

Hamburg Middle School



Parent/Student Guide

2020-21

All schools in the Hamburg School District have been working toward a district- wide handbook for all schools. Our district is close to making this happen. At this point we do not have all individual school specific information, procedures and policies included in the district handbook. The purpose of this packet is to give you anything not included in the District Student/Parent Policy Handbook.

A copy of the Hamburg School District Student/Parent Policy Handbook which includes all state and federal rules and policies can be found on the HSD website (www.hsdliions.org). If you do not have access to the internet and wish to have a copy, you may come to the school and request a hard copy.

Penny Woods
Principal

Sara Watson
Assistant Principal

Donald Rosen
Dean of Students

Handbook Committee 2020-21

Penny Woods, Middle School Principal

Sara Watson, Middle School Assistant Principal

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Angela Byrd, Librarian

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Kelley Howie, Counselor

Marjorie Rogers, Middle School Teacher/ Parent

Ebony Jackson, Middle School Teacher/ Parent

Karsyn Thomas, Student

Lilia Mondragon, Student

Carson Chavis, Student

School Day

1st Bell -7:55

Last Bell-3:25

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4.7—ABSENCES

Refer online to District Policy Handbook for this policy. Hamburg Middle School will adhere to this policy as outlined for the District.

Copies of this policy are available upon request.

EXCUSED ABSENCES

Refer online to District Policy Handbook for this policy. Hamburg Middle School will adhere to this policy as outlined for the District.

Copies of this policy are available upon request.

UNEXCUSED ABSENCES

Refer online to District Policy Handbook for this policy. Hamburg Middle School will adhere to this policy as outlined for the District.

Copies of this policy are available upon request.

4.7H—TRUANCY

Truancy shall be defined as any absence from school or class without prior parental knowledge and consent. To promote regular attendance, the school regards truancy as unacceptable. Truancy will result in disciplinary action.

4.9—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 a disregard for both the teacher and their classmates which compromises potential student achievement.

Attendance will be taken by class in grades 6-8. Any tardiness of more than fifteen minutes in grades 6-8 will result in an absence for that period.

Students will receive a detention upon receiving their third tardy for a class in a nine- week period. Any tardies above 3 per 9 weeks shall receive a detention hall for each tardy above the 3.

RELEASE OF STUDENTS

Definite procedures are followed to assure the safety of children when released from school either during or at the end of the school day.

1. Parental signature is required before a child will be allowed to leave school. Parents must also sign students back in upon their return to school during the day. A reason must be supplied on the sign out sheet for signing in or out. Students who are checked out for lunch must leave with parents.
2. The parent (or other named adult in the note or telephone conversation) should come to the office and sign for the student. All students must be signed out in the office. Students will remain in the classroom until notified by the office that they have been checked out. Parents are asked to wait in the office while the student is called so that instruction is not interrupted.

3. If any person other than the parent or guardian is to pick up the child, the school must have a statement from the parent specifying necessary information.
4. Students should not be checked out early unless it is an emergency.
5. Students who are checked out early will receive a tardy or an absence according to how much time in the class period is missed.

4.17—STUDENT DISCIPLINE

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

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

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

The District's personnel policy committees shall annually review the District's student discipline policies, including State and District student discipline data, and may recommend changes in the policies to the Hamburg School District. The Board has the responsibility of determining whether to approve any recommended changes to student discipline policies. The District's student discipline policies shall be distributed to each student during the first week of school each year and to new students upon their enrollment. Each student's parent, legal guardian, person having lawful control of the student, or person standing in loco parentis shall sign and return to the school an acknowledgement form documenting that they have received the policies.

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

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

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

The minimum penalty for student misconduct will be a verbal warning and the maximum penalty will be expulsion by the board or legal action dependent upon the severity and frequency of the misconduct.

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

To satisfy a student's due process rights, for events both on and off campus, make sure that all special education requirements are met when those requirements apply.

Legal Reference: A.C.A. § 6-18-502

A.C.A. § 6-17-113

A.C.A. § 6-18-502

A.C.A. § 6-18-514

DESE Rules Governing Student Discipline and School Safety Date

Adopted: January 12, 2004

Last Revised: July 13, 2020

DISCIPLINE OF DISABLED STUDENTS

Disabled students will be subject to the same disciplinary procedures as regular students. The only differentiations will be those required by state or federal law. Disciplinary cases of magnitude involving disabled students will be coordinated with the Special Education Supervisor to make sure that the student's due process rights are preserved. Some individualized procedures may be necessary for students for whom normal discipline is inappropriate. Hamburg Public Schools reserves the right to choose other disciplinary methods that may be deemed appropriate corrective procedures.

BEHAVIOR CODE

Students are expected to treat each other and teachers with respect and courtesy. When their behavior falls outside of this expectation, he/she will face the consequences detailed below. All discipline actions listed are minimum consequences for each step.

MIDDLE SCHOOL DISCIPLINE POLICY: Method of Discipline Per Semester

1. Teacher-issued detentions:

On the 5th detention, the student will receive in school Suspension (ISS) 1 day

On the 8th detention, the student will receive in school Suspension (ISS) 3 days

On the 10th detention, the student will receive in school Suspension (ISS) 5 days

Any further detention assignments will be subjected to a longer ISS assignment or suspension

2. 1st Office Referral: Reprimand by Principal/Assistant Principal/Dean of Students

3. 2nd Office Referral: Detention 2 days

4. 3rd Office Referral: In-School Suspension (ISS) 2 days

5. 4th Office Referral: In-School Suspension (ISS) 4 days

6. 5th Office Referral: In-School Suspension (ISS) 6 days

7. 6th Office Referral: In-School Suspension (ISS) 8 days

8. 7th Office Referral: 3 days of Out-of-School Suspension (OSS)

9. 8th Office Referral: 5 days of Out-of-School Suspension (OSS)

10. 9th Office Referral: 10 days of Out-of-School Suspension (OSS) and recommendation for expulsion for the remainder of the semester

THE ADMINISTRATION RESERVES THE RIGHT TO BYPASS ANY LEVEL OF THE DISCIPLINE POLICY BASED ON THE SEVERITY OF THE OFFENSE.

FIGHTING POLICY

Fighting shall not be tolerated at Hamburg Middle School. It is not only disruptive to the entire school but also dangerous to the participants and anyone else who may be nearby. Students who fight at school, the bus stop, or at a school activity may be arrested by law enforcement officers in addition to school consequences.

- Any student initiating a fight may receive a three (3) day out-of-school suspension (OSS) and a five (5) day assignment to (ISS) as a consequence.

- Any student retaliating in a fight shall receive a five (5) day assignment to (ISS).

- **Assignment may be lengthened based on the following:**

Use of any object as a weapon that results in injury

Any involvement in a gang or group fight (more than 2)

If a fight participant has to be physically restrained by a teacher or other personnel

If a participant does not stop fighting at the verbal command of a teacher or other adult

Any continued vulgar language, disrespectfulness or insubordination after the fight has stopped.

If a student has been involved in multiple fights during the school year.

ACADEMIC DISHONESTY

Academic dishonesty involves acts that take away or compromise the integrity of the educational process in the Hamburg

School District. This includes, but is not limited to any act by which a student gains or attempts to gain an academic advantage for his/her or another by misrepresenting him/her or another's work or by interfering with the completion, submission, or evaluation of another's work. The following examples include, but are not limited to, accomplishing or attempting any of the following acts:

- Changing of grades or office records
- Using any materials that are not authorized by the instructor for use during an exam
- Talking during exams
- Copying from another student's paper during an exam
- Collaborating during an exam with any other person by giving or receiving information without specific permission of the instructor
- Stealing, buying, or otherwise obtaining information about the exam
- Any collaboration on lab work, take home exam, homework, or other assigned work when instructed to work independently
- Substituting for another person or permitting any other person to substitute for oneself to take an examination
- Submitting as one's own any theme, report, term paper, essay, computer program, other written work, speech, painting, drawing, sculpture, or other artwork prepared totally or in part by another
- Submitting, without specific permission of the instructor, work that has been previously offered for credit in another course
- Plagiarizing, that is the offering as one's own work the words, ideas, or arguments of another person without appropriate attribution by quotations, reference, footnote. Plagiarism occurs when the words of another are reproduced without acknowledgment or when the ideas or arguments of another are plagiarized in such a way as to lead the reader to believe that they originated with the write
- Sabotage of another student's work
- Falsification or forgery on any school form or document
- Submitting altered or falsified data as experimental data from lab projects, science projects, survey research, or other field research
- Any willful act or dishonesty that interferes with the operation of the academic process
- Facilitation or assistance in any act of academic dishonesty
- **Penalty: Minimum-zero on the assignment Maximum-ISS**

4.18—PROHIBITED CONDUCT

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

1. Disrespect for school employees and failing to comply with their reasonable directions or otherwise demonstrating insubordination;

Penalty: Minimum-Reprimand Maximum-Expulsion

2. Disruptive behavior that interferes with orderly school operations;

Penalty: Minimum-Reprimand Maximum-Expulsion

3. Willfully and intentionally assaulting or threatening to assault or physically abusing any student or school employee;

Penalty: Minimum-Reprimand Maximum-Expulsion

4. Possession of any weapon that can reasonably be considered capable of causing bodily harm to another individual; (SEE POLICY 4.22 District Handbook)

Penalty: Minimum-Reprimand Maximum-Expulsion

5. Possession or use of tobacco in any form on any property owned or leased by any public school; (SEE POLICY 4.23 District Handbook)

Penalty: Minimum-Reprimand Maximum-Expulsion

6. Willfully or intentionally damaging, destroying, or stealing school property;

Penalty: Minimum-Restitution and Parent Conference Maximum-Restitution, Expulsion, and notification of

proper authorities

7. Cell phones and other similar smart devices **cannot be used or be visible during school hours.** Cell phones or other smart devices will be confiscated on each offense and must be picked up by a parent or guardian. Violation of this policy will be cumulative throughout the school year. Smart watches may be used as a watch only. All communication on watches should be turned off during school hours. The student will be disciplined as follows:

1st offense: 1 detention hall

2nd offense: 3 detention halls

3rd offense and each offense after 3rd: 2 days of ISS

8. Possession, selling, distributing, or being under the influence of an alcoholic beverage, any illegal drug, unauthorized inhalants, or the inappropriate use or sharing of prescription or over the counter drugs, or other intoxicants, drug paraphernalia, or anything represented to be a drug; (SEE POLICY 4.24 District Handbook)

Students found in possession or use of prohibited substances will be subject to the following disciplinary actions:

1st Offense: Police will be contacted and charges filed. 5 days out of school suspension, 5 days in school suspension. The student will have school driving privileges revoked, and will not be allowed to attend or participate in any extracurricular event for thirty (30) school days. Following the thirty day restriction, a student may have privileges reinstated following a clean drug screen.

2nd Offense: Police will be contacted and charges filed. 5 days out of school suspension, 10 days in school suspension. The student will have school driving privileges revoked, and will not be allowed to attend or participate in any extracurricular event for ninety (90) school days. Following the ninety day restriction, a student may have privileges reinstated following a clean drug screen.

3rd Offense: Recommendation for expulsion for a calendar year with the loss of credit.

Selling, intending to sell, or attempting to distribute any prohibited substance on campus will result in a recommendation for expulsion for a calendar year with the loss of credit.

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;

Penalty: Minimum-Reprimand Maximum-Expulsion

10. Inappropriate public displays of affection;

Penalty: Minimum-Reprimand Maximum-Expulsion

11. Cheating, copying, or claiming another person's work to be his/her own;

Penalty: Minimum-The first time a student is caught he/she will receive an "O" grade for that project, assignment, or test. Maximum-Repeated offenses will result in long-term assignment to ISS.

12. Gambling;

Penalty: Minimum-Reprimand and/or parent contact Maximum-Expulsion

13. Inappropriate student dress; (SEE POLICY 4.25 District Handbook)

Penalty: Minimum-Reprimand Maximum-Expulsion

14. Use of vulgar, profane, or obscene language or gestures;

Penalty: Minimum-Reprimand and/or parent conference Maximum-Expulsion

15. Truancy; (SEE POLICY 4.7H in the front of this packet)

Penalty: Minimum-Reprimand Maximum-Expulsion

16. Excessive tardiness; (SEE POLICY 4.9 in the front of this packet)

Penalty: Minimum-Reprimand Maximum-Expulsion

17. Engaging in behavior designed to taunt, degrade, or ridicule another person on the basis of race, ethnicity, national origin, sex, or disability; (SEE POLICY 4.43 District Handbook)

Penalty: Minimum-Reprimand Maximum-Expulsion

18. Possess, view, distribute or electronically transmit sexually explicit or vulgar images or representations, whether

electronically, on a data storage device, or in hard copy form;

Penalty: Minimum-Reprimand and/or parent conference Maximum-Expulsion

19. Hazing, or aiding in the hazing of another student; (SEE POLICY 4.43 District Handbook)

Penalty: Minimum-Reprimand Maximum-Expulsion

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; (SEE POLICY 4.26 District Handbook)

Penalty: Minimum-Reprimand Maximum-Expulsion

21. Sexual harassment; (SEE POLICY 4.27 District Handbook)

Penalty: Minimum-Reprimand and/or parent conference Maximum-Expulsion

22. Bullying. (SEE POLICY 4.43 District Handbook)

Penalty: Minimum-Reprimand Maximum-Expulsion

23. Operating a vehicle on school grounds while using a wireless communication device. (SEE POLICY 4.47 District Handbook)

Penalty: Minimum-Reprimand and/or parent conference Maximum-Expulsion

4.25—STUDENT DRESS AND GROOMING

HAMBURG MIDDLE SCHOOL DRESS CODE

The following dress code applies while on school grounds during the regular school day and at school- sponsored activities and events unless otherwise pre-approved by the principal:

1. Students should practice dress and grooming habits that are clean and sanitary.
2. Students should dress in a manner that is not disruptive to the learning climate.
3. ALL clothing should be worn the way it was designed to be worn.
4. Any symbol or article of clothing that causes disharmony among the student body or interferes with the educational process will not be tolerated.
5. Clothing, tattoos, or items such as buttons displaying symbols, slogans, or pictures of a vulgar nature or depicting alcoholic beverages, bars, taverns, illegal drugs, tobacco, or gang insignias will not be worn.
6. No tags may be visibly hanging from clothes.
7. Shirts must be buttoned, belts fastened, pants fastened and worn at the waist area. Sagging pants (wearing clothing that exposes underwear or buttocks) are prohibited.
8. Extremely tight clothing is prohibited.
9. Jeggings, leggings and all other tight pants must have a fingertip length shirt over them. **GYM attire is included in this rule.**
10. No hats, head scarves, hoods, wave caps, or any other garment covering the entire head shall be allowed to be worn on school grounds during school hours.
11. NO bandanas are allowed at any time on the school campus.
12. Clothing resembling sleepwear such as pajamas, house slippers, etc. is prohibited.
13. Clothing with **stress, rips, tears, or holes** above the knee is prohibited. **No skin allowed to show above the knee.**
14. Shorts, dresses, and skirts must be knee length. **GYM SHORTS are included in this rule.**
15. Writing on the derriere/ crotch is prohibited.
16. Shirts must be long enough as to not expose the midriff at any time.
17. Shirts must not reveal any cleavage or breast at any time. Low-cut shirts, bare backs, halter tops, mesh attire, and shirts with open sides or backs are prohibited.
18. Sheer shirts must have a three-finger width undershirt. See-through attire is prohibited without a proper undershirt.
19. Tank tops, muscle shirts, spaghetti straps, or basketball type jerseys shall not be worn unless a sleeved shirt is worn over or underneath the top.
20. Sleeveless shirts must be at least 4 finger width on the sleeves part. A tank top or undershirt must be worn under the

sleeveless shirt.

21. No pocket/pant chains are allowed on campus.

22. Backpacks must be see-through mesh or clear.

23. All athletic bags that are not clear or mesh should be stored in the coach's room throughout the school day.

24. Clothing or items such as buttons or face masks displaying symbols, slogans or pictures of a vulgar nature or depicting alcoholic beverages, bars, taverns, illegal drugs, or gang insignias will not be worn. No chains will be worn on or connected to student clothing. No writing will be visible on the backside of pants, shorts, or skirts. No political attire shall be worn.

Dress code violations will be penalized as followed:

1st Offence- Correct the violation and sign list of violators in the office

2nd- 2 days of detention

3rd- 1 day of ISS

4.19—CONDUCT TO AND FROM SCHOOL AND TRANSPORTATION ELIGIBILITY

(Refer to Policy 4.19 of the District Policy Handbook which may be viewed online on the District Website for specific district- wide rules of conduct on school buses).

Transportation to and from school is a privilege that is provided by Hamburg School District for our students. This is not a requirement. Your student's safety and the safety of other students on the school bus is of utmost importance. The following is the discipline policy that will be used for bus referrals received on inappropriate conduct according to the rules of conduct on the bus and at bus stops outlined in the District Policy Handbook referred to in the above paragraph.

1. On first referral, the student will receive at least a reprimand.
2. On the 2nd referral, the student will receive two (2) D-Halls and parents will be notified.
3. On the 3rd bus referral, the parents will be notified and the student will be suspended from riding the bus up to 5 (5) days.
4. On the 4th bus referral, the parents will be notified and the student will be suspended from riding the bus up to 10 (10) days.
5. 5th bus referral for the school year will result in suspension of bus privileges for the remainder of the school year.

Students fighting on the bus or cursing the driver will receive school punishment and automatically receive a bus suspension (1st offense = 5 days, 2nd offense = 10 days, 3rd offense = long term suspension which is the remainder of the year).

The administration reserves the right to bypass any level of this bus transportation policy based on the severity of the offense.

4.29—COMPUTER USE POLICY

COMPUTER MISUSE DISCIPLINE POLICY

Student misuse of a computer will result in the following disciplinary action:

1. First Misuse Offense: Reprimand, minimum
2. Second Misuse Offense: Two days of detention hall, minimum
3. Third Offense: In-School Suspension and parental contact
4. Fourth Offense: Student will possibly lose computer use privileges and/or In-School Suspension

The administration reserves the right to bypass any level of this computer misuse discipline policy based on the severity of the offense.

4.34—COMMUNICABLE DISEASES AND PARASITES

Refer online to the District Policy Handbook for this policy. The following is policy specific to Hamburg Middle School:

HEAD LICE

Head lice checks will be done by the School Nurse whenever needed. Children that have head lice or nits (the eggs) will be sent home. In order for a student to return to school, they must report to the Nurse's office at 8:00, before they go to

class, with the empty bottle or box of medication that treated the head lice. The children will be checked by the Nurse or designee before returning to class. Hair must be LICE and NIT free. A “NO-NIT” POLICY is now in effect to stop reinfestation.

TIP: For nit/egg removal: a vinegar rinse (1/4 cup of vinegar to 1 quart of water) may help loosen nits for easier removal.

STUDENT ILLNESS

Students must be fever free for 24 hours or be approved to return by the school nurse before returning to **school**

4.35—STUDENT MEDICATIONS

Refer online to District Policy Handbook for this policy. The following is policy specific to Hamburg Middle School:

All medications prescribed or over the counter must be turned into the office immediately when brought on campus. All medications will be administered through the office. Over the counter medicines will not be provided by the school. The student may bring the over the counter medicine to the office to be administered as needed or may call home and a parent can come bring the over the counter medicine.

4.43—BULLYING

Refer online to District Policy Handbook for this policy. Hamburg Middle School will adhere to this policy as outlined for the District.

Copies of this policy are available upon request.

4.45.1—SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS FOR THE CLASSES OF 2021 AND THEREAFTER

All students are required to participate in the Smart Core curriculum unless their parents or guardians, or the students if they are eighteen (18) years of age or older, sign a *Smart Core Waiver Form* to not participate. While Smart Core is the default option, both a *Smart Core Informed Consent Form* and a *Smart Core Waiver Form* will be sent home with students prior to their enrolling in seventh (7th) grade, or when a seventh (7th) through twelfth (12th) grade student enrolls in the district for the first time and there is not a signed form in the student’s permanent record. Parents must sign one of the forms and return it to the school so it can be placed in the students’ permanent record.¹ This policy is to be included in student handbooks for grades six (6) through twelve (12) and both students and parents must sign an acknowledgement they have received the policy. Those students not participating in the Smart Core curriculum will be required to fulfill the Core curriculum or the requirements of their IEP (when applicable) to be eligible for graduation. Counseling by trained personnel shall be available to students and their parents or legal guardians prior to the time they are required to sign the consent forms.

While there are similarities between the two curriculums, following the Core curriculum may not qualify students for some scholarships and admission to certain colleges could be jeopardized. Students initially choosing the Core curriculum may subsequently change to the Smart Core curriculum **providing** they would be able to complete the required course of study by the end of their senior year.² Students wishing to change their choice of curriculums must consult with their counselor to determine the feasibility of changing paths.

This policy, the Smart Core curriculum, and the courses necessary for graduation shall be reviewed by staff, students, and parents at least every other year 3 to determine if changes need to be made to better serve the needs of the district’s students. The superintendent, or his/her designee, shall select the composition of the review panel.

Sufficient information relating to Smart Core and the district’s graduation requirements shall be communicated to parents and students to ensure their informed understanding of each. This may be accomplished through any or all of the following means:⁴

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

Distribution of a newsletter(s) to parents or guardians of the district's students.

Administrators, or their designees, shall train newly hired employees, required to be licensed as a condition of their employment, regarding this policy. The district's annual professional development shall include the training required by this paragraph.⁵

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

GRADUATION REQUIREMENTS

The number of units students must earn to be eligible for high school graduation is to be earned from the categories listed below. A minimum of twenty-two (22) units is required for graduation for a student participating in either the Smart Core or Core curriculum. In addition to the twenty-two (22) units required for graduation by the Arkansas Department of Education, the district requires an additional __ units to graduate for a total of __ units. The additional required units may be taken from any electives offered by the district.⁶ There are some distinctions made between Smart Core units and Graduation units. Not all units earned toward graduation necessarily apply to Smart Core requirements.

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

Digital Learning Courses

The District shall offer one or more digital learning course(s) through one or more District approved provider(s) as either a primary or supplementary method of instruction. The courses may be in a blended learning, online-based, or other technology-based format.⁷ In addition to the other graduation requirements contained in this policy, students are required to take at least one (1) digital learning course for credit while in high school.

Personal and Family Finance

In tenth (10th), eleventh (11th), or twelfth (12th) grade, all students shall cover the Personal and Family Finance Standards by receiving credit for: ⁸

SMART CORE: Sixteen (16) units

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

Oral Communications: one-half (½) unit

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

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

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

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

3) Algebra II; and

4) The fourth unit may be either:

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

· A computer science flex credit may be taken in the place of a fourth math credit.

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

One unit of Biology; and either:

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

· Physical Science;

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

Social Studies: three (3) units

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

Physical Education: one-half (½) unit

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

Health and Safety: one-half (½) unit

Economic: one half (½) unit – dependent upon the licensure of the teacher teaching the course, this can count toward the required three (3) social studies credits or the six (6) required Career Focus elective credits.⁹

Fine Arts: one-half (½) unit

CAREER FOCUS: - Six (6) units

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

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

CORE: Sixteen (16) units

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

Oral Communications: one-half (½) unit

Mathematics: four (4) units

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

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

Science: three (3) units

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

Two units chosen from the following three categories:

- Physical Science;
- Chemistry;
- Physics; or

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

Social Studies: three (3) units

- Civics one-half (½) unit
- World history, one (1) unit
- American History, one (1) unit

Physical Education: one-half (½) unit

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

Health and Safety: one-half (½) unit

Economics: one half (½) unit – dependent upon the licensure of the teacher teaching the course, this can count toward the required three (3) social studies credits or the six (6) required Career Focus elective credits.⁹

Fine Arts: one-half (½) unit

CAREER FOCUS: - Six (6) units

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

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

Notes: ¹ New Smart Core Consent and Smart Core Waiver Forms are available at <http://arsba.org/policy-resources> and on the ADE website. While 9.03.1.8 of the Standards and the Smart Core Guidance both require parents to sign one of the forms, there's not much you can do if they don't. Either way, the default option is Smart Core.

² The Department's Guidelines stipulate completion by the end of the senior year. We believe this is not in agreement with A.C.A. § 6-18-202(b)(1), which requires public schools to be open through the completion of the secondary program to students between the ages of five (5) and twenty-one (21). Therefore, we suggest that students be allowed to switch from Core to Smart Core if they could successfully complete its requirements by the time they attained their twenty first (21st) birthday. Acceptance of a diploma negates a student's right to switch programs.

³ The Standards require a review, but do not stipulate its frequency. Select an interval to insert here (never is not an option). Standards require the inclusion of students, parents, and staff in the formulation and review of this policy.

⁴ Schools are required to retain documentation procedures and methods used.

⁵ The Guidelines require the policy to include the training "procedure." If you prefer a different procedure than inclusion in your district's annual professional development process, change this sentence accordingly.

⁶ This sentence is necessary if your district requires more than twenty-two (22) units to graduate; without the sentence and you substitute a number greater than twenty-two (22) , it appears that the ADE requires more than twenty-two (22) units to graduate. If you have specific requirements for the additional units, change the sentence's wording to reflect those requirements.

⁷ For a detailed explanation/discussion of district options for digital learning courses see policy 5.11—DIGITAL LEARNING COURSES.

⁸ ADE is currently working on the integration of the Personal and Family Finance Standards into existing courses as well as creating a digital course students may take to cover the Standards. Parents and students should be made aware that more specifics about courses that will satisfy this requirement will be forthcoming and will be in place before the students enter tenth (10th) grade.

⁹ The Rules specify the option is dependent upon the licensure of the teacher. Specifically, if the course is taught by a licensed social studies teacher, both options exist. If the course is taught by a licensed business education teacher, the credit must be applied toward the career focus requirement.

Cross References: 4.55—STUDENT PROMOTION AND RETENTION

5.11—DIGITAL LEARNING COURSES

5.12—COMPUTER SCIENCE INTERNSHIPS AND INDEPENDENT STUDIES

5.16—COMPUTER SCIENCE COURSE PREREQUISITES AND PROGRESSION

Legal References: Standards for Accreditation 9.03 – 9.03.1.9, 14.02

ADE Guidelines for the Development of Smart Core Curriculum Policy

ADE Rules Governing Distance and Digital Learning

Smart Core Informed Consent Form 2017

Smart Core Waiver Form 2017

A.C.A. § 6-4-302

A.C.A. § 6-16-149

A.C.A. § 6-16-150

A.C.A. § 6-16-1406

Date Adopted: June 12, 2017

Last Revised:

4.47—POSSESSION AND USE OF CELL PHONES AND OTHER ELECTRONIC DEVICES

Students are responsible for conducting themselves in a manner that respects the rights of others. Possession and use of any electronic device, whether district or student owned, that interferes with a positive, orderly classroom environment does not respect the rights of others and is expressly forbidden.

To protect the security of the state mandated test, ACT Aspire, no electronic device as defined in this policy shall be accessible by a student at any time during test administration unless specifically permitted by a student's IEP or individual health plan. This means that when a student is taking an ACT Aspire state assessment, the student shall not have his/her electronic device in his/her possession. Any student violating this provision shall be subject to this policy's disciplinary provisions.

As used in this policy, "electronic devices" means anything that can be used to transmit or capture images, sound, or data. Misuse of electronic devices includes, but is not limited to:

1. Using electronic devices during class time in any manner other than specifically permitted by 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 cell phones or electronic devices at school. **The school will not do a search for any cell phone or electronic device that is lost or stolen.** 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 who have had cell phone confiscated by the middle school will be **disciplined according to the policy # 7 page 9. Students may not use the school telephone to call home and tell a parent to come and pick up his/her cell phone.** Students have no right of privacy as to the content contained on any electronic devices that have been confiscated.

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

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

5.13—SUMMER SCHOOL/REMEDATION PROGRAMS

The Hamburg School District shall offer remediation programs during the school year and /or summer school remediation programs to those students in grades 6-8.

EQUITY COMPLIANCE STATEMENT

The Hamburg School District complies with the Civil Rights Laws: Title VI, Civil Rights Act of 1964; Title IX, Education Amendment of 1972; Section 504, Rehabilitation Act of 1973; which states that "no person in the U.S. shall, on the grounds of race, color, national origin, sex or handicap be excluded from participation in, be denied the benefits of or

subject to discrimination under the programs or activity receiving Federal financial assistance.

Doretta Griffin is the district Civil Rights Coordinator.

In the event any provision herein shall conflict with the “Disciplinary Due Process” procedures outlined in the Policies and Procedures Manual of the Hamburg School District, the policies outlined in that manual shall control and shall govern in preference to any provision herein.

SECTION 504

The purpose of 504 services is to provide children with disabilities an “equal shot” at success in the classroom - an equal educational opportunity despite the disability. Thus, the services required under 504 are stated as those designed so that the individual educational needs of disabled students are met as adequately in the classrooms as the needs of nondisabled students. There is no guarantee of achievement of performance, only a guarantee of equal opportunity to succeed. Under 504 a “handicapped person” is simply one who (1) has a physical or mental impairment which substantially limits one or more major life activities (2) has a record of such an impairment, or (3) is regarded as having such an impairment.

The Rehabilitation Act of 1973 (section 504) provides that “No otherwise qualified individual with handicaps in the United States... shall, solely by reason of his or her handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance...”

For assistance with 504 services contact: Doretta Griffin, Coordinator Hamburg Central Office 202 East Parker Street Hamburg, AR 71646 Phone: 870-853-9851

CLASS AND SCHOOL ORGANIZATIONS

1. Students have the right to join an existing club and should not be restricted from membership on the basis of race, sex, national origin, or other arbitrary criteria. (See Policy 4.11–EQUAL EDUCATIONAL OPPORTUNITY in the appendix.)
2. All officers of any school activity must have a “C” average preceding the election.
3. Most student activities will be scheduled before or after school or during lunch. Although attendance is voluntary, continued absences will be cause for dropping a student from membership.
4. It is recognized that active participation in extracurricular activities is a desirable part of one’s education. Therefore, students will not be prohibited from membership in any organization in which they are eligible, but will be discouraged from participation if it interferes with their regular scholastic studies.
5. All clubs meeting under the name of the school must have a written constitution. One copy will be filed in the principal’s office.
6. Students have a choice when conflicts arise in regularly scheduled activities. However, if a conflict arises between two activities and one of them is a district, regional, or state activity, the student is obligated to participate in the district, regional, or state activity.

The Student Council is a representative body of students elected by students from classes and organizations. The purpose of the Student Council is to promote the practice of good citizenship among students, to bring about better cooperation between students and their teacher, to encourage student activities and school spirit, and to provide students with an opportunity to practice democratic government.

The National Junior Honor Society is organized to create enthusiasm for scholarship, render service, promote leadership, and develop character in the students. Members must reach and maintain a goal of excellence in each of these areas. Other clubs and organizations include: BASIC, Future Business Leaders of America, Quiz Bow, Shooting Team, Archery Team, Game Club, Chess Club

ACADEMIC ASSISTANCE

Students experiencing academic failure are encouraged to take advantage of school programs and personnel designed to assist with such problems. Parents and students are advised to seek the aid of the teacher(s) in the area in which the difficulty is occurring. Tutoring programs operating outside normal school hours may also be a method of bringing up grades and achievement levels. Counselors and administrators may also be of assistance in these matters.

Teachers, parents, administrators, and counselors may identify students they believe to have disabling conditions that may affect negatively the student’s learning or performance. According to the provisions of The Individuals with Disabilities Education Act (IDEA, P. L. 101-476) and/or Section 504 of the Rehabilitation Act of 1973, students will be

evaluated to determine if such disability exists. If the student is found to have such impairments under the terms of the aforementioned laws, a plan will be developed and implemented that delivers services that are appropriate to the impairment. For more information, contact your principal or counselor.

4.55—STUDENT PROMOTION AND RETENTION

GRADES 6-8

Promotion for 6th, 7th, and 8th grade students will be granted for students who pass 5 of the 8 classes in the core (English, Math, Science, Social Studies). A student who fails to meet these requirements will be retained. However, the final decision will always rest with the school officials.

4.64—SCHOOL SPONSORED TRIPS

Because of the great responsibility involved in transporting and supervising a large number of students on trips, it is necessary to have definite policies to assure maximum safety and proper conduct. These policies include:

1. All students making the trip are required to travel in transportation furnished or authorized by the school.
2. Only those students authorized as members of the particular activity will be permitted to ride transportation furnished by the school.
3. A form provided by the school must be completed and signed by the parent before a student is allowed to participate in a school-sponsored trip. Students shall be permitted to return from school-sponsored events with parents upon request of the parents. The parent will sign out the student at the school event.

ADVANCED MATH, LITERACY AND SCIENCE INFORMATION AND GUIDELINES

What are Advanced Courses?

Advanced classes are academically advanced courses designed to challenge motivated students to understand rigorous content. Advanced courses are designed to reflect the expectation that all students can perform at rigorous academic levels, and the belief that we can prepare every student for higher intellectual engagement by starting the development of skills and acquisition of knowledge as early as possible. The advanced course curriculum is designed to prepare students for advanced high school college-level academic work, however, the success in advanced courses does not guarantee success in later advanced high school courses. Advanced courses are also not a prerequisite for advanced high school courses, but they have been proven to develop the skills, habits of mind, and concepts needed to be successful in advanced high school courses and college.

Background Needed for Success in Advanced Courses

Because of the rigorous curriculum and academically challenging coursework in order to be successful in advanced courses, students should portray a commitment to learn independently and exhibit behavior of self-motivation and dedication to learning. Advanced courses stimulate and challenge students to perform at an advanced academic level, therefore, to ensure success in Advanced courses students should have had practice in analyzing content, drawing comparisons, and reasoning through problems. They must be able to read perceptively and independently. Additionally, students will need to be proficient in writing clear, organized, concise essays. Students who are not skilled in these areas must be even more highly motivated to make up deficiencies at the same time they are taking more rigorous courses. The earlier students prepare for Advanced courses by taking the most rigorous classes available, the more likely will be their success. The keys to success are motivation, self-discipline, and academic preparation.

Qualifications for Enrollment in Advanced Courses

Advanced courses will be offered to students. These classes will present information on a higher level with more rigor. Students will be expected to put forth more effort and time to be rewarded with a deeper understanding of subject matter. Students will be placed into advanced courses by using indicators from the following:

- State and local assessments
- Prior grades
- Teacher recommendations
- Gifted and talented program placement
- Other forms of data

- Parents and Students are required to sign an enrollment contract

In order for a student to continue in an Advanced Course, he/she abide by the following guidelines:

- Students with a D or F, at the first 9 weeks progress report, will be flagged and parents will be notified of a student's failure to meet advanced course guidelines.
- A student must carry a grade of C or above at the first 9 weeks report card, or the student will be dismissed from the advanced course and reassigned to a general education course.
- Students will be held accountable for independent work completed outside of school, as well as routine homework assignments and independent reading assignments.

These items will also be reviewed:

- Students are given an ACT Aspire grade level mastery test at the end of the previous year to determine their readiness for advanced course content and rigor.
- Students current test scores will be reviewed for Advanced mastery of skills

The following integrity policies and possible consequences will be specific to students taking advanced courses:

ADVANCED COURSE INTEGRITY POLICY

1st	1. Document suspected or observed cheating/dishonesty/plagiarism. 2. Conference with the student to determine whether or not cheating/plagiarism has occurred. 3. If the teacher concludes that cheating/plagiarism has occurred: -Mandatory documented contact with parent and consequences identified	Teacher Administrator (notified)	-Reprimand/Detention (no more than 2 days) - Zero grade for the assignment
2nd	Follow Steps 1-3 4. Inform the administrator -Mandatory documented contact with parent and consequences identified	Teacher Administrator (involved)	-Reprimand/Detention (no more than 5 days-administrator) -Zero grade for the assignment - Possible 1 day in ISS (administrator)
3rd	Follow Steps 1-4 -Mandatory documented contact with parent and consequences identified	Teacher Administrator (involved)	-Zero grade for the assignment -Possible 3 days in ISS (administrator) -Removed from Advanced classroom in which the offense occurred

SEMESTER TEST EXEMPTION CRITERIA

An examination will be given at the end of each semester. All students must take their exams at the scheduled times unless they have prior approval by their teacher and the principal to take the exam at another time.

Fall Semester:

No student shall be exempt from any exams during fall semester.

Spring Semester:

The Hamburg Middle School will offer exemptions from second semester exams to any student who achieves an "A or B" average in each class for the second semester AND has no ISS or suspension for the entire school year. Any student who has a "C", "D" or "F" average in a class will be required to take the semester exam in that class.

No student who has served ISS or has been suspended during the year will be considered for semester test exemptions.

LEGAL NAMES/TRANSFERS

Students must use their legal birth names for all official school documents. Name changes will only be accepted upon receipt of a court order.

To Transfer Children between Custodial and Non-Custodial Parents

1) In order to avoid continuing child custody controversies from involving public school personnel, and to avoid disruptions to the educational atmosphere in our public schools, the transfer of a child between the child's custodial parent and non-custodial parent, when both parents are present, is prohibited from taking place on the real property of a public elementary or secondary school on normal school days during normal hours of school operations.

2) The provisions of this act shall not prohibit one parent (custodial or non-custodial) from transporting the child to school and the other parent (custodial or non-custodial) from picking the child up from school on pre-arranged days if prior approval has been made with the school's principal. – ACT 660 OF 1993–BY THE GENERAL ASSEMBLY OF ARKANSAS.

HONOR ROLL

A student working on grade level with A's and B's in academic subject areas will be named on the Honor Roll.

REPORT CARDS AND PROGRESS REPORTS

Students will receive report cards at the end of each nine weeks which will occur in the months of October, January, and March. The final report card of the year will be mailed home to parents in June. Mid nine-week progress reports will be sent home with students in the months of September, November, February, and April. Parents may pick up the students' Progress Reports in September and February during Parent-Teacher Conferences.

PARENT-TEACHER CONFERENCES

Parent-teacher conferences are desirable for various reasons and purposes. Conferences are scheduled one per semester and as needed. Parents in need of additional conferences should schedule them through each school's office. At no time is a parent to interrupt a teacher during his/her teaching periods. The principal may or may not be present at the conference. Documentation of parent/guardian/teacher contact concerning progress and performance reports shall be maintained by each teacher and the school. Frequent communications with parents or guardians of students not performing at grade level will be made by phone calls, progress reports, letters, and conferences.

ARRIVAL

Unless students ride the bus, they will not arrive at school earlier than 7:30 a.m. When students arrive at school, they will report to a designated location. Students will be notified by the principal at their schools of the daily procedures.

DISMISSAL AND PROPERTY CLOSURE

School property is closed after hours except for school functions. Students will not remain at school after school hours unless they are under direct supervision of a teacher or administrator. Duty teachers are assigned to monitor students daily from arrival to departure.

PLEDGE OF ALLEGIANCE

Students will stand and recite the Pledge of Allegiance daily. Parents objecting to their children reciting the pledge for religious or other reasons must submit their objection in writing. Students exempt from saying the pledge are required to remain quietly standing or sitting at their desks while others recite the Pledge of Allegiance.

LENGTH OF SCHOOL DAY

The "instructional day" for students in grades K-12 is 6 hours. Your child's school will always provide you with exact schedules, directories, and updates regarding your school. (Arkansas Law 6-16-102)

CLASSROOM VISITATIONS

All visitors are to check in with the office before going to a classroom.

Instruction should not be interrupted by visitations to the classroom. Parents who wish to visit the class should make

arrangements through the office at least 24 hours in advance.

STUDENT INSURANCE

Student insurance will be made available to parents at the beginning of each school year at a minimal cost. This is a voluntary program. Parents who do not wish to participate in this and who do not have a personal insurance policy to cover injuries of students while at school will be responsible for all medical expenses.

CHANGE OF ADDRESS OR TELEPHONE NUMBER / EMERGENCY DATA

Please notify the school office immediately if your address or telephone number changes. This can be very important if a child has an emergency or the school needs to communicate with the parents/guardians.

FIRST AID

Parents are notified immediately in the event of an accident or illness. Minor bruises, scratches, etc., are given first aid treatment at school.

SCHOOL LUNCH PROGRAM

Menus for the week are printed in the local newspaper, announced on the radio (KAGH), read in daily bulletin and online at hsdliions.org. One carton of milk is furnished with the meal. Only those students with a written doctor's consent will be furnished with a milk alternative. No glass containers are allowed in the cafeteria for safety reasons. No food is allowed to leave the lunchroom except clear, plastic water bottles filled only with water. Any other drinking containers are not allowed in the building.

TELEPHONE USE

Office Phones - The secondary schools do not have telephones for student use unless there is an emergency. Please make necessary plans with your student before they leave home in the mornings so they will not have to call home after they arrive at school. Calls to students and/or teachers are discouraged during instructional time. Please feel free to leave a message in the office for a student or teacher. Emergency calls dealing with illness will be taken immediately.

INCLEMENT WEATHER

All of the schools in the Hamburg School District will be open on all regularly scheduled days unless closed by the superintendent of schools because of an emergency. When the schools are confronted with an emergency (such as extreme conditions of snow, ice or mechanical failures) which necessitates the closing of schools for an entire day, an announcement will be given from the Alert Now Telephone System, on the radio and TV stations at approximately 6:00 a.m. These stations include KAGH Crossett, KAKA-Dermott, KATV-Channel 7-Little Rock, KTVE-Channel 10-El Dorado. Every effort will be made to keep students in school once they have arrived. If an emergency occurs during the school day which necessitates the closing of school, an announcement will be given to KAGH, etc., and repeated at intervals thereafter. The ultimate decision as to whether a child will attend school, if school is open, rests with the parents.

ALTERNATIVE METHODS OF INSTRUCTION (AMI) FOR INCLEMENT WEATHER DAYS

ALTERNATIVE METHODS OF INSTRUCTION PLAN

Hamburg School District will use a variety of alternative instruction methods on AMI days. Each of the schools within the district are currently putting together a plan of various methods of instruction for these days that is suited to the grade level within that school. These plans will be sent home before the end of the first semester. The plans containing the various methods of instruction could include: the use of electronic devices, online remediation, and online enrichment activities if possible. To be certain that all students will be able to use any AMI day to supplement instruction, packets will be sent home beforehand. These packets will contain projects, assignments, and activities that focus on project based learning which is engaging. All alternative methods of instruction will be to accomplish one or all of the following: support previous learnings, extend previous learning or to remediate deficient skills.

A student will be given assignments in all subject areas. The student may possibly have a choice of what assignment he/she wants to complete in that subject. This will give the student some choice in what interest or will benefit the student the most. Again all students will receive a teacher-made packet of printed assignments beforehand to have when AMI

days occur. Once a student returns to school from the day(s) missed due to the district implementing the AMI plan, the student will have until the 2nd day he/she returns to school to turn in the assignments for the AMI day(s).

New learning will not be introduced on any of the days that are approved to be AMI days. Projects, activities, and assignments will focus on a variety of areas. Reinforcing prior instruction and skills taught will be one of the goal's of the work assigned for these days. Another goal will be to provide remediation on deficient skills and in some cases provide enrichment activities connected to previous learning. Time spent on the projects, activities, and assignments will be engaging and will supplement or reinforce student learning on the day(s) the student is out of school. All work will either be accessible to the student online or will be included in a packet that will be sent home ahead of time. Teachers will discuss the expectations of the work to be completed for the AMI days beforehand in the classroom.

Student attendance for a particular day will be determined by the completion of work for a given block at high school, a given period at middle school, or a half day increment at the elementary. A student will be counted present if all the work assigned for a particular period or subject at a given school is completed. If the student does not complete all of the work assigned for these time periods which are at the different schools, the student will receive an unexcused absence for that time period. All students will have until the 2nd school day the district is back in school after the inclement weather day(s) missed to hand in all assignments. Failure to turn in assignments will result as a 0 on the assignment. School principals will have the final say on extenuating circumstances relating to an absence being counted as unexcused.

The District will share the information about AMI days in a variety of on-going ways:

- *AMI packets will be sent home by the end of the first semester which will include information on AMI days
- *Our plan will be posted on the District Website, www.hsdliions.org
- *Plan will be communicated to parents in Assemblies
- *Plan will be communicated to parents through our district's "All Call" system
- *Posted on Facebook