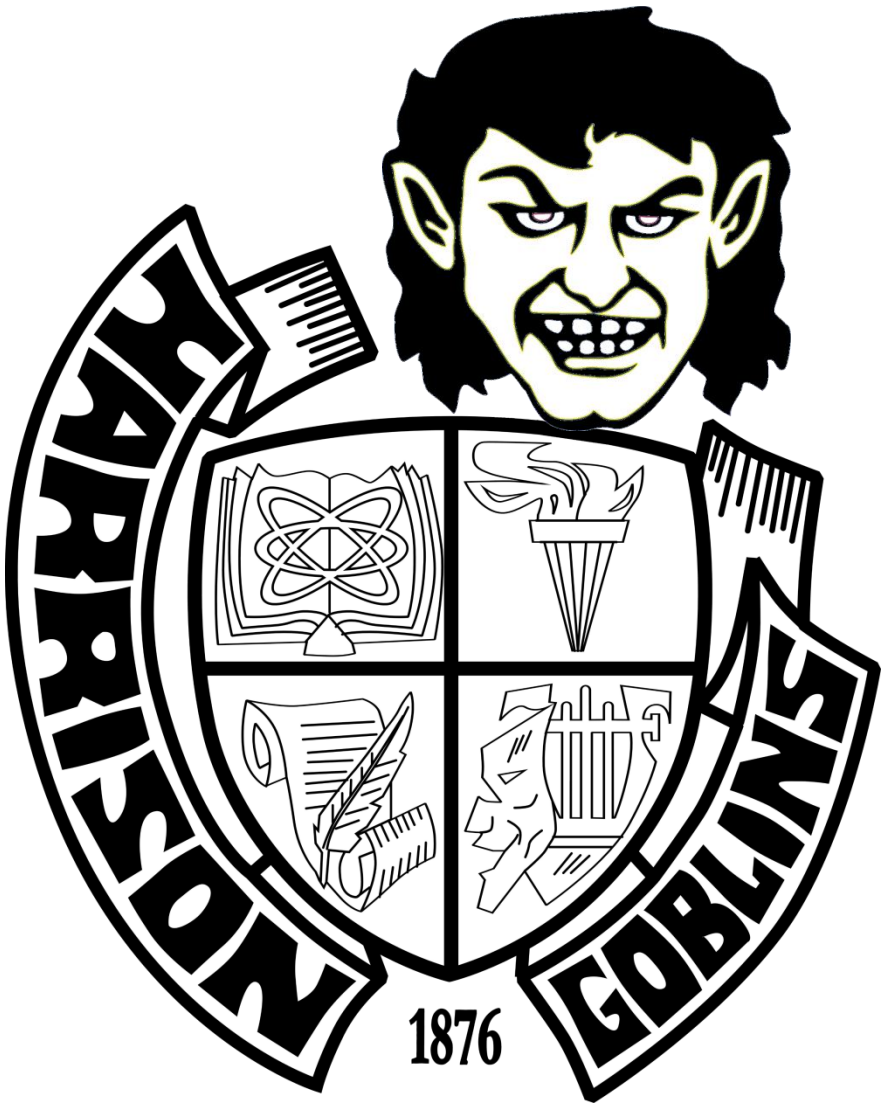
2012-2013

Student - Parent/Guardian Handbook



Harrison High School

925 Goblin Drive
Harrison, Arkansas 72601

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HARRISON HIGH SCHOOL · 925 GOBLIN DRIVE · HARRISON, ARKANSAS 72601 · TELEPHONE (870) 741-8223

BILL KEASTER
Principal

JAY PARKER
Assistant Principal

ANNE MILBURN
Counselor

RANCE KING
Counselor

August 15, 2012

Dear Parents/Guardians and Students:

Welcome to Harrison High School, home of the Goblins!! We are very proud of our school and know that your experience here will be productive and rewarding.

The purpose of this handbook is to inform you about applicable philosophies, policies and procedures. We are sure you realize that this must be a cooperative endeavor and that we can succeed only to the extent that each of you cooperates with us in this vital activity.

In this handbook, you will find the discipline policies of Harrison High School. Please take the time needed to thoroughly review this handbook. All students are expected to comply with the policies and procedures found herein.

We look forward to the opportunity of working with your child and "Maximizing the Learning of ALL Students".

Sincerely,

Bill Keaster
Principal

Jay Parker
Assistant Principal

NONDISCRIMINATORY POLICY

It is the policy of this educational institution to provide equal opportunity without regard to race, color, national origin, sex, age, qualified disability or veteran status in its educational programs and activities. This includes - but is not limited to - admissions, educational services, financial aid and employment.

This educational institution will disseminate nondiscriminatory policies to students, parents, employees and the general public prior to the beginning of each school year.

Committees will be selected in a fair and equitable manner and will reflect the diversity of the District in terms of sex, race, socioeconomic level, disability, national origin and other populations.

EQUITY COORDINATOR – Mr. Shawn Halbrook, 110 South Cherry, Harrison, AR 72601, Telephone: 741-7600.

Inquiries regarding SPECIAL EDUCATION issues should be directed to: Dr. Susan Allen, Administrative Office, 110 South Cherry, Harrison, AR 72601, Telephone: 741-7600.

Inquiries regarding ENGLISH AS A SECOND LANGUAGE issues should be directed to: Mr. Shawn Halbrook, 110 South Cherry, Harrison, AR 72601, Telephone: 741-7600.

Inquiries regarding TITLE IX issues should be directed to: Mr. Chris Pratt, 925 Goblin Drive, Harrison, AR 72601, Telephone: 741-2439.

Inquiries regarding SECTION 504 should be directed to: Mr. Shawn Halbrook, 110 South Cherry, Harrison, AR 72601, Telephone: 741-7600.

Inquiries regarding TITLE VI issues should be directed to: U.S. Department of Health and Human Rights, Office for Civil Rights, 1301 Young Street, Suite 1169, Dallas, TX 7502.

FOREWORD

In 1966, the Harrison High School student council, in conjunction with the administration and teachers, prepared the first student handbook. As it was back then, its purpose now is to clarify district policies concerning academics and behavior, to provide information about student services, and to encourage student involvement by defining the many organizations offered at Harrison High School.

Students are urged to take full advantage of the many academic, athletic, artistic, and social opportunities awaiting them each school year. Active participation promotes achievement, self-awareness, and satisfaction. The years spent at Harrison High School are the stepping stones to a lifetime of accomplishment.

Welcome to Harrison High School!

INTRODUCTION

The Student Handbook is a general listing of information concerning academic requirements and general policies.

The handbook is not intended to be a complete or exhaustive listing of all policies, but rather a compilation of items most related to the student.

Students are encouraged to read the handbook and to familiarize themselves with information presented. Any teacher, counselor, or administrator will be happy to discuss with the student the information contained in the handbook.

We hope that all students have a very pleasurable and rewarding at experience at Harrison High School.

DISTRICT PHILOSOPHY

The Board of Education of Harrison School District No. 1 believes that each individual should be accepted into the educational program as he/she is, that he/she shall be provided with a stimulating environment and opportunities for learning experiences designed to promote behavioral changes that will effect continuing satisfactory adjustments of life.

In the practical application of this philosophy, opportunities shall be provided each student within the limits of his/her capacity to develop:

1. Physical, mental and emotional health
2. Moral ethical values
3. An appreciation for his role in the family and in civic groups
4. Skills for effective participation into the democratic processes
5. The ability to communicate ideas
6. Knowledge and understanding of his natural environment
7. Economic competence as a consumer
8. Saleable skills and vocational competence
9. Appreciation of the arts
10. Wise use of leisure time
11. Zeal for continuous learning and self-improvement

HARRISON HIGH SCHOOL PHILOSOPHY

We believe, without qualification, in the supreme worth and dignity of the individual human being; that all individuals are precious simply because they are persons and because they are unique; in the principle of oneness, of the quality and essential unity of the races of mankind; that people are moral creatures and live in a moral order.

We believe that individuals are endowed with the capacity of choice: that they are the architects of their destiny on earth; that individuals must act, think, surmount their infirmities and triumph over their surroundings; that they have the ability to sense and discover the true as well as the good; that all conditions, agencies and institutions designed to advance knowledge and understanding in order to foster enlightenment and intellectual creativity should be promoted; that individuals, by their own efforts, may continually lift themselves to a higher state of physical, intellectual, emotional, creative, vocational, social and moral existence; and in the possibility of human progress and the perfectibility of people and their institutions.

We believe that the scientific method is an instrument of discovery, prediction, and control; that it is one of the greatest tools that society has devised for the mastery of its environment; that this is a method of obtaining knowledge about the world of nature and of humanity; that the scientific method and its spirit should be made more general in our environment.

We believe in the principle of the “rule of law,” that the rule of law achieves to date its highest expression in the sovereignty of the Constitution of the United States; that the government of a country and its public officials should always be under the rule of law and that the Constitution has been effective in accomplishing this; that our Constitution has brought the process of social resolution under the rule of law;

that the guaranteeing of individual rights and liberties under our Constitution is a supreme accomplishment, but that eternal vigilance is necessary.

We believe that the word "democracy" consists of the basic tenets set forth above, that democracy affirms the worth and dignity of the individual; that in a most profound sense it declares all individuals have equal rights; that political and civil liberties are the only dependable guardians of individual worth and equality; that it rests on orderly process and law, on basic morality, on individual opportunity and on individual responsibility.

HHS MISSION STATEMENT

"Maximizing the Learning of ALL Students"

Harrison High School is committed to academic excellence, supported by student achievement and staff accountability. The faculty will mount a unified effort to teach each student a mastery of grade level skills and to prepare each student to accept responsibility in all areas of citizenship.

Believing that all children can learn, the staff of Harrison High School will provide, without regard to socioeconomic status, ethnicity, or gender, both academic and extra-curricular opportunities. With staff guidance, students will identify their talents and accept responsibility for their own education.

HHS OBJECTIVES

1. To relate the educational program to current knowledge of the nature of youth by basing it on a standard which acknowledges individual differences, including sex, race, physical and mental abilities and socioeconomic status.

2. To provide opportunities for students to develop an appreciation for, and an awareness of, individuals of the opposite sex and those having differing physical, mental, emotional, social and economic status.

3. To extend opportunities for all pupils, to maximize their physical, intellectual, emotional, creative, vocational, social, moral and ethical capabilities.

4. To have offerings included in the school's program which meet the students' needs; to allow opportunities for them to discover and to pursue their own interests and abilities; to provide information and direction which enable the students to make wise choices for their future careers; to enable them to use their leisure time wisely.

5. To teach pupils fundamental skills—including the skill to pursue further knowledge, self-discipline, communication and consumer competency, because a democracy and a complex society demands that its citizens be proficient and diligent.

6. To provide opportunities, in fine and applied arts, for students to develop an appreciation for the beauty of nature; to encourage students to express themselves through these creative arts.

7. To allow for the growth of the students in their abilities to think in logical and rational terms, to express their thoughts with clarity and coherence, and to read and listen with maximum comprehension.

8. To afford students the opportunities to gain an understanding of the language, history and culture of their own and of other peoples.

9. To help students gain knowledge of, and loyalty to, their American Heritage, an understanding of and a respect for its creeds, and an appreciation for the rights, privileges and opportunities as citizens in a democracy.

SECTION 1: ACADEMIC REGULATIONS

1.10 GRADUATION REQUIREMENTS

Ninth grade students must pass three (3) academic classes, one of which must be English I and one of which must be Algebra I to be admitted to the tenth grade.

The number of units students must earn in for high school graduation to be earned from the categories. A minimum of twenty-two (22) units is required for graduation for students participating in either Smart Core or Core Curriculum. In addition to the 22 units required for graduation by the Arkansas Department of Education. The Harrison School District, requires a minimum of twenty-three (23) units for graduation for students participating in either the Smart Core or Core curriculum. There are some distinctions made between Smart Core units and Graduation units. Not all units earned toward graduation necessarily apply to Smart Core requirements.

Unless exempted by a student's IEP, all students must successfully pass all end-of-course (EOC) assessments they are required to take or meet the remediation required for the EOC assessment to receive academic credit for the applicable course and be eligible to graduate from high school.

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

1. A unit of credit shall be defined as the credit given for a course which meets for the equivalent of a regular school period each day for a full school year.
2. The following sixteen (16) units shall be required for all students for high school graduation. They are as follows:

English — four (4) units.

Oral Communications — 1/2 unit

Social Studies — three (3) units.

Mathematics — four (4) units.

Science — three (3) units.

At least one (1) science unit shall be biology or Pre-AP and one (1) unit in a physical science. All required science units must provide hands-on laboratory experience for students a minimum of 20% of instructional time.

Physical Education — one half (1/2) unit. Only one (1) unit may count toward graduation.

Health and Safety Education — one half (1/2) unit.

Fine Arts — one half (1/2) unit.

3. **Beginning with the senior class of 2010** there are two paths of study: a Smart Core curriculum and a Core curriculum. All students are required to participate in the Smart Core curriculum unless their parents or guardians sign an Informed Consent Form to not participate. Those students not participating in the Smart Core curriculum will be required to fulfill the Core curriculum.

Smart Core (22 units)

English - 4 units (years)
Oral Communications – ½ unit (1/2 year)
Mathematics - 4 units (years)
- Algebra I or Algebra A & B (Grades 7-8 or 8-9)
- Geometry or Investigating Geometry or Geometry A & B
- Algebra II
- Choice of: Transitions to College Math, Pre-Calculus, Calculus, Trigonometry, Statistics, Computer Math, Algebra III or an Advanced Placement mathematics

(Comparable concurrent credit college courses may be substituted where applicable.)
Natural Science - 3 units (years) with lab experience chosen from
- Physical Science
- Biology
- Chemistry
- Physics or Principles of Technology I & II or PIC Physics

Social Studies - 3 units (years)
- Civics or Civics/American Government
- World History
- U.S. History

Physical Education – ½ unit (1/2 year)
Health and Safety – ½ unit (1/2 year)
Fine Arts – ½ unit (1/2 year)
Economics – ½ unit (1/2 year) Required for the class of 2013-14 and all classes thereafter
Career Focus - 6 units (At least two of the Career Focus units must be of the same foreign language.)

Core (22 units)

English - 4 units (years)
Oral Communications – 1/2 unit
Mathematics - 4 units (years)
- 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 two-year algebra equivalent or a two-year geometry equivalent may each be counted as two units of the four (4) unit requirement.
Science – 3 units (years)
- At least one (1) unit of Biology
- A Physical Science

Social Studies –3 units (years)
- Civics or government, 1/2 unit
- World history 1 unit
- U.S. history 1 unit

Physical Education – ½ unit (1/2 year)
Health and Safety – ½ unit (1/2 year)
Fine Arts – ½ unit (1/2 year)
Economics – ½ unit (1/2 year) Required for the class of 2013-14 and all classes thereafter
Career Focus - 6 units

4. Each high school senior shall be required to schedule and attend a full school day. Career and Technical Education courses, college courses, and school work programs may be used to satisfy this requirement.
5. Correspondence: No more than two units of work done by correspondence and then only from an NCA approved school will be allowed toward graduation. Any such courses shall be completed prior to graduation.
6. To graduate, a student must satisfy requirements of the local board, state laws, and the North Central Association rules.
7. Credit for outside instruction may be granted to any student providing it is approved through the office of the principal and given by a certified teacher or an accredited institution. *Students must attend Harrison High School their last four semesters in order to be considered as an Honor Graduate.
8. **Distinguished Highest Honor Graduate** is defined as an individual with a cumulative grade point average above 4.0001.
9. **Highest Honor Graduate** is defined as an individual with a cumulative grade point average of 4.000.
10. **Honor Graduate** is defined as an individual with a cumulative grade point average of 3.500 to 3.999.

1.15 EARLY GRADUATION REQUIREMENTS

The four-year high school attendance requirement may be modified for a limited number of senior students based upon the following conditions.

1. Students must have completed the minimum units required by the State Department of Education and any additional units required by the local board of education.
2. A transcript shall be given to each student showing the credits earned and the conditions under which a diploma will be granted in the future.

3. An application for early graduation must be requested and completed before the semester in which a student plans to complete early (less than four years) graduation requirements and a counseling session will be required between the guidance counselor and applicant. Upon completion of the application, a counseling session will be required with student, parent, counselor and/or principal present.
4. Students successfully completing the approved planned educational experience (as outlined above) shall be eligible to receive their high school diploma with their graduating class.
5. Junior candidates for early graduation shall be considered as members of the Junior Class and shall not have the rights and privileges reserved for members of the Senior Class. Junior candidates will not be allowed to participate in Senior Assembly or Senior Breakfast. This means Juniors will not be recognized as distinguished highest honor graduates, highest honor graduates, or honor graduates.

1.17 COMMENCEMENT PARTICIPATION

Commencement participation shall be limited to those students who complete the required credits for graduation. Students not completing ALL the credits toward graduation will not be allowed to participate until they have successfully meet all graduation requirements.

1.20 STUDENTS ATTENDING COLLEGE

Any high school student in an Arkansas public school shall be eligible to enroll in a publicly supported vocational, community college, or four (4) year college or university in accordance with the rules and regulations adopted by the college or university.

College credit earned at a vocational, community or four-year college/ university by a student shall be counted by the high school toward graduation, including credit earned during summer terms, under the following conditions:

1. Three (3) semester hours of college credit taken by a student at a publicly supported vocational, community college or four year college/university shall be the equivalent of one-half (1/2) of high school credit.
2. The college schedule must not conflict with the high school schedule
3. College courses should be scheduled after regular school hours or on Saturdays.
4. Students who successfully complete a vocational or college course will be entitled to receive both college and high school credit, including credit toward graduation. Such credits are not automatically counted as high school credit. It is the responsibility of the student to request this alternate method of receiving credit.
5. All rules and regulations of the high school will apply to any student taking college courses.
6. All costs of higher education courses taken for concurrent credit are the responsibility of the student.
7. Grades earned for both college and high school credit will be incorporated in the student's overall grade point average.
8. If high school credit is requested, the local high school or institution of higher education must certify that the content of the college course meets or exceeds the requirements of the high school course.

1.30 CLASS STANDING AND GRADE POINT

Class standing and grade points are calculated each semester. The counselors will have this and other data available to parents and students upon request.

1.35 GRADING SYSTEM

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

The evaluation of each student's performance on a regular basis serves to give the parents/guardians, students, and the school necessary information to help affect academic improvement. Students' grades shall reflect only the extent to which a student has achieved the expressed educational objectives of the course. Assessments shall count for a minimum of 80% of a student's grade and homework shall count for a maximum of 20% of a student's grade.

The grading scale for grades 1-12 in the Harrison School District shall be as follows:

A =100 – 90
B = 89 – 80
C = 79 – 70
D = 69 - 60
F = 59 and below

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

A = 4 points
B = 3 points
C = 2 points
D = 1 point
F = 0 points

The grade point values for AP, IB, and ADE approved honor courses shall be one point greater than for regular courses with the exception that an F shall still be worth 0 points.

A=90-100	A=5 points
B=80-89	B=4 points
C=70-79	C=3 points
D=60-69	D=2 points
F=59 and below	F=0 points

The weighted credit for designated advanced placement (AP) courses will be contingent upon the teacher completing training as required by the department of education and the student taking the applicable AP examination(s). Students must be enrolled in the (AP) class for the entire year in order for the state to pay for their exam and to receive the weighted credit.

A checklist will be used in kindergarten at the end of each quarter.

S or U will be given in grades 1-4 for citizenship, handwriting, music, art, and physical education.

S or U will be given in grades 5-6 for physical education, art, music, and computer lab.
The final grades of students who transfer in for part of a semester will be determined by blending the grades earned in the district with those earned outside the district. Each final grade will be the sum of the percentage of days in the grading period transferred from outside the district times the transferred grade from outside the district plus the percentage of days in the grading period while in the district times the grade earned in the district.

For example: The grading period had 40 days. A student transferred in with a grade of 83% earned in 10 days at the previous school. The student had a grade of 75% in our district's school earned in the remaining 30 days of the grading period. 10 days is 25% of 40 days while 30 days is 75% of 40 days. Thus the final grade would be .25(83) + .75(73) = 75.5%.

1.40 PROMOTION / RETENTION POLICY

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. Each school in the Harrison School District shall include in the student handbook, the criteria for promotion of students to the next grade as well as the criteria for being required to retake a course, if applicable. Parents or guardians shall be kept informed concerning the progress of their student(s). Notice of a student's possible retention or required retaking of a course shall be included with the student's grades sent home to each parent/guardian or the student if 18 or older. Parent-teacher conferences are encouraged and may be held as necessary in an effort to improve a student's academic success.

Promotion or retention of students, or their required retaking of a course shall be primarily based on the following criteria: from seventh-grade to eighth-grade and eighth-grade to ninth grade—attendance, grades, performance, homework, participation in required remediation; from ninth grade to tenth-grade—must have three credits, including one full credit of freshman English. If there is doubt concerning the promotion or retention of a student, or their required retaking of a course, a conference between the parents/guardians, teacher(s), other pertinent personnel, and principal shall be held before a final decision

is made. 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, the final decision to promote or retain shall rest with the principal or his/her designee.

Students who do not score proficient or above on their grade level Benchmark Exams, or do not meet the satisfactory passing level on all general end-of-course (EOC) tests shall be required to participate in an individualized academic improvement plan (AIP). Each AIP shall be developed by school personnel and the student's parents and shall be designed to assist the student in attaining the expected achievement level. The AIP shall also state the parent's role as well as the consequences for the student's failure to participate in the plan.

All students, unless exempted by the student's individualized education program (IEP), must successfully pass all general EOC assessments they are required to take. To receive academic credit in a course requiring a student to take a general EOC assessment, the student must either receive a passing score on the initial assessment or successfully participate in the remediation program identified in his/her AIP. A student is not eligible to graduate if he/she fails to receive academic credit in a course requiring a general EOC. Additionally, the lack of credit could jeopardize their grade promotion or classification.

All students, unless exempted by the student's IEP, must successfully pass the Algebra I EOC assessment to receive academic credit for the course and be eligible to graduate from high school. This is a high stakes assessment and students failing to receive a passing score the first time they take the assessment must receive a passing score on a subsequent assessment or on an alternative assessment as provided by law.

Students from an Arkansas public school who have completed and received credit on an Algebra I EOC assessment prior to the 2009-10 school year are not required to take the high stakes Algebra I EOC. Students not in grades 10, 11, or 12 in the 2009-10 school year who have taken Algebra I but not received proper academic credit on their transcript for the course are now required to take the high stakes Algebra I test before they can receive academic credit for the course. Students in grades 10, 11, or 12 in the 2009-10 school year are exempt from the high stakes Algebra I assessment requirement, but must meet the general EOC assessment requirements to receive credit for the course.

Students transferring into the district from an out-of-state public, private, or home school or an Arkansas private or home school who can demonstrate by an official transcript that he/she has received academic credit for Algebra I is not required to take the Algebra I high stakes end of course assessment. The district, however, has the right to assess the student's education status to determine if the student possesses the requisite passing knowledge of Algebra I.

A student transferring into the district who does not have academic credit in Algebra I must take the Algebra I high stakes EOC assessment and meet its requirements to be eligible for graduation.

Promotion/retention or graduation of students with an Individual Educational Plan (IEP) shall be based on their successful attainment of the goals set forth in their IEP.

1.45 END OF YEAR ASSESSMENT AND REMEDIATION

As required by ACT 2243, any student identified as not meeting the satisfactory pass levels for a particular assessment shall participate in remediation activities as required in his or her individualized academic improvement plan in the school year the assessment results are reported in order to receive credit on his or her transcript for the course related to the end-of-year assessment. An end of year assessment is currently conducted in Literacy, Algebra I, Algebra II, Geometry, and Biology.

1.50 CREDIT POLICY

The Harrison School District will accept post-secondary electives for students in grades 8-12. The credit toward high school graduation is awarded to approved courses required by the Arkansas Department of Education and approved elective courses on the basis of ½ Carnegie Unit for 18 weeks of classroom participation and 1 credit per 36 weeks of class participation.

1.55 INCOMPLETE GRADES

Incomplete grades are the responsibility of the student, and he/she must see to it that he/she completes the work necessary for a permanent grade. After a specified period of time (two (2) weeks from the end of grading period) the grade automatically becomes an "F" if the student has not contacted the teacher about making up missed work. An extension of time may be granted upon approval of the teacher.

1.60 HOMEWORK POLICY

Homework is considered to be part of the educational program of the District. Student assignments shall be an **extension** of the teaching/learning experiences that promote the students' educational development. As an **extension** of the classroom, homework must be planned and organized and should be viewed by the students as appropriate and meaningful. The development of students' independent study skill may entail work to be done outside the classroom which will reinforce and strengthen academic skills, broaden the educational experiences of the students and enable them to relate those experiences to the real life of the community. Parents/guardians shall be notified of the District's homework policy at the beginning of each school year or at the time of the students' enrollment.

Teachers should be aware of the potential problems students may have completing assignments from multiple teachers and may need to vary the amount of homework given from day to day. Homework shall count for a maximum of 20% of a student's grade.

1.65 TESTING POLICY

STUDENTS WITH PERFECT ATTENDANCE WILL BE EXEMPT FROM SEMESTER COMPREHENSIVE EXAMS.

The Harrison School District recommends students take the semester examination as part of their college preparation. Semester examinations will be given at the end of the second and fourth nine (9) weeks grading periods thereby giving students experience taking comprehensive examinations.

In addition all college-bound students take a variety of achievements tests such as:

1. Stanford Achievement Test - 10th grade, 12th grade (off grade testing)
2. PLAN (a pre-ACT test) - 10th grade
3. Arkansas Comprehensive and Assessment Program (ACTAP) - 11th grade
4. Scholastic Aptitude Test (SAT) - 10th grade - 12th grade
5. American College Test (ACT) - 10th grade - 12th grade
6. Advance Placement Entrance Examination Board (CEEB). These tests are national comprehensive examinations in areas such as English and Chemistry.
7. ASVAB - 11th grade

During the Semester Testing period students are required to attend school for testing only. Semester exams will be given at 8:30 and 12:30 during this period. Students remaining on campus for the duration of the school day will remain in the commons area under supervision of staff.

1.70 ALTERNATIVE EDUCATION

Alternative Education (A-School) was initiated in the fall of 1993. The program is designed to be an intervention that provides opportunities for students in grades seven through twelve (7-12) to achieve academically in a non-traditional learning environment. It is the intention of the Harrison School District that A-School be developmental and transitional in nature and not a permanent placement for students.

The A-School is open to all students within the Harrison School District who meet admission criteria. Students who are experiencing academic distress in the standard setting and/or are identified as at-risk may seek application. Students are committee referred and placed in the A-School based on review of applications, student academic progress to the present time in school, the principal and/or assistant principal's approval for placement, and conferences with students and parents/guardians. Admission is voluntary on the part of the student.

Upon entry, students are thoroughly assessed and individual learning plans are created to meet each deficiency. Some students only attend classes on the A-School campus, while others may have an articulated schedule that allows them to be on more than one campus. Students may be involved with earning credit for graduation and/or credit recovery; in addition, some may participate in the work study/skills program.

Credits and grades are based on completion of individual learning plans and student/parent contracts. The goal of the A-School is to endeavor to prepare students to become successful contributing citizens.

1.75 CORRESPONDENCE WORK

Correspondence work from any NCA accredited college or university may be accepted toward graduation credit if it meets Board of Education guidelines.

Arrangements may be made to take correspondence courses by contacting the counselor or the principal. The maximum amount of credit by correspondence accepted toward graduation is two (2) credits.

1.80 HOME SCHOOL OR NON-ACCREDITED SCHOOL TRANSFER POLICY

1. Any student desiring to re-enter school from home schooling or a non-accredited private school must present a transcript of courses, credits and grades completed.
2. Home-schooled students shall be evaluated by the District to determine their appropriate grade placement.
3. It is the sole responsibility of the District to determine the method by which credits are evaluated to meet Harrison High School graduation requirements.
4. In order to be considered as an Honor Graduate, Highest Honor Graduate or Distinguished Highest Honor Graduate, the student must attend their last four semesters at Harrison High School.
5. If an individual has no official transcript or other official document indicating credit status, he or she will be considered a ninth grader with no credits earned and will be duly placed.

1.85 SCHOOL CHOICE/TRANSFER STUDENTS

The Harrison School District follows all Arkansas Law and Department of Education guidelines with respect to School Choice and Student Transfer requests.

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

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

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

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

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 or as they would have been assigned in their previous school.

1.90 ENTRANCE REQUIREMENTS

To enroll in a school in the District, the child must be a resident of the District as defined in District Policy 4.103, Residence Requirements, meet the criteria outlined in policy 4.104, Homeless Students, be accepted as a transfer student under the provisions of policy 5.111, Student Transfers, or participate under a school choice option and submit the required paperwork as required by the choice option.

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

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

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

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

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

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

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

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

2. The parent, guardian, or other responsible person shall provide the district with one (1) of the following documents indicating the child's age:
   a. A birth certificate;
   b. A statement by the local registrar or a county recorder certifying the child's date of birth;
   c. An attested baptismal certificate;
   d. A passport;
   e. An affidavit of the date and place of birth by the child's parent or guardian;
   f. United States military identification; or
   g. Previous school records.
3. The parent, guardian, or other responsible person shall indicate on school registration forms whether the child has been expelled from school in any other school district or is a party to an expulsion proceeding.
4. The child shall be age appropriately immunized from poliomyelitis, diphtheria, tetanus, pertussis, red (rubeola) measles, rubella, and other diseases as designated by the State Board of Health, or have an exemption issued by the Arkansas Department of Health. Proof of immunization shall be by a certificate of a licensed physician or a public health department acknowledging the immunization. Exemptions are also possible on an annual basis for religious reasons from the Arkansas Department of Health. To continue such exemptions, they must be renewed at the beginning of each school year. A child enrolling in a district school and living in the household of a person on active military duty has 30 days to receive his/her initial required immunizations and 12 months to be up to date on the required immunizations for the student's age.

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

SECTION 2:COMMUNICATION WITH PARENTS

2.10 REPORT CARDS

Report cards with marks based on Act 1070 of 1991 will be sent to parents every nine (9) weeks. Supplementary reports will be sent to parents of those students who are failing or not working up to capacity.

Suggestions for improvements, parental conferences and similar means of keeping in touch with parents are to be emphasized. A conference day will be held each semester for parents to visit with the teachers.

2.15 PROGRESS REPORTS

Progress Reports will be sent to parents/guardians at the midpoint of every nine (9) weeks.

2.20 PINNACLE GRADE VIEWER

Parents may pick up a password in the front office of the high school and set up an account to view their child's grades.

2.30 PARENT-TEACHER CONFERENCE

During the first and third weeks grading period, a Parent-Teacher Conference Day will be held for the parents to visit the school and receive the student's report card from the teacher. This will be a chance for the parent and teacher to meet and have a short conference.

2.35 PARENT CONCERNS

Parents with concerns should first contact the students' teacher. If the concern is not resolved, the parent should contact the assist principal. If the concern is still not resolved, the parent should contact the principal. A conference may be set up with the parent, teacher, and principal or his designee.

SECTION 3: ATTENDANCE

Teachers responsible for morning duty will be at their assigned areas from 7:30 until 8:00. Teachers responsible for afternoon duty will be at their assigned areas from 3:15 until 3:45. The morning tardy bell rings at 8:00 a.m. We will have GOB TIME every day between 2nd and 3rd periods. Periods 2nd – 7th will last 50 minutes, while 1st period is 52 minutes. There will be a four-minute passing time between classes. The day's schedule will remain unaltered except in the event of special educational, business, or assemblies.

BELL SCHEDULES			
REGULAR		**ASSEMBLY**	
1ST Bell	8:00	1ST Bell	8:00
1st Period	8:05-8:57	1st Period	8:05-8:40
2nd Period	9:01-9:51	2nd Period	8:44-9:21
GOB TIME	9:55-10:15	**GOB TIME**	9:25-9:45
3rd Period	10:19-11:09	3rd Period	9:49-10:24
A 1st Lunch	11:09-11:39	A 1st Lunch	10:28-11:03
B 4th Period	11:13-12:03	B 4th Period	10:58-11:33
A 4th Period	11:43-12:33	A 4th Period	10:58-11:33
B 2nd Lunch	12:03-12:33	B 2nd Lunch	11:03-11:33
5th Period	12:37-1:27	5th Period	11:37-12:12
6th Period	1:31-2:21	6th Period	12:16-12:51
7th Period	2:25-3:15	7th Period	12:55-1:30
		ASSEMBLY	1:30

3.10 ATTENDANCE POLICY

Arkansas law provides that each school district must comply with compulsory school attendance, ages five (5) through seventeen (17) years on September 15, inclusive.

This provision is not applicable to students who have received a high school diploma or its equivalent, as determined by the state.

The Harrison School District shall notify the Department of Finance and Administration whenever a student fourteen (14) years of age or older is no longer in school. (Act 473 of 1989 as amended)

3.15 COMPULSORY ATTENDANCE REQUIREMENTS

Every parent, guardian, or other person having custody or charge of any child age five (5) through seventeen (17) years on or before August 1 of that year who resides, as defined by BOEP 5.103, Residence Requirements within the District shall enroll and send the child to a District school with the following exceptions.

1. The child is enrolled in private or parochial school.
2. The child is being home-schooled and the conditions of BOEP 5.105, Home Schooling have been met.
3. The child will not be age six (6) on or before August 1 of that particular school year and the parent, guardian, or other person having custody or charge of the child elects not to have him/her attend kindergarten. A kindergarten wavier form prescribed by regulation of the Department of Education must be signed and on file with the District administrative office.
4. The child has received a high school diploma or its equivalent as determined by the State Board of Education.
5. The child is age sixteen (16) or above and is enrolled in a post-secondary vocational-technical institution, a community college, or a two-year or four-year institution of higher education.
6. The child is age sixteen (16) or seventeen (17) and has met the requirements to enroll in an adult education program as defined by A.C.A. § 6-18-201 (b).

3.20 SECONDARY SCHOOL ATTENDANCE POLICY, GRADES 10-12

The instructional program is primarily the responsibility of the school. Attendance is primarily a responsibility of the student and his/her parents.

Learning to accept responsibility is a goal of the Harrison Public Schools. Accepting responsibility for one's own attendance is a means of achieving that goal.

It is felt that participation in classroom activities is a learning procedure in Harrison Schools. It is essential that all students be present in classes to derive the fullest benefits of the educational program and these activities.

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

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

In recognition of the need for students to regularly attend school, the district's policy governing student absences is as follows:

Students shall not be absent, as defined in this policy more than 8 days in a semester. When a student has 4 absences, his/her parent, guardian, or person in loco parentis shall be notified that the student has missed half the allowable days for the semester. Notification shall be by telephone by the end of the school day in which such absence occurred or by regular mail with a return address sent no later than the following school day.

Whenever a student exceeds 8 absences in a semester, the District shall notify the prosecuting authority and the parent, guardian, or person in loco parentis shall be subject to a civil penalty as prescribed by law.

Students with 10 absences in a course in a semester shall not receive credit for that course.

If the student fails to receive credit for a sufficient number of courses and at the discretion of the principal after consultation with persons having knowledge of the circumstances of the absences, the student may be denied promotion or graduation. Excessive absences, however, shall not be a reason for expulsion or dismissal of a student.

It is the Arkansas General Assembly's intention that students having excessive absences due to illness, accident, or other unavoidable reason be given assistance in obtaining credit for their courses. Therefore, at any time prior to when a student exceeds the number of allowable absences (unless unable to do so due to unforeseen circumstances), the student, or his/her parent, guardian, or person in loco parentis may petition the school or district's administration for special arrangements to address the student's absences. If formal arrangements are granted, they shall be formalized into a written agreement which will include the conditions of the agreement and the consequences for failing to fulfill the agreement's requirements. The agreement shall be signed by the student, the student's parent, guardian, or person in loco parentis, and the school or district administrator or designee.[4] Unless a student's excessive absence is due to an unforeseen circumstance, the District will not accept a doctor's note for a student's excessive absence.

Days missed due to in-school or out-of-school suspension shall not count toward the allowable number of days absent.

Additional Absences

Additional absences that are not charged against the allowable number of absences are those where the student was on official school business or when the absence was due to one of the following reasons and the student brings a written statement upon his/her return to school from the parent, guardian, person in loco parentis, or appropriate government agency stating such reason:

1. To participate in an FFA, FHA, or 4-H sanctioned activity;
2. To participate in the election poll workers program for high school students;
3. To serve as a page for a member of the General Assembly;
4. 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; and
5. For purposes pre-approved by the school administration such as visiting prospective colleges, to obey a subpoena, or to attend at an appointment with a government agency ;
6. Due to the student having been sent home from school due to illness.

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

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

A student not in attendance for at least four (4) periods during the school day shall not participate in any school activity that day or night unless prior arrangements are made and approval given by the principal before the absence occurs.

3.30 EXCESSIVE ABSENCES AND TARDIES

Promptness is an important character trait that District staff is encouraged to model and help develop in our schools' students. At the same time, promptness is the responsibility of each student. Students who are late to class show disregard for both the teacher and their classmates which compromises potential student achievement. Excessive tardies, as determined by the office, will not be tolerated. Repeat infractions will be subject to punishment. Tardies will be cumulative (all classes combined) and discipline will be given for tardies. The assistant principal will run a tardy report and will assign discipline for tardies.

3.35 TRUANCY DEFINED

Truancy is unexcused and is defined as a student's absence from school without the consent of parents and/or without permission from the office of the principal.

3.40 ATTENDANCE INCENTIVE POLICY FOR HARRISON SENIOR HIGH SCHOOL

Students with perfect attendance in all classes at the end of each semester will be exempt from taking comprehensive semester exams.

Students with one absence but no more than 3 absences from any class will be eligible to participate in a drawing for a free iPad.

3.50 POST-SECONDARY VISITATION DAY POLICY

A junior will be allowed one (1) college visitation day each semester and seniors will be allowed two (2) college visitation days each semester. These days will not be counted as absences when considering exemption from tests. These days may be used only if the school being visited does not have a visitation program on Saturday or Sunday. The student must present to the assistant principal or attendance officer proof in the form of a letter. The letter must include a statement indicating that the school does not have a weekend visitation program and must be signed by a member of the school's admission staff or other school official.

3.60 STUDENT SCHEDULES AND CHANGES

Students will sign up for classes in the spring after meeting with their CAP advisors. Parents will have time to look at the tentative schedule. The student and the parent must attend the CAP conference to meet with the advisor during registration in the spring before the schedule will be entered into the computer.

- Students who sign up for yearlong classes <u>will be required</u> to stay in the class for both semesters.
- Students who sign up for semester courses may change their second semester schedule during the week of finals in December.
- No schedule changes will be made during second semester unless a student needs a specific course for graduation or unless a mistake has been made.
- **ALL SCHEDULE CHANGES MUST HAVE PRINCIPAL APPROVAL.**

Schedule changes will only be made during the first ten days of the first semester when the following circumstances apply and must have approval from the principal:

1. When a teacher feels that a student is not capable of doing the work in a particular class or feels that a change would be in the best interest of the student
2. When there has been an error in scheduling.
3. The principal/assistant principal and parent(s)/guardian(s) must approve all schedule changes.

4. In addition, a parent / guardian request statement must be submitted to the principal or assistant principal before the schedule change will be considered.

Certain rare circumstances may necessitate a schedule change after this two-week period. The principal and assistant principal will consider these situations on an individual basis.

3.70 MAKE-UP WORK

Students will be allowed to make-up work missed due to an absence. It is the student's responsibility to find out what work has been missed and to make up the work.

When one (1) day has been missed, the students will be expected to take any previously announced or pop test the day he/she returns; this includes previously announced major assignments like projects, notebooks, or research papers. When more than one (1) day is missed, one day will be allowed for each day missed to make up work for full credit.

When semester tests are missed, a medical note is necessary to make up the test. This applies unless previous arrangements are made prior to the test or in case of a family tragedy or emergency. This does not include family trips or vacations.

If a student receives an incomplete on the report card, the work must be made up within two (2) weeks or the grade will become an "F".

Assignments made while a student is serving in-school-suspension shall be made up for full credit. Assignments made while a student is serving out of school suspension shall be made up for fifty (50%) percent credit.

3.80 LEAVING THE CAMPUS

Students will not be allowed to leave the campus for any reason unless a parent is contacted by phone or in person. Students checking out will have to meet all criteria in the attendance policy before make-up work is allowed. Students who leave school during the school day before their usual dismissal time must first get approval from the Principal's office. Students who are ill or injured must report to the nurse or Principal's office before leaving the campus. Any student who leaves without permission or without checking out of school will be considered truant. Those provisions of the Suspension and Expulsion Policy of the Harrison School District apply here as in all cases. Upon returning to school, a parent must accompany the student. At this time, conditions for readmission will be discussed with student and parent. Suspension in these cases is considered as a means of remedying a situation and calling attention to an existing problem of attendance that affects the student's academic status within the school program.

3.85 CHECK-IN/CHECK-OUT PROCEDURE

1. Students who are not in school when school starts will check in through the office by signing the check-in/check-out book.
2. No school official has the authority to release a student without parental approval.
3. A student who needs to leave because for illness will report to the school nurse. If the nurse is not here, the student will report to the office and the parents will be contacted. If no contact can be made, the student will be placed in the sickroom until parental contact can be made or the student feels better.
4. Parents should sign an emergency release form if they cannot usually be located. A form may be obtained in the Principal's office.

3.89 HHS CLOSED CAMPUS POLICY

All schools in the District shall operate closed campuses. Students are required to stay on campus from their arrival until dismissal at the end of the regular school day, unless given permission to leave the campus by a school official. Students must sign out in the office upon their departure.

1. Students are expected to enter the building immediately upon arrival at school each day. Sitting in cars is not allowed.
2. The parking lot and other designated areas are to be considered off limits prior to school, at lunchtime, and during class time.
3. Students will not be allowed to leave campus at lunch without a prior request and arrangement from parents in person and approval from the school administration. Notes and phone calls will not be accepted as requests for a student to leave campus at noon.

SECTION 4: SCHOOL BUSES

4.00 POLICIES FOR STUDENTS RIDING SCHOOL BUSES

IT SHOULD BE REGARDED AS A PRIVILEGE TO RIDE TO SCHOOL ON A BUS.

1. While riding the bus, students are under the supervision of the driver and must obey the driver at all times.
2. Students should be at the bus stop five minutes before the scheduled time. Students should stand back about ten feet from the bus stop and wait until the door is opened before attempting to board the bus. Playing on the highway or road while waiting for the school bus is prohibited. If a student misses the bus, do not attempt to hitchhike or walk to or from school.
3. Students must board the bus quietly and orderly and be seated quickly. Students must remain seated until the bus arrives at school or at their approved stop.
4. Students will keep their hands, feet, books, etc. to themselves. (No hitting, slapping, kicking, or throwing things.)
5. Students are not permitted to yell or talk loud, use vulgar language, tease other students, use rude gestures, or put down others while riding the bus.
6. Students are expected to conduct themselves in such a manner that they will not distract the attention of the driver or disturb other riders on the bus.
7. Students are not to tamper with any of the safety devices such as door latches, fire extinguishers, etc. Students are not to put their hands, arms, heads, or bodies out of the window.
8. Students are not to deface the bus by writing on the bus or damaging the seats. Students are not allowed to eat, drink, chew gum or use tobacco while riding the bus. Aisles should be kept clear of books, lunches, coats, feet, etc. Students are encouraged to keep the bus clean at all times by not throwing paper or other objects on the floor of the bus.
9. In the interest of safety, glass containers, inflated balloons, flowers/vases, or anything, which could block the vision of the driver, will not be allowed on the bus.
10. Students are not allowed to bring knives, sharp objects, skateboards, fireworks, or firearms on the bus. Pets or other live animals will not be allowed on the bus
11. Students are only allowed to get off the bus at school and at their designated bus stop.
12. Students who must cross the road or highway to enter the bus must wait until the bus has come to a complete stop and the driver has signaled for the student to cross in front of the bus. Students who must cross the road after leaving the bus must go to a point on the shoulder of the road ten (10) feet in front of the bus and cross the road only after the driver has signaled them to cross.
13. Students cannot ride any bus except their assigned bus unless they present the driver with a note signed by a parent/guardian and endorsed by a school official.

Violations of any of these rules and safety guidelines will result in disciplinary actions being taken. Names will be turned in to the Director of Operations office and offenders will be dealt with according to the severity of the case. The Director of Operation will be responsible for the discipline of the student.

The Transportation Department or the bus driver must be notified when there will be no morning riders on side streets with a single stop more than one-fourth mile from the main route. Notification must be made before the bus leaves on its morning route. Following failure of notification on three consecutive mornings, the bus will no longer make the morning stop until notification that students will be riding the bus.

SECTION 5: HHS RULES AND REGULATIONS

Rules and Regulations infractions will result in a minimum of a warning to a maximum of expulsion.

Recurring Rules and Regulations infractions will escalate disciplinary consequences with each office referral.

Discipline will be determined and based on the Harrison School District Board Policies.

5.05 SCHOOL PROPERTY

As a good citizen, students are obligated to respect and protect all school property. Students are expected to help keep the building, furniture and school equipment as attractive as possible. If a student is guilty of defacing or destroying school property, he/she will be expected to pay for the replacement cost of that property.

We have an unusually clean campus and it is easily kept that way when everyone makes the effort to keep it clean and attractive. Wastepaper containers are placed on the grounds for student convenience. Students should use them and see that other students do the same. Students are asked not to bring drinks or food into the building.

5.10 PUPIL RIGHTS AND RESPONSIBILITIES

The Constitution of the United States, through the Bill of Rights and subsequent amendments, gives all persons certain rights and the United States Supreme Court has declared that students do not shed those constitutional rights by walking through the school door. Students are protected by the constitution and that responsibility for protection applies to boards of education as it does to other individuals and agencies. The state legislature gives school boards rule-making authority regarding student behavior, but such authority is balanced by the Constitution and the courts.

Responsibilities, on the other hand, are not so clearly spelled out by law. While an individual does have a right to pursue his or her own self-fulfillment, those rights terminate at the point where they impinge upon the rights of others.

Selected Student Rights and Responsibilities:

Students have the right to:

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

Students have the responsibility to:

1. Attend classes daily, be on time to all classes and obey school rules.
2. Foster good human relations within the school by practicing courtesy and tolerance in their dealings with each other and members of the school staff, and to respect the dignity and worth or other individuals.
3. Refrain from libel, slanderous remarks and obscenity in verbal and written expression.
4. Develop tolerance of the viewpoint and opinions of others; recognize the right of other individuals to form different points of view and to dissent in an orderly and respectful manner.
5. Participate in patriotic exercises or refrain from participating. Be secure in their persons, papers and effects against unreasonable searches and seizures; have privacy in regard to their personal possessions, unless there is reasonable suspicion that the student is concealing materials prohibited by law.
6. Respect the right of classmates who do or do not wish to participate. Respect the rights, property and privacy of other students and school personnel; carry only those materials which are acceptable under the law and which are not hazardous to any person or property; and accept the consequences for the articles stored in their lockers.
7. Observe the basic standards of cleanliness, modesty and good grooming, and wear clothing which contributes to their own health and safety, as well as that of others.

5.15 STUDENT CONDUCT NOT PERMITTED

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

1. Disrespect for school employees and failing to comply with their reasonable directions or otherwise demonstrating insubordination;
2. Disruptive behavior that interferes with orderly school operations;
3. Willfully and intentionally assaulting or threatening to assault or physically abusing any student or school employee;
4. Possession of any weapon that can reasonably be considered capable of causing bodily harm to another individual;
5. Possession or use of tobacco in any form on any property owned or leased by any public school;
6. Willfully or intentionally damaging, destroying, or stealing school property;
7. Possession of any paging device, beeper, or similar electronic communication devices, on the school campus during normal school hours unless specifically exempted by the administration for health or other compelling reasons;
8. Possession, selling, distributing, or being under the influence of an alcoholic beverage, any illegal drug, unauthorized inhalants, or the inappropriate use or sharing of prescription or over the counter drugs, analogs, other intoxicants, or anything represented to be a drug;
9. Sharing, diverting, transferring, applying to others (such as needles or lancets), or in any way misusing medication or any medical supplies in their possession;
10. Stealing, cheating, copying, or claiming another person's work or property to be his/her own;
11. Inappropriate public displays of affection; Public displays of affection in the halls or in and around the school are forbidden. This includes holding hands, kissing, putting your arms around each other and other similar acts. The school area is an inappropriate place for open displays of affection. All members of the faculty will assist in eliminating this problem
12. Gambling;
13. Inappropriate student dress;
14. Use of vulgar, profane, or obscene language or gestures; including similar slang sounding words;
15. Truancy;
16. Excessive tardiness;
17. 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;
18. Engaging in behavior designed to taunt, degrade, or ridicule another person on the basis of race, ethnicity, national origin, sex, or disability;
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; and
22. Bullying.

The school district reserves the right to punish behavior that is not conducive to good order and discipline in the schools, even though such behavior is not specified in the preceding list. **All discipline infractions will result in a minimum of a warning to a maximum of expulsion.**

5.20 PARKING OF STUDENT AUTOMOBILES/MOTORCYCLES

A student who has presented a valid driver's license and proof of insurance to the appropriate office personnel, may drive his/her vehicle to school. Vehicles driven to school shall be parked in the area designated for student parking. Parking on school property is a privilege which may be denied to a student for any disciplinary violation, at the discretion of the student's building principal.

Students are not permitted to loiter in parking areas and are not to return to their vehicles during the school day for any reason unless given permission to do so by school personnel.

It is understood that there is no expectation of privacy in vehicles in parking areas. Drivers of vehicles parked on a school campus will be held accountable for illegal substances or any other item prohibited by District policy

found in their vehicle. The act of a student parking a vehicle on campus is a grant of permission for school or law enforcement authorities to search that vehicle.

Since so many students bring cars to school and since many problems arise from the cars being at school, the following regulations are established.

1. Students who bring their cars to school will be required to register their car license number in the principal's office and purchase a parking permit for $5.00, and sign a consent for random drug testing.
2. Student cars are to be parked in the student parking lot northwest of the high school.
3. Students who bring cars to school will not be allowed to sit in their cars after arriving at the school area.
4. All students are to keep away from cars, both in the parking area and near the school grounds. Do not sit on these cars or do anything else which might damage the cars in any way.
5. Since it is assumed that cars are brought to school as a means of transportation, all cars are to remain parked until school is out in the afternoon unless special permission to move the car is given by the Principal's office.
6. Students who are seen driving recklessly on or around school property will be asked not to bring their cars to school in the future.
7. Students who do not obey these regulations will be given only one warning, at which time their parents will be notified as to the regulation which has been broken. For a second offense, a student will not be allowed to bring his/her car to school and will be suspended if the regulations are disregarded.
8. These regulations shall be enforced by the High School assistant principal with assistance of certain appointed members of the faculty.
9. The southwest parking lot is reserved for teachers, visitors and staff.
10. Motor vehicles on campus in an unauthorized manner or in an unauthorized location may be towed at owner expense. Vehicles are to be parked between the lines of the regular parking spaces.
11. All vehicles must be insured to meet minimum statutes for insured coverage.
12. Parking in spaces other than those which may be assigned to students is prohibited.
13. Staff members have been assigned supervisory duties on a rotating basis, and will be on duty from 7:30 a.m. until 8:00 a.m. each morning and from 3:15 pm. until 3:45 pm. each afternoon, as well as during each lunch time.
14. The circular islands in the south end of the Student Parking are reserved for motorcycles and bicycles.
15. Warrantless searches of student automobiles are generally valid upon a showing of reasonable cause.
16. Teachers will do their best to encourage safe driving practices.
17. Students must leave by designated exit areas.

5.30 OVERALL SCHOOL CLASSROOM/CAMPUS POLICIES

1. Students should be in their assigned seat when the tardy bell rings, with completed assignment on their desk, pens or sharpened pencils, paper and textbooks ready for use.
2. Keep hands, feet, books and objects away from other students.
3. No profanity, cruel teasing, rude gestures, or put-downs (verbal or non- verbal).
4. Follow directions of staff member(s) in charge immediately and without question.
5. Students are **NOT** to be in the hallways for **ANY** reason after the tardy bell rings.
6. Students are **NOT** to leave class before the bell for **ANY** reason.
5. Decks of playing cards are not allowed.

5.40 DRESS GUIDELINES

HHS 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, un-safe, 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.

General Guidelines of clothing that are unacceptable are---

- No hats, caps, bandanas, hoods, or other headgear may be worn inside the high school building. No sunglasses may be worn inside the school building without written notice from a doctor.
- Revealing sleeveless blouses or dresses, mesh or see-through shirts and revealing necklines will not be allowed. Blouses and shirts must be long enough and worn in such a way as to not expose skin at the midriff.

- As a general guideline skirts, dresses, and shorts must be within a dollar bill of the knee. Wearing tights or leggings does not allow an exception to this rule.
- Clothing with holes above the limit for shorts is not allowed.
- Chains of more than 4 inches in length, including wallet and dog-leash style chains, may not be worn at school. (This does not refer to lightweight jewelry.)
- Any garment, tattoo, or jewelry with language or pictures relating to, referring to, or advertising sex, drugs, tobacco, alcohol, gangs, profanity, or violence will not be allowed.
- "Sagging pants", and any clothing where under garments show
- Pajamas or clothing that resembles pajamas.
- Strapless tops and tank tops may not be worn.

Any clothing that is disruptive to the learning environment is not allowed. Clothing or jewelry that is unsafe is not allowed.

ARKANSAS ACT 835 REQUIRES SCHOOL DISTRICTS TO PROHIBIT THE WEARING OF CLOTHING THAT EXPOSES UNDERWEAR, BUTTOCKS, OR THE BREAST OF A FEMALE.

Some examples of unsafe jewelry, which will not be allowed, include lip rings, nose rings, tongue rings, eyebrow rings, or body rings. Most earrings will be allowed.

Each clothing situation will be evaluated individually by administration. HHS will meet the clothing guidelines that are set out in state policy.

It is the responsibility of teachers and administrators to see that the dress of a student shall not depict profanity, obscenities, gang associations, or is drug or alcohol related. Students should be sent to the office in this situation.

Harrison school authorities may require certain types of clothing to be worn in special extra-curricular activities.

The Harrison School Board may approve policy recommendations in the interest of decency, cleanliness, safety or health. The Harrison School Board may also approve policy recommendations concerning dress and grooming.

5.50 USE OF CELL PHONES, PAGERS, DEVICES, IPADS, LAPTOPS, ETC.

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.

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 take photographs in locker rooms or 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 individualized education program (IEP) or it is needed in an emergency that threatens the safety of students, staff, or other individuals.

Before and after normal school hours, possession of electronic devices is permitted on the school campus. The use of such devices at school sponsored functions outside the regular school day is permitted to the extent and within the limitations allowed by the event or activity the student is attending.

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

5.55 LASER POINTERS

Students shall not possess any hand held laser pointer while in school; on or about school property, before or after school; in attendance at school or any school-sponsored activity; en route to or from school or any school-

sponsored activity; off the school grounds at any school bus stop or at any school-sponsored activity or event. School personnel shall seize any laser pointer from the student possessing it and the student may reclaim it at the close of the school year, or when the student is no longer enrolled in the District.

5.60 ASSAULTS, ABUSE AND THREATS OR THREATENING BEHAVIOR

Students are to keep their hands to themselves, and treat teachers and fellow students with respect and courtesy. Horseplay and physical teasing as well as shoving, striking, fighting and threatening others constitute battery and/or assault and are strictly forbidden. All threats of violence or property damage will be taken seriously. Students should be aware that uttering threats can not only lead to disciplinary action being taken against a student, it can also lead to serious criminal penalties. Profanity and rude and abusive language directed at others is considered abuse, and this is also strictly forbidden. Violation of this policy will result in disciplinary action and may also constitute a criminal offense. By law, local law enforcement must be notified whenever a felony or an act of violence may have been committed on campus. **Penalty: Minimum: warning. Maximum: permanent expulsion.**

5.61 TEASING/HAZING/HARASSMENT

Act 75 of 1983 prohibits hazing in any school setting. Hazing is defined as any act conducted by one or more students directed against any other student for the purpose of intimidating the student attacked by threatening such student with social or other rejection, or of submitting such student to shame or disgrace, or of playing abusive tricks on another student to frighten him, or any act in striking, beating or attempting to do same. This includes sexual harassment.

Students guilty of hazing will be subject to severe disciplinary action, including expulsion.

Harassment based on race, color, religion, national origin, sex, age, disability, or any other personal characteristic is prohibited. Harassment may include but is not limited to: slurs, jokes, other verbal, graphic, or physical conduct relating to an individual's race, color, religion, national origin, sex, age, or physical or mental disability or any other personal characteristic.

Sexual harassment - behavior as defined as any verbal, graphic, or physical conduct of a sexual nature that creates an intimidating hostile, or offensive setting is prohibited.

5.62 HAZARDOUS ITEMS

Students are not to bring hazardous items to school, the school bus, or on school sponsored trips. Any student aware of anyone in possession of such items should contact the Principal, Assistant Principal, or any teacher immediately.

A student found in possession of a firearm or other weapon shall be immediately suspended from school pending a full investigation by the principal who shall make further recommendation to the superintendent regarding a possible expulsion hearing.

5.63 WEAPONS AND DANGEROUS INSTRUMENTS

No student shall possess a weapon, display what appears to be a weapon, or threaten to use a weapon while in school, on or about school property, before or after school, in attendance at school or any school sponsored activity, en route to or from school or any school sponsored activity, off the school grounds at any school bus stop, or at any school sponsored activity or event.

A weapon is defined as any knife, gun, pistol, revolver, shotgun, BB gun, rifle, pellet gun, razor, ice pick, dirk, box cutter, num-chucks, pepper spray or other noxious spray, explosive, or any other instrument or substance capable of causing bodily harm. This list is not exhaustive.

If, prior to any questioning or search by any school personnel, a student discovers that he/she has accidentally brought a weapon, other than a firearm, to school including a weapon that is in a vehicle on school grounds, the student is to inform the school administration immediately, and the student will not be considered to be in possession of a weapon.

A student found in possession of a firearm or other weapon shall be immediately suspended from school pending a full investigation by the principal who shall make further recommendation to the superintendent regarding a possible expulsion hearing.

5.64 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.

Definitions**:**

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 causes or creates a clear and present danger of:

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

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

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

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

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.

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

1. Sarcastic "compliments" about another student's personal appearance,
2. Pointed questions intended to embarrass or humiliate,
3. Mocking, taunting or belittling,
4. Non-verbal threats and/or intimidation such as "fronting" or "chesting" a person,
5. Demeaning humor relating to a student's race, gender, ethnicity or personal characteristics,
6. Blackmail, extortion, demands for protection money or other involuntary donations or loans,
7. Blocking access to school property or facilities,
8. Deliberate physical contact or injury to person or property,
9. Stealing or hiding books or belongings, and/or
10. Threats of harm to student(s), possessions, or others.
11. Sexual harassment, as governed by policy 5.328, is also a form of bullying.
12. Teasing or name-calling based on the belief or perception that an individual is not conforming to expected gender roles or conduct or is homosexual, regardless of whether the student self-identifies as homosexual.

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

bullying, or if allowed to continue would constitute bullying, to the principal or his designee. The principal or his designee shall be responsible for investigating the incident(s) to determine if disciplinary action is warranted.

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

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

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

Copies of this policy shall be available upon request.

5.65 SEXUAL HARASSMENT

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

Believing that prevention is the best policy, the District will periodically inform students and employees about the nature of sexual harassment, the procedures for registering a complaint, and the possible redress that is available. The information will stress that the district does not tolerate sexual harassment and that students can report inappropriate behavior of a sexual nature without fear of adverse consequences. The information will take into account and be appropriate to the age of the students.

It shall be a violation of this policy for any student to be subjected to, or to subject another person to, sexual harassment as defined in this policy. Any student found, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action up to, and including, expulsion.

Sexual harassment refers to unwelcome sexual advances, requests for sexual favors, or other personally offensive verbal, visual, or physical conduct of a sexual nature made by someone under any of the following conditions:

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

The terms "intimidating," "hostile," and "offensive" include conduct of a sexual nature which has the effect of humiliation or embarrassment and is sufficiently severe, persistent, or pervasive that it limits the student's ability to participate in, or benefit from, an educational program or activity.

Actionable sexual harassment is generally established when an individual is exposed to a pattern of objectionable behaviors or when a single, serious act is committed. What is, or is not, sexual harassment will depend upon all of the surrounding circumstances. Depending upon such circumstances, examples of sexual harassment include, but are not limited to: unwelcome touching; crude jokes or pictures; discussions of sexual experiences; pressure for sexual activity; intimidation by words, actions, insults, or name calling; teasing related to sexual characteristics; or the belief or perception that an individual is not conforming to expected gender roles or conduct or is homosexual, regardless of whether or not the student self-identifies as homosexual; and spreading rumors related to a person's alleged sexual activities.

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

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

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

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

5.70 STUDENTS UNDER THE INFLUENCE OF ALCOHOLIC BEVERAGES AND/OR CONTROLLED SUBSTANCES

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

Therefore, no student in the Harrison School District shall possess, attempt to possess, consume, use, distribute, sell, buy, attempt to sell, attempt to buy, give to any person, or be under the influence of any substance as defined in this policy, or what the student represents or believes to be any substance as defined in this policy. This policy applies to any student who; is on or about school property; is in attendance at school or any school sponsored activity; has left the school campus for any reason and returns to the campus; is en route to or from school or any school sponsored activity.

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

Selling, distributing, or attempting to sell or distribute, or using over-the-counter or prescription drugs not in accordance with the recommended dosage is prohibited.

Students violating this policy will be subject to serve Out of School Suspension (OSS) and In-School Suspension (ISS). Students guilty of distribution will be recommended for expulsion.

5.75 TOBACCO AND TOBACCO PRODUCTS

Smoking or use of tobacco or products containing tobacco in any form (including, but not limited to, cigarettes, cigars, chewing tobacco, and snuff) is prohibited in or on any property owned or leased by a District school, including school buses, or at school-sponsored events off campus.

The exhibiting of tobacco-related gear or paraphernalia is prohibited.

Students who violate this policy may be subject to legal proceedings in addition to student disciplinary measures.

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

5.80 BOMB THREATS

A student who calls in a bomb threat to a school will be referred to the legal authorities and will be recommended for expulsion.

5.90 SEARCH AND SEIZURE

When a reasonable belief exists that school policy or state law has been violated, the school reserves the right to search lockers, vehicles, and persons without prior notice. This policy exists in order that a climate of safety may be maintained and because of the concern of the school for the welfare of all students.

Search of lockers- School authorities have equal access to the lockers at all times. The lockers are subject to search in the event of theft or a reasonable belief that a controlled substance, contraband, or a dangerous weapon is present in the lockers.

Vehicle Searches- Any student parking a vehicle on campus is granting permission for school or law enforcement authorities to search that vehicle. Vehicle searches may be conducted only by the principal or assistant principal and in the presence of the student if there is reason to believe that a student has stolen property, has contraband, or a dangerous weapon in his/her possession. If a student objects to the vehicle search, he or she will be detained by school authorities, parent contact attempted, and the proper law officials or school resource officer contacted and requested to come to the school to conduct the search.

Personal Searches- Personal searches are discouraged; however, in the event that there is reason to believe that a student has stolen property, contraband, or a dangerous weapon on his/her person, a personal search by the principal and/or the assistant principal is authorized. All personal searches must be witnessed by at least one other certified employee of the same sex as the student. If a student objects to a personal search, he or she will be detained by school authorities, parent contact attempted, and the proper law officials contacted and requested to come to the school. Strip searches are not permissible; however, searches of purses, book bags, pockets, shoes, socks, will be permitted as well as pat-down searches.

1. The Harrison School District will create and maintain a climate in the schools that assures the safety and welfare of all students.
2. School lockers are the property of Harrison Public Schools. At no time does the Harrison School District relinquish its exclusive control of lockers provided for the convenience of students.
3. Personal Search

a. School authorities may make a personal search and seize any illegal contraband, dangerous weapons, or stolen property.

4. Automobiles
   a. Warrantless searches of student automobiles are generally valid upon a showing of reasonable cause.
5. Sniff Dogs
   a. "Sniffing" by trained dogs in public hallways or autos in public lots is not a search. (The Fourth Amendment requirements do not apply.)
   b. "Sniffing" of a student's person is a search and the legality of such sniffing can only be defended if a search warrant is obtained.

SECTION 6: STUDENT DISCIPLINE

All discipline infractions will result in a minimum of a warning to a maximum of expulsion.

Recurring disciplinary infractions will escalate with each office referral.

Discipline will be determined and based on the Harrison School District Board Policies.

6.00 STUDENT DISCIPLINE

The Harrison School District 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; going to and from school or a school activity.

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

The District's personnel policy committee shall review the student discipline policies annually and may recommend changes in the policies to the Harrison School Board. The Board shall approve any changes to student discipline policies.

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

It is required by law that the principal or the person in charge 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 shall inform the Board of Directors of any such report made to law enforcement.

6.05 ASSERTIVE DISCIPLINE

Discipline is largely a teacher-principal responsibility. The board desires the establishment and maintenance of good student conditions free from distraction and misbehavior and the maintenance of respect for authority with the school.

Assertive discipline is a program through which students are expected to achieve success by having firm, consistent rules to follow. There is a reward system for students who choose to follow the rules and specified consequence for those who choose to break the rules.

6.10 DISCIPLINE FOR HANDICAPPED STUDENTS

1. Handicapped students who engage in misbehavior are subject to normal school disciplinary rules and procedures so long as such treatment does not abridge the right to free appropriate public education.
2. The individual education plan (IEP) team for a handicapped student should consider whether particular discipline procedures should be adopted for that student and included in the IEP.
3. Handicapped students may be excluded from school only in emergencies and only for the duration of the emergency. In no case should a handicapped student be excluded for more than ten days in a school year.
4. After an emergency suspension is imposed on a handicapped student, an immediate meeting of the student's IEP team should be held to determine the cause and effect of the suspension with a view toward assessing the effectiveness and appropriateness of the student's placement and toward minimizing the harm resulting from the exclusion.
5. The suspended student should be offered alternate educational programming for the duration of the exclusion.
6. The principal shall be designated as the grievance officer for Act 504

6.20 DUE PROCESS

State laws and State Board of Education regulations permit local school officials to expel students who are unwilling to behave in an acceptable manner and fail to abide by district attendance policies. Due process must be provided.

1. For the purpose of this policy, the following definitions shall apply:
   A. Teacher - shall include any employee of the Harrison School District who is compelled by law to secure a license from the State Board of Education as a condition precedent to employment.
   B. Good cause - shall include those offenses enumerated in Section 10 of this policy, but is not limited to those offenses.
   C. Insubordination - shall mean refusal or continued failure to obey the school laws of Arkansas or to obey the reasonable rules and regulations or instructions of school district personnel.
   D. Disruptive conduct - shall include defiant and hostile acts; acts involving moral turpitude; and disrespect for authority in school buildings, on school grounds, or at school-sponsored events.
   E. Criminal acts - shall mean activities defined as criminal under the laws of the State of Arkansas and shall include, but not be limited to arson; assault and battery; burglary and larceny; possession of explosives, extortion, blackmail or coercion; possession of firearms, malicious mischief; and robbery.
   F. Disturbing the peace - shall include violent, abusive, obscene or profane language addressed to any teacher or pupil; threatening to fight, challenging to fight or fighting any teacher or any pupil; and use of abusive, violent, obscene or profane language whether addressed to a specific party or the public generally.
   G. Due process - guaranteed right under the 14th Amendment. It provides that each person is allowed a process of hearing and judgment when he feels that his rights have been violated. In education, many cases have dealt with the "due process" clause and its applicability in the area of public school education.
2. All pupils of the Harrison Public Schools shall comply with the rules and regulations and the reasonable instructions, pursue the required courses of study and submit to the authority of the teachers, other school officials and the Harrison Board of Education on school property or at school-sponsored off-campus events.
3. Pupils of the Harrison Public Schools have the right to exercise the freedoms of speech and assembly and the freedom to publish, including but not limited to, the use of designated bulletin boards, the distribution of printed materials or petitions and the wearing of buttons, badges, and other insignia, except the speech, assembly or published material which is obscene, libelous, or slanderous according to current legal standards, or which so incites pupils as to created a clear and present danger of the commission of unlawful acts in school buildings, on school property or at school-sponsored events, of the violation of lawful school

rules and regulation, or of the substantial disruption of the education process, shall be prohibited. Students are entitled to verbally express their personal opinions. Such verbal expressions shall not interfere with the rights of others, the conduct of the classroom or with the educational process, or violate other provisions of this section.

All student meetings in school buildings or on school grounds may function only as a part of the formal educational process, or as authorized by the principal.

Students have the freedom to assemble peacefully. All student meetings in school buildings or on school grounds may function only as a part of the formal educational process, or as authorized by the principal.

4. In June, 1972, Congress passed Title IX of the Education Amendments, a law which affects virtually every educational institution in the country. The law prohibits discrimination by sex in educational programs that receive federal funds.

A. The law states in part that "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 assistance..."

B. Male and female students must be eligible for benefits, services and financial aid without discrimination on the basis of sex.

6.25 CLASSROOM DISCIPLINE

It is impossible for a teacher to maintain a learning environment in a classroom unless good order is maintained. Students are reminded that they must adhere to a code of good conduct not only for their benefit but for the benefit of others as well. Harrison High School will deal with routine classroom discipline in the following manner.

1. Student will be warned and parent notified by phone, text, or email from classroom teacher
2. Teacher will issue the student an afternoon or morning detention.
3. Repeated infractions could result in additional discipline notices or the student being sent to the office.

6.30 DETENTION

Teachers may assign students detention for minor classroom discipline infractions. When sent to detention, the student must bring academic work and do academic work. A student who is tardy to detention, talks, or disrupts in any manner in the detention room will be dismissed for that day and have his/her detention time doubled. Consequences of infractions should be mutually agreed upon between the teacher and principal or assistant principal. Detention will be on Monday- Thursday afternoons from 3:20 to 3:50 and on Tuesday and Thursday mornings from 7:30 to 8:00.

6.40 LATE SCHOOL

Late school will be another discipline option. Late school will be Monday-Thursday afternoons from 3:20 to 4:15. Late school is an alternative to keep students in class. Students may be sent to late school for discipline infractions or in place of out of school suspension. The student must bring academic work and do academic work. If the student fails to bring work, the LS supervisor will assign work for the student to complete. A student who talks, sleeps, or disrupts in any manner will be dismissed for that day and have another day of LS upon their return. Students assigned Late School will be required to complete Late School before returning to regular classes. Late School will be assigned at least two days prior to serving to give parents and students adequate time to arrange for transportation.

6.50 IN SCHOOL SUSPENSION

When sent to in school suspension, the student must bring academic work and do academic work. If the student fails to bring work, the ISS supervisor will assign work for the student to complete. Assignments made while a student is serving in-school-suspension shall be made up for full credit. A student who talks, sleeps, or disrupts in any manner in the ISS room will be dismissed for that day and have another day of ISS upon their return. If a student is checked out of ISS, the student will have another full day of ISS assigned unless for an emergency situation as defined by the principal or assistant principal. Student's assigned in-school-suspension will be required to complete ISS before returning to regular classes.

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

In lieu of in-school-suspension for tobacco, a 3 hour tobacco prevention education program is available through the Coordinated School Health (CSH) program (date and time to be determined by CSH coordinator). The program will provide the student with cessation resource information such as ASPIRE, MYLASTDIP and the Arkansas Tobacco Quitline. Cessation resources are also available to parents/guardians interested in quitting tobacco.

6.60 SUSPENSION FROM SCHOOL

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

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

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

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

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

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

It is the parents' or legal guardians' responsibility to provide current contact information to the district which the school shall use to immediately notify the parent or legal guardian upon the suspension of a student. The notification shall be by one of the following means, listed in order of priority:2

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

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

During the period of their suspension, students serving out-of-school suspensions students shall not be permitted on campus except to attend a student/parent/administrator conference nor shall the student participate in any school-sponsored activities. Assignments made while a student is serving out of school suspension shall be made up for fifty (50%) percent credit.

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.

6.70 CORPORAL PUNISHMENT

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

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

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

6.80 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, or where the student's continued attendance at school would disrupt the orderly learning environment or would pose an unreasonable danger to the welfare of other students or staff.

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

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

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

During the hearing, the Superintendent will present evidence, including the calling of witnesses, which 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.

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

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

Any minor who maliciously or willfully destroys property, real, personal, or mixed, belonging to the school district is liable for damages so caused by the minor, subject to the provisions of Act 45 of 1959. The parent or guardian of a minor shall be liable to the school district for all property belonging to the school district loaned to the minor and not returned upon demand of an employee of the district authorized to make the demand.

6.90 ARKANSAS CRIMINAL LAWS AND STUDENT DISCIPLINE

The following offenses will result in a criminal arrest of a student enrolled in the Harrison School District.

1. Possession of a controlled substance including alcohol (5-64-401). (3-3-203).
2. Possession of a knife or blade instrument with a 3.5 inch blade or longer (5-73-121)
3. Possession of a firearm on campus, school bus, or any school designated areas (5-73-119)
4. Terroristic threatening of a faculty or staff member (5-13-301)
5. Insult or abuse of a teacher while performing their duties (6-17-106)
6. Communicating a false alarm (5-71-210)
7. Public intoxication (5-71-212).
8. Criminal mischief or vandalism to any school property (5-38-203)
9. Physical abuse to any faculty member (5-13-203)
10. This list is not exhaustive.

The following offenses may result in a report to the police and/or a criminal arrest of a student enrolled in the Harrison School District based on the evidence of each individual case.

1. Making a statement which involves death or violence to any person, the police will be contacted (5-13-302)
2. Possession of a knife with less than a 3.5 inch blade or any other object that could be used as a weapon if used in a threatening manner (5-73-120)
3. Criminal trespass, if the offender has been previously warned to stay off the campus by the school administration or the police (5-39-203).
4. Fighting or disorderly conduct, depending on severity or injury (5-71-207)
5. Misconduct and/or abusive language to a school bus driver (5-60-113)
6. This list is not exhaustive.

6.95 PROCEDURE FOR RELEASING STUDENTS TO POLICE

Representative authorities of the school system have temporary legal custody of children while they attend school. The officials might be found to be vulnerable to civil suit if they were to voluntarily release children to the custody of the police under some circumstances.

The following procedures should be followed:

A. Where officers believe that probable cause of arrest exists, or when officers are armed with a warrant, the officer will advise the school official; that official should forthwith notify the parents or guardians of the student involved, the juvenile court authority or the juvenile intake officer. Such person should upon notification be invited to be present if he/she wishes to do so in the event of an arrest of the student. That official should then release custody of the child to the police.

B. Police officers wishing to interview a student for reasons of establishing probable cause, accomplice possibilities, or determining that a student was a victim will receive cooperation if the officer has satisfied the administration of the urgency of conducting this interview during school hours, and only after contact has been made with the student's parents or guardians, the juvenile court authority or juvenile intake officer. The school official will bring the student to the office for such as interview.

SECTION 7: STUDENT SERVICES

7.05 GUIDANCE AND COUNSELING

Harrison High School maintains counseling and guidance for all its students. The guidance office is open twelve (12) months each year for the convenience of pupils, teachers, and parents. Pupils with educational, vocational and personal problems may secure help at the guidance office.

Students and teachers keep an up-to-date library of college catalogs, vocational information and related materials for use.

An educational record of each student, from the time he/she entered school, is kept on file. This includes test information, vocational choice, grades and other information considered beneficial to the student. A student may review this information and bring it up to date at his/her convenience.

The counselors supervise and interpret testing programs. Some nation-wide programs in which Harrison High School participates are:

National Merit Scholarship/Preliminary Scholastic Aptitude Test (juniors and seniors)
Scholastic Aptitude Test (juniors and seniors)
American College Test (juniors and seniors)

Two (2) counselors are available to meet the guidance needs of the students.

7.10 LIBRARY

The library is for student use and convenience. Students should not hesitate to consult the librarian or the student assistants for help in locating a book or finding information. These people are glad to answer any questions. The library is open from 8:00 a.m. until after school is out in the afternoon. Students do not need permission to go to the library before school, during the lunch hour, or after school.

All books taken from the library must be checked out to the student. Students are responsible for a book that has been checked out until it is returned to the circulation desk and has been placed under the counter. Fines will be charged for overdue or lost books. Information concerning overdue books will be posted in the library. Students who lose books should consult with the librarian.

All students should do their part to see that an atmosphere exists in the library that will permit students to study, read, or find information without disruption.

7.15 LOCKERS

Lockers are available to all students for $5.00. Students are expected to keep locks on their lockers. HHS will furnish the locks for lockers. Students will be **required** to use their assigned lockers.

School lockers are the property of Harrison Public Schools. At no time does the Harrison School District relinquish its exclusive control of lockers provided for the convenience of students. Students are responsible for the appearance and contents of their locker.

School authorities with reasonable suspicion that contraband exists or that school policies have been broken may conduct inspections of lockers.

7.20 FREE TEXTBOOKS

Textbooks, workbooks, and many other educational materials will be supplied to the student by the school. It must be kept in mind that each of these books is purchased by the school with the expectation of students using them for a period of six years.

Students who lose, destroy, or deface books that are issued to them will be charged with the responsibility of paying for these items. Students are not accountable for wear that occurs from normal use of a book.
Students will be required to turn in their textbook to the teacher before they will be allowed to take their semester test. Students must turn in their textbook before they will be considered for exemption.

7.25 PERSONAL CHECKS

The office will not cash personal checks made out to Harrison High School.

7.30 LOST AND FOUND

Students are responsible for marking their possessions so that they are easily identified. Students are also responsible for the safekeeping of their own possessions. Lost and found items are kept in the office. Items not needed for schoolwork should be left at home.

7.40 ANNOUNCEMENTS

Announcements will be read each morning at the beginning of "Gob Time." All announcements should be in writing and in the office before 2:00 p.m. on the day preceding the announcement. Only in case of an emergency or for special occasions will announcements be made at other times. Students are responsible for all announcements pertaining to them.

7.45 SENIOR PICTURES

During the summer between a student's junior and senior years, a student may have their senior pictures made. The photographer will send them a card reminding you to set up an appointment. Other school pictures will be made during the school day.

7.50 SCHOLARSHIPS

Scholarships and financial aid applications are available to students of Harrison High School to aid in the continuation of their education. Information may be obtained in the counselor's office. A student who will need financial aid to continue his education after high school should strive to make the best high school record he or she can possibly make.

7.55 MESSAGES TO STUDENTS

Only messages from parents or emergency messages will be delivered to students during class time.

7.60 SUMMER SCHOOL

Depending upon student interest and teacher availability, summer school classes will be offered in various academic areas.

Summer school may be available for students to recover a credit if a class was failed and not for students to take a class to get ahead on credits.

7.65 AFTER SCHOOL TUTORING

Depending upon the student interest, teacher availability and funding, after school tutoring will be available on Tuesday and Thursday afternoons from 3:30 – 4:30 in English, biology, and math.

7.70 STUDENT WELFARE

Various services are offered at Harrison High School that are for the express benefit of the students in the school system. All of these programs have the welfare of the student in mind and are for that purpose. Questions concerning these programs should be channeled through the Principal's office. These services include such things as:

1. Physical examinations for all athletes in grades 7-12 prior to their participating in athletics are provided at no cost to the students by volunteer doctors.
2. Screening for hearing and visual impairment can be performed by the school nurse when requested. This is only a screening process and will only indicate if further examinations are needed.
3. Students who are referred by the counselor or principal may receive the assistance of a psychologist or social worker, if needed.
4. Regular guidance service is provided for all students in the Harrison Schools.
5. Programs for handicapped students are available if testing shows there is a need for this service.
6. Free and reduced price lunches are provided for those students when a need is shown.

7.80 ATHLETIC ELIGIBILITY

Students desiring to participate in interscholastic sports should contact the respective coaches concerning eligibility requirements.

SECTION 8: STUDENT HEALTH AND SAFETY

8.00 COMMUNICABLE DISEASES AND PARASITES

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

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

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

A student enrolled in the District who has an immunization exemption may be removed from school at the discretion of the Arkansas Department of Health during an outbreak of the disease for which the student is not

vaccinated. The student may not return to the school until the outbreak has been resolved and the student's return to school is approved by the Arkansas Department of Health.

The parents or legal guardians of students found to have live human host parasites that are transmittable in a school environment will be asked to pick their child up 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.

8.05 INFECTIOUS/COMMUNICABLE DISEASES POLICY

The principal will report to the superintendent's office immediately all cases of individuals within the school population who have, or are suspected of having, a reportable infectious/communicable disease.

If the superintendent determines a need, a School Health Advisory Committee shall be established. The purpose shall be to review medical or other relevant data pertaining to individuals having an infectious/communicable disease. The committee will make recommendations to the superintendent regarding suitability of school placement. The committee will include the principal, special education supervisor, school nurse, and the President of the Boone County Medical Society or his/her designee.

The School Health Advisory Committee shall work with the local and/ or state health officials, the family physician, the student/employee, the student's parents, the student's teacher(s), the principal and superintendent to establish the most appropriate educational program/work setting for a student/employee identified as having an infectious/communicable disease. In appropriate cases the School Health Advisory Committee shall submit the case to the State Department of Education for recommendation regarding the individual's appropriate educational program/work setting and for other recommendations with regard to the student/employee.

The School Health Advisory Committee shall become familiar with the regulations/guidelines of the Arkansas State Board of Health pertaining to infectious/communicable diseases to aid in determining when an individual with a chronic infectious/communicable disease may need to be excluded or placed in an alternative educational environment.

The Board of Education hereby authorizes the superintendent to make determinations on the exclusion of a student/employee suffering from a reportable disease, as defined by the Arkansas Department of Health. Student/employees excluded for reason of infectious/communicable disease shall be readmitted by the following method:

Application to the School Health Advisory Committee and upon the recommendation of the School Health Advisory Committee to the superintendent and school board, if appropriate.

8.10 HOMEBOUND INSTRUCTION

Harrison School District will provide homebound instruction to eligible students under the following guidelines:

1. The student has a medical condition/injury which prevents him/her from participating in core academic instruction for a period longer than two consecutive weeks within the school year which is documented by the student's physician.
2. The student has an educational disability which prevents him/her from participating in core academic instruction for a period longer than two consecutive weeks within the school year which is documented by the student's IEP committee.

To initiate homebound services for a medical condition/injury, the student or student's parent/guardian contacts the student's school counselor to obtain a *Physician Recommendation for Homebound Services* form to be completed by the student's physician.

To initiate homebound services for a student with an educational disability, the student or student's parent/guardian contacts the student's special education teacher to convene an IEP committee meeting.

The final decision to approve homebound instruction lies with the HSD administrative staff, including one or more of the following: the School Principal, Special Services Supervisor, Assistant Superintendent, and Superintendent.

8.15 SCHOOL NURSE

The nurse's office is in the main office. The nurse is available to each student for advice and consultation. Contact the principal's office if she is not in her room.

8.20 ARKIDS FIRST PROGRAM

The Arkansas Department of Education, in coordination with the Department of Health and Human Services, and the Harrison School District will provide ARKids First applications, ARKids First eligibility criteria, and ARKids First benefit information to students and their families identified as being in need of health insurance coverage.

8.25 SHARING STUDENT HEALTH AND MEDICAL INFORMATION

Federal law permits the school district to disclose personally identifiable information in the student's education records to school officials with legitimate educational interests. School officials include persons employed by the district as an administrator, supervisor, teacher, or support staff member (including but not limited to transportation personnel); or a person, agency or company with whom the District has contracted, or otherwise arranged to perform a special task or service. Such individuals have a legitimate educational interest if s/he needs to review an education record in order to fulfill his or her professional and/or official responsibility.

A legitimate educational interest also exists where the staff member or other individual works directly with students and needs to review education records to increase his/her awareness of steps necessary for the safety and welfare of students and staff members.

8.30 ASTHMA INHALERS OR AUTO-INJECTABLE EPINEPHRINE

The parent or guardian of a student who needs to carry an asthma inhaler or auto-injectable epinephrine, or both, shall provide the school with written authorization for the student to carry an asthma inhaler or auto-injectable epinephrine, or both, on his or her person for use while in school, at an on-site school sponsored activity, or at an off-site school sponsored activity.

The parent or guardian will provide appropriate medical documentation proving that the inhaler or auto-injectable epinephrine, or both, has been proscribed by a health care practitioner and that the student needs to carry the inhaler or auto-injectable epinephrine, or both, on his or her person due to a medical condition.

The student is prohibited from sharing, transferring, or in any way diverting his or her own medications to any other person. The school district shall not be liable for injury to a student caused by his or her use of a prescription inhaler or self-administration of medication.

8.32 STUDENT MEDICATIONS

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

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

Medications, including those for self-medication, must be in the original container and be properly labeled with the student's name, the ordering health care provider's name, the name of the medication, the dosage, frequency, and instructions for the administration of the medication (including times). Additional information accompanying the medication shall state the purpose for the medication, its possible side effects, and any other pertinent instructions (such as special storage requirements) or warnings.

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

The only Schedule II medications that shall be allowed to be brought to the school are methylphenidate (Ritalin) and amphetamine sulfate (Adderall). To help ensure their safe keeping, any such medications brought to the school nurse shall be stored in a double locked cabinet.

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 and 504 plans.

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

Students who have written permission from their parent or guardian and a licensed health care provider to self-administer either an asthma inhaler or auto-injectable epinephrine, or both and 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. Students are 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 an asthma inhaler or auto-injectable epinephrine, or both does not require him/her to have such on his/her person. The parent or guardian of a student who chooses to not carry an asthma inhaler or auto-injectable epinephrine, or both on his/her person shall provide the school with the appropriate medication which shall be immediately available to the student in an emergency.

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

1. an IHP developed under Section 504 of the Rehabilitation Act of 1973 which provides for the administration of Glucagon in emergency situations; and
2. a current, valid consent form on file from their parent or guardian.

The school shall not keep outdated medications or any medications past the end of the school year. By this policy, parents are notified that ten (10) days after the last day of school, all medications will be disposed of that are left at the school. Medications not picked up by the parents or legal guardians within the ten (10) day period shall be disposed of by the school nurse in accordance with current law and regulations.

8.35 GIVING MEDICINE OR MEDICATION IN SCHOOLS

The approved and accepted items (medicine or medications) used in First Aid may be given to students at the school when needed.

Teachers should be informed through the Principal's office of particular health problems of their students. Students who have special needs (example: hyperactive, epileptic, asthmatic, etc., children who must take medication to remain in school) may be given medication under the following conditions:

A request must be signed by the parent that shall specify name of student, name of medication, name of doctor if medication is prescriptive and directions for administering medicine.

Prescriptive and non-prescriptive medicine may be given if all the above conditions are followed, but the principal of each school should strongly discourage the giving of medication at the school, unless absolutely necessary.

All medication must be in the original bottle and not mixed. The giving of medication may be delegated to the teacher by the principal.

If there is a need for the giving of medication on a long-term basis as for convulsive disorder, hyperactivity, asthma, etc., a doctor's statement is necessary stating the necessity for giving the medication during the school day and any reaction that might occur.

8.40 ACCIDENTS AND ILLNESS AT SCHOOL

Accidents to pupils on the school grounds or in the building shall be reported to the principal and a written report filed with the superintendent.

8.45 STUDENT INSURANCE

The school does not carry medical or accident insurance on its students. All students will have the opportunity to purchase accident insurance at the beginning of the school year at a group rate. For a small premium, accident protection is available to all participating students when attending classes during the hours and on the days when school is in session. This insurance also applies to participating in school sponsored and supervised activities during school hours.

8.50 CIVIL DEFENSE DRILLS

Drills are held at various times throughout the school year preparing students for action in case of an actual fire or tornado. All pupils should read closely the directions posted by the teacher in each classroom. When the signal is given, students should leave the building quickly and quietly by assigned routes. A warning bell will signal a return to the building. Each teacher will instruct the individual classes as to warning signals and action to be taken in his/her classroom.

8.60 VIDEO SURVEILLANCE

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

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

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

The district shall retain copies of video recordings until they are erased which may be accomplished by either deletion or copying over with a new recording. Other than video recordings being retained under the provisions of this policy's following paragraph, the district's video recordings may be erased as server capacity dictates.

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

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

8.70 TOBACCO AND TOBACCO PRODUCTS

A comprehensive policy is a major contributing factor in helping to increase tobacco prevention and cessation among youth. Therefore, the following tobacco-related prohibitions exist:

1. Smoking or use of tobacco or products containing tobacco in any form (including, but not limited to, cigarettes, cigars, chewing tobacco, and snuff) in or on any property owned or leased by the District, including school buses, or at school-sponsored events off campus;
2. The exhibition of tobacco-related gear or paraphernalia;
3. Tobacco industry sponsorship, marketing, or giveaways.

The District has the right to ask those who wish to use tobacco, or products containing tobacco, to leave its school campuses or school-sponsored events.

SECTON 9: GENERAL INFORMATION

9.05 BUILDING REGULATIONS

1. All doors of the school buildings will be opened at 8:00 in the morning. Any student who arrives at school after that time may come into the building. A duty area will be open during the noon hour. Special cases will be handled through the Principal's office.

2. All duty teachers are expected to be on duty at 7:30 a.m. All teachers are expected to be in their rooms, or in the hallways outside their rooms by 8:00 in the morning and five (5) minutes before classes resume at the noon hour. Teachers will also remain outside their room doors until the building has cleared in the afternoon after school has dismissed. All duty teachers are expected to be on duty until 3:45 p.m. in the afternoons.

3. All teachers will be expected to handle any discipline problems which may arise in the hallways before school, between classes, at noon and after school. If a student refuses to obey when spoken to by a teacher, the student's name and what he/she was doing wrong is to be turned into the Principal's office for action.

4. Students who stop at one of the water coolers will form a line next to the wall on which the cooler is located so as not to block the hallways any more than necessary.

5. Public displays of affection in the halls or in and around the school are forbidden. This includes holding hands, putting your arms around each other and other similar acts. The school area is an inappropriate place for open displays of affection. All members of the faculty will assist in eliminating this problem.

9.10 ERRANDS

No child shall be taken from class or from school and sent on errands (either for the individual teacher or for the school) away from the school grounds except by permission of the principal and consent of the parents or legal guardian.

9.15 CONTACT WITH STUDENTS WHILE AT SCHOOL

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

Contact by Non-Custodial Parents - If there is any question concerning the legal custody of the student, the custodial parent shall present documentation to the principal or his/her designee establishing the parent's custody of the student. It shall be the responsibility of the custodial parent to make any court ordered "no contact" or other restrictions regarding the non-custodial parent known to the principal by presenting a copy of a file-marked court order. Without such a court order on file, the school will release the child to either of his/her parents. Non-custodial parents who file with the principal a date-stamped copy of current court orders granting visitation may eat lunch, volunteer in their child's classroom, or otherwise have contact with their child during school hours with the prior approval of the school's principal. Such contact is subject to the limitations outlined in BOEP 5.702, Student Visitors; BOEP 8.002, Visitors to the Schools; and any other policies that may apply.

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

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

If the District makes a report to any law enforcement agency concerning student misconduct or if access to a student is granted to a law enforcement agency due to a court order, the principal or the principal's designee shall make a good faith effort to contact the student's parent, legal guardian, or other person having lawful control by court order, or person acting in loco parentis identified on student enrollment forms.

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

9.20 STUDENT RELEASE TIME

Any student who is involved in a school activity which causes the student to miss some school work will be handled as follows:

1. Students will not be counted absent from school that day even though some classes were missed.
2. Any work missed during such absences from class can be made up and will not count against a student's grade.
3. Teachers will advise the student(s) as to what has been missed and be sure that the student(s) has every opportunity to make up all work missed. Students should make arrangements to gather assignments before they miss class.
4. Teachers are to be notified either by the student or the school office when he/she is to be absent due to participating in some school activity. All teachers should mark their roll books in such a manner that they will know that a student missed this time due to school activity. Any school-sponsored activity that is supervised by a member of the school staff and in which said student is expected to participate, comes under this regulation.

9.25 DISTRIBUTION OF LITERATURE AND/OR PETITIONS

The federal courts have not always been consistent in interpreting the First Amendment rights of students regarding the distribution of literature. Federal courts in Arkansas and the Eighth Circuit Court of Appeals have not ruled on this subject. Litigation elsewhere appears to support the following:

1. Students shall have the right to distribute and possess literature including, but not limited to, newspapers, magazines, leaflets and pamphlets, except that the district may prohibit a specific issue of a specific publication if there is substantial, factual basis to believe its possession or distribution will cause, or is causing, substantial disruption of school activities.
2. All petitions shall be free of obscenities, libelous statements, and personal attack and shall be within the bounds of reasonable conduct. Students signing such petitions shall be free from recrimination or retribution from members of the staff and administration.
3. Time, place, and the manner of student distribution of literature and/or petitions may be reasonably regulated by the Principal.

9.30 FLOWER DELIVERIES

Harrison High School does not accept flower deliveries at any time during the school year. This is a disruption of the educational process.

9.35 PARENT INFORMATION

Parents of Harrison School District students may request information regarding the professional qualifications of their student's classroom teachers and paraprofessionals.

9.40 REGULATIONS FOR HOLDING CLASS OFFICE

1. A student must have passed four subjects in the previous semester and have a 2.00 or better grade point.
2. A student must have attended Harrison High School and have been in attendance the entire semester preceding the nomination.

9.45 DISTRICT POLICY MANUAL

A copy of the District Policy Manual may be checked out from the library. This manual is a compilation of all district policies, rules and regulations.

9.50 MOVING FROM SCHOOL DISTRICT

If a student leaves this school to go to another school, the student must get a withdrawal sheet from the counselor's office and have their teachers; counselor, librarian and principal sign it. The form should be returned to the Counselor's office. The student should be sure that all fees are paid before leaving school. Only the student who properly withdraws through the office will be entitled to a transcript request for the school to which he is transferring.

9.55 VISITORS ON SCHOOL GROUNDS

All visitors to the building or campus are to report to the Principal's office before going to any classroom or elsewhere on the campus. Those who wish to tour the campus may be provided permission. No visitor will go into a classroom, library or building before obtaining a visitor's pass from the Principal's office. These regulations also include the parking lot. Students should remain away from the Junior High and Elementary campuses unless special permission is granted. Suspended students are not to be on campus or to attend any school function on or off campus- without permission from the principal - for the duration of their suspension. Student visitation to classrooms is prohibited by Board Policy.

9.60 REQUIRED COURSES

We are also informing you of the following 38 courses that Harrison is required to teach by the State Board of Education or Arkansas Legislation:

Language Arts – 6 units

1 unit 9th English
1 unit 10th English
1 unit 11th English
1 unit 12th English

1 unit Oral Communications or ½ unit Oral Communications and ½ unit Drama
1 unit Journalism

Science – 5 units
1 unit Biology
1 unit Chemistry
1 unit Physics
(other options as approved by the Department of Education)

Mathematics – 6 units
1 unit Algebra I
1 unit Geometry
1 unit Algebra II
1 unit Pre-calculus mathematics to include Trigonometry
(other options as approved by the Department of Education)
]

Fine Arts – 3 ½ units
1 unit Art
1 unit Instrumental Music
1 unit Vocal Music
½ unit Survey of Fine Arts or an
(Advanced Art or an Advanced Music course)

Foreign Languages – 2 units of the same language

Computer Applications with emphasis on current applications – 1 unit
(other options as approved by the Department of Education)

Health and Safety Education and Physical Education 1 ½ units
1 unit Physical Education
½ unit Health and Safety Education

Social Studies – 4 units
1 unit American History with emphasis on 20th Century America
1 unit World History
1 unit Civics or Civics/Government
½ unit Economics – Required for the class of 2013-14 and all classes thereafter

Career and Technical Education – 9 units of sequenced career and technical education courses representing three occupational areas

Harrison School District goes far beyond the required 38 to offer additional choices from which to choose and specialize during your student's high school career. The CAP's booklet will offer a course description of the many areas of study currently available for next year.

9.62 STUDENT SCHOOL RECORDS AND EDUCATIONAL RECORDS

9.65 PRIVACY OF STUDENTS' RECORDS/DIRECTORY INFORMATION

All students' educational records are available for inspection and copying by the parents of any student who is under the age of eighteen (18). At the age of eighteen (18), the right to inspect and copy a student's records transfers to the student. A student's parent or the student, if over the age of 18, requesting to review the student's education records will be allowed to do so within no more than forty five (45) days of the request.

For purposes of this policy, the Harrison School District does not distinguish between a custodial and noncustodial parent with respect to gaining access to a student's records. The fact of a person's status as parent or guardian, alone, enables that parent or guardian to review and copy his child's records.

If there exists a court order which directs that a parent not have access to a student or his records, the parent or guardian must present a file-marked copy of such order to the building principal and the Superintendent. The school

will make good-faith efforts to act in accordance with such court order, but the failure to do so does not impose legal liability upon the school. The actual responsibility for enforcement of such court orders rests with the parents or guardians, their attorneys and the court which issued the order.

A parent or guardian does not have the right to remove any material from a student's records, but such parent or guardian may challenge the accuracy of a record. The right to challenge the accuracy of a record does not include the right to dispute a grade, which must be done only through the appropriate teacher and/or administrator, the decision of whom is final. A challenge of the accuracy of material contained in a student file must be initiated with the building principal, with an appeal available to the Superintendent or his designee. Any appeal above that level will be to an independent hearing officer and must be consistent with the purposes of the federal Family Educational Rights and Privacy Act.

Unless the parent or guardian of a student (or student, if above the age of eighteen) 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, classes in which he/she is enrolled, 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. A student's name when associated with their physical address, email address, telephone number, or photograph will only be displayed on the district or school's web page after receiving the written permission of the student's parents 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) days after the beginning of each school year. Failure to file an objection by that time is considered a specific grant of permission.

9.70 FOOD

All food is to be eaten in the cafeteria unless approved for a club meeting. Students may purchase water and take to class with teacher approval

9.72 ORGANIZATIONAL/EDUCATIONAL FIELD TRIPS and/or PEP-BUS

Field trips can be defined as a teaching technique involving any definitely organized travel made primarily with an educational motive in mind. Such a journey grows out of the student's need for firsthand data to assist in solving problems.

1. Educational trips for junior and senior high school shall be governed by the North Central Association regulations.
2. Only local educational trips may be sponsored for the lower six grades.
3. Trips outside of school hours are not deemed desirable or practical for the lower grades.
4. Parental consent for the pupils to make a trip to a specific place, at a specific time, by a specific mode of travel MUST BE OBTAINED IN WRITING.
5. Matters pertaining to the mode of transportation, finances and safety precautions shall be clearly understood before such a trip is undertaken.
6. Such trips shall be cleared on the Master Calendar at the administrative offices.
7. Students must have a 2.0 average in their classes in order to be allowed to go on an educational field trip.
8. Students riding a pep-bus must have a 2.0 average in their classes and cannot have been assigned ISS or OSS during the school year.
9. All educational trips will be made subject to the availability of fuel. The Harrison Board of Education recognizes the need for student travel in various school functions. A school vehicle shall be provided for any official school travel involving students. In the event students must travel in a vehicle other than an official school vehicle, it will be necessary to secure an endorsement from the school fleet insurance carrier to cover that vehicle. No other mode of travel may be authorized by any person in the Harrison School District. The only exception would be for the parent to contact the sponsor in person and obtain permission for the student to ride with the parent.

9.75 SCHOOL ORGANIZATIONS

1. Class outings are not authorized.
2. No special Clubs Day will be allowed to any school groups away from the school premises. Any picnics or gatherings by such clubs will be at other hours than school hours and if held after school hours no school teacher will be required to be with and be responsible for such club or activity.
3. Junior-Senior Banquets are left up to each class. Juniors may have the privilege of sponsoring a Junior-Senior Prom.
4. Students have the right to join an existing club and should not be restricted for membership on the basis of race, sex, national origin or other arbitrary criteria. Students may, however, be restricted to membership on the basis of their sex, but only if the organization is entitled to Title IX exemption under the Bayh Amendment. This amendment gives exemption to organizations that are

   a. Voluntary young service organizations;
   b. Tax exempt under Section 501 (a) of the 1954 Internal Revenue Code (religious and charitable organizations);
   c. Single sex by tradition; or
   d. Principally composed of members under the age of 19.

5. School fraternities and secret societies are banned in Arkansas public school. (See chapter 20 of The Schools Laws of Arkansas, Act 171, 1929).
6. All clubs and/or school organizations other than regular class organizations must have a written constitution and by-laws stating their purpose, method of acquiring membership and procedure for electing officers. These shall be on file in the office of the Principal.
7. Students have the right to establish and maintain a student or school newspaper to report school news under the guidance of a certified sponsor. They have the right to editorialize, but must refrain from printing anything that might contain obscene language or libelous materials.
8. Hazing, as defined by law, is forbidden in connection with initiation into, or affiliation with, any student organization.

9.77 NON-SCHOOL SPONSORED ORGANIZATIONS

1. Any organization which is not sponsored by the Harrison Schools shall not receive any publicity in the school paper or by the school yearbook, nor shall announcements be made concerning the activities of these organizations on the high school intercom system.
2. There will be no initiations during the school day of these students who are members of one of the non-school sponsored organizations. This applies both to dress and to activities in which students have formerly been required to take part as part of their initiation procedure.
3. All faculty sponsors of the high school paper and the high school yearbook will be notified of these regulations. Officers of the various clubs will also be notified of these regulations so they can cooperate with the school on these matters.

9.80 SUPERVISION OF SCHOOL ACTIVITIES

A teacher or teachers shall accompany students whenever students participate in school-sponsored activities off campus or on campus, during regular school hours or otherwise.

9.85 SOCIAL EVENTS

1. A certified personnel sponsor must always be present at a school activity, and that sponsor must be the one to obtain permission from the office to have the activity.
2. A certified staff member or custodian knowing the location of safety valves and switches must be present at all social events.
3. The possession and use of alcoholic beverages and/or other controlled drugs, substances will not be permitted to be used anywhere on campus or during any school sponsored activity
4. There is to be no smoking inside the building by either adults or students.
5. A time must be given to the appointed custodian to open and close the building.
6. Sufficient sponsors must be present both inside and outside the building to insure proper behavior on behalf of the participant.
7. A reasonable amount of "policing" of campus rubbish is required immediately after the activity terminates.
8. All off-campus social events will be under jurisdiction of school rules.

9.90 STUDENT CLUBS AND ACTIVITIES

9.901 ART CLUB

The Art Club provides opportunities for students to study art while participating in extracurricular activities in an art related field. Membership is voluntary and available to any student who has taken or is taking art. Activities vary from field trips to art shows and are generally planned and carried out by the membership.

9.902 ASSEMBLIES

Assemblies are called periodically and students are expected to attend all regular or called school assemblies. Students desiring to do serious studying during pep assemblies will go directly to the study hall.

9.903 ATHLETICS

Harrison High School is an active member of the Arkansas Athletic Association's AAAA West and the Northwest Arkansas Conference. Any boy or girl in Harrison High School who meets the requirements for eligibility as set forth by our own school and the Arkansas Athletic Association may try out for the different teams upon notification of the coaching staff. (AAAA requires that athletes pass at least four subjects the previous semester).

Girls and boys who have put forth earnest efforts to develop skills in each sport, who have met all conditions of the coaches for participation; who have shown a fine spirit toward the sport, and who have maintained high standards in athletic contests are given letters. A variety of activities is provided for girls who are interested in competitive athletics. Basketball, tennis, track, softball, cross country, golf, soccer, and volleyball programs are available for girls who wish to participate. Football, tennis, basketball, golf, baseball, cross country, soccer, and track programs are organized into a competitive boys program.

9.904 BAND

The Marching Band performs for football games at home and when practical, for games away from home, marches in a number of parades during the year, as well as competes in marching contests throughout marching season.

The Concert Band season starts at the end of the football season and continues through the remainder of the school year. This group presents three home concerts each year, participates in the Arkansas Activities Association sponsored band events and plays for graduation exercises. The Jazz Band personnel are selected from members of the concert band and rehearse outside the school day. This group provides entertainment for various organizations throughout the year.

The Pep Band provides music and spirit for conference home basketball games and for pep rallies. Individuals are encouraged to audition for All-Region Band.

9.905 COLORS DAY

Colors Day brings with it all shades of blue and gold festivities. The Colors Day ceremonies are reigned over by the queen and her court: three maids and an alternate from each class. An afternoon assembly honors the basketball team and royalty with featured entertainment. The pep rally then raises Goblin spirits for the upcoming basketball game. Preparation for Colors Day is the responsibility of the Junior Class.

9.906 CHEERLEADERS

Cheerleaders are selected each year to makeup a cheerleading team. They may come from any grade. In order to be eligible to try out for cheerleader a student must have a "C" average. The primary purpose of the cheerleading squad is to promote excellent school and crowd spirit!

9.907 COLLEGE-CAREER DAY

Sponsored by the Guidance Department, College Day offers students and parents an opportunity to visit with college representatives from many campuses throughout this area. College Day is usually held during the first nine weeks of school.

9.908 COMMENCEMENT

Commencement is held in May each year. The sponsors of the Senior Class direct the planning. Caps and gowns are worn by the graduating class during the Baccalaureate assembly and graduation ceremonies. If held in the gym, admission will be with tickets only.

9.909 DANCES

Various school groups may be approved to sponsor all-school dances throughout the year. A nominal admission is charged to defray the cost of the source of music.

9.910 DECA: An Association of Marketing Students

DECA, an international association of marketing students, provides members with educational and leadership development activities to merge with the classroom instructional program. DECA is not extracurricular; it is an integral part of the classroom instructional program. DECA chapters attract students who are interested in preparing for entrepreneurial, marketing or management careers. DECA members learn and develop leadership abilities, social and business etiquette, an appreciation of civic responsibility, ethical behavior in personal and business relationships, and an understanding of the role of our free enterprise system in the global economy. To accomplish this, DECA utilizes on-the-job experience, chapter projects, and a program of competency-based competitive events in specific marketing occupational areas.

9.911 DRAMA CLUB

The Drama Club promotes appreciation of dramatics. Its members explore many phases of drama, such as student direction, set construction and acting, Musicals, one-act plays and multi-act plays are among the productions.

9.912 FAMILY CAREER AND COMMUNITY LEADERS OF AMERICA (FCCLA)

Family Career and Community Leaders of America is a dynamic and effective national student organization that helps young men and women become leaders and address important personal, family, work and societal issues through family and consumer sciences education.

Chapter projects focus on a variety of youth concerns, including teen pregnancy, parenting, family relationships, substance abuse, peer pressure, environment, nutrition and fitness, teen violence and career exploration.

Involvement in FCCLA offers members the opportunity to expand their leadership potential and develop skills for life-planning, goal setting, problem solving, decision making and interpersonal communication - necessary in the home and work place.

9.913 FFA ORGANIZATION

The FFA is a national organization for students in agriculture. The FFA is Intra-Curricular and originated as a part of the high school agriculture curriculum. Activities encourage members to learn through active participation, how to conduct and take part in public meetings; to speak in public; to buy and sell cooperatively; to solve their own problems; to finance themselves; and to assume civic responsibility. Membership is entirely voluntary and any student enrolled in any agriculture class is entitled to membership.

An active member of the FFA must attend meetings while enrolled in school, must show an interest in and take part in the affairs of the chapter and must pay dues regularly. Conduct must be a manner becoming to a member of the organization.

9.914 FUTURE BUSINESS LEADERS OF AMERICA

FBLA is the premier organization for students preparing for careers in business. FBLA is the largest student business organization in the world with a quarter of a million members. Anyone in a business related class, and in grades 9-12 can join. It is an integral part of our classrooms of study in business, with some 50 competitive events in which students can showcase their skills and abilities as they compete at district, state and national levels of competition. Competitive events exist in areas of technology and computer problem solving, pubic speaking, accounting and finance, entrepreneurship, ethics, leadership, law, and business management. All FBLA members will have the opportunity to attend many leadership conferences, see places they have never seen before, hear world class speakers, and develop the habits of successful business men and women. Through community service projects members will make valuable connections in the real business world. FBLA membership will help build pride, assist in determining their career path, build valuable resume experiences, and give students a good perspective of their opportunities in the world in which we live.

9.915 HOMECOMING

Homecoming is celebrated annually during the football season. A queen and her court are to reign over the day's activities. The queen is crowned and her court presented at a special assembly honoring the football team and a specific graduated class. Preparation for the Homecoming is the responsibility of the Senior Class. Homecoming maids are not eligible to be Colors Day maids.

9.916 HISTORY CLUB

The HHS History Club is open to all students in grades 10 - 12 who have a love and appreciation for the study of history. The club meets once a month and schedules several field trips each school year.

9.917 JUNIOR-SENIOR PROM

During the month of April or May, the seniors are guests at a prom given by the Junior Class. This is a formal event and one of the highlights of the year.

9.918 KEY CLUB

The Key Club is a service organization. The club stresses leadership, responsibility, and high standards in scholarship, social contacts and service to the school and community.

9.919 MEDICAL SCIENCE RESEARCH CLUB

The Medical Science Research Club is open to all students in grades 10 thru 12 who are interested in a medical profession. One business meeting and one program meeting is held each month. Programs are given by professionals in the health field. The group takes field trips to local medical facilities as well as those in other cities. Club members accumulate hours of volunteer service time for attending classes at the local hospital. Club members also help medical professionals in special projects. Juniors and seniors may be privileged to "shadow" a professional for one or two days as a career possibility. A certificate is given at the end of the year for hours volunteered.

9.920 NATIONAL HONOR SOCIETY

The aims of the National Honor Society are to stimulate scholarship, leadership and character among high school students. It is a national organization founded by the National Association of Secondary School Principals. Charters are granted to high schools which meet eligibility requirements. To become a member of this organization is one of the highest honors a high school student may attain. New members are elected once each year. Second semester juniors and first semester seniors are inducted in the Spring. All students who have a 3.50 or better grade point average are eligible, but no more than 15 percent of any class may become members. New members are elected from the eligibility list, using character, leadership and service as criteria for selection.

9.921 PARENT SUPPORT GROUP

The parent support group is a viable parent/teacher coalition whose primary purpose is to assist the school in providing better educational opportunities for all students. All parents are encouraged to join the parent support group and to actively participate in its activities.

9.922 PHOTOGRAPHY CLUB

Photography Club gives students an opportunity to learn or refine photography skills. In addition, there are several opportunities throughout the year where student photographs are displayed, and students may go on location to take photographs. Any camera, including disposables, are used by students, and both experienced and inexperienced photographers are invited to join.

9.923 QUILL AND SCROLL

Quill and Scroll was organized for the purpose of encouraging and rewarding individual achievement in journalism and school publications. Junior and seniors who gather and write news under supervision for the school paper or yearbook or prepare news for radio are eligible for membership.

9.924 SCIENCE CLUB

Science club is composed of students who have high ability and interest in scientific method. They meet once a month - August to May. Activities include programs, field trips and contests.

9.925 SKILLS USA

Skills USA (formerly known as VICA: Vocational Industrial Clubs of America) is a national organization for students enrolled in trade, industrial, technical, and health occupations programs. The organization encourages the development of leadership skills through participation in formal and informal meetings and committees. Skills USAseeks to develop a deep respect for the dignity of work, and promote high standards in trade ethics, workmanship,

scholarship, and safety. Club members learn how to set goals and agendas to carry out worthy activities through use of the democratic process. Activities include field trips, open shop nights, conferences and competition.

9.926 SOCIEDAD HONORARIA HISPANICA

This Spanish Honor Society is composed of outstanding Spanish students. Its membership is select; by bids, based on grades or service, extended by the teacher to members of Los Conquistadores.

9.927 SPANISH CLUB

The Spanish Club is an organization which promotes interest in the Spanish language and culture. It is open to students currently enrolled in Spanish or to those who have completed at least one year of Spanish. Some of our activities include Spanish Movie Night, Fiesta de Febrero (February party with native foods), and Year End Cookout. Members are required to attend half of the eight meetings held per year to qualify for their membership pins.

9.928 STUDENT COUNCIL

The purpose of this organization is to: develop good citizenship, promote harmonious relations throughout the entire school, promote good student-teacher relationships, assist in the management of the school, provide a forum for the expression of student opinion, coordinate school activities, develop qualities of leadership and promote the general welfare of the school.

Members are elected to the Student Council by the student body. Officers are elected in the spring following a week of campaigning. Class representatives are elected in class meetings.

HARRISON HIGH SCHOOL PARENT INVOLVEMENT PLAN

Harrison High School recognizes that a child's education is a responsibility shared by the school and family during the entire time the child spends in school. To support the goal of the schools to educate all students effectively, the schools and parents must work as knowledgeable partners. Parents are an integral component of a school's ability to provide for the educational success of their children. The school endeavors to meet the diverse cultural and language needs of parents and children. Harrison High School acknowledges that engaging parents is essential to improve student achievement and that schools should foster and support active parental involvement.

In response to this commitment to active parental involvement and in compliance with the legal requirements of Act 603 of 2003 and the No Child Left Behind Act of 2001, Harrison High School establishes the following parent involvement plan.

The Parent Involvement Plan involves parents of students of all grade levels in a variety of roles. The plan recognizes that communication between home and school should be regular, two-way, and meaningful. To encourage communication with parents, Harrison High School schedules two parent-teacher conferences per year. These conferences are scheduled near the mid-point of each semester of the school year.

To promote and support responsible parenting, Harrison High School will purchase books, magazines, and other informative material regarding responsible parenting through the school library. These materials will be advertised and parents will have an opportunity to borrow the materials for review.

Harrison School District has a Parent Center located in the Media Center. It is open each school day from 8:00 a.m. to 3:30 p.m. The Parent Center is designed to encourage, enrich, and support parents in their efforts to be more involved in their child's education. In addition to learning materials for students, the center has learning materials for parents that will enhance and support parenting skills. Parent input and questions are welcomed as the Parent Center strives to be of service to parents with concerns about their child's education and well-being.

Harrison High School will publish a volunteer resource book, listing the interests and availability of volunteers for school staff members' use. The resource book will help match school needs with volunteer interests. To develop the volunteer resource book, the school will survey parents regarding their interests, so volunteer work will be meaningful.

Harrison High School will support the development, implementation, and regular evaluation of the program to involve parents in the decisions and practices of the school district, using, to the degree possible, the following components:

1. The principal will designate one certified staff member that is willing to serve as a parent facilitator to help organize meaningful training for staff and promoting and encouraging a welcoming atmosphere to parental involvement in the school. The parent facilitator will also undertake efforts to ensure that parental participation is recognized as an asset to the school.

2. The certified staff serving as a parent facilitator will receive supplement pay for the assigned duties as required by law.

Staff development opportunities as required by the State Board of Education's Standards of Accreditation of Arkansas Public Schools will be offered each year. Two hours of professional development opportunities for teachers will be offered each year. The professional development will be designed to enhance understanding of effective parental involvement strategies. The two hours may be included in the required thirty hours of staff development. Three hours of professional development opportunities will be offered to school administrators. The three hours will be in addition to the required sixty hours of professional development**.**

School's Process for resolving parental concerns:

We encourage families and staff to resolve problems collaboratively. Teamwork, and getting conflicts resolved in a timely manner, is very important to your child's education. Should you have a problem at your child's school, follow the steps outlined below. It is very important to include your child's teacher in this process and document all contacts you have with personnel.

1. Always start with the person or teacher with whom you have a concern. You may also contact your child's school counselor if you need guidance on how to do so.
2. If the problem or conflict is unresolved, it is essential that the assistant principal be included in the process of resolving your concern.
3. If the issue cannot be resolved with the assistant principal, it is essential that the school principal be contacted.
4. If the issue cannot be resolved at the school site with the principal, you will be referred to address your concern or conflict with the superintendent of schools.

COMPUTER USE POLICY

The Harrison School District makes devices and/or internet access available to students, to permit students to perform research and to allow students to learn how to use technology. Use of district devices is for educational and/or instructional purposes only. The district reserves the right to restrict or terminate access at any time and for any prudent reason. Devices, network and technology resource access are a privilege and not a right. It is the policy of this school district to equip each device with internet filtering software design to prevent users from accessing material that is harmful to minors.1 For the purposes of this policy "harmful to minors is defined as any picture, image, graphic image file, or other visual depiction that--(a) taken as a whole and with respect to minors, appeals to the prurient interest in nudity, sex or excretion; (b) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals,; and (c) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

Student use of devices shall only be as directed or assigned by staff or teachers; students are advised that they enjoy no expectation of privacy in any aspect of their device usage, including email, and that monitoring of student device use is continuous. All monitoring information shall be and will remain the property of the School District and no user shall have any expectation of privacy regarding such materials under Arkansas law. Both email and device use records maintained by the district are subject to disclosure under the Freedom of Information Act.

Students must not disable or bypass security procedures, compromise, attempt to compromise, or defeat the district's technology network security or internet filtering software, alter data without authorization, or disclose passwords to other students. Students who misuse district-owned devices or internet access in any way, including using devices to violate any other policy or contrary to the responsible use agreement, or using the devices to access or create sexually explicit or pornographic text or graphics, will face disciplinary action, as specified in the student handbook2 and/or responsible use agreement.

In an effort to help protect student welfare when they navigate the internet, the district will work to educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, internet safety procedures and cyberbullying awareness and response. All staff, students and parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged pupils. Every user must take responsibility for his or her use of the network and internet and stay away from these sites. Parental and staff supervision combined with an educated net-savvy user are the best deterrents.

Policies covering the use of computers owned by the Harrison School District are outlined in three areas. These areas are as follows:

1. Use of Hardware

a. Device hardware is like any other school property and shall be treated as such.
b. Only authorized individuals will install, service, and /or maintain district-owned computer hardware.
c. No hardware, including cables or peripherals, may be moved without authorization from the Technology Department.
d. It is the responsibility of the staff member to whom the device is assigned, to turn off and secure the device and its peripherals at the end of the day. It is the responsibility of the staff and students to keep the device clean and away from food or other harmful substances or objects.
e. It is the responsibility of the faculty or staff member to whom the device is assigned to report malfunctions of the hardware to the campus media specialist using the District work order procedure in a timely manner.

2. Use of Device Software
   a. Only software that is legally owned and /or authorized by the District may be installed on District Devices.
   b. The unlawful copying of any copyrighted software and/or its use on District hardware is prohibited.
   c. Modification or erasure of software without authorization is prohibited.
   d. The introduction of any viral agent is prohibited. Any storage device should be scanned for viruses before used on District devices.
   e. Any individual who introduces a virus into the District system or violates the copyright laws shall be subject to appropriate District discipline policies and to the penalty provisions of the responsible use policy.
   f. The District Technology Coordinator has the right to remove any software from district owned equipment where the user cannot provide original copies of the software and/or license for the software. The staff member will be held legally responsible for software on their assigned device outside District supported titles.
3. No unauthorized storage device may be inserted into any device without expressed permission and direct supervision of authorized personnel.
4. No student will be given unrestricted, unsupervised access to any device or part of system owned by the District.
5. No student will be given the password to systems or applications, which require password access.
6. No recreational gaming or chatting will be permitted on District devices.
7. Email will be allowed only upon the discretion of the supervising staff using District email accounts.
8. No personal home pages are allowed to be published through the District Web Page.
9. No Plagiarism on District device by students or staff. This consists of copying another student's or staff's assignment or work and/or copying authored works from the Internet. Students will lose device privileges and will receive failure for the assignment and possible failure for the course. Staff discipline measures will be under the discretion of the campus administrator where they are assigned.
10. Staff and/or students who misuse district-owned devices in any way, including excessive personal use, using devices to violate any other policy, knowingly or negligently allowing unauthorized access, or using the devices to access or create sexually explicit or pornographic text or graphics, will face disciplinary action.

1. Office Devices
   Devices purchased for office use are used strictly to provide for efficient operation of the office in which the equipment is located. Because these machines contain sensitive data, access must be strictly limited and controlled. Only authorized personnel may operate these devices. Student access to such machines requires direct adult supervision. Sensitive data should be encrypted and password protected. Data on these machines should be saved to user folders on the network server and should be backed up on a regular basis. Data backups should be encrypted and kept in a secured offsite location.

The following actions are expressly forbidden:

1. Applying for an account under false pretenses
2. Sharing user id's or accounts with any individual other than the one for whom it was created
3. Vandalism or theft to District network, hardware, or software
4. Use of facilities and/or devices for personal and/or commercial purposes
5. Any unauthorized, deliberate action which damages or disrupts the network operating system
6. Attempts to read, delete, copy, or modify the electronic mail or files of another user
7. Sending or attempting to send harassing, obscene and/or other threatening e-mail
8. Sending or attempting to send unsolicited "junk mail" (spamming) to other users
9. Gaining or attempting to gain access to restricted system areas on the local or remote systems
10. Decryption or attempted decryption of user passwords and/or files
11. Illegally uploading or downloading copyrighted materials
12. Gaining intentional access or maintaining access to materials which are "harmful to minors" as defined by

Arkansas law

13. Wasteful use of limited resources provided by the school including paper
14. Providing access to the District's Network or Internet Access to unauthorized individuals
15. Use of any software allowing remote access to school networks or hardware
16. Violating District Network by using unauthorized rogue devices—wireless or hardwired
17. Using personal devices on school networks w/o the expressed permission by authorized individual
18. Illegal, inappropriate, or obscene activities, or support of such activities:
    a. Illegal activities are defined as violation of local, state or federal laws.
    b. Inappropriate use is defined as any violation of the intended use of the network.
    c. Obscene activities are defined as violations of generally accepted social standards for use of a publicly owned and operated communications vehicle.
19. Social Networking activities as outlined:
    a. Use of unauthorized social networking sites and /or tools on school network and hardware
    b. Use of school email accounts for personal social networking communications
    c. Use of District devices for personal social networking communications
    d. Befriending between staff and/or students for personal social networking communications
    e. Posting of personal social networking communication to school social networking accounts

These items above should be considered "zero tolerance" items. The District Technology Coordinator as necessary may include additional items.

Consequences

A user who violates this Policy, shall at a minimum, have his or her access to the device network, email, and Internet terminated, which the School District may refuse to reinstate for the remainder of the student' s enrollment in the School District depending on infraction. A user violates this Policy by his or her own action or by failing to report any violations by other users that come to the attention of the user. The School District Administrator can take disciplinary action in addition to these measures:

1. Suspension or revocation of Internet, or Email Access
2. Suspension or revocation of access to all computers at school
3. Suspension or expulsion from school
4. Legal action and prosecution by authorities
5. Monetary responsibility for damages incurred

The building administrator in consultation with the Superintendent and District Technology Coordinator will take discipline actions.

Warranties/Indemnification

The Harrison School District makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this Policy. It shall not be responsible for any claims, losses, damages or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his or her parent or guardian arising out of the user's use of its device networks or the Internet under this Policy. By signing this Policy, users are taking full responsibility for their use. The user who is 18 or older or, in the case of a user under 18, the parent or guardian are agreeing to indemnify and hold the School, the School District, the Data Acquisition Site that provides the device and Internet access opportunity to the School District and all of their administrators, teachers, and staff harmless from any and all loss, costs, claims or damages resulting from the user's access to its device network, email, and the Internet, whether that use is on a School device or on another device outside the School District's network.

Students and their cosigners shall be liable for any and all costs incurred through the student's use of the device or the Internet including penalties for copyright violations.

The District will make good faith efforts to protect children from improper or harmful matter, which may be on the Internet. At the same time, the parent and student recognize that the District makes no guarantees about preventing improper access to such materials on the part of the Student. (Note: the District holds no responsibility for student access or usage of the Internet or Email outside of the District Network.)

No students will be granted internet access until and unless a responsible use agreement, signed by both the student and the parent or legal guardian (if the student is under the age of eighteen (18) is on file. The current version of the responsible use agreement is incorporated by reference into board policy and is considered part of the student handbook. 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.
Date Adopted: May 20, 2003
Last Revised: May 17, 2011

MANDATORY STUDENT DRUG TESTING

MISSION STATEMENT

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

DEFINITIONS

Drug: Any substance considered illegal by Arkansas Statutes or which is controlled by the Food & Drug Administration unless prescribed by a licensed physician.

Activity Programs: Any Activity that meets the guidelines of the Arkansas Activities Association and activities listed below:

Art Club	FFA	Quill & Scroll
Band	Football	Quiz Bowl
Baseball		Science Club
Basketball	Golf	Soccer
Cheerleading		Softball
Chess Club	History Club	Student Council
Choir	Jr. Acad. of Science	Student Librarians
Cross Country	Key Club	Tennis
DECA	Library Media Club	Thespian Club
Drama Club	Los Conquistadores	Track
FBLA	Newspaper	VICA – Skills USA
FCCLA	NHS	Volleyball
FCS	Photography Club	Yearbook

Others that may be formed.

School Year: From the first day of classes in the fall, unless the activity begins prior to the first day of classes, in which event, from the first day of practice through the last day of classes in the spring.

POLICY STATEMENT

Harrison School District ("the district") conducts a mandatory drug-testing program for students. Its purpose is threefold: (1) to provide for the health and safety of students in all Activity Programs grades 7-12 and students who park on campus; (2) to undermine the effects of peer pressure by providing a legitimate reason for students to refuse to use illegal drugs; and (3) to encourage students who use drugs to participate in drug treatment programs.

PROCEDURES FOR STUDENTS

Consent: Each student wishing to participate in any activity program or park on campus and the student's custodial parent or guardian shall consent in writing to drug testing pursuant to the District's drug testing program. Written consent shall be in the form attached to this policy as BOEP 5.505F1. No student shall be allowed to participate in any activity program or park on campus absent such consent.

Students not involved in activities or parking on campus may be allowed to voluntarily participate in the testing pool with a consent form signed by the parent.

INITIAL DRUG SCREENING

Each 10th grade, all new enrollees and those added to the eligible pool thereafter, wishing to participate in any extracurricular activity and/or park on school property will undergo an initial drug screening at the beginning of each school year. Initial screening will be provided by the district before the first possible start date (date provided by the school district) of the activity. A student must initially provide a "negative test results."

Each student who provides a negative test result during the initial screening will have his/her specific identification number added to the random test pool. If the student desiring to engage in these activities refuses to consent to the random drug testing, that student shall be prohibited from participating in all extracurricular activities and/or will not receive a parking permit until he/she participates in the drug testing program and provides a negative test result.

Student Selection: At the option of the district, all students in activity programs or who park on campus may be drug tested at the beginning of the school year. In addition, random testing will be conducted monthly during the school year. Selection for random testing will be by lottery drawing from a "pool" of all students participating in activity programs or who or park on campus in the district at the time of the drawing. A single test can be required by a principal from a student for reasonable suspicion. The superintendent shall take all reasonable steps to assure the integrity, confidentiality and random nature of the selection process including, but not necessarily limited to, assuring that the names of all participating students are in the pool, assuring that the person drawing names has no way of knowingly choosing or failing to choose particular students for the testing, assuring that the identity of students drawn for testing is not known to those involved in the selection process and assuring direct observation of the process by the least intrusive means possible while assuring brevity and privacy.

Refusal to Submit to Testing or Adulteration of Sample: Any student selected who refuses to submit to random drug testing and/or re-testing, who adulterates a sample, or violates the policy in any way will be subject to the provisions of a positive test.

SAMPLE COLLECTION

Samples will be collected at a scheduled time on the same day the student is selected for testing or if the student is absent on that day, on the day of the student's return to school. If a student is unable to produce a sample at any particular time, the student will remain until a sample is provided.
All students providing samples will be given the option of doing so alone in an individual stall with the door closed.

TESTING AGENCY

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

PRESCRIPTION MEDICATION

Students who are taking prescription medication may provide a copy of the prescription or a doctor's verification, which will be considered in determining whether a "positive" test has been satisfactorily explained. That documentation will be forwarded to the testing lab with instructions for the lab to consider the student's use of such medication to assure the accuracy of the result. Students who refuse to provide verification and test positive will be subject to the actions specified below for "positive tests."

SCOPE OF TESTS

The drug screen tests for one or more illegal drugs. The superintendent or his designee shall decide from week to week which illegal drugs shall be screened, but in no event shall that determination be made after selection of students for testing. Student samples will not be screened for the presence of any substances other than an illegal drug or for the existence of any physical condition other than drug intoxication. As a quality control measure, the school reserves the right to send any urine sample that appears unusual in color and/or consistency to a laboratory for testing and confirmation or non-confirmation.

LIMITED ACCESS TO RESULTS

The results will be reported only to the superintendent or his designee.

PROCEDURES IN THE EVENT OF A POSITIVE RESULT

Whenever a student's test result indicates the presence of illegal drugs ("positive test"), the following will occur: If the sample tests positive, a custodial parent or legal guardian will be notified and a meeting will be scheduled with the Superintendent or his designee, the student, the custodial parent or legal guardian, and the student's principal and head coach or sponsor.

FIRST POSITIVE RESULT

For a positive result, the student will be placed on probation and not be allowed to participate in competitions, presentations and activities of Harrison Schools or park on campus for a period of twenty days. The student will be recommended for counseling, if any charge is incurred, it will be the responsibility of the parents.

On day twenty-one, the student will be allowed to be retested (at the expense of parent-guardian). If the tests results are found to be negative, the student will again become eligible for competitions, presentations and activities relating to Harrison Schools and parking on campus. However, the student must submit to a mandatory school drug screen or lab test on a monthly basis at the expense of the parent/guardian for the next three months.

A student may be required to practice or participate in off-season activities at the head coach's or sponsor's discretion. He/she cannot compete or dress out for any competition.

ALTERNATIVE FIRST OFFENSE

With the consent of the student and his or her parents/guardians, the superintendent or designee may reduce the suspension so that the student is only prohibited for participating in covered activities for a total of ten (10) participation days as long as the student meets the following requirements:

1. Within one (1) week of the conference, the student must receive or be enrolled in substance abuse counseling from an alcohol and drug abuse agency that is certified by the Arkansas Department of Mental Health, Division of Alcohol and Drug Abuse. The parents/guardians are responsible for all costs associated with the counseling. The parent/guardian must provide written verification that the student has been seen by the alcohol and drug abuse agency at least once before the student is allowed to begin participation again. If the student does not attend counseling as promised, the district will immediately implement the original consequences.

   On day eleven, eligibility will be restored provided student submits to a school test with negative results.
2. The student will be required to submit to drug tests for the rest of the school year at the expense of the parent/guardian.

SECOND POSITIVE RESULT

For the second positive result in the same year or any two consecutive calendar years, the student will be suspended from participating in activities or parking on campus for 90 school days.

ALTERNATIVE SECOND OFFENSE

With the consent of the student and his or her parents/guardians, the superintendent or designee may reduce the suspension so that the student is only prohibited from participating in parking and district sponsored activities for a total of seventy-five (75) school days as long as the student meets the following requirements:

1. Within one (1) week of the conference, the student must receive or be enrolled in the substance abuse counseling from an alcohol and drug abuse agency that is certified by the Arkansas Department of Mental Health, Division of Alcohol and Drug Abuse. The parents/guardians are responsible for all cost associated with the counseling. The parent/guardian must provide written verification that the student has been seen by the alcohol and drug abuse agency at least once before the student is allowed to begin participation again. If the student does not attend counseling as promised, the district will immediately implement the original consequences.
2. The student will be required to submit to monthly drug test for the rest of the school year at the expense of the parent/guardian.

THIRD POSITIVE RESULT

For the third positive result, the student will be suspended from participating in activities or parking on campus for the remainder of his enrollment with the district. (May be appealed to the board.)

NON-PUNITIVE NATURE OF POLICY

No student shall be penalized academically for testing positive for illegal drugs. The results of drug tests pursuant to this policy will not be documented in any student's academic records. Information regarding the results of drug tests will not be disclosed to criminal or juvenile authorities absent legal compulsion by valid and binding subpoena or other legal process, which the district shall not solicit. In the event of service of any such subpoena or legal process, the student and the student's custodial parent or legal guardian will be notified as soon as possible by the district.

Date Adopted: June 20, 2006

HARRISON HIGH SCHOOL · 925 GOBLIN DRIVE · HARRISON, ARKANSAS 72601 · TELEPHONE (870) 741-8223

BILL KEASTER
Principal

JAY PARKER
Assistant Principal

ANNE MILBURN
Counselor

RANCE KING
Counselor

August 20, 2012

MEMORANDUM

To: Harrison High School Students
From: Bill Keaster, High School Principal
Subject: Receipt of Harrison School District Discipline Policies

Act 104 of 1983 requires that school districts adopt written discipline policies that follow Arkansas Department of Education guidelines. The Arkansas Standards for Accreditation also require that the school shall have on file statements signed by parents and students that they have received a copy of the school discipline policies.

Students are being given this copy of the student handbook that contains the Harrison School District Discipline Policies.

Students are required to sign this statement and turn it in immediately.

This is to confirm that I have received a student handbook.

_____

Student Signature

HARRISON HIGH SCHOOL · 925 GOBLIN DRIVE · HARRISON, ARKANSAS 72601 · TELEPHONE (870) 741-8223

BILL KEASTER
Principal

JAY PARKER
Assistant Principal

ANNE MILBURN
Counselor

RANCE KING
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August 20, 2012

MEMORANDUM

To: Parents and Guardians of Harrison High School Students
From: Bill Keaster, High School Principal
Subject: Receipt of Harrison School District Discipline Policies

Act 104 of 1983 requires that school districts adopt written discipline policies that follow Arkansas Department of Education guidelines. The Arkansas Standards for Accreditation also require that the school shall have on file statements signed by parents and students that they have received a copy of the school discipline policies.

Parents and guardians are being sent this copy of the Harrison School District Student Discipline Policies.

The parent or guardian is required to sign this statement and return it to the school immediately by the student.

This is to confirm that I have received the Discipline Policies of the Harrison School District.

_____

Parent/Guardian Signature

_____

Name of Student

Please check one of the following:

_____ As parent/guardian of the above named student I authorize school officials to use corporal punishment in accordance with established school district policies.

_____ As parent/guardian of the above named student I request that corporal punishment NOT be administered to my son/daughter.

DRUG TESTING POLICY
GENERAL AUTHORIZATION FORM

I understand that my performance as a participant or a driver and the reputation of my school are dependent, in part, on my conduct as an individual. I have read and understand the contents of the Harrison School District Drug Testing Policy. I hereby agree to accept and abide by the policies, standards, rules and regulations set forth by Harrison School District Board and the sponsors for the activity in which I participate.

I also authorize Harrison School District to conduct a breathscan or a urinalysis to test for drugs and/or alcohol use. I also authorize Harrison School District to conduct random tests during the current school year. I authorize the release of information concerning the results of such a test to the Harrison School District and to the parents and/or guardians of the student.

This shall be deemed a consent pursuant to the Family Education Right to Privacy Act for the release of above information to the parties named above.

The student will check all of the clubs, activities, and athletic activities that he/she will participate in THIS school year.

Student Clubs and Activities

____ **Driving to School**
____ Annual Staff
____ Art Club
____ Band
____ Choir
____ DECA
____ Drama Club
____ FBLA
____ FCCLA
____ FFA Organization
____ Fire Marshalls
____ French Club
____ History Club
____ Jazz Band
____ Journalism
____ Key Club
____ Leo Club
____ Library Club
____ National Honor Society
____ Photography Club
____ Quill & Scroll
____ Quiz Bowl
____ Science Club
____ Skills USA VICA
____ Sociedad Honoraria Hispanica
____ Spanish Club
____ Yearbook

Athletic Activities

____ Baseball
____ Basketball
____ Cheerleading
____ Cross Country
____ Football
____ Golf
____ Soccer
____ Softball
____ Tennis
____ Track
____ Volleyball

_____
Student Name (Printed)

_____ _____
Student Signature Date

_____ _____
Custodial Parent/Legal Guardian Signature Date

Student Attendance Improvement Plan

Student non-attendance has been identified as one of the top 10 problems in America's schools. Research indicates that high absenteeism has a negative effect on the future of our youth. Frequent absences make it very difficult for a student to maintain an adequate level of achievement. Excessive absences affect the student, the family, and the community. It is detrimental to achievement, promotion, graduation, self-esteem, future employment, and is the most powerful predictor of delinquency. Chronic absenteeism is a habit that is difficult to break. It is our responsibility to do everything in our power to alter this habit. Students with attendance issues will be required to have a **Student Attendance Improvement Plan.**

A copy of the Harrison School District's attendance policy can be found on pages 23-24 of this handbook.

Any student who has been identified as being in violation of the **excessive absenteeism** clause will be required to have a **Student Attendance Improvement Plan** developed by the parent, school, and student working together to ensure good attendance.

SAMPLE IMPROVEMENT PLAN

First, the ***school*** will provide a safe and nurturing educational environment. Student and parental concerns will be addressed promptly when identified. The teachers, counselor, principal, and any other school personnel deemed appropriate will act and respond as needed.

The ***parent*** will ensure that the need is very real before allowing a student to miss school. The parent will always call the school and report the necessary absence before 8:15 a.m. on the day of the absence. The parent will ensure that the student will arrive at school on time and early check-outs will be avoided.

The ***student*** will understand the need for regular attendance and realize that non-attendance can result in denied credit. The student will work with the parent and school to minimize all absences.

Upon reaching the 4th day of absence, all subsequent absences must be excused by professional (doctor, lawyer) documentation or by a personal conference with the assistant principal. The parent will be contacted by the assistant principal to schedule an attendance conference upon the 4th absence.

The school maintains the option to declare this plan in default at any time after 8 days of absences and will refer the case to the Arkansas Department of Human Services, the prosecuting attorney, or the Juvenile Division of the 14th Circuit Court.

Upon reaching the 10th day of absence, excused or un-excused, the student shall be denied credit in the class.

This is to confirm that I have read and understand the Attendance Policies of the Harrison School District.

_____

Printed Name of Student

_____ _____

Parent/Guardian Signature Date

HARRISON HIGH SCHOOL
Harrison, Arkansas

PARKING PERMIT

PERMIT # _____ GRADUATION YEAR _____

STUDENT NAME: _____

PARENT/LEGAL GUARDIAN NAME:_____

ADDRESS:_____

HOME PHONE:_____

MAKE OF VEHICLE: _____

COLOR:_____

LICENSE PLATE NUMBER:_____

HARRISON HIGH SCHOOL COMPUTER USE APPLICATION FORM

Student's Name (Please Print)_____ Grade Level_____

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

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 technology device unless the Student and his/her parent or guardian have read and signed this agreement.

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

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

4. "Misuse of the District's access to the Internet" includes, but is not limited to, the following:
   a. using the Internet for any activities deemed lewd, obscene, vulgar, or pornographic as defined by prevailing community standards;
   b. using abusive or profane language in private messages on the system; or using the system to harass, insult, or verbally attack others;
   c. posting anonymous messages on the system;
   d. using encryption software;
   e. wasteful use of limited resources provided by the school including paper;
   f. causing disruptions of the network through lengthy downloads of files;
   g. vandalizing data of another user;
   h. obtaining or sending information which could be used to make destructive devices such as guns, weapons, bombs, explosives, or fireworks;
   i. gaining or attempting to gain unauthorized access to resources or files;
   j. identifying oneself with another person's name or password or using an account or password of another user without proper authorization;
   k. using the network for financial or commercial gain;
   l. theft or vandalism of data, equipment, or intellectual property;
   m. invading the privacy of individuals;
   n. using the Internet for any illegal activity, including computer hacking and copyright or intellectual property law violations;
   o. introducing a virus to, or otherwise improperly tampering with, the system;
   p. degrading or disrupting equipment or system performance;
   q. creating a web page or associating a web page with the school or school district without proper authorization;
   r. attempting to gain access or gaining access to student records, grades, or files of students not under their jurisdiction;
   s. providing access to the District's Internet Access to unauthorized individuals; or
   t. 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;
   u. making unauthorized copies of computer software;
   v. personal use of computers and/or mobile devices during instructional time;
   w. failing to obey school or classroom Internet use rules or BOEP 5.351, Acceptable Computer Use and Internet Safety Policy.

5. Liability for debts: Students and their cosigners shall be liable for any and all costs (debts) incurred through the student's misuse 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 matter which may be on the Internet. At the same time, in signing this agreement, the parent and Student recognize that the District makes no guarantees about preventing improper access to such materials on the part of the Student.

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

Student's Signature: _____ Date _____

Parent/Legal Guardian Signature: _____ Date_____

Harrison High School Counseling Office

Registration Information Update Form

Please complete the following Information: (Please use the student's full legal name.)

First Name	Middle Name	Last Name	Social Security Number (optional)
_____	_____	_____	_____-_____-_____

Grade: (please circle) 10 11 12 **Birth Date:** _____ **Gender:** _____ (M = Male, F = Female)

Ethnic Code: _____ (Example: W = White, B = Black, A = Asian, H = Hispanic, I = Native American)

Year of Graduation: (please circle) 2012 2013 2014 2015

The Student Lives With: (please circle)

Alone	Father Only	Institution	Both Parents
Father & Stepmother	Grandparents	Legal Guardian	Spouse
Mother & Stepfather	Homeless	Mother Only	Foster Parent

Parents/Guardian(s):_____ **Language Spoken at Home:**_____

Mailing Address:_____

Important Contact Information:

Mother/Guardian 1: _____
E-Mail Address:_____
Home Phone:_____
Cell Phone:_____
Place of Employment:_____
Employer Phone: _____

Father/Guardian 2: _____
E-Mail Address:_____
Home Phone:_____
Cell Phone:_____
Place of Employment:_____
Employer Phone: _____

Emergency Information:

Preferred Hospital:_____ Medical Alert: _____

Student's Physician: _____ Physician's Phone: _____

Please list below the names and phone numbers of two people to contact in case of emergency.

First Contact:

Name:_____
Home Phone:_____
Cell Phone:_____
Work Phone:_____

Second Contact:

Name:_____
Home Phone:_____
Cell Phone:_____
Work Phone:_____

Objection to Publication of Directory Information

Not to be filed if the parent/student has no objection.

I, the undersigned, being a parent of a student, or a student eighteen (18) years of age or older, hereby note my objection to the disclosure or publication by the Harrison School District of directory information, as defined in Board of Education Policy 5.602 (Privacy of Students' Records), concerning the student named below.

I understand that the participation by the below-named student in any interscholastic activity, including athletics and school clubs, may make the publication of some directory information unavoidable, and the publication of such information in other forms, such as telephone directories, church directories, *etc.*, is not within the control of the District.

I understand that this form must be filed with the office of the appropriate building principal within ten (10) school days from the beginning of the current school year or the date the student is enrolled for school in order for the District to be bound by this objection. Failure to file this form within that time is a specific grant of permission to publish such information.

I object and wish to deny the disclosure or publication of directory information as follows:

Deny disclosure to military recruiters ____

Deny disclosure to institutions of postsecondary education ____

Deny disclosure to potential employers ____

Deny disclosure to all public and school sources ____
Selecting this option will prohibit the release of directory information to the three categories listed above along with all other public sources (such as newspapers), **AND** result in the student's directory information **not** being included in the school's yearbook and other school publications.

Deny disclosure to all public sources ____
Selecting this option will prohibit the release of directory information to the first three categories listed above along with all other public sources (such as newspapers), but permit the student's directory information **to be included** in the school's yearbook and other school publications.

_____
Name of Student (printed)

_____
Signature of Parent (or student, if 18 or older)

_____
Date Form Was Filed (to be completed by office personnel)

Parent Involvement Volunteer Survey
Harrison High School

Name(s) of Parent(s)/ Guardian(s)_____

Student's name_____ **Grade** _____

Address _____

How would you like to be contacted? (phone #) _____

(e-mail address) _____

Areas of Volunteer Interest:

_____ **Copy papers** _____ **Help with Homecoming floats**

_____ **Decorate bulletin boards** _____ **Homecoming dance**

_____ **Colors' Day dance**

_____ **Other** _____

Note to Parents/Guardians: This survey is being distributed to the parents/guardians of Harrison High School students as per the requirements of ACT 603 of 2003.

<u>If you choose to offer your services as a parent/guardian volunteer, please complete this survey and send it with your child to the school.</u>

****

FYI –A Parent Center has been created to provide books, magazines and other informative materials for the use of the parents/guardians of our students. The Parent Center is located just inside the library media center and is open during school hours. If you have any questions, contact Peggy Nance, Parent Facilitator at 741-1808.

The Harrison Public Schools
Website address is:
<u>http://harrison.k12.ar.us</u>

You can find valuable information on the website such as the Pinnacle Parent Gradebook Viewer, School Calendar, Daily Announcements, Lunch Menu, and Teacher Contact Information.

HARRISON PUBLIC SCHOOLS EMERGENCY CARD

Student's Name _____Date Of Birth _____
Address _____
Grade _____ Home Phone _____
Directions To Home _____
_____

Parent/Guardian: Please furnish the following information to serve your child in case of ACCIDENT/ILLNESS
Mother's Name _____ Work Place _____
Work Phone _____ Cell Phone _____
Father's Name _____ Work Place _____
Work Phone _____ Cell Phone _____

Email Address _____

If not available, whom else may we call for help?
1)_____Phone_____
2)_____ Phone_____
1) Physician: _____
Phone Number _____

Health Insurance: (Please Check All that apply)
___AR Kids A#_____ AR Kids B# _____Medicaid#_____
___Private Insurance ___No Insurance
(Please Provide Number)

Health Information:
List any health conditions that the school should know about, i.e. diabetes, allergies, asthma etc.
__ ADHD __ Food Allergy __High Blood Pressure
__ Asthma __ Heart Disease __ Migraine Headaches
__ Bee/Wasp Sting Allergy __Heart Murmur __Seizures
__Diabetes __ Hemophilia __Vision Deficit
__ Environmental Allergy __ Hearing Deficit __ Other _____

I, the undersigned do hereby authorize officials of the Harrison Public Schools to contact directly the persons named on this card and authorize the named physician(s) to render such treatment as may be deemed necessary in an emergency for the health of said child. In the event the parent/guardian cannot be contacted, the officials are hereby authorized to take whatever action is deemed necessary, in their judgment, for the health of aforesaid child. I will not hold the school district financially responsible for the emergency care and/or transportation for said child. Information on this form may be shared with appropriate personnel for health and educational purposes.

Signature of Parent/Guardian _____

CONSENT FOR "OVER-THE-COUNTER" MEDICATIONS

Student's Name _____ Date of Birth _____

Medication Allergies _____

Medications your child takes on a regular basis: _____

_____

It is the parent's responsibility to send these medications to school, if they are needed on a frequent basis.

I give permission for my child, _____, to receive these OTC medications as deemed necessary by the school nurse/designee. I understand that the generic equivalent may be used in place of brand named items.

For headache/fever/muscle aches/menstrual cramps:
Acetaminophen (like Tylenol) Ibuprofen (like Advil, Motrin)
For mild cold symptoms:
Cough drop (throat lozenge/spray)
For mild allergic reactions (such as hives, seasonal allergies):
Diphenhydramine (like Benadryl)
For mild skin irritations: Antiseptic/Analgesic Spray/gel/wash, Hydrocortisone Cream, Medicaine Swabs, Antibiotic ointment, Antifungal Cream, Alcohol & Peroxide
For Stomachache : Antiacid – (like Tums)
For Toothaches: Oragel
For Eye Irritation: Visine Sterile Eye Wash
For Chapped Lips: Carmex, Vaseline

I understand the nurse/designee will administer the above medications. I acknowledge that the District, its Board of Directors, and employees shall be immune from civil liability for damages resulting from the administration of medications in accordance with this form.

_____ _____
Signature of Parent/Guardian Date

MEDICATION SELF-ADMINISTRATION CONSENT FORM

Student's Name (Please Print)_____

- ☐ I have instructed _____ in the proper way to use his/her inhaler and/or auto injectable medications. It is my professional opinion that he/she *should* be allowed to carry and use the medication by him/herself.

- ☐ It is my professional opinion that _____ *should not* carry his/her inhaler and/or auto injectable medication by him/herself.

Physician Signature: _____ Date: _____

Authorizations

The following must be provided for the student to be eligible to self-administer asthma inhalers and/or auto-injectable epinephrine. Eligibility is **only** valid for this school for the current academic year. This consent form must be renewed each year and/or anytime a student changes schools.

- a written medical statement from a health-care provider who has prescriptive privileges that he//she has prescribed the asthma inhaler and/or auto-injectable epinephrine for the student and that the student needs to carry the medication on his/her person due to a medical condition;

- the specific mediations prescribed for the student;

- an individualized health care plan developed by the prescribing health-care provider containing the treatment plan for managing asthma and/or anaphylaxis episodes of the student and for medication use by the student during school hours; and

- a statement from the prescribing health-care provider that the student possesses the skill and responsibility necessary to use and administer the asthma inhaler and/or auto-injectable epinephrine.

Medications for self-medication shall be supplied by the student's parent or guardian and be in the original container labeled with the student's name. The parent or guardian may choose to provide the school with additional appropriate medication (use form 5.504F) for the school to have available to deal with an asthma or anaphylaxis emergency.

My signature below is an acknowledgment that I understand that the District, its Board of Directors, and its employees shall be immune from civil liability for injury resulting from the self-administration of medications by the student named above.

As Parent/Guardian I have reviewed this Care Plan for my child and agree with its contents. I also agree that this information may be shared with the Principal, Teachers and staff for awareness and preparedness in providing the best care for my child. I also agree to notify the school if any changes occur such as, change in medication, physicians or treatment. I agree that the school nurse may contact the physician named in this care plan to discuss this care plan.

Parent or legal guardian signature _____Date _____

Campus Nurse Signature: _____ Date: _____

Registered Nurse Signature: _____ Date: _____

GLUCAGON ADMINISTRATION AND CARRY CONSENT FORM

Student's Name (PleasePrint)_____

The school has developed a Section 504 plan acknowledging that my child has been diagnosed as suffering from Type I diabetes. The 504 plan authorizes the school nurse or, in the absence of the nurse, trained volunteer district personnel, to administer Glucagon in an emergency situation to my child.

I hereby authorize the school nurse or, in the absence of the nurse, trained volunteer district personnel designated as care providers, to administer Glucagon to my child in an emergency situation. Glucagon shall be supplied to the school nurse by the student's parent or guardian and be in the original container.

I acknowledge that the District, its Board of Directors, its employees, or an agent of the District, including a healthcare professional who trained volunteer school personnel designated as care providers shall not be liable for any damages resulting from his/her actions or inactions in the administration of Glucagon in accordance with this consent form and the 504 plan.

Parent or legal guardian signature_____

Date _____

Harrison School District

2012-2013

Dear Parent/Guardian:

Children need healthy meals to learn. ***Harrison Schools*** *offers healthy meals every school day. Breakfast cost* ***K-12, $1.20****; lunch cost* ***K-6-$1.60 & 7-12-$1.85****. Your children may qualify for free meals or for reduced price meals. Reduced price is* ***30¢*** *for breakfast and* ***40¢*** *for lunch.*

1. Do I need to fill out an application for each child? No. Complete the application to apply for free or reduced price meals. **Use one Free and Reduced Price School Meals Application for all students in your household.** We cannot approve an application that is not complete, so be sure to fill out all required information. **Return the completed application to your child's school.**

2. Who can get free meals? All children in households getting Supplemental Nutrition Assistance Program (SNAP) benefits (formerly the Food Stamp Program) can get free meals regardless of your income. Also, your children can get free meals if your household gross income is within the free limits on the Federal Income Eligibility Guidelines.

3. Can foster children get free meals? Yes, foster children that are under the legal responsibility of a foster care agency or court, are eligible for free meals regardless of income.

4. Can homeless, runaway and migrant children get free meals? Yes, children who meet the definition of homeless, runaway or migrant qualify for free meals. If you haven't been told your children will get free meals, please call or email **[school, homeless liaison or migrant coordinator]** to see if your child(ren) qualify.

5. Who can get reduced price meals? Your children can get low cost meals if your household income is within the reduced price limits on the Federal Income Eligibility Chart, shown on this application.

6. Should I fill out an application if I got a letter this school year saying my children are approved for free or reduced price meals? Please read the letter you got carefully and follow the instructions. Call the school if you have questions.

7. My child's application was approved last year. Do I need to fill out another one? Yes. Your child's application is only good for that school year and for the first few days of this school year. You must send in a new application unless the school told you that your child is eligible for free meals for the new school year.

8. I get WIC. Can my child(ren) get free meals? Children in households participating in WIC may be eligible for free or reduced price meals. Please fill out an application.

9. Will the information I give be checked? Yes, we may ask you to send written proof.

10. If I don't qualify now, may I apply later? Yes. You may apply at any time during the school year. For example, children with a parent or guardian who becomes unemployed may become eligible for free or reduced price meals if the household income drops below the income limit.

11. What if I disagree with the school's decision about my application? You should talk to school officials. You also may ask for a hearing by calling or writing to: **Melinda Moss, Superintendent, 110 S. Cherry, Harrison, AR 72601.**

12. May I apply if someone in my household is not a U.S. citizen? Yes. You or your child(ren) do not have to be a U.S. citizen to qualify for free or reduced price meals.

13. Who should I include as members of my household? You must include all people living in your household, related or not (such as grandparents, other relatives, or friends) who share income and expenses. You must include yourself and all children who live with you. If you live with other people who are economically independent (for example, people who you do not support, who do not share income with you or your children, and who pay a pro-rated share of expenses), do not include them.

14. What if my income is not always the same? List the amount that you normally get. For example, if you normally get $1000 each month, but you missed some work last month and only got $900, put down that you get $1000 per month. If you normally get overtime, include it, but not if you get it only sometimes. If you have lost a job or had your hours or wages reduced, use you current income.

15. We are in the military, do we include our housing allowance as income? If you get an off-base housing allowance, it must be included as income. However, if your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income.

16. My spouse is deployed to a combat zone. Is the combat pay counted as income? No, if the combat pay is received in addition to the basic pay because of the deployment and it wasn't received before the deployment, combat pay is not counted as income. Contact your school for more information.

17. My family needs more help. Are there other programs we might apply for? To find out how to apply for SNAP or other assistance benefits, call or go to the Department of Human Services (DHS) office in any county and ask for an application form. The application is available for printing online at:
http://humanservices.arkansas.gov/dco/dco_docs/DCO-215%20Request%20for%20Assistance%201108.pdf

18. The free and reduced lunch statistics allow our schools to receive technology funding from the federal government. It provides access to the Internet and distance learning services. Please help us by returning this form.

If you have other questions or need help, call 870-741-7600.

Si necesita ayuda, por favor llame al teléfono: ***870-741-7600.***

Si vous voudriez d'aide, contactez nous au numero: 870-741-7600.

Sincerely,

Melinda Moss, Superintendent

INSTRUCTIONS FOR APPLYING

If your household receives benefits from the Supplemental Nutrition Assistance Program (SNAP), formerly the Food Stamp Program, follow these instructions:

Part 1: List all child(ren)'s attending this district by name, school, grade.
Part 2: Complete the name of the household member receiving SNAP benefits and the SNAP case number.
Part 3: Skip this part.
Part 4: Sign the form. A Social Security Number is not necessary.
Part 5: Answer this question if you choose to. Mark one box for racial identity and one box for ethnic.
Part 6: If the household does not want the student's eligibility information shared with Medicaid or ARKids 1st then check this box.

If NO ONE in your household receives SNAP benefits AND if all child(ren) in your household is/are foster child(ren):

Part 1: List all the child(ren) in the household attending school at this district by name, school, and grade. Check the box for each child(ren) that is the legal responsibility of welfare agency or court.
Part 3: Skip this part.
Part 4: Sign the form. A Social Security Number is not necessary.
Part 5: Answer this question if you choose to. Mark one box for racial identity and one box for ethnic.
Part 6: If the household does not want the student's eligibility information shared with Medicaid or ARKids 1st then check this box.

ALL OTHER HOUSEHOLDS, including households with both foster and non-foster children in the same household and WIC households, follow these instructions:

Part 1: List each child's name, school, and grade. Check the box for each child(ren) that is the legal responsibility of welfare agency or court.
Part 2: If the household does not have a SNAP case number skip this part. If a SNAP case number is listed skip to Part 4 of this form.
Part 3: Follow these instructions to report total household income from last month.

Column 1: Name: List the first and last name of **each** person living in your household, related or not (such as grandparents, other relatives, or friends) who share income and expenses. You must include yourself and all children who live with you. If you live with other people who are economically independent (for example, people who you do not support, who do not share income with you or your children, and who pay a pro-rated share of expenses), do not include them.

Column 2: Gross income last month and how often it was received. Next to each person's name list each type of income received for the month, and how often the money is received. For example, *Earnings from work:* List the **gross income** (not take home pay) each person earned from work. This is not the same as take-home pay. **Gross income is the amount earned before taxes and other deductions.** The amount should be listed on your pay stub, or your boss can tell you. Next to the amount, write how often the person receives the income (for example: weekly, every other week, twice a month, or monthly).

Column 3: List the amount each person got last month from welfare, child support, alimony,

Column 4: List the amount each person got last month from pensions, retirement, Social Security Supplemental Security Income (SSI), Veteran's benefits (VA benefits),

Column 5: List the amount each person got last month from ALL OTHER INCOME SOURCES. Do not include the Department of Defense's Family and Subsistence Supplemental Allowance (FSSA) as income. Include disability benefits, Worker's Compensation, unemployment, strike benefits and regular contributions from people who do not live in your household, and ANY OTHER INCOME. Report net income for self-owned business, farm, or rental income. Next to the amount, write how often the person got it. If you are in the Military Housing Privatization Initiative do not include this housing allowance.

Column 6–Check if no income: If the person does not have any income, check the box.

Part 4: An adult household member must sign the form and list the last four digits of his or her Social Security Number, or mark the box if he or she doesn't have a Social Security Number.
Part 5: Answer this question if you choose to. Mark one box for racial identity and one box for ethnic.
Part 6: If the household does not want the student's eligibility information shared with Medicaid or ARKids 1st then check this box.

FREE AND REDUCED PRICE SCHOOL MEALS HOUSEHOLD APPLICATION

Part 1. Children in School at this District

Names of **all** children in school **at this district** (First, Middle Initial, Last)	School Name	Grade	Check if a **foster child** (legal responsibility of welfare agency or court). If all children listed below are foster children, skip to part 4 of this form.
			❑
			❑
			❑
			❑
			❑
			❑
			❑

Part 2. SNAP Benefits: If any member of your household receives Supplemental Nutrition Assistance Program (SNAP) benefits, provide the name and case number for any household member that receives benefits and skip to Part 4. If no one receives SNAP benefits, skip to Part 3.

Name: _____ Case Number: ___ ___ ___ - ___ ___ - ___ ___ ___ ___

Part 3. Total Household Gross Income — You must tell us how much and how often

A. Name (List **everyone** in household)	**B. Gross income and how often it was received** *Example: $100/monthly $100/twice a month $100/every other week $100/weekly*				**C. Check if NO income**
	Earnings from work before deductions Income / How often	**Welfare, child support, alimony** Income / How often	**Pensions, Retirement, Social Security, SSI, VA benefits** Income / How often	**All Other Income** Income / How often	
	$_____/_____	$_____/_____	$_____/_____	$_____/_____	❑
	$_____/_____	$_____/_____	$_____/_____	$_____/_____	❑
	$_____/_____	$_____/_____	$_____/_____	$_____/_____	❑
	$_____/_____	$_____/_____	$_____/_____	$_____/_____	❑
	$_____/_____	$_____/_____	$_____/_____	$_____/_____	❑
	$_____/_____	$_____/_____	$_____/_____	$_____/_____	❑
	$_____/_____	$_____/_____	$_____/_____	$_____/_____	❑
	$_____/_____	$_____/_____	$_____/_____	$_____/_____	❑
	$_____/_____	$_____/_____	$_____/_____	$_____/_____	❑

Part 4. Signature and Last Four Digits of Social Security Number (Adult Must Sign)

An adult household member must sign the application. If Part 3 is completed, the adult signing the form also must list the last four digits of his or her Social Security Number or mark the "I do not have a Social Security Number" box. (See Privacy Act Statement on the back of this form.) *I certify (promise) that all information on this application is true and that all income is reported. I understand that the school will get Federal funds based on the information I give. I understand that school officials may verify (check) the information. I understand that if I purposely give false information, my children may lose meal benefits, and I may be prosecuted.*

Sign here: X _____ Social Security Number: xxx-xx-___ ___ ___ ___ (last 4 digits only)

Print Name: _____ ❑ I do not have a Social Security Number

Phone Number: _____ Address: _____

Date: _____ City, State, Zip: _____

Part 5. Children's racial and ethnic identities. Mark one box in each category (optional).

Choose one or more (regardless of ethnicity):

❑ Asian ❑ American Indian or Alaska Native
❑ White ❑ Native Hawaiian or Other Pacific Islander
❑ Black or African American

Choose one ethnicity:

❑ Hispanic or Latino
❑ Not Hispanic or Latin

Part 6. Disclosure (Optional)

❑ I do not want school officials to share information from my free and reduced price meal application with Medicaid or the State Children's Health Insurance Program (ARKids 1st).

Don't fill out this part. This is for school use only. **Annual Income Conversion: Weekly x 52, Every 2 Weeks x 26, Twice a Month x 24, Monthly x 12**

Total Income: _____ **Per:** _____ Week, _____ Every 2 Weeks, _____ Twice a Month, _____ Month, _____ Year

Household size: _____ **SNAP* (food stamps):** _____ **Categorically Eligible:** _____ **Date Withdrawn:** _____

Eligibility: Free _____ Reduced _____ Denied _____ **Reason:** _____

Determining Official's Signature: _____ **Date:** _____

Your children may qualify for free or reduced price meals if your household income falls within the limits on this chart.

FEDERAL INCOME CHART For School Year 2012-2013			
Household size	Yearly	Monthly	Weekly
1	$ 20,665	$1,723	$ 398
2	$ 27,991	$2,333	$ 539
3	$ 35,317	$2,944	$ 680
4	$ 42,643	$3,554	$ 821
5	$ 49,969	$4,165	$ 961
6	$ 57,295	$4,775	$1,102
7	$ 64,621	$5,386	$1,243
8	$ 71,947	$5,996	$1,384
Each additional person:	$ 7,326	$ 611	$ 141

*SNAP: Supplemental Nutrition Assistance Program (formerly the Food Stamp Program)

Privacy Act Statement: This explains how we will use the information you give us.
The Richard B. Russell National School Lunch Act requires the information on this application. You do not have to give the information, but if you do not, we cannot approve your child for free or reduced price meals. You must include the last four digits of the social security number of the adult household member who signs the application. The last four digits of the social security number is not required when you apply on behalf of a foster child or you list a Supplemental Nutrition Assistance Program (SNAP), case for your child or when you indicate that the adult household member signing the application does not have a social security number. We will use your information to determine if your child is eligible for free or reduced price meals, and for administration and enforcement of the lunch and breakfast programs. We MAY share your eligibility information with education, health, and nutrition programs to help them evaluate, fund, or determine benefits for their programs, auditors for program reviews, and law enforcement officials to help them look into violations of program rules.

Non-discrimination Statement: This explains what to do if you believe you have been treated unfairly. "In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer."

Harrison School District
2012-2013 Calendar

August 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

13-16 Prof Dev PK-12

20 First Day of School

September 2012

Su	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	LD	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

3 Labor Day NO SCHOOL

20 Parent/Teach Conf 7-12 3:45-6:45

October 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

19 End Quarter S44/T48

23 Parent/Teach Conf K-6 3:45-6:45

? Report Cards

25 Parent/Teach Conf K-12 3:45-6:45

November 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21		23	24
25	26	27	28	29	30	

21-23 Thanksgiving NO SCHOOL

December 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24		26	27	28	29
30	31					

21 End Semester S42/T42

24-31 Christmas Holidays NO SCHOOL

January 2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20		22	23	24	25	26
27	28	29	30	31		

1 Christmas Holidays NO SCHOOL

? Report Cards

21 MLK Day NO SCHOOL (possible snow day)

February 2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13		15	16
17		19	20	21	22	23
24	25	26	27	28		

7 Parent/Teach Conf 7-12 3:45-6:45

18 Prof Dev PK-12 NO SCHOOL for Students (possible snow day)

March 2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
	18	19	20	21	22	23
24	25	26	27	28	29	30

5&6 11th Literacy Exam

8 End Quarter S46/T47

12&14 Parent/Teach Conf K-6 3:45-6:45

? Report Cards

18-22 Spring Break NO SCHOOL

28 Grade 12 Caps Conf 3:45-6:45

April 2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

1st-12th K-2, 9: NRT Testing

2 Grade 11 Caps Conf 3:45-6:45

4 Grade 10 Caps Conf 3:45-6:45

8th-12th Benchmark Exams 3-8

16th-17th EOC Geometry Testing

23rd-24th EOC Biology Testing

May 2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15		17	18
19	20					25
26			29	30	31	1

2 Grades 7-9 Caps Conf 3:45-6:45

7th-8th EOC Algebra I Testing

16 Graduation

20 Last Day S46/T46

Snow days will be made up on MLK Day Jan 21, Pres Day Feb . 18 , Spring Break March 18-22 and May 21, 22, 23, 24 &28
If missed snow days occur after the make up days listed above additional days will be added to end of the district calendar

HHS ALMA MATER

Harrison High School,
Alma Mater dear,
We pledge thee our tribute
With each passing year.
Here's to the gold
And here's to the blue
Ever we'll be faithful
Loyal and true.