

Westbrook
Elementary
School



Handbook
2023 - 2024

Every Student Matters. Every Moment Counts.

Student-Parent Handbook and Code of Conduct 2023 - 2024

WESTBROOK ELEMENTARY SCHOOL

2621 Hwy. 229
Benton, AR 72015
501-778-7331

Every Student Matters. Every Moment Counts.

Westbrook Elementary's Student-Family Handbook and Code of Conduct may be viewed/downloaded/printed by visiting the HG District Website at www.harmonygrovesd.org. A print or digital version may be requested by contacting the Elementary Office at 501-778-7331.

This handbook provides basic guidelines for students and families related to the practices and procedures in our school based on the Harmony Grove School Board Policies. If you have any questions about policies not covered in this student handbook, copies of all district policies are on file in the Superintendent's Office.

Harmony Grove School District
2621 Hwy. 229
Benton, AR 72015

Mr. Heath Bennett Superintendent	501-778-6271	hbennett@harmonygrovesd.org
Mrs. Meghann Donaldson Principal	501-778-7331	mdonaldson@harmonygrovesd.org
Mrs. Karen Robinson Counselor	501-778-7331 Ext. 1122	krobinson@harmonygrovesd.org
Mrs. Julie Gunter Administrative Assistant	501-778-7331	jgunter@harmonygrovesd.org
Mrs. Karen Eckhoff Administrative Assistant	501-778-7331	keckhoff@harmonygrovesd.org
Mrs. Amanda Huey Special Education Director	501-776-4693	ahuey@harmonygrovesd.org
Mr. Rickey Mooney Transportation Director	501-860-6840	rmooney@harmonygrovesd.org

2023-2024 Handbook Committee

Meghann Donaldson, Principal
Karen Robinson, Counselor
Julie Gunter, Administrative Assistant
Stephanie Penn, Parent
Haley Pierce, WES Faculty

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

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2022-2023 SCHOOL CALENDAR

AUGUST 14	FIRST DAY OF SCHOOL
SEPTEMBER 4	HOLIDAY-LABOR DAY
OCTOBER 19	PARENT/TEACHER CONFERENCES-Dismiss at 2:00
OCTOBER 30	NO SCHOOL
NOVEMBER 20-24	THANKSGIVING BREAK
DEC. 22 - JAN. 5	CHRISTMAS BREAK-RETURN TO SCHOOL JAN. 8, 2023
JANUARY 15	HOLIDAY-MARTIN LUTHER KING DAY
FEBRUARY 8	PARENT/TEACHER CONFERENCES-Dismiss at 2:00
FEBRUARY 19	HOLIDAY-PRESIDENT'S DAY
MARCH 15	NO SCHOOL
MARCH 18-22	SPRING BREAK
MARCH 29	HOLIDAY-GOOD FRIDAY
APRIL 8	NO SCHOOL
MAY 16	LAST DAY OF SCHOOL

MAY 17-23 MAKE UP DAYS IF NEEDED

*If a day of school is missed due to weather or other conditions, the following dates may be changed to instructional days; 10/30, 1/15, 2/19, and 3/29 at the discretion of the superintendent.

PLEASE NOTE: SCHOOL WILL DISMISS AT 2:00 ON THE FOLLOWING WEDNESDAYS
8/16/23, 8/23/23, 8/30/23, 9/13/23, 9/20/23, 9/27/23, 10/4/23, 10/11/23, 10/25/23,
11/8/23, 11/15/23, 11/29/23, 12/6/23, 12/13/23, 1/10/24, 1/24/24, 1/31/24,
2/14/24, 2/28/24, 3/6/24, 4/3/24, 4/17/24, 4/24/24, 5/1/24, and 5/8/24.

**WESTBROOK ELEMENTARY
MISSION & VISION**

The mission of Westbrook Elementary, in partnership with family and community, is to provide a challenging and supportive learning environment that meets the diverse needs of all students and provides the opportunity for student growth and success.

WE BELIEVE THAT WESTBROOK ELEMENTARY SCHOOL IS A POSITIVE AND CARING LEARNING ENVIRONMENT PROVIDING STABILITY AND STRUCTURE TO PROMOTE HEALTHY SOCIAL AND EMOTIONAL ATTITUDES FOR ALL.

WE BELIEVE THAT ALL STUDENTS ARE CAPABLE OF LEARNING AND HAVE THE ABILITY TO SHOW ACADEMIC GROWTH FROM YEAR TO YEAR. IT IS THEIR RIGHT TO LEARN IN A SAFE AND NURTURING ATMOSPHERE REGARDLESS OF PREVIOUS ACADEMIC PERFORMANCE, FAMILY BACKGROUND, SOCIO-ECONOMIC STATUS, RACE, OR GENDER.

WE BELIEVE THE ROLE OF THE STUDENT IS TO EAGERLY AND WILLINGLY ENGAGE IN CLASSROOM LEARNING TO WORK TO HIS OR HER FULL POTENTIAL AND GROW SOCIALLY, ACADEMICALLY, AND EMOTIONALLY. TEACHING AND LEARNING ARE INTERRELATED. STUDENTS HAVE THE OPPORTUNITY TO BE LEARNERS AND TEACHERS IN THE CLASSROOM.

WE BELIEVE THE ROLE OF THE TEACHER IS TO RECOGNIZE THE NEEDS AND POTENTIAL OF EACH STUDENT AND MOTIVATE AND CHALLENGE STUDENTS WITH MEANINGFUL LEARNING EXPERIENCES, SUPPORT, AND POSITIVE ENVIRONMENT NECESSARY FOR SUCCESS.

WE BELIEVE THAT TEACHING AND LEARNING ARE BEST ACCOMPLISHED WITH COOPERATIVE INVOLVEMENT AND INTERACTION FROM FAMILIES AND THE COMMUNITY TO DEVELOP THE DESIRE FOR LIFELONG LEARNING.

ARRIVAL AND DEPARTURE

The information below could change at any time due to safety needs and concerns:

ARRIVAL:

Students should not arrive at school before 7:30 a.m. No one is on duty to supervise students until 7:30.

Students arriving between 7:30 and 7:50 will report to the cafeteria. 1st - 3rd grade Students may be dropped off at the HG Awning entrance of the Main Entrance. All Kindergarten students should enter at the HG Awning entrance where additional staff is on duty.

Students who want to eat breakfast at school should report to the cafeteria by 7:45.

Students arriving between 7:50 and 8:00 should be dropped off at the front entrance and may go to their homerooms.

Students arriving after 8:00 will be considered tardy and will need to be checked in at the office.

DEPARTURE:

All Elementary students dismiss at 3:00 p.m.*

On Wednesdays, all students will be dismissed at 2:00. Buses will leave campus at 2:20.

All persons picking up an Elementary student will be REQUIRED to have a school-issued tag.

The tag should be hung from the rearview mirror or should be in hand for parents choosing to walk to campus. Please be aware that if you do not have your tag you will be required to go to the office for a temporary tag, even if you are the parent or guardian. This is for the safety of all of our students. Each student will be issued up to two (2) tags at no cost. Additional tags will be available from the office.

Kindergarten AND 1st Grade will pick up at HG awning in front of the cafeteria.

2nd Grade AND 3rd Grade will pick up at the Main Entrance by the Office.

Bus riders will load and unload at the back of campus.

Students who walk or bike to and from school should ALWAYS use the designated crosswalks to cross the highway. For their safety, students may be asked by a duty teacher to wait to leave campus until traffic has cleared the area.

PARENTS SHOULD CONTACT THE ELEMENTARY OFFICE BEFORE 2:30 P.M. ABOUT ANY CHANGES IN HOW YOUR CHILD IS TO GO HOME. If the office does not receive a note or call the student will go home his/her regular way.

ATTENDANCE AND ABSENCE POLICY

ATTENDANCE

Compulsory Attendance Laws

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 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 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 be free and appropriate through the completion of the secondary program to all persons between the ages of five (5) and twenty-one (21) 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.

ABSENCES

Students may have up to eight (8) total absences per semester. This includes "Excused" and "Unexcused" absences as defined below. Absences exceeding 8 days without medical documentation will be considered excessive and coded as unexcused.

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.

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 (in this case, the attendance secretary) 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. A maximum of six (6) such days are allowed per semester unless the condition(s) causing such

absences is of a chronic or recurring nature, is medically documented, and approved by the principal.

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

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

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

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

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

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

Unexcused Absences

Absences that are not defined above; do not have accompanying note from the parent, legal guardian, person having lawful control of the student, or person standing in loco parentis; the student's treating physician, or a 4-H county extension agent, 4-H educator, or other appropriate entity associated with the 4-H activity or program; or have an accompanying note that is not presented or uploaded within the timeline required by this policy, shall be considered as unexcused absences. Students with 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, legal guardians, persons with lawful control of the student, or persons standing in loco parentis shall be notified. Notification shall be by telephone by the end of the school day in which such absence occurred or by regular mail with a return address sent no later than the following school day.

Excessive Absences – Referral for Truancy

Whenever a student exceeds six (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 eight (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.

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

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.

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.

Make-Up Work

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

1. Students are responsible for asking the teachers of the classes they missed what assignments they need to make up.
2. Teachers are responsible for providing the missed assignments when asked by a returning student.
3. Students are required to ask for their assignments on their first day back at school or their first class day after their return.
4. Make-up tests are to be rescheduled at the discretion of the teacher, but must be aligned with the schedule of the missed work to be made up.
5. Students shall have one class day to make up their work for each class day they are absent.
6. Make-up work which is not turned in within the make-up schedule for that assignment shall receive a zero.
7. Students are responsible for turning in their make-up work without the teacher having to ask for it.
8. Students who are absent on the day their make-up work is due must turn in their work the day they return to school whether or not the class for which the work is due meets the day of their return.
9. As required/permitted by the student's Individual Education Program or 504 Plan.

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

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

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

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

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

Students receive one day's grace period for each day absent to complete make-up work. (Example: 2 days absent = 2 days to turn in make-up work; 6 days absent = 6 days to turn in make-up work). Parents are encouraged to call the elementary office to arrange to pick up assignments when a student misses school.

Tardies

Being on time for school is essential to ensure that students are able to start their day smoothly and successfully. As such, coming in late and leaving early excessively may be considered for truancy and retention. A student is considered tardy if they arrive after 8:00 a.m. up to one-half hour (30 minutes) late or leave school within one-half hour (30 minutes) of dismissal time. Tardies are not considered excused or unexcused. When a student is tardy 5 times, the principal will be made aware. Students with excessive tardies, more than ten (10) times a semester, may be turned into truancy.

AUTOMATED PHONE NOTIFICATION SYSTEM

Harmony Grove School District uses an automated phone notification system to notify parents and employees of emergencies or other important information through mass telephone contact.

This system will be used to notify parents of school closings, parent/teacher conferences, or other important information. Calls will be made to the primary phone number provided at the beginning of the school year. **Parents, legal guardians, persons with lawful control of the student, or persons standing in loco parentis are expected to have a current and working phone number on file in the elementary office.**

BULLYING

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

A school principal, or designee (in this case, a dean of students or other licensed administrator), who receives a credible report or complaint of bullying shall promptly investigate the complaint or report and make a record of the investigation and any action taken as a result of the investigation.

Definitions

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

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

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

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

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

"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.

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

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

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

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

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

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

BUS TRANSPORTATION

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 the student code of conduct rules or engage in "Prohibited Conduct". Students shall be instructed in safe riding practices. Disciplinary measures for problems related to bus behavior may result in a minimum of a verbal warning and the maximum of suspension or expulsion from school or termination of the student's bus transportation privileges. **Riding the bus is a privilege, not a right.**

Students will be assigned to one school bus. Students may not ride any other bus but their own unless they have been given approval by the Director of Transportation and written permission from the school principal.

The following rules and regulations pertain to all students who ride a school bus:

MEETING THE BUS:

1. Be at the bus stop before the bus is scheduled to arrive

2. Before crossing the street to enter the bus, wait until the bus has come to a complete stop and the driver has given you a signal to cross.
3. Respect the property of others while waiting for the bus. Do not litter or make unnecessary noise.
4. Stand back at least ten feet from the bus stop and do not approach the bus until it has come to a complete stop and the door is opened.
5. Respect others at the bus stop.
6. Rules at school should be followed at bus stop, also.

ENTERING AND LEAVING THE BUS:

1. Enter and leave the bus quickly and in an orderly manner.
2. Do not enter or leave the school bus by the back door except in the case of an emergency, or unless directed to do so by the driver.
3. If you must cross the street after leaving the bus in the afternoon, go to a point on the shoulder of the street ten feet in front of the bus and wait until the driver has signaled you to cross.
4. If you drop any object while leaving the bus, do not attempt to retrieve the object until the bus has left the scene and the street is clear of other vehicles.
5. Get on and off the bus only at your assigned stop.

RIDING THE BUS:

1. Obey the directions of the driver at all times. Students are under the driver's supervision.
2. Students should behave in a way that does not distract the driver's attention or disturb other riders on the bus. (This includes keeping hands to oneself and being reasonably quiet.)
3. Ride only the bus to which you are assigned. Visitors are not allowed to ride the buses unless permission is first obtained from the principal. Notes to the principal are required from each student's parent if a student is riding a different bus or getting off at a different stop. This note should be given to the bus driver at the end of the day.
4. Remain seated while the bus is in motion or stopped except as the driver directs.
5. Legs, feet, and all other objects should not be in the aisle.
6. Knives, firearms, sharp objects, or living animals are never allowed.
7. Dress code for the bus is the same as the school dress code.
8. When a student is suspended from the bus, they are not to ride any other school bus.
9. Rules followed at school should also be followed on bus.

ACTIVITIES NOT PERMITTED ON THE BUS:

1. Eating, drinking, or gum chewing
2. Use of any form of tobacco
3. Scuffling or fighting
4. Yelling or cursing at anyone on the bus or outside the bus
5. Throwing any object on the bus or outside of the window
6. Putting hands, feet, arms, or heads out of the window
7. Tampering with any of the safety devices
8. Defacing any part of the bus by such actions as writing on or damaging seats (Damage to any bus equipment will be paid for by the offender.)
9. Bullying Policy will be followed on the bus and at the bus stop. No one filing a complaint on bullying will be subject to retaliation or reprisal.

VIOLATIONS OF SCHOOL BUS POLICIES:

First Visit/Write-up: Note home/Conference with student

Second Visit/Write-up: 3 day bus suspension

Third Visit/Write-up: 5 day bus suspension
Fourth Visit/Write-up: 10 day bus suspension
Fifth Visit/Write-up: Bus suspension for the remainder of the semester
Severe violations may be dealt with at the principal's discretion.

Transporting students who have lost their bus privileges to and from school shall become the responsibility of the student's parent or legal guardian. **BUS TRANSPORTATION IS A PRIVILEGE, AND THE RIGHTS OF OTHERS MUST NOT BE VIOLATED.**

CAFETERIA

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

An application for Free and Reduced Meals is available on our website. You will also receive a copy of the Free and Reduced Price Meals application at the beginning of the year. Please return the completed application to the Elementary Office or the Food Services Director.

PRICES ARE:

Student Breakfast- \$ 1.25 / \$.30 (reduced)

Adult/2nd Breakfast- \$ 2.50

Student Lunch- \$ 2.75 / \$.40 (reduced)

Adult/2nd Lunch- \$ 4.00

Students may also purchase a la carte items for an additional charge.

If a student purchases a second tray, the cost will be the Adult price.

Students will not be allowed to turn in cash at the cafeteria. Parents are encouraged to make nutrition account deposits weekly or monthly. Parents may make deposits by sending money in a deposit envelope or by paying online. Through the website, parents can access their child's account any time to check balances or make deposits. There may be a transaction fee for this service. These fees are charged by the website, not the District. More information about this service is available in the office.

Student's parents or guardians may purchase and deliver from off-campus facilities; you may only provide food or drink for your students. Visitors are also welcome to eat meals served in the cafeteria after checking in and paying at the elementary 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. You may also choose to sit at the assigned lunch table with your student.

Students are expected to proceed to the cafeteria and secure their meal in an orderly manner. Students that are disruptive and disorderly in the cafeteria will be subject to appropriate disciplinary actions. Additional lunchroom information is provided in the Discipline section under Behavioral Expectations.

Unpaid Meal Access

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

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

Students who have submitted proper documentation to receive a meal modification in accordance with policy shall receive the same type of modification for an unpaid meal.

CELL PHONES AND OTHER ELECTRONIC DEVICES

Students are responsible for conducting themselves in a manner that respects the rights of others. Possession and use of any electronic device, whether district or student owned, that interferes with a positive, orderly classroom environment does not respect the rights of others and is expressly forbidden. **The school is not responsible for the loss or replacement of cell phones or other electronic devices brought to school.**

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

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

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

1. Using electronic devices during class time in any manner other than specifically permitted by the classroom instructor;
2. Permitting any audible sound to come from the device when not being used for reason #1 above;
3. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, or wrongfully obtaining test copies or scores;
4. Using the device to record audio or video or to take photographs in areas where a general expectation of personal privacy exists, including but not limited to locker rooms and bathrooms;
5. Creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person.

Use of an electronic device is permitted to the extent it is approved in a student's IEP or it is needed in an emergency that threatens the safety of students, staff, or other individuals.

Before and after normal school hours, possession of electronic devices is permitted on the school campus. The use of such devices at school sponsored functions outside the regular school day is

permitted to the extent and within the limitations allowed by the event or activity the student is attending.

A parent shall obtain approval from the student's building principal before operating a student-tracking safety device at school or at a school-sponsored event if the device has recording or listen-in capability. The District requires the device's recording and listen-in technology to be disabled while the device is on the campus or at the school-sponsored event because of student privacy concerns. The District prohibits unauthorized audio or visual recordings or transmission of audio or images of other students. The student's parent shall agree in writing to the requirement for the device's recording and listening-in technology to be disabled and that the District may prohibit future use of the device on campus or at a school-sponsored activity if it is determined that the device's recording or listening-in capabilities were used in violation of this policy before the student safety tracking device may be on campus or at a school-sponsored event.

The student and/or the student's parents or guardians expressly assume any risk associated with students owning or possessing electronic devices. Students misusing electronic devices shall have them confiscated. Confiscated devices may be picked up at the school's administration office by the student's parents or guardians. Students have no right of privacy as to the content contained on any electronic devices that have been confiscated. A search of a confiscated device shall meet the reasonable individualized suspicion requirements of Policy 4.32—SEARCH, SEIZURE, AND INTERROGATIONS.

Students who use school issued cell phones and/or computers for non-school purposes, except as permitted by the district's Internet/computer use policy, shall be subject to discipline, up to and including suspension or expulsion. Students are forbidden from using school issued cell phones while driving any vehicle at any time. Violation may result in disciplinary action up to and including expulsion.

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

CHECK IN/OUT PROCEDURE

All students must check in or check out through the elementary office. (Arrangements for students with handicapping conditions can be made with the principal).

CHECKING IN: TARDY arriving after 8:00 until 8:30
½ day ABSENCE arriving between 8:30 and 11:30
1 ABSENCE arriving after 11:30

CHECKING OUT: 1 ABSENCE leaving before 9:00
½ day ABSENCE leaving after 11:30
TARDY leaving after 2:30

The basic rule of thumb: A student must be present for six (6) hours of instructional time to be counted present. A student must be present for three (3) hours to be counted present one-half day. A student will be counted tardy if checked in within the first half-hour (30 minutes) or checked out within the last half-hour (30 minutes). A tardy will also be counted if a student is checked out for an hour or less.

CONTACT WITH STUDENTS

CONTACT BY PARENTS

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

CONTACT BY NON-CUSTODIAL PARENTS

If there is any question concerning the legal custody of the student, the custodial parent shall present documentation to the principal or the principal's designee (in this case, the school secretary or SRO) 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 policy limitations that may apply.

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

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

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

If the District makes a report to any law enforcement agency concerning student misconduct or if access to a student is granted to a law enforcement agency due to a court order, the principal or the principal's designee (in this case, the school secretary or SRO) 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.

DISCIPLINE

The Harmony Grove School Board of Education has a responsibility to protect the health, safety, and welfare of the District's students and employees. To help maintain a safe environment conducive to high student achievement, the Board establishes policies necessary to regulate student behavior to promote an orderly school environment that is respectful of the rights of others and ensures the uniform enforcement of student discipline. Students are responsible for their conduct that occurs:

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

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

The District shall incorporate the District's implementation of positive behavioral supports in accordance with Policy 4.60 in the application of student discipline.

The District's personnel policy committees shall annually review the District's student discipline policies, including State and District student discipline data, and may recommend changes in

the policies to the Harmony Grove School Board. The Board has the responsibility of determining whether to approve any recommended changes to student discipline policies.

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

The District shall develop and provide programs, measures, or alternative means and methods for continued student engagement and educational access during periods of suspension or expulsion.

The superintendent is authorized to modify the penalties set forth in the District's student discipline policies on a case-by-case basis.

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

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

BEHAVIORAL EXPECTATIONS

All students are expected to conduct themselves at all times in a manner that will contribute to the best interest of the school and not infringe on the rights of others. The school staff has the authority and the responsibility to take customary and reasonable measures to maintain proper control and discipline among students placed under their care and supervision. Students are responsible for their conduct: at any time on the school grounds; off school grounds at a school sponsored function, activity, or event; going to and from school or a school activity.

A student who is well informed concerning his/her rights and responsibilities, and the standards of behavior expected should not require disciplinary action. For the welfare of all students, however, disciplinary action and infractions to avoid are listed below. The rules listed should not be thought of as all-inclusive. **Any conduct that tends to be harmful or disruptive to the educational program will be grounds for disciplinary actions; the minimum disciplinary action is a verbal warning with a maximum disciplinary action of expulsion.** Listed below are some infractions of rules that will call for disciplinary action.

WESTBROOK ELEMENTARY GENERAL SCHOOL RULES:

The following will not be tolerated:

1. Fighting, verbal or physical altercations are unacceptable
2. Lewd, vulgar, or socially unacceptable language or gestures of the body
3. Lying, stealing, or cheating

4. Playing in restrooms
5. Cruel "put downs" or comments to make fun of others
6. Running on sidewalks or inside the school buildings
7. Habitual breaking of school, lunchroom, or classroom rules

LUNCHROOM RULES:

1. Follow the directions and instructions of the duty teachers and cafeteria personnel.
2. Classes will enter the lunchroom as a group and sit as a group.
3. Do not leave food, napkins, trash, or utensils on the tables or floor.
4. No playing, yelling, or excessive noise in the lunchroom.
5. Manners are to be used. For example: no throwing food, no showing food in the mouth, no grabbing food, etc.
6. Special guests may have lunch with a student at a regular table or reserved table. Students may invite one other student to eat with them. At this time, visitors for lunch are not permitted.
7. No glass containers.
8. Microwave heating of lunches will not be allowed.

CLASSROOM RULES:

1. Follow all directions of the teacher.
2. No swearing, talking back, teasing, rude gestures, or put downs.
3. Have necessary books, supplies, and completed assignments.
4. Be respectful of self and others.
5. Additional rules may be established by the classroom teacher.

PLAYGROUND RULES:

1. Use playground equipment in a safe and proper manner.
2. Do not leave playground areas without permission from the duty teacher.
3. No hard balls, wooden or metal bats, skateboards, or scooters. No balls or toys should be brought from home without prior permission from the teacher.
4. No tackle football.
5. No riding on each other's backs, scuffling, wrestling, fighting, or playing war
6. Do not pick up or throw objects such as dirt, rocks, sticks, etc.
7. No playing with any animals on the playground, report any animals to the duty teacher.
8. Stay out of culverts and away from HVAC equipment.

Use all equipment properly:

Slides	No running up or standing on the slides.
Rock/Climbing Walls	Do not jump from the top or not push others off the wall.
Merry Go Round	Sit at all times. Stop immediately if someone falls off.
Swings	No standing in swings or twisting of swing chains. No jumping out of swings
Tire Swing	Do not climb or sit on the poles
Parallel/Chin-Up/Monkey Bars	No standing or sitting on top of bars, Always hold on with hands when flipping around the bar.

HARMONY GROVE SCHOOL DISTRICT 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 (Policy 4.20);
3. Willfully and intentionally assaulting or threatening to assault or physically abusing any student or school employee (Policy 4.21);
4. Possession of any weapon that can reasonably be considered capable of causing bodily harm to another individual (Policy 4.22);
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 (Policy 4.24);
9. Sharing, diverting, transferring, applying to others (such as needles or lancets), or in any way misusing medication or any medical supplies in their possession;
10. Inappropriate public displays of affection;
11. Cheating, copying, or claiming another person's work to be his/her own;
12. Gambling;
13. Inappropriate student dress;
14. Use of vulgar, profane, or obscene language or gestures;
15. Truancy;
16. Excessive tardiness;
17. Engaging in behavior designed to taunt, degrade, or ridicule another person on the basis of race, ethnicity, national origin, sex, sexual orientation, gender identity, or disability;
18. Possess, view, distribute or electronically transmit sexually explicit or vulgar images or representations, whether electronically, on a data storage device, or in hard copy form;
19. Hazing, or aiding in the hazing of another student;
20. Gangs or gang-related activities, including belonging to secret societies of any kind, are forbidden on school property. Gang insignias, clothing, "throwing signs" or other gestures associated with gangs are prohibited;
21. Sexual harassment (Policy 4.27);
22. Bullying;
23. Operating a vehicle on school grounds while using a wireless communication device; and
24. Theft of another individual's personal property.

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

SEARCH AND SEIZURE

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 (in this case, other school administrators) have the right to inspect and search school property and equipment. They may

also search students and their personal property in which the student has a reasonable expectation of privacy, when there is reasonable and individualized suspicion to believe such student or property contains illegal items or other items in violation of Board policy or dangerous to the school community. School authorities may seize evidence found in the search and disciplinary action may be taken. Evidence found which appears to be in violation of the law shall be reported to the appropriate authority.

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

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.

DISCIPLINARY ACTIONS:

The principal reserves the right to use alternative punishment when appropriate.

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. When possible, notice will be given to the parent(s), legal guardian(s), person(s) with lawful control of the student, or person(s) standing in loco parentis prior to the administration.

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 (in this case, a teacher) 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.

SUSPENSION

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 (in this case, other school administrators) 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:

- A. Is in violation of school policies, rules, or regulations;
- B. Substantially interferes with the safe and orderly educational environment;
- C. School administrators believe will result in the substantial interference with the safe and orderly educational environment; and/or
- D. Is insubordinate, incorrigible, violent, or involves moral turpitude.

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

- 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 to suspend a student:

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

When possible, notice of the suspension, its duration, and any stipulations for the student's re-admittance to class will be given to the parent(s), legal guardian(s), 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 (5th) grade unless the student's behavior:

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

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

The hearing shall be conducted not later than ten (10) school days¹ 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.

EXCLUSION

Exclusion is prohibition of an identified Special Education student from entering the school or school grounds (except for a prearranged conference or homebound instruction with a Special Education teacher) until the end of the semester or the current school year depending on the severity of the offense. This action shall be taken by the Board of Education only.

In case of an identified Special Education student, the same due process procedures used for expulsion would be used for the exclusion of the student with the following additional steps:

1. The principal will notify the Special Education supervisor at the same time that the superintendent is notified.
2. The supervisor must then convene a programming committee conference. This committee must review the student's placement in light of the offense. The committee will then recommend the appropriate educational placement for the School Board to consider at the Board meeting.
3. When the committee recommends exclusion, an appropriate alternate educational program will be developed by the committee to assure that all Special Education services continue to be available to the student.

ALTERNATIVE DISCIPLINARY ACTIONS:

SEND TO ANOTHER CLASSROOM OR OFFICE*:

1. The student sits alone in back of the class and does his/her work.
2. The student takes part in no class activities.

*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.

IN-SCHOOL SUSPENSION:

1. The student does academic work in silence.
2. The student does not participate in recess or lunch with his or her peers and is escorted to restroom.
3. If the student disrupts in isolation, he/she earns more severe consequences.

ALTERNATIVE LEARNING ENVIRONMENT

An Alternative Learning Environment (ALE) is provided for students meeting the Arkansas Department of Education eligibility requirements. The purpose of the program is to prepare students by providing intervention services (academic and behavioral) to address the barriers that may prevent success in school. Students assigned to ALE will be expected to follow all rules and procedures established by staff and administration. Students attending the ALE are not to be on any other school campus or attend school events without permission from the administration of both facilities.

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.

DRESS CODE AND APPEARANCE

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

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

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

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

Student dress, grooming, and appearance are the responsibility of the individual and his/her parents under the following guidelines for Westbrook Elementary:

1. Students should dress in appropriate attire. Any apparel, which could cause harm to the student's health, prove to be unsafe, or cause interference with learning or school activities will be prohibited.
 2. Conventional shoes or sandals must be worn at all times. Footwear should be suitable for both P.E. and recess.
 3. Students may not wear any apparel that displays inappropriate messages such as sexual innuendos, obscenities, use of alcohol, drugs or tobacco, disrespect for others, present double messages, etc. Neither should any apparel worn or displayed mock, ridicule, demean, or provoke others because of race, religion, national origin, or individual views. This would include emblems, insignia, badges, or symbols.
 4. No caps, hats, or sunglasses may be worn in the buildings without special permission. Abuse of the privilege could lead to this privilege being taken away permanently. Hats and caps, when worn, should be worn appropriately. This applies to boys and girls.
 5. All shirts shall cover the waist and back and must have straps at all times. All tank tops or shirts with large armholes must be worn with a T-shirt underneath.
 6. All clothing shall be of moderate length to the fingertips when standing and not form-fitting or revealing.
 7. No undergarments should be seen at any time.
- The school reserves the right to determine what manner of clothing, apparel, displays, or appearance is or is not acceptable.

If a rule of dress/appearance is broken, parents will be contacted and the student may be removed from class until arrangements are made for a substitution of clothing. Accessories such as jewelry, apparel, hats, and caps will be removed and kept until the end of the day.

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 with the minimum penalty being a warning/option to change and a maximum of suspension.

EMERGENCY DRILLS

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

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

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

Other types of emergency drills may also be conducted to test the implementation of the District's emergency plans in the event of violence, terrorist attack, natural disaster, other

emergency, or the District's emergency communication with law enforcement method. Students shall be included in the drills to the extent practicable.

EMERGENCY EVACUATION PLAN

In the event of emergency evacuation from Harmony Grove School Buildings, all students, faculty, and staff must be loaded and bussed to the Glen Rose School Gymnasium, which is the pre-determined emergency location. PARENTS CANNOT INTERFERE WITH THE EMERGENCY EVACUATION OF ANY STUDENT OR STAFF MEMBER. Parents may, however, meet their children at the Glen Rose School gymnasium and check them out at that location. When the Haskell Community has been deemed safe for return, all students will be transported back to Harmony Grove Schools.

ENTRANCE REQUIREMENTS

You must have the following in order to be enrolled in school:

1. PROOF OF AGE
2. PROOF OF RESIDENCY
3. SOCIAL SECURITY CARD OR ASSIGNED ID NUMBER*
4. SHOT RECORDS
5. CURRENT ADDRESS AND TELEPHONE NUMBER
6. KINDERGARTEN PHYSICAL (If applicable)
7. PREVIOUS SCHOOL RECORDS (If applicable)

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

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

The parent, guardian, or other responsible person shall indicate on school registration forms whether the child has been expelled from school in any other school district or is a party to an expulsion proceeding. The Board of Education reserves the right, after a hearing before the Board, not to allow any person who has been expelled from another school district to enroll as a student until the time of the person's expulsion has expired.

PROOF OF AGE

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

- A birth certificate
- A statement by the local registrar or a county recorder certifying the child's date of birth
- An attested baptismal certificate
- A passport
- An affidavit of the date and place of birth by the child's parent or guardian
- United States military identification
- Previous school records

PROOF OF RESIDENCY

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.

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.

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

In order for a person under the age of eighteen (18) years to establish a residence for the purpose of attending the District's schools separate and apart from his or her parent, legal guardian, person having lawful control of the student, or a person standing in loco parentis, the student is required to reside in the District for a primary purpose other than that of school attendance; however, a student previously enrolled in the district whose parents move the student into another district or 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.

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.

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"⁴ 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 or 42 U.S.C. § 204.

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

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

- 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.

SHOT RECORDS: A.C.A. § 20-7-109, 6-18-702, 6-60-501-504 and 20-78-206 require all students kindergarten through 12th grade to have the following: four (4) doses of DTP/DT/Td/DTaP/Tdap, with one dose on or after the 4th birthday; three (3) doses of Polio vaccine, with one dose on or after the 4th birthday; two (2) doses of MMR, with 1st dose on or after 1st birthday; three (3) Hepatitis B vaccine; two (2) doses of Varicella with 1st dose on or after 1st birthday. Kindergarten and 1st grade students will be required to have one (1) dose of Hepatitis A.

Any student who does not comply with this state immunization law by October 1, 2014 or within 30 days of enrollment will be excluded from school. Those with exemptions must be renewed at the beginning of each school year.

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

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

CURRENT TELEPHONE NUMBER AND ADDRESS: This must be on file in the office for emergency purposes. Please notify the office of any changes as soon as possible.

PHYSICAL ASSESSMENT: All students enrolling in Kindergarten must have a physical examination done by the Health Department or physician. Proof of this must be on file in the office within 90

days from the first day of school. Physical assessment forms may be obtained from the office. All important information concerning your child's health should be written down in your child's file.

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.

PLACEMENT:

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. Home-schooled students enrolling or re-enrolling as a public school students shall be placed in accordance with Board Policy 4.6.

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 501-778-6271 or by email hbennett@harmonygrovesd.org.

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

For further information on notice of non-discrimination or to file a complaint, visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm>; for the address and phone number of the office that serves your area, or call 1-800-421-3481.

EXTRA-CURRICULAR ACTIVITIES

The Harmony Grove School District, being a member of the Arkansas Activities Association, will abide by the rules and regulations set by this association. The District will provide its students the required amount of instructional time and will limit as much as possible non-instructional activities interfering with the instructional time.

The School District will ensure that eligibility standards and other requirements set forth by the Arkansas Activities Association and those outlined in Policy 4.56.1 will be met by students participating in extra-curricular activities.

FIELD TRIPS

Field trips will be educational in purpose and for the enrichment of the elementary curriculum. Each grade level will be allowed one field trip per academic year with the exception of kindergarten being allowed two trips per year. All field trips must be approved and cleared through the principal's office. Parent permission forms must be on file with each student's teacher. Some field trips may require a fee for each student which should be sent to the classroom teacher. If parents/guardians are invited on field trips, please remember that these trips are designed specifically for the students attending. We ask that siblings do not attend the field trip, as this is a special day for these students.

FLORAL DELIVERIES

In order to preserve classroom instruction, flowers and balloons delivered to the school will be sent to the classroom at the end of the day. No Latex balloons are allowed in deliveries. Due to safety and allergy concerns, only Mylar balloons will be accepted; this should be explained to your florist/gift delivery business when ordering. **An arrangement may be refused if it contains latex balloons.**

Children receiving flowers/balloons will not be allowed to ride the bus with the arrangement. **If you send your child flowers/balloons to school, you must make arrangements to pick up your child.**

GRADING SYSTEM

The following grading scale shall be used for 3rd grade students. Kindergarten, 1st, and 2nd grade students are graded using a skills-based report card. Grades will reflect a student's accomplishment of educational objectives only.

90% - 100%	A
80% - 89%	B
70% - 79%	C
60% - 69%	D
59% and Below	F

To be recognized for Honor Roll (A's and B's) or Principal's List (All A's), the grading scale is used. Each nine weeks these lists are posted at school and in the local paper.

Report Cards will include an Independent Reading Level (IRL) at least two times per year. The report should indicate if a student is below, at, or above the expected reading level for the grade and time of the year. Intensive Reading Instruction (IRI) states that the parents or guardian of any students who exhibits a substantial deficiency in reading shall be reported in writing:

- a) that his or her child has been identified as having a substantial deficiency in reading;
- b) a description of the current services that are provided to the child;
- c) a description of the proposed supplemental instructional services and supports that will be provided to the child that are designed to remediate the identified areas of reading deficiency.

If the progress of a student is unsatisfactory in a subject, the teacher shall attempt to schedule a parent-teacher conference. In the conference, the teacher shall explain the reasons for difficulties and shall develop, cooperatively with the parents, a plan for remediation which may enhance the probability of the student succeeding.

The grades of a child in foster care shall not be lowered due to an absence from school due to:

- (1) A change in the child's school enrollment;
- (2) The child's attendance at a dependency-neglect court proceeding; or
- (3) The child's attendance at court-ordered counseling or treatment.

Grades for students who transfer in for part of a semester will be determined by blending the grades earned in the district with those earned outside the district at a percentage equivalent to the number of days attended in each district.

HEALTH SERVICES

In an effort to keep all of our students and faculty healthy, we are asking that you please review our current policies and the Arkansas School Infectious Disease Guidelines regarding illness.

FEVER: Students having a temperature of 99.5 degrees or higher must be fever free, without the aid of fever-reducing medication such as Tylenol or Ibuprofen, for 24 hours before returning to school.

STREP THROAT (Streptococcal Pharyngitis): Students should be fever free and have been taking antibiotics for a minimum of 24 hours before returning to school.

FLU (Influenza): Students should be fever free and return under the direction of a physician based on individual symptoms.

COMMON COLD: Students should be fever free and not too ill to adequately function in the classroom.

STOMACH BUG (Gastroenteritis): Students should not vomit or have diarrhea for 24 hours before returning to school.

The district conducts routine health screenings in accordance with Arkansas law and due to the importance these health factors play in the ability of a student to succeed in school. The intent of the exams or screening is to detect defects in hearing, vision, or other health issues that would adversely affect the student's ability to achieve his/her full potential. The parent/guardian will be notified of any suspected problem.

Should a student be covered by Arkansas Medicaid, the district will seek reimbursement for vision and hearing screenings.

Students known to have chronic infectious diseases must be individually evaluated to determine if their behavior and/or physical condition poses a risk or spread of disease. (Review team should consist of a school nurse, attending physician or local health authority, and principal). The student's right to privacy will be respected at all times.

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

INJURED STUDENTS:

If, at any time, either in the school building or on the school campus a student is injured, the principal and/or other school personnel are directed to do what is expedient and safe for the injured student.

1. The school nurse should be contacted immediately, followed by a call notifying the parents/guardian.
2. An accident report shall be filed providing details of the nature of the accident.
3. The school assumes no financial responsibility for treatment.

COMMUNICABLE DISEASES AND PARASITES:

Students with communicable diseases or with human host parasites that are transmittable in a school environment shall demonstrate respect for other students by not attending school while they are capable of transmitting their condition to others. Students whom the school nurse determines are unwell or unfit for school attendance or who are believed to have a communicable disease or condition will be required to be picked up by their parent or guardian. Specific examples include, but are not limited to: Varicella (chicken pox), measles, scabies, conjunctivitis (Pink Eye), impetigo/MRSA (Methicillin-resistant Staphylococcus aureus), streptococcal and staphylococcal infections, ringworm, mononucleosis, Hepatitis A, B, or C, mumps, vomiting, diarrhea, and fever. A student who has been sent home by the school nurse

will be subsequently readmitted, at the discretion of the school nurse, when the student is no longer a transmission risk. In some instances, a letter from a health care provider may be required prior to the student being readmitted to the school.

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

The parents or legal guardians of students found to have live human host parasites that are transmittable in a school environment will be asked to pick their child up at the end of the school day. The parents or legal guardians will be given information concerning the eradication and control of human host parasites. A student may be readmitted after the school nurse or designee has determined the student no longer has live human host parasites that are transmittable in a school environment.

Each school may conduct screenings of students for human host parasites that are transmittable in a school environment as needed. The screenings shall be conducted in a manner that respects the privacy and confidentiality of each student.

IMMUNIZATIONS

Definitions

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

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

General Requirements

Unless otherwise provided by law or this policy, no student shall be admitted to attend classes in the District who has not been age appropriately immunized against¹:

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

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

appropriately immunized when seeking admittance shall be referred to a medical authority for consultation.

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

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

E. An immunization record printed off of the statewide immunization registry with the Official Seal of the State of Arkansas.

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

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

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

Temporary Admittance

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

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

The District will not accept copies of applications requesting an exemption for the current school year that are older than two (2) weeks based on the date on the application. Students who

submit a copy of an application to receive an exemption from the immunization requirements for the current year to gain temporary admittance have thirty (30) days from the admission date to submit either a letter from ADH granting the exemption or documentation demonstrating the student is in process and a copy of the immunization schedule. Failure to submit the necessary documentation by the close of the thirty (30) days will result in the student being excluded until the documentation is submitted.

Exclusion from School

In the event of an outbreak, students who are not fully age appropriately immunized, are in process, or are exempt from the immunization requirements may be required to be excluded from school in order to protect the student. ADH shall determine if it is necessary for students to be excluded in the event of an outbreak. Students may be excluded for no fewer than twenty-one (21) days or even longer depending on the outbreak. No student excluded due to an outbreak shall be allowed to return to school until the District receives approval from ADH. Students who are excluded from school are not eligible to receive homebound instruction unless the excluded student had a pre-existing IEP or 504 Plan and the IEP/504 team determines homebound instruction to be in the best interest of the student. To the extent possible, the student's teacher(s) shall place in the principal's office a copy of the student's assignments:

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

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

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

Annually by December 1, the District shall create, maintain, and post to the District's website a report that includes the following for each disease requiring an immunization under this policy:

- The number of students in the District that were granted an exemption by the Department of Health from an immunization;
- The percentage of students in the District that were granted an exemption by the Department of Health from an immunization;
- The number of students within the District who have failed to provide to the public school proof of the vaccinations required and have not obtained an exemption from ADH;
- The percentage of students within the District who have failed to provide to the public school proof of the vaccinations required and have not obtained an exemption from ADH; and
- The percentage of a population that must receive an immunization for herd immunity to exist.

STUDENT MEDICATIONS

Prior to the administration of any medication, including any dietary supplement or other perceived health remedy not regulated by the US Food and Drug Administration, to any student under the age of eighteen (18), written parental consent is required. The consent form shall

include authorization to administer the medication and relieve the Board and its employees of civil liability for damages or injuries resulting from the administration of medication to students in accordance with this policy. All signed medication consent forms are to be maintained by the school nurse.

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

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 emergencies to students who have an IHP that provides for the administration of an epinephrine auto-injector in emergencies.

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 emergencies to students who have an IHP that provides for the administration of albuterol in emergencies.

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

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

Emergency Administration of Anti-Opioid

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

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

Emergency Administration of Emergency Adrenal Insufficiency Medication

The school nurse or other school employees designated by the school nurse as a care provider who have been trained⁶ 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.

SUDDEN CARDIAC ARREST INFORMATION

Sudden Cardiac Arrest Information Sheet	
Sudden cardiac arrest is the leading cause of death in young athletes while training or participating in sport competition. Even athletes who appear healthy and have a normal preparticipation screening may have underlying heart abnormalities that can be life threatening.	
What is Sudden Cardiac Arrest?	What are the symptoms/warning signs of Sudden Cardiac Arrest?
<ul style="list-style-type: none"> ● Occurs suddenly and often without warning. 	<ul style="list-style-type: none"> ● Fainting/blackouts (especially during exercise)
<ul style="list-style-type: none"> ● An electrical malfunction (short-circuit) causes the bottom chambers of the heart (ventricles) to 	<ul style="list-style-type: none"> ● Dizziness
<ul style="list-style-type: none"> ● beat dangerously fast (ventricular tachycardia or fibrillation) and disrupts the pumping ability of the heart. 	<ul style="list-style-type: none"> ● Unusual fatigue/weakness
<ul style="list-style-type: none"> ● The heart cannot pump blood to the brain, lungs and other organs of the body. 	<ul style="list-style-type: none"> ● Chest pain
<ul style="list-style-type: none"> ● The person loses consciousness (passes out) and has no pulse. 	<ul style="list-style-type: none"> ● Shortness of breath

<ul style="list-style-type: none"> • Death occurs within minutes if not treated immediately. 	<ul style="list-style-type: none"> • Nausea/vomiting
	<ul style="list-style-type: none"> • Palpitations (heart is beating unusually fast or skipping beats)
	<ul style="list-style-type: none"> • Family history of sudden cardiac arrest at age < 50
<p>ANY of the 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>	

HOLIDAY PARTIES

KINDERGARTEN:

1. Halloween
2. Christmas*
3. Valentine's Day
4. Easter

GRADES 1 – 3:

1. Christmas*
2. Valentine's Day

*Christmas gift exchanges have a \$5.00 spending limit per gift; teacher may determine additional guidelines.

Any other parties will be at the discretion of the principal, not to exceed one per month.

GENERAL PARTY GUIDELINES:

1. Food or monetary donations may be asked for. Simple, healthy snacks are appropriate. Homemade refreshments are not allowed under any circumstances. Store-bought items should arrive unopened with the nutritional label intact.
2. All parties are limited to 1.5 hours and should be scheduled with 10-15 minutes of cleanup time before school dismissal.
3. SIBLINGS SHOULD NOT ATTEND CLASS PARTIES. The number of snacks and treats are limited to the students in the classroom. Our class parties are intended to celebrate special events with classmates. PLEASE honor this rule as we may ask you to leave the party if you bring other children.
4. Birthday parties are not allowed. Parents may send a simple snack, if they so choose. The snack will be served at a time determined by the classroom teacher. No gifts will be exchanged at school. Party invitations may be distributed, however, only if given to the entire classroom.

HOMELESS STUDENTS

The Harmony Grove School District will afford the same services and educational opportunities to homeless students as are afforded to non-homeless students. The superintendent or his/her designee shall appoint an appropriate staff person to the local educational liaison for homeless students whose responsibilities will include coordinating the state educational liaison to ensure that the homeless student gets the same status as a non-homeless student.

To the extent possible, the LEA liaison and the building principal shall work together to ensure no homeless child or youth is harmed due to conflicts with District policies solely because of the homeless child or youth's living situation; this is especially true for District policies governing fees, fines, and absences. Notwithstanding Policy 4.1, homeless students living in the district are entitled to enroll in the district's school that non-homeless students who live in the same attendance area are eligible to attend. If there is a question concerning the enrollment of a homeless child due to a conflict with Policy 4.1 or 4.2, the child shall be immediately admitted to the school in which enrollment is sought pending resolution of the dispute, including all appeals. It is the responsibility of the District's LEA liaison for homeless children and youth to carry out the dispute resolution process.

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

The school that a child or youth attended when permanently housed or the school in which the child or youth was last enrolled, including a preschool; and The designated receiving school at the next grade level for all feeder schools when the child completes the final grade provided by the school of origin. The District shall do one of the following according to what is in the best interests of a homeless child:

1. Continue the child's or youth's education in the school of origin for the duration of homelessness: In any case in which a family becomes homeless between academic years or during an academic year; and For the remainder of the academic year, if the child or youth becomes permanently housed during an academic year; or
2. Enroll the child or youth in any public school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend. In determining the best interest of the child or youth, the District shall:
 - o Presume that keeping the child or youth in the school of origin is in the child's or youth's best interest, except when doing so is contrary to the request of the child's or youth's parent or guardian, or (in the case of an unaccompanied youth) the youth;
 - o Consider student-centered factors related to the child's or youth's best interest, including factors related to the impact of mobility on achievement, education, health, and safety of homeless children and youth, giving priority to the request of the child's or youth's parent or guardian or (in the case of an unaccompanied youth) the youth.

If the District determines that it is not in the child's or youth's best interest to attend the school of origin or the school requested by the parent or guardian, or (in the case of an unaccompanied youth) the youth, the District shall provide the child's or youth's parent or guardian or the unaccompanied youth with a written explanation of the reasons for its determination, in a manner and form understandable to such parent, guardian, or unaccompanied youth, including information regarding the right to appeal. For an unaccompanied youth, the District shall ensure that the LEA liaison assists in placement or enrollment decisions, gives priority to the views of such unaccompanied youth, and provides notice to such youth of the right to appeal. The homeless child or youth must be immediately enrolled in the selected school regardless of whether application or enrollment deadlines were missed during the period of homelessness. The District shall be responsible for providing transportation for a homeless child, at the request of the parent or guardian (or in the case of an unaccompanied youth, the LEA Liaison), to and from the child's school of origin.

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

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

- a. Are: Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; Living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; Living in emergency or transitional shelters; Abandoned in hospitals; or
 - b. Have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
 - c. Are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
 - d. Are migratory children who are living in circumstances described in clauses (a) through (c).
- In accordance with Federal law, information on a homeless child or youth's living situation is part of the student's education record and shall not be considered, or added, to the list of directory information in Policy 4.13.

HOMEWORK

Westbrook Elementary believes homework is an important part of the instructional program and a means by which students are provided extended time to master learning concepts and objectives. Homework should be a positive experience and provide students the opportunity to:

1. Reinforce the concepts taught in class
2. Manage learning time away from the school setting
3. Involve other adults in helping students learn
4. Develop independent study habits, skills and responsibilities

Specific items of note:

1. Teachers will consider IEP's and 504's when making homework assignments.
2. Teachers may require special projects, which are not regarded as regular homework, which will be graded accordingly. Ample notice will be given for long-term assignments.

INCLEMENT WEATHER/AMI DAYS

In the event of bad weather resulting in school closings, we will issue an automated phone call and update school social media accounts. You can also listen to the following stations for school cancellation announcements. Radio - AM 690 Benton; TV - Channels 4, 7, 11. Please do not text or call school officials.

The Harmony Grove School District received a waiver from the Arkansas Department of Education allowing the use of Alternative Methods of Instruction (AMI) for up to 5 days when school is not in session due to inclement weather or other emergency related days when it is not safe to transport students to school. Using AMI days will allow the school to be closed while the students are still learning at home and those days will not have to be made up at the end of the school year. Each student will receive a packet of work to be completed in the event of the school being closed. Five packets will be sent home as a hard copy or are available on our website. These packets will be labeled "Day 1", "Day 2", "Day 3", "Day 4", and "Day 5". On the first day missed due to the specified circumstances listed above, students are required to complete the assignment marked "Day 1". If the school is closed another day (whether consecutive or not), the student should complete the next packet in order. The students will

have 5 days after returning to school to turn in the assigned work. If the student does not complete the work, he/she will be counted ABSENT for the AMI day and will receive a grade of "0" for each of the assignments.

INSURANCE

School insurance is available to all students. An informational letter will be given to each student on the first day of classes or is available in the office. Purchase is optional.

NATIONAL ANTHEM

Each school in the District shall broadcast The Star-Spangled Banner 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 broadcast of The Star-Spangled Banner may be performed at only one (1) of the events; and
- At least one (1) time each week during school hours.

The broadcast of The Star-Spangled Banner shall be selected from any recording that adheres to the Division of Elementary and Secondary Education (DESE) Rules, or, when appropriate, performed from original sheet music that adheres to DESE rules by:

- A school-sanctioned band program;
- A school-sanctioned chorale program, vocal group, or vocalist; or
- The attendees of a school-sanctioned event led by a vocalist selected by the principal of the school hosting the school-sanctioned event.

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 performance of The Star-Spangled Banner shall not be subject to any comments, retaliation, or disciplinary action.

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 or 501-778-7331.

PARENT/TEACHER CONFERENCES

At this time, all Parent/Teacher conferences will be conducted virtually to the greatest extent possible.

Although conferences may be set up through the elementary office or your child's teacher at any time necessary, we provide two scheduled parent-teacher conferences during the school year. Custodial parents/guardians will be scheduled for conferences at the middle of the first nine-week period and end of the third nine-week period. We will do our best to accommodate parents, if there is more than one child per household, we will try to coordinate those conferences. Parents are asked to call if there will be a cancellation of a conference so that other arrangements can be made.

Any other time that you would like to meet with a teacher or other personnel, please feel free to set up an appointment by phone or by a note sent with the child. When arriving on campus, remember that all visitors are required to check in through the office.

PERSONAL CHECK POLICY

Harmony Grove School District accepts personal checks as payment for various fees and charges, such as lunch or fundraisers. Each check written to the district should be on a commercially printed check with your name, address, and two telephone numbers. HGSD has contracted with CHECKredi, LLC, a company based in Lexington, KY for collection of returned checks. Any check returned due to insufficient funds, closed accounts, etc. will be automatically turned over to CHECKredi for collection and a fee may be charged. HGSD will not be responsible for attempting to collect on any returned checks.

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.

Privacy of Students' Records/Directory Information

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

The district shall receive written permission before releasing education records to any agency or individual not authorized by law to receive and/or view the education records without prior parental permission. The District shall maintain a record of requests by such agencies or individuals for access to, and each disclosure of, personally identifiable information (PII) from the education records of each student. Disclosure of education records is authorized by law to school officials with legitimate educational interests. A personal record kept by a school staff member is not considered an education record if it meets the following tests: it is in the sole possession of the individual who made it; it is used only as a personal memory aid; and information contained in it has never been revealed or made available to any other person, except the maker's temporary substitute. For the purposes of this policy a school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. For the purposes of this policy, a school official has a legitimate educational interest if the official needs to review an education record in

order to fulfill his or her professional responsibility, contracted duty, or duty of elected office.

In addition to releasing PII to school officials without permission, the District may disclose PII from the education records of students in foster care placement to the student's caseworker or to the caseworker's representative without getting prior consent of the parent (or the student if the student is over eighteen (18)). For the District to release the student's PII without getting permission: The student must be in foster care; The individual to whom the PII will be released must have legal access to the student's case plan; and The Arkansas Department of Human Services, or a sub-agency of the Department, must be legally responsible for the care and protection of the student. The District discloses PII from an education record to appropriate parties, including parents, in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. The superintendent or designee shall determine who will have access to and the responsibility for disclosing information in emergency situations. When deciding whether to release PII in a health or safety emergency, the District may take into account the totality of the circumstances pertaining to a threat to the health or safety of a student or other individuals. If the District determines that there is an articulable and significant threat to the health or safety of a student or other individuals, it may disclose information from education records to any person whose knowledge of the information is necessary to protect the health or safety of the student or other individuals. For purposes of this policy, the Harmony Grove School District does not distinguish between a custodial and noncustodial parent, or a non-parent such as a person acting in loco parentis or a foster parent with respect to gaining access to a student's records. Unless a court order restricting such access has been presented to the district to the contrary, the fact of a person's status as parent or guardian, alone, enables that parent or guardian to review and copy his child's records. If there exists a court order which directs that a parent not have access to a student or his/her records, the parent, guardian, person acting in loco parentis, or an agent of the Department of Human Services must present a file-marked copy of such order to the building principal and the superintendent. The school will make good-faith efforts to act in accordance with such court order, but the failure to do so does not impose legal liability upon the school. The actual responsibility for enforcement of such court orders rests with the parents or guardians, their attorneys and the court which issued the order.

A parent or guardian does not have the right to remove any material from a student's records, but such parent or guardian may challenge the accuracy of a record. The right to challenge the accuracy of a record does not include the right to dispute a grade, disciplinary rulings, disability placements, or other such determinations, which must be done only through the appropriate teacher and/or administrator, the decision of whom is final. A challenge to the accuracy of material contained in a student's file must be initiated with the building principal, with an appeal available to the Superintendent or his/her designee. The challenge shall clearly identify the part of the student's record the parent wants changed and specify why he/she believes it is inaccurate or misleading. If the school determines not to amend the record as requested, the school will notify the requesting parent or student of the decision and inform them of their right to a hearing regarding the request for amending the record. The parent or eligible student will be provided information regarding the hearing procedure when notified of the right to a hearing.

Unless the parent or guardian of a student (or student, if above the age of eighteen (18)) objects, "directory information" about a student may be made available to the public, military recruiters, post- secondary educational institutions, prospective employers of those

students, as well as school publications such as annual yearbooks and graduation announcements. "Directory information" includes, but is not limited to, a student's name, address, telephone number, electronic mail address, photograph, date and place of birth, dates of attendance, his/her placement on the honor roll (or the receipt of other types of honors), as well as his/her participation in school clubs and extracurricular activities, among others. If the student participates in inherently public activities (for example, basketball, football, or other interscholastic activities), the publication of such information will be beyond the control of the District. "Directory information" also includes a student identification (ID) number, user ID, or other unique personal identifier used by a student for purposes of accessing or communicating in electronic systems and a student ID number or other unique personal identifier that is displayed on a student's ID badge, provided the ID cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN), password or other factor known or possessed only by the authorized user.

A student's name and photograph will only be displayed on the district or school's web page(s) after receiving the written permission from the student's parent or student if over the age of 18. The form for objecting to making directory information available is located in the back of the student handbook and must be completed and signed by the parent or age-eligible student and filed with the building principal's office no later than ten (10) school days after the beginning of each school year or the date the student is enrolled for school. Failure to file an objection by that time is considered a specific grant of permission. The district is required to continue to honor any signed-opt out form for any student no longer in attendance at the district.

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

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

The District shall ensure that all contracts that disclose or make available student personally identifiable information to vendors, including school service contract providers, school service on-demand providers, and other third parties, including without limitation subcontractors of contract providers, include express provisions that safeguard the privacy and security of student personally identifiable information that meet the requirements under A.C.A. § 6-18-2601 et seq. The District shall maintain a list of the school service contract providers that the District contracts with for school services that include or make available student personally identifiable information. The list shall be updated at least once at the beginning of each semester and provided to parents upon request.

PROMOTION/RETENTION/ASSESSMENT

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:

- o Has received an intensive, evidence-based literacy intervention program aligned to the science of reading for more than two (2) years; and

- o 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:

- o Have received an intensive, evidence-based literacy intervention program aligned to the science of reading for two (2) or more years;

- o Still demonstrate a need in reading proficiency and who previously were retained in kindergarten, grade one (1), grade two (2), or grade three (3);

- o Have received a special education referral and a full comprehensive evaluation; and

- o 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 student'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:
 - o Of their student's eligibility to participate in the literacy tutoring grant program;
 - o The process for applying for the literacy tutoring grant program; and
 - o 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:

o With a highly-effective rating according to the Teacher Excellence and Support System, when possible; or

o 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:

o With a highly-effective rating in the Teacher Excellence and Support System, when possible; or

o 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:

o Guide the student along pathways to graduation;

o Address accelerated learning opportunities;

o Address academic deficits and interventions; and

o Include college and career planning components.

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

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.

REPORTING CHILD ABUSE

It is state mandated that any school official or employee who knows or has reasonable cause to suspect that a child has been subjected to abuse or neglect; or observes reasonable results of abuse or neglect, as defined by law, shall immediately report or cause a report to be made to the Department of Human Services which may result in a mandated DHS interview with the affected child at school.

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 in the spring, but in no case later than January 1.

Application Process

The student's parent shall submit a school choice application on a form approved by DESE to this District and 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 not all necessary steps to complete the enrollment are 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.

Transportation of a student from the resident district to a nonresident district is the responsibility of the student or the student's parent or guardian. Households may seek written approval for bus transportation.

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.

An application may be provisionally rejected if the student's application was beyond the student's resident district's three percent (3%) cap. The student's resident district is responsible for notifying this District that it is no longer at its three percent (3%) cap. If a student's application was provisionally rejected due to the student's resident district having reached its three percent (3%) cap and the student's resident district notifies this District that it has dropped below its three percent (3%) cap prior to July 1, then the provisional rejection may be changed to a provisional acceptance and the student 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 district, a student whose application was rejected may request a hearing before the State Board of Education to reconsider the application, which must be done, in writing to the State Board within ten (10) days of receiving the rejection letter from the District.

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

Transfers Out of the District

All Standard School Choice applications 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:

- o The student's resident district has been classified by the state board as in need of Level 5 — intensive support; or
- o The student's assigned school has a rating of "F"; and

Except 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:

- o Uniformed service member in full-time active-duty status;
- o Surviving spouse of a uniformed service member;

- o 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
- o 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.

SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS FOR THE CLASS OF 2027 AND THEREAFTER

All students are required to participate in the Smart Core curriculum unless their parents or guardians, or the students if they are eighteen (18) years of age or older, sign a *Smart Core Waiver Form* to not participate. While Smart Core is the default option, 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 may be accomplished through any or all of the following means:

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

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

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

GRADUATION REQUIREMENTS

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

All students must 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:

- o Fifteen (15) hours for students in grade nine (9);
- o Twenty (20) hours for students in grade ten (10);
- o Twenty (20) hours for students in grade eleven (11); and
- o 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 ($\frac{1}{2}$) unit
- World History - one unit
- American History - one unit
- Other social studies – one-half ($\frac{1}{2}$) Unit

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

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

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

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

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

CAREER FOCUS: - Six (6) units

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

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

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

CORE: Sixteen (16) units

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

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

Mathematics: four (4) units

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

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

Science: three (3) units

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

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

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

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

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

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

CAREER FOCUS: - Six (6) units

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

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

SPECIAL SERVICES

Varieties of special services are available to our students. The areas available include the following: resource room, speech therapy, gifted and talented, Dyslexia screening, literacy interventions. Contact the principal or LEA Supervisor Amanda Huey at 778-4693.

In order to be eligible to receive services from the above programs, he/she must meet the state/federal guidelines. If you have questions about any of these areas, please contact the school office or your child's teacher.

In addition, Dawson Education Co-op provides services for handicapped/disadvantaged pre-school children. Please contact the school or Dawson Co-op at 870-246-7928 or 870-246-3079 if you have any questions regarding this program.

Counseling services are provided by referral through the principals.

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 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.

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 RELIGIOUS EXPRESSION

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

Student Assignments

Student assignments include, but are not limited to:

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

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

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

Student Presenters

A student's expression of a religious viewpoint, if any, on an otherwise permissible subject shall not be excluded from a forum, whether oral or in writing, where students are allowed to speak. The District has the right to restrict student speech that is inappropriate in the school setting by being obscene, vulgar, offensively lewd, or indecent. Review of written student forums shall be handled in accordance with Policy 4.14—STUDENT MEDIA AND THE DISTRIBUTION OF LITERATURE.

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

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

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

TECHNOLOGY/INTERNET USE AGREEMENT

The Harmony Grove School District agrees to allow the student identified on the Signature Verification form to use the district's technology to access the Internet under the following terms and conditions which apply whether the access is through a District or student owned electronic device (as used in this Agreement, "electronic device" means anything that can be used to transmit or capture images, sound, or data):

1. Conditional Privilege: The Student's use of the district's access to the Internet is a privilege conditioned on the Student's abiding to this agreement. No student may use the district's access to the Internet whether through a District or student owned electronic device unless the Student and his/her parent or guardian have read and signed this agreement.
2. Acceptable Use: The Student agrees that he/she will use the District's Internet access for educational purposes only. In using the Internet, the Student agrees to obey all federal laws and regulations and any State laws and rules. The Student also agrees to abide by any Internet use rules instituted at the Student's school or class, whether those rules are written or oral.
3. Penalties for Improper Use: If the Student violates this agreement and misuses the Internet, the Student shall be subject to disciplinary action.
4. "Misuse of the District's access to the Internet" includes, but is not limited to, the following:
 - a. Using the Internet for other than educational purposes;
 - b. Gaining intentional access or maintaining access to materials which are "harmful to minors" as defined by Arkansas law;
 - c. Using the Internet for any illegal activity, including computer hacking and copyright or intellectual property law violations;
 - d. Making unauthorized copies of computer software;
 - e. Accessing "chat lines" unless authorized by the instructor for a class activity directly supervised by a staff member;
 - f. Using abusive or profane language in private messages on the system; or using the system to harass, insult, or verbally attack others;
 - g. Posting anonymous messages on the system;
 - h. Using encryption software;
 - i. Wasteful use of limited resources provided by the school including paper;
 - j. Causing congestion of the network through lengthy downloads of files;
 - k. Vandalizing data of another user;
 - l. Obtaining or sending information which could be used to make destructive devices such as guns, weapons, bombs, explosives, or fireworks;
 - m. Gaining or attempting to gain unauthorized access to resources or files;
 - n. Identifying oneself with another person's name or password or using an account or password of another user without proper authorization;
 - o. Invading the privacy of individuals;

- p. Divulging personally identifying information about himself/herself or anyone else either on the Internet or in an email unless it is a necessary and integral part of the student's academic endeavor. Personally identifying information includes full names, address, and phone number.
- q. Using the network for financial or commercial gain without district permission;
- r. Theft or vandalism of data, equipment, or intellectual property;
- s. Attempting to gain access or gaining access to student records, grades, or files;
- t. Introducing a virus to, or otherwise improperly tampering with the system;
- u. Degrading or disrupting equipment or system performance;
- v. Creating a web page or associating a web page with the school or school district without proper authorization;
- w. Providing access to the District's Internet Access to unauthorized individuals;
- x. Failing to obey school or classroom Internet use rules;
- y. Taking part in any activity related to Internet use which creates a clear and present danger of the substantial disruption of the orderly operation of the district or any of its schools; or
- z. Installing or downloading software on district computers without prior approval of the technology director or his/her designee.

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

6. No Expectation of Privacy: The Student and parent/guardian signing below agree that if the Student uses the Internet through the District's access, that the Student waives any right to privacy the Student may have for such use. The Student and the parent/guardian agree that the district may monitor the Student's use of the District's Internet Access and may also examine all system activities the Student participates in, including but not limited to e-mail, voice, and video transmissions, to ensure proper use of the system. The District may share such transmissions with the Student's parents/guardians.

7. No Guarantees: The District will make good faith efforts to protect children from improper or harmful content, which may be on the Internet. At the same time, in signing this agreement, the parent and Student recognize that the District makes no guarantees about preventing improper access to such materials on the part of the Student.

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

TEXTBOOKS/LIBRARY BOOKS

Textbooks are the property of the District and are the responsibility of the child to whom they are issued.

Library books are available to our students and their parents. Parents may also check out a variety of resource materials as well as books from the general collection.

Any loss or damage to textbooks, library books, or materials will result in a fine or total replacement cost. All fines are due prior to the end of the school term. Report cards and/or school records may be detained until all accounts are closed.

TOBACCO, ELECTRONIC NICOTINE DELIVERY SYSTEMS, AND RELATED PRODUCTS

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

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

The health hazards of tobacco use have been well established. This policy is established to reflect and emphasize the hazards of tobacco use; be consistent with state and federal laws; protect the health and safety of all students, employees and the public; and set a non-tobacco use example by adults.

PREVENTION EDUCATION:

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 include tobacco use prevention education will be trained in order that students will be afforded the most effective delivery of the district's classroom based tobacco prevention education.

USE AND POSSESSION PROHIBITIONS:

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

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

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

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

Elementary Students (K-3):

First Offense: May result in any or all the following: confiscate tobacco products, parental conference, meet with substance abuse educator or designated staff and/or police officer.

Second Offense: May result in any or all of the following: confiscate tobacco products, notify parents, notify police, meet with a police officer, substance abuse educator and/or designated staff, a minimum of one-hour detention that may include a tobacco prevention component.

Visitors:

Visitors to the district facilities must comply with regulations. Smoking or use of tobacco products by visitors is prohibited. This includes non-school hours and all functions of the school, athletic or otherwise. This includes other organizations using school property. Anyone found smoking, including the use of an electronic smoking device, or using related products will be asked by the appropriate school official to refrain from use while on district property. If the visitor does not comply, he/she will be asked to leave. If the person refuses to leave, the police may be called.

TOYS

Students should not bring toys to school. Kindergarten students may only bring toys to school on Show & Tell Day when assigned. Please check with your child's teacher if you are not sure if a toy is appropriate for Show & Tell. Plastic weapons are not permitted on school campuses. School personnel are not responsible for these items.

TRANSFER STUDENTS

(See also Entrance Requirements and School Choice)

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 case for a transfer to the Board.

The Board may reject a non resident'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.

VISITORS

For the safety of our students, all visitors are required to check in through the office. No one is to be in any school building/playground without a pass from an office; anyone not wearing a visitor's pass will be sent back to the office to check in. Visitors will be asked of their destination and should go directly to that destination to minimize disruptions to the learning environment.

WEAPONS AND DANGEROUS INSTRUMENTS

Definitions

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

"Possession" means having a weapon on the student's body or in an area under the student's control.

"Weapon" means any:

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

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

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

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

Except as permitted in this policy, students found to be in possession on the school campus of a firearm shall be recommended for expulsion for a period of one (1) year. The superintendent shall have the discretion to modify such expulsion recommendation for a student on a case-by-case basis. Parents or legal guardians of students expelled under this policy shall be

given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a firearm on school property. Parents or legal guardians shall sign a statement acknowledging that they have read and understand said laws prior to readmitting the student. Parents or legal guardians of a student enrolling from another school after the expiration of an expulsion period for a firearm policy violation shall also be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a firearm on school property. The parents or legal guardians shall sign a statement acknowledging that they have read and understand said laws prior to the student being enrolled in school. The mandatory expulsion requirement for possession of a firearm does not apply to a firearm brought to school for the purpose of participating in activities approved and authorized by the district that include the use of firearms. 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.

HARMONY GROVE SCHOOL DISTRICT IS IN COMPLIANCE WITH THE FOLLOWING CIVIL RIGHTS 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.

Westbrook Elementary Parent/Student/School Compact

THE FOLLOWING GUIDELINES WILL CONTRIBUTE TO AN EFFECTIVE EDUCATIONAL PROGRAM FOR YOUR CHILD. We value your involvement! Research shows that involved parents lead to an increase in student success.

Parent will:

- Send my child to school or report online on time every day.
- Call 778-7331 or send a note when my child is absent.
- Read with my child every night.
- Provide a quiet time and location each night for my child to read or complete homework.
- Read school notes and check student work.
- Give accurate and current telephone numbers and emergency information to the office.
- Praise my child every day.
- Ask my child about school each day.
- Support school discipline and dress policies.

Student will:

- Come to school or report online on time every day.
- Read every night.
- Complete and return homework when assigned.
- Do quality class work and homework.
- Be a good classroom and school citizen.
- Show respect to all students, adults and school property.
- Use problem-solving steps when facing a conflict.
- Take notes home to parents and share about daily learning.
- Take pride in my school and myself.

School will:

- Develop a friendly, caring, and safe educational environment.
- Provide regular communication between school and home.
- Plan interesting grade-level curriculum in order for students to become proficient in all subjects.
- Promote student decision-making, self-confidence, and responsibility.
- Encourage and invite parent involvement.

WESTBROOK ELEMENTARY STUDENT-PARENT HANDBOOK

Receipt of Handbook Signature Verification Form

PARENT/GUARDIAN AND STUDENT MUST SIGN AND RETURN TO SCHOOL OFFICE!

Student Name (PRINT)

Grade

Parent Name (PRINT)

Date

STUDENT/PARENT HANDBOOK AND CODE OF CONDUCT

This Student/Parent Handbook was adopted by the Harmony Grove School Board. The handbook committee was served by teachers and parents who strive to have a working handbook and we thank them for their effort. Act 105 of 1983 requires that parents/guardians acknowledge, by signature, receipt of these policies.

**Parent/Guardian
Signature**

Student Signature

STUDENT TECHNOLOGY/INTERNET USE AGREEMENT

Parent: As a parent or legal guardian of the minor student signing, I grant permission for my son or daughter to access networked computer services and the internet for educational purposes as directed by staff or teachers. We have read the Technology/Internet Use Agreement and agree to be bound by its terms and conditions.

Student: As a user of the Harmony Grove Public Schools' computer network, I hereby agree to comply with the Technology/Internet Use Agreement given to me. I understand that if I violate the rules, my account may be terminated and I may face other disciplinary action.

**Parent/Guardian
Signature**

Student Signature

Westbrook Elementary 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 WES office at 501-778-7331.

FORM CONTINUES ON THE BACK

<p>1. <u>PERMISSION TO DISPLAY PHOTO OF STUDENT</u> - I permit the school district to publish photographs and identification of the above named student on the District, school, and teacher websites and social media pages. Identification of students on web pages may include the student's first name and last initial.</p> <p>2. <u>PERMISSION TO DISPLAY PHOTO OF STUDENT WORK</u> I permit the school district to publish photographs of the above named student's work and identification of the above named student on the District, school, and teacher's websites and social media pages. Identification of my student's work on web pages may include the student's first name and last initial.</p> <p>3. <u>PERMISSION TO PUBLISH DIRECTORY INFO</u> I permit the release of directory information (Name, Grade, Etc.) to all public sources such as yearbooks, newspapers, honor roll lists, play bills or programs.</p>	<p>1. Please circle: YES or NO for the display of Student Photos.</p> <p>2. Please circle: YES or NO for the display of Student Work.</p> <p>3. Please circle: YES or NO for the publication of Directory Info.</p> <p>_____</p> <p>Parent/Guardian Signature</p>
<p><u>SUDDEN CARDIAC ARREST INFORMATION</u> I have received and reviewed the information provided regarding Sudden Cardiac Arrest. (Page 46-47)</p>	<p>_____</p> <p>Parent/Guardian Signature</p> <p>_____</p> <p>Student Signature</p>
<p><u>PARENT/STUDENT/SCHOOL COMPACT</u> Parent: I, the parent or guardian of the above said student, do hereby agree to abide by the guidelines outlined in the Westbrook Elementary Parent/Student/School Compact. Student: As a student of Westbrook Elementary, I agree to abide by the guidelines outlined in the Westbrook Elementary Parent/Student/School Compact.</p>	<p>_____</p> <p>Parent/Guardian Signature</p> <p>_____</p> <p>Student Signature</p>
<p><u>DISTRICT PARENT & FAMILY ENGAGEMENT PLAN</u> I acknowledge receipt of the District's Parent & Family Engagement Plan Summary. (Page 50)</p>	<p>_____</p> <p>Parent/Guardian Signature</p> <p>_____</p> <p>Student Signature</p>