be at least fingertip length (middle finger) when standing. Shorts 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.
11. Skirts and dresses must be no more than a credit card length from the top of the knee cap. (3 inches) If the skirt or dress is shorter than this length, the student must wear shorts that meet the above requirements underneath the skirt or dress.
12. No undergarment should be seen at any time. No sports bras or lingerie are to be seen at any time.
13. No face or body paint.
14. No facial jewelry with the exception of earrings will be allowed. Any jewelry worn in the ear that the administration deems excessive will not be allowed. No plastic piercing, gauges or nose rings will be allowed.
15. All pants/shorts must be appropriate for education attire. No sagging or ragged attire will be accepted. Jeans with holes or rips must not show the student's skin above fingertip length. No metal belts or wallet chains will be allowed.

Cheer/Team uniforms may be worn to school on the day of a game should the game fall on a week day or on Friday should the game be on a Saturday.

The rules of this dress code are intended 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. **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.**

First Offense - minimum of a warning and reminder of the dress code policy and/or parents contacted to bring appropriate clothing for the student to change (depending on the severity of the violation)

Second Offense - Parents will be notified to bring appropriate clothing and student will be assigned lunch and recess detention

Third Offense - Parents will be notified to bring appropriate clothing and a conference will be held to discuss dress code violations. Students will receive a minimum of lunch and recess detention up to a maximum of suspension.

Future Offenses will result in a minimum of lunch and recess detention up to a maximum of suspension.

### **Cell Phone/Electronic Device Policy**

In an effort to promote appropriate use of technology while keeping the integrity of the classroom intact, the HGMS cell phone/electronic device policy will allow students to use their phones when directed by an adult during the school day. We embrace the potential that cell phones can be used as a technological learning tool in the classroom and we encourage teachers to implement the use of cell phones when it is appropriate and relevant to the lesson. Teachers may permit use of cell phones for

academic activities related to curriculum and will notify students when this type of use is authorized.

If a student chooses to bring a personal cell phone to school, he/she will turn off the cell phone and place it in a designated container. Each cell phone should be clearly labeled with the student's name and grade level. The classroom teacher will collect all cell phones at the beginning of the school day and will return them to the students prior to departure. Each homeroom teacher will place the cell phone container in a secure location during the school day. The school will not be held responsible for lost or stolen cell phones. If the student has a legitimate reason to contact the parent/guardian during the school day, the teacher may permit the student to use his/her cell phone or the student will be allowed to make the call from a school phone. If the parent needs to speak to the student or leave a message for the student, they may call the HGMS office at 501-860-6796.

When the device is in use in the classroom for work the student **WILL NOT**:

- Answer any SMS (text) message or phone call
- Be on any social media site (Facebook, Twitter, Vine, etc....)
- Access or play any game or access any entertainment site on their device
- Access or use any application (app) on their device unless expressly instructed to by the instructor
- Take any picture or video that the instructor has not authorized or is aware of
- Upload any picture or video taken in any class to any social media site or website
- SMS (text) message or email any picture or video taken in class to any person or situation, including themselves
- Access any type of mobile web browsing for any reason unless directed by the instructor
- Take any picture, video or text any class assignments or assessments without permission
- To take photos or recordings in locker room, classroom and restrooms with deliberate indecent intent
- Use to look up answers with intent to cheat,

*Due to the evolving nature of emerging technologies, additional rules and regulations may be added throughout the school year without notification as approved by the school board.*

Phones that are misused will be confiscated by the classroom teacher/staff member and turned in to the main office. **The school is not responsible for the loss or theft of electronic devices.**

- **1<sup>st</sup> Offense** – Cell phone confiscated, returned at the end of the day with a parent's signature of policy.
- **2<sup>nd</sup> Offense**- Cell phone confiscated, returned to a parent or guardian and 3 days of Lunch and Recess Detention
- **3<sup>rd</sup> Offense**- Cell phone confiscated, returned to parent or guardian, phone will be kept in the office during the school day for a length of time determined by the principal, up to 3 days of ISS.

Punishment should remain similar to those previously established, but there will be greater penalties for chronic misuse. Refusal to surrender your phone when asked is considered "defiance" and will be treated accordingly.

If a communication device is being used to engage in academic dishonesty, including cheating, intentional plagiarism, wrongfully giving or receiving assistance during an academic examination or wrongfully obtaining test copies, scores or materials relevant to the test or, any phone used to record any classroom, to record any altercation on campus, to take pictures of any inappropriate behavior, has or sends any inappropriate material, cyber bullying, texting or pornography displayed will be confiscated for up to ten days by school authorities, or an unspecified amount of time by law officials. Material of this type can and will be given to the juvenile officials or police as necessary. Students involved in this manner of misuse could face punishment ranging from In School Suspension (ISS) to expulsion for the length of one year

**Any cyber bullying, texting, or inappropriate material sent to the device or from the device will be investigated. Device will be confiscated during the entire time of investigation.**

**The school will willingly work with the authorities on any indication of cyber bullying, cyber cheating, or "sex-ting". The school will follow protocol given by the prosecuting attorney's office:**

### **Textbooks and Equipment**

Students will be assigned school property from time to time (desks, textbooks, etc.). The use of these items will be free but the school has the right to make inspection at any time to determine proper maintenance or lack thereof and abuse has occurred abuse to these items of school property. The students and/or guardians will be responsible for any lost or damaged items.

### **Smart Core and Curriculum and Graduation requirements**

All students are required to participate in the Smart Core curriculum unless their parents or guardians, or the students if they are eighteen (18) years of age or older, sign a Smart Core Waiver Form to not participate. While Smart Core is the default option, a Smart Core Information Sheet and a Smart Core Waiver Form will be sent home with students prior to their enrolling in seventh (7th)



grade, or when a seventh (7th) through twelfth (12th) grade student enrolls in the district for the first time and there is not a signed waiver form in the student's permanent record. This policy is to be included in student handbooks for grades six (6) through twelve (12) and both students and parents must sign an acknowledgement they have received the policy. Those students not participating in the Smart Core curriculum will be required to fulfill the Core curriculum or the Alternate Pathway to Graduation when required by their IEP to be eligible for graduation. Counseling by trained personnel shall be available to students and their parents or legal guardians prior to the deadline for them to sign and return the waiver form.

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

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

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

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

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

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

### **Graduation Requirements For Class of 2027 and thereafter**

The number of units students must earn to be eligible for high school graduation is to be earned from the categories listed below. A minimum of twenty-two (22) units is required for graduation for a student participating in either the Smart Core or Core curriculum. In addition to the twenty-two (22) units required for graduation by the Division of Elementary and Secondary Education (DESE), the district requires an additional one (1) unit to graduate for a total of 23 units. The additional required units may be taken from any electives offered by the district. There are some distinctions made between Smart Core units and Graduation units. Not all units earned toward graduation necessarily apply to Smart Core requirements. Career education courses that are determined by DESE to be eligible for use in the place of a listed course may be substituted for the course as designated by DESE.

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

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

#### **Personal and Family Finance**

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

#### **Computer Science**

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

#### **Community Service**

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

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

- Fifteen (15) hours for students in grade nine (9);

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

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

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

**SMART CORE:** Sixteen (16) units

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

**Oral Communications:** one-half (½) unit

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

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

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

- 3) Algebra II; and
- 4) The fourth unit may be either:

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

**Natural Science:** three (3) units

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

**Social Studies:** three (3) units

- Civics - one-half (½) unit
- World History - one unit
- American History - one unit
- Other social studies – one-half (½) Unit

**Physical Education:** one-half (½) unit

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

**Health and Safety:** one-half (½) unit

**Economics** – one half (½) unit – dependent upon the licensure of the teacher teaching the course, this can count toward the required three (3) social studies credits or the six (6) required Career Focus elective credits.<sup>7</sup>

**Fine Arts:** one-half (½) unit

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

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

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

**CORE:** Sixteen (16) units

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

Oral Communications: one-half (½) unit

Mathematics: four (4) units

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

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

**Science:** three (3) units

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

**Social Studies:** three (3) units

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

**Physical Education:** one-half (½) unit

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

**Health and Safety:** one-half (½) unit

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

**Fine Arts:** one-half (½) unit

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

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

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

## Video Surveillance

The board has a responsibility to maintain discipline as well as to protect the safety, security, and welfare of its students, staff, and visitors while simultaneously safeguarding district facilities, vehicles, and equipment. As part of fulfilling this responsibility, the board authorizes the use of video/audio surveillance cameras in any district building, on district property, and in any district buses and vehicles. Video recorder placements shall be based on the presumption that students, staff, and visitors have no reasonable expectation of privacy in public areas or at events that occur in plain view of other students, staff, or visitors.

- 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. Video 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 surveillance cameras and equipment shall be subject to appropriate disciplinary action and referral to appropriate law enforcement authorities.

## Discipline Policies

The Students of Harmony Grove Middle School are expected to respect each other, those in authority, and school property. Following is a list of typical offenses that result in disciplinary responses from school officials. However, some of the listings could involve criminal charges if they violate local, state, or federal law. The list may not be complete but it includes many of the more common offenses in schools. Unless separately listed punishment could range from a **minimum of a verbal warning to a maximum of expulsion**. The decision is made by the administrator investigating the offense. 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.

## Prohibited Conduct

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

1. Disrespect for school employees and failing to comply with their reasonable directions or otherwise demonstrating insubordination;
2. Disruptive behavior that interferes with orderly school operations;
3. Willfully and intentionally assaulting or threatening to assault or physically abusing any student or school employee;

4. Possession of any weapon that can reasonably be considered capable of causing bodily harm to another individual;
5. Possession or use of tobacco in any form on any property owned or leased by any public school;
6. Willfully or intentionally damaging, destroying, or stealing school property;
7. Possession of any paging device, beeper, or similar electronic communication devices on the school campus during normal school hours unless specifically exempted by the administration for health or other compelling reasons;
8. Possession, selling, distributing, or being under the influence of an alcoholic beverage, any illegal drug, unauthorized inhalants, or the inappropriate use or sharing of prescription or over the counter drugs, or other intoxicants, or anything represented to be a drug;
9. Sharing, diverting, transferring, applying to others (such as needles or lancets), or in any way misusing medication or any medical supplies in their possession;
10. Inappropriate public displays of affection (holding hands, hugging, kissing, etc...);
11. Cheating, copying, or claiming another person's work to be his/her own;
12. Gambling;
13. Inappropriate student dress;
14. Use of vulgar, profane, or obscene language or gestures;
15. Truancy;
16. Excessive tardiness;
17. Engaging in behavior designed to taunt, degrade, or ridicule another person on the basis of race, ethnicity, national origin, sex, sexual orientation, gender identity, or disability;
18. Possess, view, distribute or electronically transmit sexually explicit or vulgar images or representations, whether electronically, on a data storage device, or in hard copy form;
19. Hazing, or aiding in the hazing of another student;
20. Gangs or gang-related activities, including belonging to secret societies of any kind, are forbidden on school property. Gang insignias, clothing, "throwing signs" or other gestures associated with gangs are prohibited;
21. Sexual harassment;
22. Bullying;
23. Operating a vehicle on school grounds while using a wireless communication device.
24. Theft of another individual's personal property.

## **Bullying**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

1. As soon as reasonably practicable, but by no later than the end of the school day following the receipt of the credible report of bullying:
  - a. Report to a parent, legal guardian, person having lawful control of a student, or person standing in loco parentis of a student that their student is the victim in a credible report of bullying; and
  - b. Prepare a written report of the alleged incident of bullying;
2. Promptly investigate the credible report or complaint of bullying, which shall be completed by no later than the fifth (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.

### **Fighting or Threatening Behavior (Assault)**

Fighting is defined as one or some combination of the following:

- **Exchanging** taunts (name calling or other insults) to the point of violence
- **Exchanging** verbal or written comments intended to provoke violence (including threats).
- An **intentional exchange** of "physical contact" for the purpose of inflicting pain or provoking a violent response (punching, slapping, kicking, hair pulling, etc.).

Any fighting on school grounds, school transportation or at off-campus school functions may result in suspension of all students involved. **Students identified as having instigated a fight** (encouraged a fight by saying or writing things that resulted in others fighting) will be disciplined for contributing to disorder and the promotion of violence on school property. **Students are expected to report to school personnel any actual or rumored incidents of violence, written or verbal threats of violence, aggressive behavior or harassment.** Arkansas law requires that this information be reported to the police.

### **Academic Dishonesty (Cheating)**

**Cheating is defined as using/claiming the words or work of another person as one's own** in order to complete a quiz, test, assignment, or project. This includes providing answers or doing work for someone else to claim as their own. The first offense shall result in an office referral for all students who knowingly participated in the incident. Subsequent offenses may result in 0% credit on the assignment/test, up to three days in school suspension, and a parent conference with all the student's teachers. See also cell phone/technology usage.

### **Tobacco Policy-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.

Smoking or use of tobacco or products containing tobacco in any form (including, but not limited to, cigarettes, e-cigarettes, cigars, chewing tobacco, and snuff) in or on any real property owned or leased by a District school, including school buses owned or leased by the District, is prohibited. Students who violate this policy may be subject to legal proceedings in addition to student disciplinary measures. With the exception of recognized tobacco cessation products, this policy's prohibition includes any tobacco or nicotine delivery system or product. Specifically, the prohibition includes any product that is manufactured, distributed, marketed, or sold as

e-cigarettes, e-cigars, e-pipes, or under any other name or descriptor or anything that deals with the use of tobacco, snuff cans, lighters, cigarette paper, etc. Tobacco prevention education will be incorporated into the district's K-12 comprehensive health curriculum so that students will be aware of health and social consequences of use/non-use of tobacco products. Teachers whose instructional assignments, which include tobacco use prevention education, will be trained in order that students will be afforded that most effective delivery of the district's classroom based tobacco prevention education.  
Tobacco Policy Enforcement and Cessation

### **Weapons and Dangerous Instruments**

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

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

**Possession means having a weapon as defined above, on the student's body or in an area under his/her control and will be treated as an emergency situation with the requisite penalties imposed.**

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

Except as permitted in this policy, students found to be in possession on the school campus of a firearm shall be recommended for expulsion for a period of not less than one year. The superintendent shall have the discretion to modify such expulsion recommendation for a student on a case-by-case basis.<sup>21</sup> 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.

### **Disruption of School**

Disorderly activities by any student or group of students that adversely affect the school's orderly educational environment shall not be tolerated at any time on school grounds. The principal has the authority and duty to initiate disciplinary action whenever the behavior of any student(s) disrupts or interferes with classroom instruction or other parts of school.

### **Removal from the Classroom**

Arkansas law requires a mandatory conference for any student removed from the same class twice in one grading period. The purpose of this conference is to determine the source of the disruptions and reach a solution that will allow the student to be successful in that classroom. The parent/guardian of the student must be notified of the conference but their presence at the conference is not required.

### **Consequences for Office Referrals**

Consequences will be determined by the administrator depending on the severity and frequency of incident(s).

- Phone call/email/written notice to parents

- Student Conference with warning/reprimand
- Student/Parent/Teacher/Administrator Conference
- Lunch/Recess detention
- Corporal Punishment
- In- School Suspension
- Out of School Suspension
- Filing of FINS report to the county (Families in Need of Support)
- Expulsion from school

### **Consequences for Major Misconduct**

The following serious violations will result in disciplinary action and **may result in suspension or expulsion**:

- Fighting/assault
- Repeated, or especially violent episodes or fighting
- Failure to submit to the authority of adults (Insubordination)
- Destruction of property or theft - to include financial restitution
- Substantial destruction of property, or theft of any item(s) of significant value - to include financial restitution
- Habitual profanity or obscene gestures
- Chronic disruptive behavior
- Threatening and/or bullying behavior toward staff or students
- Use of profanity or threats directed at school personnel
- Gang activity and/or association
- Bullying/harassment (including cyber-bullying)
- Sexual harassment
- Possession and/or distribution of dangerous objects, weapons, alcohol, drugs, or drug paraphernalia
- Possession or distribution of pornography

### **Suspension from School**

Students who are not present at school cannot benefit from the educational opportunities the school environment affords.

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

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

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

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

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

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

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

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

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

When possible, notice of the suspension, its duration, and any stipulations for the student's 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;
  - o 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.

## **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:

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

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

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

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

During the hearing, the Superintendent, or designee, or representative will present evidence, including the calling of witnesses, 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. The District's program shall include 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.

### **Corporal Punishment**

The Harmony Grove School Board authorizes the use of corporal punishment to be administered in accordance with this policy by the Superintendent or the superintendent's designated staff members who are required to have a state-issued license as a condition of their employment.

Prior to the administration of corporal punishment, the student receiving the corporal punishment shall be given an explanation of the reasons for the punishment and be given an opportunity to refute the charges.

All corporal punishment shall be administered privately, i.e. out of the sight and hearing of other students, shall not be excessive, or administered with malice, and shall be administered in the presence of another school administrator or designee who shall be a licensed staff member employed by the District.

Corporal punishment shall not be used as a form of discipline for a student who is intellectually disabled, non-ambulatory, non-verbal, or autistic.

### **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° buses will stop at each student's driveway on county and state roads.

**Students are NOT allowed to ride to or from school on a bus that is not designated as their primary residence. Thus, students may not use the bus system to go home with another student for any reason.**

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 primary residence has caused overcrowding on some of our buses. **Students will be allowed to ride only the bus to which they are assigned by primary 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.

**Bus Infractions Consequences:** The following discipline policy will be used at the discretion of the principal and/or the principal's designee, depending on the severity of the offense.

1st offense- Verbal Warning and Parental Contact

2nd offense- three (3) day suspension from riding all buses

3rd offense - ten (10) day suspension from riding all buses/mandatory conference with parent or guardian prior to reinstating bus privileges

4th offense- suspension from all buses for the remainder of the term or year

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

**School Sponsored Trips:** 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.

**Bus Restitution:** Students that damage school property on the school 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.

	<b>Consequences</b>			
	<b>**All disciplinary actions are at the discretion of school administration**</b>			
	<b>Notification of disciplinary action may be written, electronic, or by phone.</b>			
<b>Infraction/Behavior</b>	<b>1st Offense</b>	<b>2nd Offense</b>	<b>3rd Offense</b>	<b>4th Offense</b>
<b>Throwing Objects causing harm or damage</b>	Conference w/ Warning Up to 3 days Lunch and Recess Detention	Up to 3 days Lunch and Recess Detention	Up to 5 days Lunch and Recess Detention	Up to 3 days ISS
<b>Out of Area</b>	Conference w/ Warning	Up to 3 days Lunch and Recess Detention	Up to 3 days Lunch and Recess Detention	Up to 5 days Lunch and Recess Detention
<b>Cell Phone</b>	Conference w/ Warning Phone confiscated Signed policy by parents	Phone confiscated Returned to parent Up to 3 days of Lunch and Recess Detention	Phone confiscated Returned to parent Phone will be kept in the office during the school day - duration determined by admin Up to 3 days ISS	Phone confiscated Returned to parent Phone will be kept in the office during the school day - duration determined by admin Up to 3 days ISS
<b>Profanity</b>	Conference w/ Warning	Up to 3 days Lunch and Recess Detention	Up to 3 days Lunch and Recess Detention	Up to 5 days Lunch and Recess Detention
<b>Electronic Use</b>	Conference w/ Warning Possible access restrictions	Up to 3 days Lunch and Recess Detention Restrict Access	Up to 3 days Lunch and Recess Detention Restrict Access	Up to 5 days Lunch and Recess Detention Restrict Access
<b>Dress Code</b>	Conference w/ Warning Signed policy by parents Possible call to parents for change of clothing	Parents contacted for change of clothing 1 day Lunch and Recess Detention	Conference with student and parent to discuss policy. Up to 3 days Lunch and Recess detention **clothing change	Up to 3 days ISS **clothing change
<b>Stealing</b>	Conference w/ Warning and Restitution	Restitution Up to 3 days Lunch and Recess Detention	Restitution Up to 5 days Lunch and Recess Detention	Restitution Up to 3 days ISS
<b>Vandalism</b>	Repair/Clean/Pay Restitution	1st Offense Consequences and Up to 5 Days Lunch and Recess Detention	1st Offense Consequences and Up to 5 Days Lunch and Recess Detention	1st Offense Consequences and 3 Days ISS
<b>Tobacco/Nicotine (Possession at School)</b>	Conference w/ Warning	Up to 3 days Lunch and Recess detention **Referral to counselor for tobacco/nicotine cessation.	Up to 3 days ISS	Up to 5 days ISS
<b>Tobacco/Nicotine (Using at School)</b>	Up to 3 days Lunch and Recess detention **Referral to counselor for tobacco/nicotine cessation.	Up to 3 days ISS	Up to 5 days ISS	Up to 5 days ISS or OSS
<b>Disorderly Conduct</b>	Conference w/ Warning	Up to 3 days Lunch and Recess detention	Up to 3 days Lunch and Recess detention	Up to 3 days ISS
<b>Insubordination</b>	Conference w/ Warning	Up to 3 days Lunch and Recess detention	Up to 5 Days Lunch and Recess Detention	Up to 3 days ISS
<b>Horseplay</b> (Rough play without anger towards the other person)	Conference w/ Warning	Up to 3 days Lunch and Recess detention	Up to 3 days Lunch and Recess detention	Up to 5 Days Lunch and Recess Detention
<b>Disruptive Behavior</b>	Conference w/ Warning	Up to 3 days Lunch and Recess detention	Up to 3 days Lunch and Recess detention	Up to 3 days ISS

<b>Bullying</b>	Contact Parents of Offender and Victim Offer Counseling Complete Report	Contact Parents of Offender and Victim Offer Counseling Complete Report Up to 3 days ISS	Contact Parents of Offender and Victim Offer Counseling Complete Report Up to 5 days ISS	Contact Parents of Offender and Victim Offer Counseling Complete Report 5 days ISS or OSS
<b>Altercation</b> (Shouting, shoving, chest bumping, etc.)	Up to 3 days Lunch and Recess detention	Up to 3 days Lunch and Recess detention	Up to 3 days ISS	Up to 5 days ISS
<b>Fighting</b> (Kicking, punching, scratching, biting)	Up to 3 days ISS	Up to 3 days ISS	Up to 5 days ISS	Up to 10 days ISS
<b>Coercion</b>	Up to 3 days Lunch and Recess detention	Up to 3 days Lunch and Recess detention	Up to 3 days ISS	Up to 5 days ISS
<b>Weapons</b> <b>*See Weapons policy*</b>	Contact SRO Recommended Expulsion			
<b>Alcohol, Drugs and/or Paraphernalia</b>	Contact SRO Up to 10 Days OSS and/or Recommended Expulsion	Contact SRO Recommended Expulsion		
<b>Assaults/ Threat School Employee</b>	Contact SRO Up to 10 Days OSS and/or Recommended Expulsion	Contact SRO Recommended Expulsion		
<b>Bus Infractions</b>	Verbal Warning and Parental Contact	Three (3) day suspension from riding all buses	Ten (10) day suspension from riding all buses/mandatory conference with parent or guardian prior to reinstating bus privileges	Suspension from all buses for the remainder of the term or year

## **Due Process**

Every student is entitled to due process of any disciplinary action resulting in suspension or expulsion.

1. Due process is afforded to students for all handbook infractions.
2. The due process rights of students and legal guardians are as follows for those students who are suspended for ten (10) days or less:
  - a. Prior to any suspension, the school principal or his/her designee, shall advise the student in question for the particular misconduct of which he or she is accused, as well as the basis for such accusation.
  - b. The student shall be given an opportunity at that time to explain his/her version of the facts to the school principal or his/her designee.
  - c. Written or verbal notice of the suspension and the reason(s) for suspension shall be given to the parent(s)/ legal guardians of the student.
3. The due process rights of students and legal guardians are as follows for those students who are recommended for expulsion.
  - a. The school principal or his/her designee shall advise the student in question for the particular misconduct of which he or she is accused, as well as the basis for such accusation.
  - b. The student shall be given an opportunity at that time to explain his/her version of the facts to the school principal or his/her designee.
  - c. The superintendent of schools shall, in writing, by registered or certified mail, notify the student and his/her parent/legal guardian of the recommended expulsion and the reason/reasons for the recommendation.
  - d. The notice shall also specify a time and date for a hearing, at which time the board of directors shall hear the superintendent's recommendations and report its findings.
  - e. The student and the parent/guardian have the right to be represented by counsel at such a hearing.

## **Discipline of Students with Disabilities**

Students with disabilities who engage in misconduct are subject to normal disciplinary rules and procedures so long as such treatment does not abridge the right to a free appropriate public education (FAPE). Discipline for students with disabilities will be consistent with the Individual Education Plan (IEP) and with Individuals with Disabilities Act (IDEA) current procedures.

## **Alternative Learning Environment (ALE)**

As required by A.C.A. 6-18-508, the Harmony Grove School District's ALE is in partnership with Arch Ford Cooperative and Benton School District and provides long term placement for students that cannot remain in the regular school environment and would benefit from this alternate placement.

## **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 a reasonable suspicion to believe such student or property contains illegal items or other items in violation of board policy or dangerous to the school community. School authorities may seize evidence found in the search and disciplinary action may be taken. Evidence found which appears to be in violation of the law shall be reported to the appropriate authority.

School property shall include, but not be limited to lockers, desks, and parking lots, as well as personal effects left there by students. A personal search must not be excessively intrusive in light of the age and the 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 Department of Arkansas State Police, may interview students without a court order for the purpose of investigating suspected child abuse. In instances where the interviewers deem it necessary, they may exercise a "72-hour hold" without first obtaining a court order. Other questioning of students by non-school personnel shall be granted only with a court order directing such questioning, with permission of the parents of a student (or the student if above eighteen (18) years of age), or in response to a subpoena or arrest warrant. If the district makes a report to any law enforcement agency concerning student misconduct or if access to a student is granted to a law enforcement agency due to a court order, the principal or the principal's designee shall make a good faith effort to contact the student's parent, legal guardian, or other person having lawful control by court order or person acting in loco parentis on the student enrollment forms.

## **Resolving Conflict**

When parents have questions or concerns about school procedures, there are appropriate steps which need to be followed until satisfactory resolutions are reached. The chain of command is listed in order below:

1. Parent-teacher conference
2. Parent-principal conference
3. Parent-superintendent conference

## **Grievance Procedure**

The grievance procedure is applicable to any situation not covered by law or other specific procedures provided for in board policies. This procedure may be used by a student who feels that there has been a violation, misinterpretation or inequitable application of rules and regulations, laws, or administrative order.

It is desirable that student problems be resolved at the earliest possible time and at the most immediate level of supervision. At any time during this procedure the student may obtain counsel.

Time limits for any step in the procedure may be set by mutual consent of the parties and any step not necessary may be deleted from the process.

**Step 1:** A student who feels that he/she has a grievance should present the matter orally or in writing to the staff member involved.

**Step 2:** If the problem is still unresolved, the grievant may request a meeting with the principal to present the matter orally or in writing. This should be submitted within 30 days of occurrence of the problem. If the grievance is related to discrimination based on race, sex or handicapping condition the grievant may contact the Equity Coordinator for assistance.

**Step 3:** If the problem is still unresolved, the grievant may request the principal to arrange a meeting with the superintendent. This meeting shall be held within 10 working days after receipt of the request.

## 2023-2024 District Parent & Family Engagement Plan Summary

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 501-778-6907.**

## Harmony Grove Middle School Parent/Student/School Compact

The following guidelines will contribute to an effective educational program for your child. Failure to live up to this agreement will result in an educational program which is less effective than should be.

Parents will:	Students will:	School will:
Send your child to school daily Call or send a note when absent Read with your child daily Provide quiet time at home for work	Come to school on time daily Read at least 20 minutes daily Do our best work at all times Complete/return homework	Provide a caring educational environment Provide regular parental communication Plan/teach engaging lessons Promote discussion of issues/topic

## Harmony Grove School District Civil Rights Compliance

REGULATIONS: TITLE VI. SECTION 601, OF THE CIVIL RIGHTS ACT OF 1964 No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

TITLE IX. SECTION 901, OF THE EDUCATION AMENDMENT OF 1972 No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.

SECTION 504 OF THE REHABILITATION ACT OF 1973 No otherwise qualified disabled individual in the United States ... shall, solely, by reason of disability, be excluded from the participation in, be denied the benefit of, or be subject to discrimination under any program or activity receiving federal financial assistance. In disciplining the disabled, it is necessary that due process procedures mandated by P.L. 94-142 and Arkansas law be followed by the Individualized Education Plan team.



# HARMONY GROVE MIDDLE SCHOOL 2023-2024

Signature Verification of Receipt of Documents/Release of Information

## MANDATORY - RETURN THIS FORM

**THIS FORM MUST BE FILLED OUT COMPLETELY AND SIGNED BY PARENT OR GUARDIAN.**

Harmony Grove Middle School Handbook may be viewed/downloaded/printed by visiting the HG District Website at <http://www.harmonygrovesd.org>. A print or digital version may be requested by contacting the HGMS office at 501-860-6796.

<b>Name of Student:</b> _____		<b>Grade: 4 5 6</b>
<p>I have received/viewed a copy of the Student Handbook for the Harmony Grove Middle School. I understand it is my responsibility to read and follow all rules, policies and procedures, including but not limited to the following...</p> <ol style="list-style-type: none"><li>1. Discipline policies</li><li>2. Minimum and maximum consequences</li><li>3. Homework policy</li><li>4. Parental Involvement Plan</li><li>5. Attendance laws and policies</li><li>6. Smart Core Curriculum</li><li>7. Grading policies</li><li>8. Transfer students</li><li>9. Internet Usage</li><li>10. Dress Code/Personal Appearance</li></ol>	<p>_____</p> <p><i>Parent/Guardian Signature</i></p> <p>_____</p> <p><i>Student Signature</i></p>	
<p><b>1. <u>STUDENT COMPUTER USE/INTERNET SAFETY AND RESPONSIBILITY</u></b></p> <p><b>Parent:</b> As a parent or legal guardian of the minor student signing, I grant permission for my son or daughter to access networked computer services such as electronic mail and the internet. I understand that individuals and families may be held liable for violations. I understand that some materials on the Internet may be objectionable but I accept responsibility for guidance of Internet use – setting and conveying standards for my child to follow when selecting, sharing or exploring information or media.</p> <p><b>Student:</b> As a user of the Harmony Grove Public Schools' computer network, I hereby agree to comply with the stated rules-communicating over the network in a responsible fashion while honoring all relevant laws and restrictions and Computer Use Policy given to me. See Board Policy 4.29. I understand that if I violate the rules, my account may be terminated and I may face other disciplinary measures.</p>	<p>Please Select YES or NO for Computer/Internet use.</p> <p><b>Yes</b>      <b>No</b></p> <p><input type="checkbox"/>      <input type="checkbox"/></p> <p>_____</p> <p><i>Parent/Guardian Signature</i></p> <p>_____</p> <p><i>Student Signature</i></p>	

<p><b>2. <u>RELEASE OF DIRECTORY INFORMATION</u></b></p> <p>A. I agree to the release of Directory Information. "Directory Information" means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. "Directory Information" includes, but is not limited to, the student's name, address, telephone listing, date and place of birth, grade classification, dates of attendance, <b>his/her placement on the honor roll (or the receipt of other types of honors)</b>, as well as his/her participation in school clubs and extracurricular activities.</p> <p>B. I grant permission for my student's photograph, which may be electronic, or video/audio recordings of my child to be released or used for school purposes on website or media.</p> <p><b>3. <u>WEB PAGES</u></b> I permit the school district to print photographs, student work, and identification of the above named student on the school district's websites. I also permit photographs of the above named student to appear on social media web sites authorized and monitored by the student's teacher. Identification of students on web pages may include the student's full name.</p> <p><b>4. <u>PRINTED MATERIALS</u></b> I grant permission to allow my child's work to be printed, photographed, filmed or reproduced for print purposes with or without their name affixed.</p>	<p>Please select YES or No below for Directory Information.</p> <p>2 A.    <b>Yes</b>                      <b>No</b>           <input type="checkbox"/>                      <input type="checkbox"/></p> <p>2 B.    <b>Yes</b>                      <b>No</b>           <input type="checkbox"/>                      <input type="checkbox"/></p> <p>3.       <b>Yes</b>                      <b>No</b>           <input type="checkbox"/>                      <input type="checkbox"/></p> <p>4.       <b>Yes</b>                      <b>No</b>           <input type="checkbox"/>                      <input type="checkbox"/></p> <hr/> <p><i>Parent/Guardian Signature</i></p>
<p>5. I do hereby give my consent to allow corporal punishment of my child in the event that his/her behavior so warrants such disciplinary action. I understand that I will be notified of any such action but by signing, give my authorization for this action to take place in compliance with its use as prescribed in the above document.</p>	<p>I do consent to this policy.</p> <hr/> <p><i>Parent or Guardian(s) Signature</i></p> <hr/> <p><i>Student Signature</i></p>
<p>6. I authorize school nurses or their designee to perform Physical Exams and Screenings to my son or daughter.</p> <p>7. I authorize school nurses or their designee to administer medications to my son or daughter.</p> <p>8. I authorize my student to participate in surveys, analysis or evaluations.</p> <p>9. I agree to the Regulations for students riding Harmony Grove School buses.</p> <p>10. I acknowledge that I have received information regarding the signs and symptoms of Sudden Cardiac Arrest.</p>	<p>I do consent to these policies.</p> <hr/> <p><i>Parent or Guardian(s) Signature</i></p> <hr/> <p><i>Student Signature</i></p>