

HARMONY GROVE PUBLIC SCHOOLS
An Equal Opportunity School System

STUDENT HANDBOOK

HARMONY GROVE CAMPUS
401 OUACHITA 88
CAMDEN, ARKANSAS 71701

and

SPARKMAN CAMPUS
P.O. BOX 37
SPARKMAN, ARKANSAS 71763

APPROVED FOR USE BY THE BOARD OF EDUCATION

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FOREWORD

The Harmony Grove Public Schools Student Handbook has been prepared through the combined efforts of the Harmony Grove and Sparkman campuses. It has been approved by the Harmony Grove School Board. Its contents go into effect immediately.

This handbook is not intended to be all inclusive as there are many situations that arise on a daily basis that cannot be planned for in advance. Such situations must be handled based on the judgment of school personnel. When properly used, this handbook can help students enjoy and understand more fully the school and the opportunities it affords.

Parents are welcome to consult school officials on matters concerning the operation of the school. You are asked to contact the principal's office to make appointments with any members of the staff. If you care to visit the school, please contact the principal and make arrangements. You are always welcome.

The faculty and administration solicit your support and cooperation in providing the kind of school that your student deserves. Each student has the right to expect excellence from his or her teachers and principal. Each staff member has the right to demand the same from your student.

IMPORTANT PHONE NUMBERS

Superintendent's Office: Harmony Grove ~ (870) 574-0971; Fax (870) 574-2765
Sparkman ~ (870) 678-2243; Fax ~ (870) 678-2917

Principal's Office: Harmony Grove Elementary ~ (870) 574-0960
Sparkman Elementary ~ (870) 678-9312
Harmony Grove High School ~ (870) 574-0867
Sparkman High School ~ (870) 678-2242

Nurse's Office: Harmony Grove ~ (870) 574-0193;
Sparkman ~ (870) 678-9312

Counselor's Office: Harmony Grove Elementary ~ (870) 574-0338
Harmony Grove High School ~ (870) 574-0656
Sparkman ~ (870) 678-2710

Maintenance/Bus Shop: Harmony Grove ~ (870) 574-0396
Sparkman ~ (870) 678-2842

GENERAL DISTRICT RESIDENCY REQUIREMENTS

Mandatory Attendance Policy –All children who are five (5) through seventeen (17) on or before August 1 are required to be in school with the exception of 5 year old children for whom kindergarten has been waived by the parent or guardian; students who have received a high school diploma or its equivalent; or students who are enrolled in a post-secondary vocational-technical institution, a community college, or a two-year institution of higher education.

The schools of the district shall be open and free through the completion of the secondary program to all persons between the ages of five (5) and through the age of twenty one (21) years whose parents reside within the school district and to all persons between those ages who have been legally transferred to the district for educational purposes. Any student who has not graduated from high school may attend school through age 21 provided he has presented required information to the counselor.

All students must reside with a parent or legal guardian within the school district. Reside means to be physically present and to maintain a permanent place of abode for an average of no fewer than four calendar days and nights per week for a primary purpose other than school attendance. Any exception must be approved by the administration and the Board of Education.

Children whose parents or legal guardian relocates within the state due to mobilization, deployment, or available military housing while on active duty in or serving in the reserve component of a branch of the United States Armed Forces or National Guard may continue attending school in the school district the children were attending prior to relocation or attend school in the district where the children have relocated. A child may complete all remaining school years at the enrolled school district regardless of mobilization, deployment, or military status of the parent or guardian.

Prior to admission to any school in the district, the parent or guardian shall furnish the student's social security number, or if they request, the district will assign a nine (9) digit number designated by the Department of Education.

The parent or guardian must indicate on school registration forms whether the student has been expelled from school in any other school district or is a party to an expulsion hearing.

All students entering the district shall be appropriately immunized from poliomyelitis, diphtheria, tetanus, pertussis, red measles, rubella, and other diseases as designated by the State Board of Health, or have an exemption issued by the Arkansas Department of Health.

The district shall review and accept or reject requests for transfers, both into and out of the district, on a case by case basis. Any student transferring from a school that is not accredited by the Department of Education or from any home school shall be evaluated by district staff to determine the student's appropriate grade placement and credit. Students transferring from accredited schools will be placed into the same grade the student would have been in had the student remained at the former school, and credit will be awarded from the previous school.

Except as otherwise required or permitted by law, the responsibility for transportation of any nonresident student shall be borne by the student or the student's parents. The district and the resident district may enter into a written agreement with the student or the student's parents to provide transportation to or from the district, or both.

The Harmony Grove 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.

Students interested in attending Harmony Grove School District on school choice may obtain applications at the superintendent's office on or before May 1. The school will mail applications to interested parents. Call (870) 574-0971 for information or application forms.

The student's parent shall submit a school choice application on a form approved by ADE to this district. The transfer application must be postmarked or hand delivered on or before May 1 of the year preceding the fall semester the applicant would begin school in the District. The District shall date and time stamp all applications as they are received in the District's central office. It is the District's responsibility to send a copy of the application that includes the date and time stamp to the student's resident district. Applications postmarked or hand delivered on or after May 2 will not be accepted. Statutorily, preference is required to be given to siblings of students who are already enrolled in the District. Therefore, siblings whose applications fit the capacity standards approved by the Board of Directors may be approved ahead of an otherwise qualified non-sibling applicant who submitted an earlier application as identified by the application's date and time stamp.

The school is not obligated to add any teachers, other staff, or classrooms to accommodate choice applications. The District may only deny a Standard School Choice application if the District has a lack of capacity by the District having reached ninety percent (90%) of the maximum student population in a program, class, grade level, or school building authorized by the Standards or other State/Federal law.

The approval of any application for a choice transfer into the District is potentially limited by the applicant's resident district's statutory limitation of losing no more than three percent (3%) of its past year's student enrollment due to Standard School Choice. As such, any District approval of a choice application prior to July 1 is provisional pending a determination that the resident district's three percent (3%) cap has not been reached.

The Superintendent will consider all properly submitted applications for School Choice. By July 1, the Superintendent shall notify the parent and the student's resident district, in writing, of the decision to accept or reject the application.

Unless there is a lack of capacity in the district's school or the transfer conflicts with a federal desegregation order applicable to the district, a student who is eligible to transfer from a school identified under Act 560 of 2015 may apply for school choice. A student's enrollment under the opportunity school choice provision is irrevocable for the duration of the school year and is

renewable until the student completes high school or is beyond the legal age of enrollment. The district may provide transportation to and from the transferring district, but is not responsible for the cost of transporting the student if the student lives outside the district.

HIGH SCHOOL REQUIREMENTS

Any student who has not graduated from high school may attend school through age (21) provided he has presented required information to the counselor. All students in grades 9-12 must attend a full day of school.

ELEMENTARY REQUIREMENTS

Children entering the Harmony Grove Elementary School or Sparkman Elementary School shall have on file such records as required by law. The counselor or principal has the specific requirements. These include state birth certificate, immunization records, and proof of residency in the district.

A kindergarten student must have reached his 5th birthday on or before August 1, which may be verified by a birth certificate, military ID, hospital birth certificate, immunizations records, a statement by the local registrar, or a county recorder certifying the child's date of birth, an attested baptismal certificate, a passport, an affidavit on the date and place of birth by the child's parent or guardian, or previous school records.

STUDENTS WHO ARE FOSTER CHILDREN

The district will afford the same services and educational opportunities to foster children that are afforded other children and youth. The elementary counselor is appointed as the local education liaison for foster children and youth. A complete set of rules and procedures are maintained in the offices of the elementary counselors, school principals' offices and the superintendent's office.

PLACEMENT OF MULTIPLE BIRTH SIBLINGS

A parent or guardian of multiple birth siblings in grades pre-K through 6 may request that the multiple birth siblings are placed in either the same or separate classrooms. The request shall be in writing not later than the 14th calendar day prior to the first day of classes at the beginning of the academic year. The school will honor the request unless it would require an additional class be added to the sibling's grade level. If the two parents differ on where they want the multiple birth siblings to be placed, the school shall determine the appropriate placement of the siblings. Under certain conditions, the school may change the placement of the multiple birth siblings after 30 days of instruction. The principal of the school has those conditions and will make the parent aware of them prior to any placement change. If a parent believes the principal has not followed the requirements of this policy, the parent may appeal to the superintendent. The superintendent's decision regarding the appeal shall be final. Legal Reference A.C.A.§6-18-106

ATTENDANCE REGULATIONS

Each day at school is very important to the total education of the student. Teachers are teaching and students should be in class learning and benefiting from class discussion.

It is absolutely essential that the parent and the student take individual responsibility for attendance at school. Parents must be aware of the attendance regulations and bear the responsibility as long as their child is enrolled in the Harmony Grove School District.

It is necessary to emphasize that absent days are designed for personal illness, serious personal or family problems, urgent family business, or for professional appointments which cannot be scheduled after school hours. It is also necessary to point out that truancy, cutting classes and leaving campus without permission are among the reasons for which students may be assigned In-school suspension since these actions disrupt the day-to-day learning experience. It is crucial that extra-curricular activities are held to a minimum. The principal is charged with enforcing this.

The following regulations are provided to avoid misunderstanding and disruption concerning attendance. A set of guidelines have been developed that the principals will follow to lessen the problem of absences:

The law provides that excessive absences may be a mandatory basis for denial of promotion or graduation. It is the policy of the HGSD that students in grades 7-12 absent over nine (9) days in a semester and students in grades K-6 absent over eighteen (18) days in a year constitutes excessive absences unless extenuating circumstances exist. Each principal is charged with determination of whether or not extenuating circumstances exist.

—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.

Examples of approved extenuating circumstances would be lengthy hospital confinements or long-term illnesses verified by a licensed physician.

A. Acceptable reasons for absences will be categorized as follows:

- Medical appointment
- Dr. diagnosed illness (self or immediate family)**
- Death (family/friend)
- Court Appearance
- Personal or Urgent Family Business (not to exceed two days per year)

**After 4 personal notes for illness, students must provide signed documentation from a physician stating the date and time of the visit. Documentation should also include the number of days the student will OR SHOULD be excused from school/date released back to school.

B. Unacceptable reasons for absences will be categorized as follows:

- Personal Business (during nine weeks/semester exams or other than two days per year)
- Truancy
- Suspension or Expulsion
- Vacations/Trips
- Other (not listed as excused in list of excused absences)

C. Absences that are not counted in total absences in this policy

- Participation in an approved school activity such as an FFA Trip
- Participation in the election poll workers program for high school students
- Serving as a page for a member of the General Assembly
- Visiting his/her parent or legal guardian who is a member of the military and been called to active duty, is on leave from active duty, or has returned from deployment to a combat zone or combat support posting

The parent must provide notification/documentation to the school on the date of the child's return to school, the reason for the absence. Parent written notes cannot exceed four in a semester. After the fourth parent note, all documentation should be official notifications from doctors and professional services. Official documentation of an absence must include a written signature, contain the date and time present for the appointment, and the number of days the student will be absent from school. Any written excuse provided after the 4th note will be considered an unexcused absence.

Failure to provide proper documentation on the day of or the day after the absence will result in an unexcused absence.

When a student has accumulated four (4) absences during the school year, the parent of said student will be notified of the Harmony Grove School District Attendance Policy by either telephone or mail. When a student has accumulated eight (8) absences in a year or four (4) in a semester, the parent will be sent a notice requesting the parent contact the school/administration. Parents may appeal to the school or district administration before reaching the maximum number of days absent.

When a student has accumulated ten (10) absences per semester, or a total of nineteen (19) absences in elementary, the parent will be sent a notice of request for a parent-student-principal contact. During this contact, an oral explanation of the Harmony Grove School District Attendance Policy will be given, with an opportunity for any questions the parent or student may have concerning the policy to be answered and with equal opportunity for the parent to express any explanation for the student's current attendance record. Failure of the parent to comply with

a request for a parent-student-principal contact will not in any way nullify nor alter the remaining compliance and enforcement of this policy.

During this contact, the reasons for the absences will be reviewed and a determination will be made as to whether or not the student will receive a failing grade in the course should other absences occur. Doctors' excuses must be presented on the day of or the day after the absence. 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. If after reviewing the reasons for the absences, the determination is made that no approved extenuating circumstances exist, any absence after the ninth (9th) may result in loss of credit. Ten (10) absences in a particular class may result in loss of credit. Determination of credit given in the elementary school will be made on a yearly basis.

The district will notify the prosecuting attorney as provided for in ACT 473 of 1989 and as amended by ACT 70, Third Extraordinary Session of 1989, and ACT 876 of 1991. All absences count toward the total of nine (9) absences allowed under this policy.

Documentation of absences is only for the purpose of assisting in the determination of whether or not approved extenuating circumstances exist that would allow for waiver of the policy for a student. Examples of approved extenuating circumstances would be lengthy hospital confinements or long-term illnesses verified by a licensed physician. Students have one week to contest the removal or change of an absence.

When it is determined that a student will receive a failing grade for a semester, the student will remain in the class and do all that is expected of all students in the class so long as the student remains in school. (The student may at the parent's request withdraw from school in all classes provided the 18th birthday has been reached.) The student will begin receiving credit at the beginning of the new semester. The student who withdraws from all classes may return to school at the beginning of the new semester so long as all legal requirements have been met. The student who is receiving a grade of "F" and refuses to do his work, does not cooperate, or causes any problems within a class which may be a distraction to the learning process will be recommended for expulsion.

The district is required by law to 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.

Tardiness will not be tolerated. In grades 7-12 tardiness occurs when a student is not in his/her assigned seat when the bell sounds. Students in grades 7-12 will be allowed five minutes pass time between classes. Over seven tardies per semester will result in the student being placed in in-school suspension, and parents will be notified in writing.

In high school (7-12) if a student misses ten (10) minutes of class, it will count as an absence. This applies to both the beginning and the end of the class period. He/she must go to class even though marked absent. Ten (10) absences in a particular class may result in loss of credit for that class.

In elementary, if a student is late more than 60 minutes in the morning, he or she will be marked absent for ½ day (a.m.). If a student leaves before 2:10 p.m., he or she will be counted absent ½ day (p.m.)

Extenuating circumstances will not be granted for absences due to suspension. No credit for make-up work will be allowed. Suspension days will be counted in the total days absent. Teachers will be notified by the principal when a student receives an absence due to suspension.

Students will be responsible directly to each teacher for each absence and ultimately to the principal.

Students are to check in and out through the principal's office when arriving late or leaving early during the school day. A student in attendance during the school day will not be permitted to leave school unless he or she has a valid reason. Only the principal or his/her designee may give a student permission to leave after he/she is authorized to do so by the parent or guardian.

In-school suspensions are not considered absences, except for test exemptions.

Students who are absent any part of the school day will not participate in any school activity on that day or night unless permission to participate in the activity is granted by the principal.

The number of days of school missed by a student who enrolls in school after the beginning of the semester will be counted as absences when determining the number of days a student must be in attendance. A student who has not been enrolled in a school from day one will not be allowed to enroll for credit in grades 7-12 after the eighth day of the semester unless the principal determines that extenuating circumstances exist. All missed work must be made up.

It is the responsibility of students to see that work missed is made up. Missed tests and missed work may be made up at the teacher's convenience, but not on class time. The student must make a request for make-up work within one day after returning from an absence. Tests or work missed that was assigned to a student on days when he was present is to be made up or turned in, as the case may be, on the day he returns to school. For multiple day absences the student will be allowed one extra day for each successive day missed.-504 Plans and IEP's (Individual Education Plans) supersede district attendance policy.

ATTENDANCE RECORDS

A record of absences and tardies for each student will be kept in the principal's office on permanent records.

ATTENDANCE - SCHOOL DISMISSAL DUE TO WEATHER

When there is any doubt about having school because of weather, every attempt will be made to have the decision made by or before 7:00 a.m. over local radio stations (Y-95) and Channel 7 (KATV) television in Little Rock. The school messenger system will be utilized to send messages to students and parents provided phone numbers are updated by parents. The district will make every effort to announce closings that state the campus locations that will be closed.

ATTENDANCE - TRUANCY

A student is considered truant when he/she is absent because of the following:

- Without permission of a parent or guardian
- Leaving school without permission or without checking out through the principal's office
- Included in the above shall be skipping any class.
- Not reporting to the principal, after having been sent out of class

ATTENDANCE – MILITARY FAMILIES

When a student's parent is deployed to a combat zone during the school year, the administration will have the discretion to allow the student flexibility related to the school's attendance policies. Each case will be decided on its own merits.

ATTENDANCE – SPECIAL ARRANGEMENTS

Act 1223 of 2011 amends attendance law to state that before a student accumulates the maximum number of absences allowed by policy, the parent/guardian may petition the administration for special arrangements to address the student's absences. If special arrangements are granted by the school, these arrangements will be formalized into a written agreement of conditions and consequences for not fulfilling the requirements. This agreement is to be signed by a school administrator, parent, and student.

CALENDAR, 1st DAY OF SCHOOL

Act 65 of 2011 requires that the first day of school in any Arkansas Public School shall begin on or after the Monday of the week in which August 19 falls; not earlier than August 14; and not later

than August 26. The Board of Education will adopt a school calendar each spring for the following school year. A copy is available in any school office.

CONTACT WITH STUDENTS WHILE AT SCHOOL

Parents wishing to speak with their children during the school day shall register first with the principal's office. If there is any question concerning the legal custody of the student, the custodial parent shall present documentation to the principal establishing the parent's custody of the student. Any "no-contact" or other restrictions regarding a non-custodial parent must be given to the principal in the form of a file-marked court order. Without such an order on file, the school will release a child to either parent. Unless other arrangements have been made by the parent or guardian with the principal, no other persons outside the school system may visit a student during school or check the student out of school with the following exceptions.

State Law requires the 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. The principal or designee shall not attempt to make contact with a parent or guardian if presented documentation by the investigator that notification is prohibited because a parent, guardian, custodian, or person standing in loco parentis is named as an alleged offender of the suspected child maltreatment. This exception applies only to interview requests made by a law enforcement officer, an investigator or the Crimes Against Children Division of the Department of Arkansas State Police, or an investigator or employee of the Department of Human Services. Otherwise, the school shall make a good faith attempt to contact the student's parent or other person having lawful control of the student when 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 concerning student misconduct or court order.

In instances other than those related to 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. The parent will be notified by the principal. If the principal cannot reach the parent, the principal will make a good faith effort to get a message to the parent to call the principal. The principal is required to leave both a day and after hours phone number if the parent cannot be reached.

AWARDS

ELEMENTARY SCHOOL

Any student receiving an academic award must not have any grade lower than a "B" in any subject area and any grade lower than "B" in conduct.

Any student making all “A’s” will be awarded. Other awards and/or certificates as deemed appropriate will be given.

HIGH SCHOOL

Awards to recognize each student that accomplished outstanding academic achievement during the school year require a grade point average of 3.6 on a 4.0 scale. Advanced Placement classes only will be considered for weighted credit. The student must also have good grades in conduct with no grade lower than “B.” The grading period that will be used to determine the eligibility of the students will be the first three (3) quarters of each school year.

- * The all “A” Plaque and “3.6+” GPA Plaque will be given for 1st, 2nd and 3rd nine weeks based on the report card averages.
- * 7th and 8th grades plaques are awarded based on core subjects only.
- * 9-12th grade plaques are awarded based on all academic courses taken during the 1st, 2nd, and 3rd nine weeks.

The valedictorian and salutatorian each receive a trophy or plaque in recognition of their four-year accomplishment as number one and number two of their graduating class.

Academic award winners will be recognized with a certificate purchased by the school.

Departmental award winners will receive certificates.

Other awards and/or certificates as deemed appropriate will be given.

HIGH SCHOOL AND ELEMENTARY AWARDS

Honor Roll students will be recognized during the annual awards assembly. The 1st, 2nd, and 3rd nine weeks will be considered for determining honor roll.

Students with perfect attendance will be rewarded.

Rewards for achievement on state mandated standardized exams will be determined by the administration.

GRADUATION AWARDS/CORDS

*All graduation completer cords require the students to have no less than a “B” for a semester grade in the required courses to be a completer within that program.

CTE COMPLETER PATHWAYS:

-Marketing Research Pathway

Level 1: Survey of Business
 Level 2: Digital Marketing
 Level 3: Marketing and Analytics

-General Management Pathway

Level 1: Survey of Business
 Level 2: Business Procedures
 Level 3: Accounting

-Agri Power, Structural, & Tech Systems

Level 1: Survey of Agri Systems
 Level 2: Agri Mechanics
 Level 3: Advances of Ag Mechanics or Ag Metals

Natural Resource/Environmental Res.

Level 1: Survey of Agri Systems
 Level 2: Natural Res. Management
 Level 3: Forestry & Wildlife Ecosystems

Agribusiness Systems

Level 1: Survey of Agri Systems
 Level 2: Agribusiness Management
 Level 3: Natural Resource Management or Agri Mechanics

*Students who have completed three years within a program, with qualifying grades, may receive a completer cord but not a completer certificate.

*Club Awards and Cords are awarded based on the established club guidelines and standards.

- Key Club
- Spanish Club
- National Honor Society
- Beta
- STEM
- FBLA
- FFA
- Yearbook
- OBU Talent Search

*Other Academic/Graduation Honors and Awards

- Honors Stole
- Community Service Credit
- Arkansas Scholar
- CRC Certificate
- Valedictorian/Salutatorian Plaques

BUS SAFETY PROGRAM

School bus routes are determined at the beginning of the school year to best determine maximum service for the greatest number of students. Permission for any pupil to ride the bus is conditional on his/her good behavior and observance of the following rules and regulations.

Bus Rules

1. Be at the bus stop at the scheduled time. Stand back ten(10) feet from the bus stop and wait until the door is opened before moving closer to the bus. Do not play on the highway or road. If you miss the bus, get your parent to bring you to school and call the school to let the office know.
2. While riding the bus, students are under the supervision of the driver and must obey the driver at all times.
3. Students are expected to conduct themselves in a manner such that they will not distract the attention of the driver or disturb other riders on the bus which includes keeping your hands to yourself, attending to your own matters, leaving other pupils alone, and being reasonably quiet.
4. Students are not to deface the school bus or any school property. Do not write on the bus or damage seats, etc. Do not eat or drink on the bus without permission. Do not throw paper or other objects on the floor of the bus or out the window. No smoking is allowed on the bus. Keep the aisle of the bus clear. Do not put feet in aisle.
5. If you must cross the road or highway to enter the bus, wait until the bus has come to a complete stop and the driver has signaled you to cross in front of the bus.
6. Pupils cannot ride any bus except their own. Visitors are not allowed except in case of an emergency. Permission must be secured from the principal.
7. Do not ask the driver to let you off the bus at any place except your regular stop.
8. Students are subject to school rules at bus stops and between bus stops and home.
9. No knives or sharp objects of any kind are allowed.
10. Students may not tamper with safety devices, must remain seated while the bus is in motion, must not put any part of the body out of the window, nor yell out the bus window.
11. This is not intended to cover all the do's and don'ts but it is a very specific guide. When school rules and bus rules are broken on the bus, consequences will occur.

When students are taken on trips using a school vehicle, the trip sponsor is required to submit a list of all riders and an emergency number for each of the riders so that parents may be notified in the event that an emergency occurs. A copy of the list must be given to the bus driver, the principal, and the superintendent before the bus leaves on the trip.

Bus transportation is considered a privilege that may be revoked if rules are not followed by the student riding the bus. Being suspended from riding the bus will not excuse the student from attending school.

BUS DISCIPLINE CONSEQUENCES

First Offense: Driver may give warning.

Second Offense: Driver may assign seat.

Third Offense: Referral to respective principal for parent notification and/or parent conference. The student may be suspended from bus until conference is held if the principal deems it necessary.

If the student is referred to the principal more than one time, the following steps will be taken:

Second Referral: Suspension of transportation privileges for five school days

Third Referral: Suspension of transportation privileges for thirty school days

Further Referrals: Loss of transportation privileges for the remainder of year

Severe Clause:

These are minimum punishments; actions that are so extreme as to endanger other students or repeated instances of minor misbehavior may be dealt with more severely at the discretion of the administration after appropriate consultation. Bullying will not be tolerated on buses, at bus stops, or to and from home to the bus stop. Bullying may be grounds for immediate loss of transportation privileges for the duration of the school year if deemed necessary by the principal in order to halt the bullying. In accordance with Act 247 of 2005, a person over eighteen (18) years of age is guilty of a class B misdemeanor if the person:

1. Enters a school bus with intent to commit a criminal offense
2. Enters a school bus and disregards the orders or instructions of the driver
3. Enters a school bus and refuses to leave the bus after being ordered to do so by driver
4. Intentionally causes or attempts to cause a disruption or an annoyance to another person on the bus
5. Recklessly engages in conduct that creates a substantial risk of creating apprehension in any person on the bus.

The bus will have a sign placed next to its entrance warning that unauthorized entry of any school bus is a violation of state law.

Cameras may be used on school buses to record activity. This is to assist with safety and good behavior on the buses.

CELL PHONE USE BY STUDENTS

The board of education recognizes that cell phones and their use are parts of the current culture and carry the approval of parents who buy them for their children or allow them to be bought and brought to school. For documented medical conditions, the use of cell phones at school will be allowed without restraint if the parent has on file in the office of the school nurse and principal a physician's statement requiring immediate access to use because the student's life is threatened otherwise.

In any other conditions, the carrying and use of cell phones at school and on school property are restricted as follows:

- Cell phones and all other electronic communication devices, to include smart watches, must be turned off and kept out of sight in the buildings during the school day from the time of arrival until the time of departure.
- Phones may not be turned on during assembly programs or meetings of any type during the school day.
- Phones may not be used to record teacher lessons and student comments, take pictures, or text messages to anyone during school hours and at school events.
- Students may use cell phones at ball games, extra-curricular activities outside the school day, during outside lunch break, or going to and from school on the bus as long as the use of the phones does not create a disruption or potential problem.
- Cell phones may not be used to listen to music, and ear devices may not be worn in the buildings during the school day.
- Cell phones may be accessed during the student's lunch break outside of the building only.
- Students are provided individual devices (Chromebooks) by the school to utilize for in-class assignments and all other school work, negating the need or necessity for a cell phone or smart watch.

If a student violates any part of the cell phone policy, the following steps will be taken:

- On first offense, the confiscated phone will be turned over to the principal and held for 24 hours. The parent must pick up the phone from the principal. The phone may not be given to the student. The student may be assigned to ISS at least 3 days.
- On second and subsequent offenses, the student may receive either in-school suspension or out-of-school suspension for a period of not less than 3 days. The parent must agree to not allow the student to bring the phone back to school or the school may keep the phone until the end of the semester.

For severe problems created by the improper use of cell phones that create a major disruption to the school, the administration has the authority to suspend the student up to 10 days, recommend expulsion to the board of education, and/or contact law officials. The superintendent may waive any consequence of this policy, subject to board of education review, if in his or her opinion, extenuating circumstances exist and the student or school would be best served by doing so.

CLOSED CAMPUS

Harmony Grove School District has a "closed campus" policy. This means that once a student arrives on the school campus in the morning, he/she may not leave until school is dismissed for

the day unless permission from the principal is granted. Students who fail to secure this permission will be considered truant.

If permission is granted, students leaving the campus must sign out in the principal's office, stating the time of their departure and the reason for leaving. Upon their return, students must sign in at the principal's office

CURRICULUM ISSUES

ACADEMIC INFORMATION - CONCURRENT CREDIT

Harmony Grove Schools encourage students to advance as much as they desire while maintaining a high level of academic work and expectation at our schools. Any student past the eighth (8th) grade may take college level work at the same time they are completing high school requirements. Students will receive one credit per college course. Only one unit of credit may be awarded for a blended AP/concurrent credit course. A college course must be at least three semester credit hours for the student to be awarded one unit of high school credit. The director of curriculum will work with local colleges to promote and provide concurrent credit opportunities.

ADVANCED PLACEMENT COURSES

Students in secondary classes may register for courses that are taught as advanced placement if specific requirements are met. When teachers have completed Advanced Placement training provided by the College Board, students who take AP courses under these teachers may receive weighted quality points (ie., A=5, B=4, C=3, D=2, F=0). If the student makes a high enough score on the final AP exams, he or she may receive college credit. Quality points and/or weighted credit for AP and/or IB courses are contingent on student testing.

ALTERNATIVE LEARNING ENVIRONMENT (ALE)

Harmony Grove School District operates an alternative learning environment classroom for students needing such services. Specific rules and guidelines must be met in order for a student to enter ALE. Each administrative office has a copy of the school's policy and procedures. Parents must be notified and agree to the ALE placement prior to a student being assigned to the ALE. The minimum number of days a student may be assigned to ALE is twenty (20). Certified teachers teach the subjects in ALE.

COURSE OFFERINGS

Because these change from year to year, only the smart core curriculum and core curriculum is included in the handbook. A copy of other course offerings may be obtained from your principal or counselor.

COURSE REGISTRATION

Each school has its own procedure for registering students. Students and parents should jointly decide on the classes the student will take. Check with the principal and/or guidance counselor in the school attended for more information.

REQUIREMENT FOR GRADUATION - SECONDARY

The counselor and principal of each school will give graduation requirements to parents and students during pre-registration. Students will be able to determine their curriculum choices based on interest and fulfilling requirements for graduation.

SCHEDULE OF CLASSES

Principals will have schedules ready for students and teachers at the beginning of each semester.

In high school, students have five school days to add/drop courses after the semester begins with the principal's permission.

All students will be enrolled in no less than six academic courses for the school day.

All students will be enrolled in at least one Math and one English course yearly regardless of the total number of credits accumulated for graduation.

SMART CORE CURRICULUM POLICY

The Smart Core Curriculum will be taught within the units listed in the Standards for Accreditation each year. These units are provided in the counselor's office. The Smart Core and Core Curriculum will be a standard component of the required course of study to graduate from Harmony Grove Schools. All students will participate in the Smart Core Curriculum unless the parent or guardian waives the student's right to participate in the Smart Core and chooses the Core Curriculum. Parents will be notified about the contents of the Smart Core Curriculum and the required course of study for graduation.

The curriculum and requirements for graduation will be provided to students, and each child's parents will be given a copy. The curriculum and requirements will be explained to students and parents during pre-registration. Parents, students, and staff will be involved in the policy development, implementation, and revision in a variety of ways.

Curriculum requirements will be reviewed orally with staff in faculty meetings and with students and parents during pre-registration and during the registration process.

Students and parents will receive written copies of the curriculums beginning in Kindergarten and continuing each year through grade 12 during pre-registration.

The requirements may be discussed with the counselor or principal at any time.

The counselors will provide needed information to and from schools involving transfers. This will include courses of study, graduation requirements, and permanent transcripts to include courses and credits for students being transferred.

Students and parents have the option of choosing the smart core curriculum that prepares a student for college and the workplace. Students and parents are strongly urged to choose this curriculum. The units of study are as listed below in the Smart Core Curriculum and the Core Curriculum.

SMART CORE CURRICULUM

English – 4 units

- English 9th Grade
- English 10th Grade
- English 11th Grade
- English 12th Grade

Mathematics – 4 units; One unit must be taken at 11th or 12th grade

- Algebra I or First Part and Second Part Algebra I (Grades 7-8 or Grades 8-9)
- Geometry or First Part and Second Part Geometry (Grades 8-9 or 9-10)
- Algebra II
- Fourth Math – Choice of: Advanced Topics and Modeling in Mathematics, Algebra III, Calculus, Linear Systems and Statistics, Mathematical Applications and Algorithms, Pre-Calculus, or an Advanced Placement mathematics

Natural Science – 3 units with lab experience chosen from

- Biology (1 unit)

Two units from the following three options:

- Physical Science
- Chemistry
- Physics or Principles of Technology I and II or PIC Physics

Social Studies – 3 units

- Civics – 1/2 unit
- World History – 1 unit
- American History – 1 unit

Oral Communications – 1/2 unit

Physical Education – 1/2 unit

Health and Safety – 1/2 unit

Economics -1/2 unit (may be counted toward Social Studies or Career Focus)

Fine Arts – 1/2 unit

Career Focus – 6 units

Beginning with the entering 9th grade class of 2014-2015 school year, each high school student shall be required to take at least one digital learning course for credit to graduate. (Act 1280 of 2013)

(Comparable concurrent credit may be substituted where applicable)

CORE CURRICULUM

English – 4 units

- English 9th Grade
- English 10th Grade
- English 11th Grade
- English 12th Grade

Mathematics – 4 units

- Algebra I or its equivalent
- Geometry or its equivalent
- All math units must build on the base of algebra and geometry knowledge and skills

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

Science – 3 units

- At least one unit of Biology
- At least one unit of a Physical Science

Social Studies – 3 units

- Civics – 1/2 unit
- World History – 1 unit
- American History – 1 unit

Oral Communications – 1/2 unit

Physical Education – 1/2 unit

Health and Safety – 1/2 unit

Economics- 1/2 unit (may be counted toward Social Studies or Career Focus)

Fine Arts – 1/2 unit

Career Focus – 6 units

Beginning with the entering 9th grade class of 2014-2015 school year, each high school student shall be required to take at least one digital learning course for credit to graduate. (Act 1280 of 2013)

(Comparable concurrent credit may be substituted where applicable)

Note: Graduation requirements for Harmony Grove Schools are in excess of the units required for Smart Core Curriculum and Core Curriculum. Requirements are available in counselors' and principals' offices.

DISCIPLINE ISSUES

THE HARMONY GROVE SCHOOL DISTRICT RESERVES THE RIGHT TO PUNISH BEHAVIOR WHICH IS NOT CONDUCTIVE TO GOOD ORDER AND DISCIPLINE IN ITS SCHOOLS EVEN THOUGH SUCH BEHAVIOR IS NOT SPECIFIED IN THIS HANDBOOK.

STUDENT DISCIPLINE POLICIES (Student Discipline and School Safety Policies)

Penalties range from a minimum penalty of verbal warning to a maximum penalty of expulsion.

1. (A) Students shall not willfully and intentionally assault or threaten to assault or abuse any teacher, principal, superintendent or other employee of the school.

Minimum Penalty: 3 day suspension

Maximum Penalty: Recommendation for expulsion

- (B) Students shall not threaten or attempt to cause injury or physical harm to another student, and a student shall not assault or threaten to assault another student.

Minimum Penalty: 3 day suspension

Maximum Penalty: Recommendation for expulsion

- (C) Fighting will not be tolerated. Fighting is defined as the exchange of physical blows (hitting, slapping, pushing, or shoving.) After investigation, the administration may decide that fault was not equal and that punishment may not be equal. The principal at his/her discretion may use in-school suspension.

Minimum Penalty: 3 day suspension

Maximum Penalty: Recommendation for expulsion

2. Students shall not possess, store, handle or transmit any firearm, knife, razor, ice pick, explosive or other object which can be considered a weapon or dangerous instrument. Act 567 of 1995 requires expulsion for a period of not less than one year for possession of any firearm or other weapon prohibited upon the school campus by law; however, the superintendent shall have discretion to modify such expulsion requirements for a student on a case-to-case basis. According to state law (Act 1149) parents may be held accountable.

Minimum Penalty: 3 day out-of-school suspension and referral to legal authority

Maximum Penalty: Recommendation for expulsion

3. Terroristic threatening will not be tolerated.

Minimum Penalty: 10 day out-of-school suspension

Maximum Penalty: Recommendation for expulsion

4. (A) Students shall not possess, store, sell, use, transmit or be under the influence of alcoholic beverages on school property or as a part of any school activity.

Minimum Penalty: 10 day out-of-school suspension

Maximum Penalty: Recommendation for expulsion

- (B) Students shall not possess, store, sell, use, transmit, or be under the influence of illegal drugs on school property or as a part of any school activity. There will be no tolerance for drug usage.

Minimum Penalty: Recommendation for expulsion

Maximum Penalty: Recommendation for expulsion

(Prescription drugs should be brought to the nurse's office or principal's office in their original container upon arrival at school. Students should not accept any form of medication from another student. If someone offers them any form of medication or drugs, they should report this immediately to teachers or to the principal's office.)

5. Students shall not possess, use, or handle laser pointers on school property or at school sponsored activities. ACT 1408 prohibits the possession of hand-held laser pointers by minors.

Minimum Penalty: In-School suspension (Device will be taken.)

Maximum Penalty: Recommendation for expulsion

6. Students shall not willfully or intentionally damage, destroy, or steal school property or the property of other students and school employees or public or private property while under the jurisdiction of the school.

Minimum Penalty: Students shall make restitution and shall be subject to disciplinary measures. Parents of any minor will be liable for damages.

Maximum Penalty: Recommendation for expulsion

7. No student will curse or use profanity (or other foul language) while at school or any school function. The principal at his discretion may use In-School Suspension before students are sent home as outlined in the Board policy.

Minimum Penalty: 3 day out-of-school suspension

Maximum Penalty: Recommendation for expulsion

8. Students shall comply with reasonable directions or commands of authorized school personnel.

Minimum Penalty: Suspension or corporal punishment

Maximum Penalty: Recommendation for expulsion

9. Students will be considered insubordinate when they refuse to obey any rule or regulation of the school or school district or the reasonable instructions of school district personnel. Students will also be considered insubordinate for disrespectful conduct toward a teacher or school personnel.

Minimum Penalty: Suspension or corporal punishment

Maximum Penalty: Recommendation for expulsion

10. No student will behave in such a manner as to interfere with the teaching-learning process and to take teacher or administration time away from this process.

Minimum Penalty: Principal/Student Conference

Maximum Penalty: Recommendation for expulsion

11. No student shall block the doorway or hallway, prevent students from attending a class or school activity, block normal traffic, use violence, force, noise, coercion, threat, intimidation, harassment, fear, passive resistance, or any other conduct intentionally to cause a disruption, refuse to identify himself/herself on request, or encourage other students to violate any rule or school policy.

Minimum Penalty: Principal/Student Conference

Maximum Penalty: Recommendation for expulsion

12. A student shall not touch other students in a sexually suggestive or offensive manner or behave in any way that causes alarm to another student while on school property or at school activities. Sexual harassment refers to behavior that is not welcomed, that is personally offensive, that reduces student morale and that therefore interferes with the educational process of its victims. In fulfilling our obligation to maintain a positive and productive environment, teachers and administrators will make every attempt to halt any harassment of which they become aware.

Minimum Penalty: 5 day suspension

Maximum Penalty: Recommendation for expulsion

13. Students shall not engage in sexual contact, sexual activity or sexual indecency on school property or at school-sponsored activities.

Minimum Penalty: 10 day suspension

Maximum Penalty: Recommendation for expulsion

14. A student shall not possess, handle or store firecrackers, smoke bombs, cherry bombs or any other kind of fireworks that reasonably could be a danger to himself/herself or to other students that could cause damage to school property, or that could be disruptive.

Minimum Penalty: Suspension or corporal punishment

Maximum Penalty: Recommendation for expulsion

15. A student shall not participate in any activity which may be termed gambling or wagering.

Minimum Penalty: Suspension or corporal punishment

Maximum Penalty: Recommendation for expulsion

16. A student shall not be tardy to school or any assigned class.

Minimum Penalty: Verbal warning

Maximum Penalty: Loss of credit

17. A student will be considered truant if he or she is absent without permission of a parent or guardian, leaves school without permission or without checking out through the principal's office, skips a class or any part of a class without the teacher's permission, or fails to report to the principal after having been sent out of class.

Minimum Penalty: 3 day In-School Suspension

Maximum Penalty: Recommendation for expulsion

18. Public displays of affection will not be tolerated.

Minimum Penalty: Conference with students with the next offense involving parents

Maximum Penalty: Suspension

19. Electronic devices other than cell phones will not be permitted on the school campus, in the buildings or on the school buses during the day.

Minimum Penalty: Confiscation of electronic devices and turned in to principal

Maximum Penalty: Suspension

20. Drinks and food will not be permitted in the classrooms or hallways unless pre-approved by the principal.

Minimum Penalty: Verbal Warning

Maximum Penalty: Suspension

21. Students must not abuse the privilege of using the Internet.

Minimum Penalty: 5 day loss of internet privilege

Maximum Penalty: Recommendation for expulsion

22. A student shall abstain from indecent or immoral acts.

Minimum Penalty: Corporal punishment or suspension

Maximum Penalty: Recommendation for expulsion

23. The board is authorized to suspend or expel any student who joins, promises to join or who solicits other persons to join, or pledge to become a member, or to display any insignia of a fraternity, sorority, secret society, or gang activity, or association with such groups while enrolled and attending district schools. Gangs which initiate, advocate, or promote activities which threaten the safety or well-being of persons or property on school grounds, at school sponsored activities, or which disrupt the school environment and/or school activities are harmful to the educational process. The use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory, or manner of grooming, which by virtue of its color, arrangement, trademark, symbol, or any other attribute indicates or implies membership of or affiliation with such group, presents a clear and present danger. This activity is contrary to the school environment and mission, vision, values, and goal of the Harmony Grove School District.

Minimum Penalty: Parent/Administrator Conference and Probation

Maximum Penalty: Recommendation for expulsion

CORPORAL PUNISHMENT

The Board recognizes the need for firmness in dispensing with any isolated problems calling for disciplinary action which occur in the classroom and during other school activities whether on or off the school premises. Accordingly, the Board expects:

1. That the principal and faculty of each school will always be in a position to take disciplinary action.
2. That disciplinary action will contribute to the general welfare of the school or class as a whole and will be directed toward the positive improvement of citizenship of the group or individual involved.

Corporal punishment may be administered by a certified employee of the district to any pupil for disruptive or unmanageable conduct to include the use of vulgar or profane language; disrespect

to teacher or staff; disruptive horseplay that may lead to fights; insubordinations; harassment such as cruel teasing or put downs; and repeated offenses of classroom rules for which other tried punishments have not corrected the misbehavior. A signed statement should be in the child's folder if the parent does not approve the use of corporal punishment.

The Board directs that corporal (physical) punishment, when deemed necessary, will be given according to the following requirements:

1. Except for those acts of misconduct which are so anti-social or disruptive in nature to shock the conscience, corporal punishment shall not be administered unless an attempt has been made to modify the pupil's behavior by some means other than corporal punishment.
2. It will be administered in the presence of a school administrator or designee as a witness who shall be advised in the presence of the student the reason for the punishment.
3. It will not be administered in the presence of other students, nor in a spirit of malice or anger, nor will it be excessive.
4. It will be administered to the lower posterior only.
5. Refusal to take corporal punishment within these guidelines will result in suspension or other punishment.
6. The principal shall be given a written report signed by the employee administering the corporal punishment stating the student's name, grade, type of offense, date of offense, and number of the offense. The report will also include the location of the offense, time of offense, and number of licks administered. The witness will sign the report.

IN-SCHOOL SUSPENSION PROGRAM (ISS)

GENERAL POLICIES

1. The principal or superintendent may assign a student to ISS.
2. The parent of an assigned student will be notified in writing of the reason(s) and number of days assigned.
3. Students may be assigned for any reason deemed necessary to ensure better discipline.
4. In the event that the ISS supervisor feels a student requires punishment for breaking ISS rules, the supervisor may assign extra time provided this is first cleared with the principal.
5. ISS is an alternative to out-of-school suspension but will not necessarily replace it as a disciplinary measure.

6. The minimum number of days assigned to ISS will be three (3) but exceptions may occur.
7. As in all disciplinary measures, the process of appeal remains the same.
8. In-school suspension may not be assigned for individual class periods of the day.

PROCEDURES

1. After having been assigned to ISS, the student will report immediately to the assigned area.
2. The ISS supervisor will notify all the assigned student's teachers to send assignments, class work, and tests to the ISS room for the number of days the student is assigned.
3. The ISS supervisor will return completed work to the assigned student's teachers for grading. The supervisor will request additional work as needed.
4. Teachers will respond as promptly as possible to requests for work but no later than the morning after the day a student was assigned to ISS.
5. While in ISS, the following will be observed:
 - Students will eat at a time and place as designated by the principal.
 - No talking will be allowed except when permitted by the ISS supervisor.
 - ISS students may not move from their seats without permission.

 - Sleeping or sitting idly will not be allowed.
 - ISS students must stay busy with class work, reading, or other constructive work. No free time is allowed. If the student cannot find enough to stay busy, he or she may copy the student handbook. If the student fails to complete all assigned work on time, the ISS supervisor will assign extra days to ISS. Students in ISS are denied campus privileges before, during, and after regular school hours.
6. When a student has completed his or her assigned time, the supervisor will send the student back to the principal with a release form stating that all assignments and requirements have been met.
7. All work done in ISS will receive the same credit as that given in the regular classroom.

SEARCH, SEIZURE, AND INTERROGATIONS

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

School property shall include, but not be limited to lockers, desks, parking lots, as well as personal effects left there by students. Personal searches may not be excessively intrusive in light of the age and sex of the student and the nature of the infraction.

School officials may request the assistance of law enforcement officials, including specially trained dogs, to help conduct searches.

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

State Law requires that Department of Human Services employees, local law enforcement, or agents of the Crimes Against Children Division of the Department of Arkansas State Police, may interview students without a court order for the purpose of investigating suspected child abuse. In instances where the interviewers deem it necessary, they may exercise a “72-hour hold” without first obtaining a court order. Other questioning of students by non-school personnel shall be granted only with a court order directing such questioning, with permission of the parents of a student (or the student if above 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 designee shall make a good faith effort to contact the student’s parent or guardian. The principal or designee shall not attempt to make such contact if presented documentation by the investigator that notification is prohibited because a parent or guardian is named as an alleged offender of the suspected child maltreatment. This exception applies only to interview requests made by a law enforcement officer, an investigator of the Crimes Against Children Division of the Arkansas State Police, or an investigator or employee of the Department of Human Services.

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

STUDENT SUSPENSION

Each principal is authorized to suspend students from school for disciplinary reasons. Unless the official imposing the suspension has personally witnessed the infraction, he or she will conduct such investigation into the matter as he or she deems necessary including an interview with the subject student, before imposing a suspension. The custodial parent or guardian will be given written notice of each suspension which shall include the reasons for the suspension, its duration, and the manner in which the student may be readmitted to school, and (if review is provided) in which the suspension can be reviewed. Such notice will be mailed on the day the suspension is imposed to the parent or guardian at the address reflected on the records of the school district or will be given to the parent in person. "Upon suspension of a student, the school shall immediately contact the student's parent or legal guardian to notify the parent or legal guardian of the suspension. Each parent or legal guardian shall provide the school a primary call number." (Reference Act 159 of 2007)

Any conduct that tends to be disruptive of the educational program will be grounds for suspension. If the parent disagrees with the suspension, an appeal should be made immediately to the superintendent of schools at (870) 574-0971. If a suspension exceeds four (4) school days in addition to the day upon which it was initially imposed, it will be, at the request of the parent, reviewed by the principal. At such review the student may make a statement in his/her own behalf and present any other available evidence in support of his/her position. The reviewing officer shall have authority to revoke, terminate, or otherwise modify the suspension, and will notify the parents of his/her action in this regard on the day the review is completed.

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

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

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

All students returning to school after expiration of a suspension must be accompanied by a parent or guardian. If a suspension exceeds nine (9) days in addition to the day upon which it was initially imposed, it will be, at the request of the parent, reviewed by the superintendent. At such review the student may make a statement in his/her own behalf and present any other available evidence in support of his/her position. The reviewing officer shall have authority to revoke, terminate, or otherwise modify the suspension, and will notify the parents of his/her action in this regard on the day the review is completed. A student may challenge any part of his/her disciplinary record maintained by the school district on grounds that it is an inaccurate record or that his/her conduct did not warrant the discipline assessed. The principal will receive any evidence tendered on behalf of the student on the issue and will make such other investigation as he or she deems necessary. If the record is found to be inaccurate, it will be corrected. If it is

found that the student's conduct did not warrant the discipline assessed, the record will be amended to reflect that finding. Disciplinary actions will not be entered on the student's permanent record card. Disciplinary records shall be treated confidentially and disclosed only to public authorities requesting information in the course and scope of their legal duties.

Absence due to suspension is treated as unexcused absence. No make-up work will be permitted. Students who have been suspended may be denied the privilege of participating in school events or field trips.

STUDENT EXPULSION

The Board of Education is authorized to expel a student for the remainder of the current semester and the following semester for conduct it deems to be of such gravity as to make a relatively short temporary suspension inappropriate, or where it finds that the student's continued attendance at school would be disruptive to the educational program or would be attended with unreasonable danger to other students and faculty members.

Expulsion shall not be used to discipline a student in kindergarten through fifth (5th) grade unless the student's behavior.

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

"The principal of each school shall report within a week to the department (Arkansas Department of Education) the name, current address, and social security number of any student who is expelled for possessing a firearm or other prohibited weapon on school property or for committing other acts of violence. The expulsion shall be noted on the student's permanent school record." (Reference Act 159 of 2007)

The superintendent, or his/her designee, shall give written notice to the parent or guardian (mailed to the address reflected on the school district records) that he/she has recommended to the Board of Education that a student be expelled for the balance of the school year and the notice shall contain a statement of reasons for this recommendation. The notice shall reflect the date, hour, and place where the Board of Education will consider and dispose of the recommendation, and such hearing shall be conducted not earlier than three (3) calendar days, nor more than seven (7) calendar 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, or in his/her absence another member selected by the Board, shall preside at the hearing which will be a public hearing. The student shall be entitled to representation by a lawyer or lay counsel. The student or parent may request a private hearing.

The superintendent, or his/her designee, may present any evidence, including statements of those persons having personal knowledge of the events or circumstances giving rise to the expulsion recommendation, at the hearing. The student, or his/her representative, may then present

statements of any persons with personal knowledge of events or circumstances relevant to the issue. Normally, formal cross-examination will not be permitted. However, if during the course of the hearing the Board determines that the credibility of any of the witnesses is an issue, then it will permit cross-examination by the student and the superintendent (or their representative) of those witnesses as to whom credibility has become an issue. Such cross-examination shall be limited to the question or questions as to which the credibility of the witness has become an issue.

Arkansas Statute 80-1516 provides that the directors of a school district may expel students for immorality, refractory conduct, insubordination, infectious disease, habitual uncleanliness or other conduct that would tend to impair the discipline of the school or harm the other pupils.

Written questions may be submitted by the superintendent or student, to any witness presented by the other, and the witness will answer those which the Board deems material and relevant. Members of the Board may question any witness. It is noted that Arkansas law makes no provision for the taking of testimony under oath, and no sanctions for perjury, at proceedings such as these. If the Board votes to expel a student, the parent will be notified by registered mail.

DISTRIBUTION OF COMMUNICATIONS

DISTRIBUTION OF LITERATURE, PUBLICATIONS, AND PETITIONS

The distribution of handwritten, duplicated, or printed material on school premises must be with prior consent of the principal, and may not interfere with or disrupt the educational process. (The principal will determine the best time, place and manner of distribution in each case.) Written expressions which are distributed must be signed by the authors. Students who edit, publish, or distribute handwritten, printed, or duplicated matter among fellow students within the school must assume responsibility for the content of such publications. Libelous and obscene matter, personal attacks, materials that incite students to commission of unlawful acts or violation of school rules are prohibited in all publications.

No Arkansas law exists which would prohibit students from establishing and maintaining a student or school newspaper if this publication is to report school news. Students have the right to editorialize.

School officials may impose reasonable restrictions on the content of a school-sponsored newspaper. The principal will determine the best time, place and manner of distribution for these newspapers.

Petitions are discouraged. If a student has a request, he or she should first discuss this request with teachers and principals and then the superintendent.

DISTRIBUTION OF POLITICAL MATERIAL

The board of education forbids the distribution of political literature or propaganda by any candidate or organization from outside the school. If a student is running for a campus organization's officer or membership position, this rule does not apply.

POSTING ANNOUNCEMENTS, MEETINGS, COMMUNITY ISSUES

Students and staff may post announcements, meetings, and community issues that are not libelous, obscene, personal attacks, or materials that incite acts or violations of school rules. Material should be posted on designated bulletin boards.

Material for daily announcements must be turned into the principal's office by 7:45 a.m. each day.

Announcements will be read in 1st period class each day.

DRESS CODE AND GROOMING

The Harmony Grove Board of Education recognizes that dress can be a matter of personal taste and preference. At the same time, the District has a responsibility to promote an environment conducive to student learning and prepare students to enter the workforce. Our district should encourage and train students to dress in a manner that would be acceptable in the workplace. This requires limitations to student dress and grooming that could be disruptive to the educational process because they are immodest, disruptive, unsanitary, unsafe, could cause property damage, or are offensive to common standards of decency.

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

The following guidelines will help the student determine the type of dress and appearance expected:

- Clothing that exposes underwear, buttocks, sagging, or the female breast is prohibited.
- Clothing with alcohol, tobacco, or drug logos is prohibited.
- Clothing that appears obscene or disruptive is not approved.
- Hats or other head apparel will not be allowed inside the buildings except when permission has been given by the principal.
- Uniforms must be approved in advance.
- Clothing that identifies fraternities or secret societies is banned in public schools.
- Dresses, shorts, and skirts must meet or approach the top of the knee.

- Skirts, dresses, blouses, and jerseys must have a sleeve, or cap sleeve and cannot be worn off of the shoulder.
- Any clothing, hairstyle, body piercing, or hair color that is deemed distracting or disruptive is prohibited. Hair is expected to be of natural color.
- Spandex, Jeggings, and Leggings must be covered by a dress, a pair of shorts, or a skirt that meets or approaches the top of the knee.
- Frayed clothing that exposes the underwear or skin above the knee is not permitted.

If a faculty member thinks that the clothing worn is inappropriate or disruptive, that faculty member must seek the opinion of another teacher prior to referring the student with questionable dress to the principal's office. If both agree the clothing is inappropriate or disruptive, the student will be sent to the office where the principal or another administrator will make the final decision on the disciplinary action. Consequences for inappropriate dress may result in ISS for the remainder of the day or for a period of up to three days.

Special events may allow for exceptions in the dress code with the principal's approval. Teachers will be given written notice prior to exceptions being approved.

K-12 EXTRA-CURRICULAR ACTIVITIES

There will be two categories of extra-curricular activities: (1) those which meet during a period or periods listed on the daily schedule and (2) those which meet partially or wholly at a time outside the regular school hours. Activities will not require that participants be frequently absent from regularly scheduled classes. Excessive expenditures of time and effort will be discouraged.

Membership will be limited to students enrolled in school. All students will have equal access to meetings and no religious, political, philosophical, or content of speech factors may be denied meeting opportunities during non-instructional time. All clubs, organizations, teams, and classes will be considered equal opportunity groups. Decisions affecting these groups and any of the activities of these groups will ensure equal opportunity for each group member regardless of race, color, religion, sex, national origin, age, disability, or genetic information.

Activities sponsored by outside agents will be carefully reviewed and approved by the superintendent for participation if they are to be co-sponsored by the school. Care will be taken to ensure that organizations sponsoring activities are not using the activity for advertising a company or agency name or a project.

National activities on the list published by the National Association of Secondary School Principals will be acceptable.

The principal will be responsible to see that every effort will be made to prevent extra-curricular activities from unduly interfering with the regularly scheduled school day. Participation will not be permitted in activities that may cause a school to violate state accreditation standards, regulations of the Arkansas Activities Association or other such organizations. Membership to

student organizations shall not be restricted by race, religion, sex, national origin, or other arbitrary criteria. Hazing, as defined by law, is forbidden in connection with initiation into, or affiliation with, any student organization, extracurricular activity or sport program. Fraternities, sororities, and secret societies are forbidden in the Harmony Grove School District.

A list of organizations currently functioning may be obtained in the high school office.

Interscholastic activities: All participants must meet all requirements of the Arkansas Activities Association. Included are participants in athletics, band, FFA, FCCLA, and other groups competing with students in other schools.

Interscholastic activities: A number of activities are open to all students of the school. These activities involve only Harmony Grove School District students and do not come under the eligibility requirements of the Arkansas Activities Association.

Eligibility to Participate in Competitive Interscholastic Activities

Eligibility requirements are those currently in effect by the Arkansas Activities Association and may be obtained in each high school principal's office.

Eligibility to Participate in Non-Competitive Activities

All students are initially eligible for participation in non-competitive activities which include field trips. A student may become ineligible due to disciplinary reasons. Any student who receives a total of six days out-of-school suspension in a semester may not be allowed to go on field trips for the remainder of the school year.

Students in In-School suspension (ISS) are denied campus privileges before, during, and after regular school hours until they have successfully completed their ISS time. These privileges include assemblies, athletic contests, practices, or any other school-sponsored activity which occurs during their ISS time.

Grade Point Eligibility

AAA guidelines will be followed to determine a student's eligibility to participate.

Finances of Clubs and Organizations

Records of all financial activities should be kept as directed by administrative procedures. All money is deposited in the Harmony Grove Activity Fund at an approved local bank. The superintendent's office keeps a master journal of all accounts.

Conflicting or Missing Activities

When a student must miss a practice or event due to a family illness or death or due to a personal emergency, the student will not be penalized by the sponsor. If there is a question regarding the reason for absence, the sponsor will confer with the principal. It is the student's responsibility to notify the sponsor when he or she must be absent. When a student must miss a practice or event due to more than one activity being scheduled at the

same time, sponsors will work together to avoid the student being punished for missing or being forced to choose between the activities. If sponsors are unable to resolve the conflict, the principal will decide the outcome. Decisions may be appealed through the appeal process.

These procedures also apply to home rooms and class groups.

EXTRACURRICULAR ACTIVITY ELIGIBILITY FOR HOME SCHOOLED STUDENTS

Home-schooled students whose parents or guardians are legal residents of the school district will be permitted to pursue participation in an interscholastic activity in the student's resident school zone as permitted by this policy. Although not guaranteed participation in an interscholastic activity, home-school students who meet the provisions of this policy, AAA Rules, and applicable Arkansas statutes shall have an equal opportunity to try out and participate in an interscholastic activity without discrimination.

To be eligible to try out and participate in interscholastic activities, the student or the parent of a student shall mail or hand deliver the student's request to participate to the student's school's principal before the signup, tryout or participation deadline established for traditional students. Additionally, the student shall demonstrate academic eligibility by obtaining a minimum test score of the 30th percentile or better in the previous 12 months on the Stanford Achievement Test Series, Tenth Edition; another nationally recognized norm-referenced test; or a minimum score on a test approved by the State Board of Education.

A student who meets the requirements for eligibility to participate in an interscholastic activity is required to register for no more than one course in the District's school where the student is intending to participate in an interscholastic activity.

The student shall regularly attend the class in which the student is registered beginning no later than the eleventh (11) day of the semester in which the student's interscholastic activity participation is desired.

The student must attend the practices for the interscholastic activity to the same extent as is required of traditional students.

A home-schooled student who has met the try out criteria; and who has been selected to participate in the interscholastic activity shall meet the following criteria that also apply to traditional students enrolled in the school:

- standards of behavior and codes of conduct;
- attend the practices for the interscholastic activity to the same extent as is required of traditional students;
- required drug testing;
- permission slips, waivers, physical exams; and

- participation or activity fees.

Students who participate in extracurricular or athletic activities under this policy will be transported to and from the interscholastic activities on the same basis as other students are transported.

A student who withdraws from an Arkansas Activities Association member school to be home-schooled shall not participate in an interscholastic activity in the resident school district for a minimum of three hundred sixty-five days after the student withdraws from the member school.

FIELD TRIPS AND ACTIVITIES

From time to time teachers or other certified staff will be allowed to take students on field trips as part of the instructional program of the class, club, team, or activity they represent. In order to assure the safety of students and to maintain clear communication with parents and guardians, this policy and its procedures will be required for all trips when students leave the campus of Harmony Grove School District to participate in extracurricular or regular class field trips.

Any time a student leaves the campus to attend any meeting, athletic event, activity, or field trip experience, that student if under age 18, must have presented to the teacher or sponsor an approved signed permission slip that gives that student permission to go on the trip from the parent or guardian of the student making the trip. The approved permission slip must be presented before the trip occurs. The teacher or sponsor is responsible for keeping up with these permission slips.

Sponsors and teachers will present permission slips to parents in one of two ways:

1. Athletic event, musical contests, and club trips such as agri. trips that require multiple scheduled days that are set in advance for a season or year will require a blanket signature to allow permission for the student's participation and required bus trips for the entire season. Prior to the first trip, the sponsor will send the permission slip to parents and guardians stating scheduled travel dates. The parent or guardian's signature will cover the entire season.
2. Trips of a one-time nature or occasional trips will require a signature from parent or guardian each time the student leaves the campus. Examples of such trips are going to the science fair and class field trips.

Trips will be placed on the activity calendar located in the superintendent's office after they have been approved by the principal and superintendent. Disruptions to instructional time must be kept to a minimum. Trip request forms requiring transportation using a bus or school vehicle must be presented to the bus shop after permission is signed by the principal and superintendent.

A complete bus seating chart of all riders must be left in the principal's office prior to the bus leaving campus on any field trip. Out of state trips must be approved by the Board of Education.

The principal will determine where students will be assigned when parents do not give permission for a student to participate in a field trip. No student will be penalized in any way for a parent or guardian's decision to not allow that student to go on a one time type field trip.

In order to assure that activities and field trips will not require students to be frequently absent from regularly scheduled classes, the following rules are set:

1. Elementary classes (Grades K-6) will be allowed one out-of-town field trip per year that is curriculum related. Any exception will require approval of the superintendent prior to the trip being scheduled.
2. Secondary trips may be scheduled based on the correlation of the need for the trip as it relates to the curriculum or subjects studied.
3. Students will not be allowed out of class to decorate for homecoming and proms.
4. Such events as ordering rings and announcements should be done outside class time.
5. Seniors are permitted one day to visit a college of their choice. Additional days must be scheduled as personal time.
6. All field trips must be related to the curriculum studied or the activity engaged in such as athletics or music.
7. No trip may be taken if it has not been approved in advance and placed on the activity calendar at least 10 school days in advance of the trip. Only the superintendent or his designee may make exceptions to this rule.
8. Any sponsor taking students on a trip must notify in writing the other teachers of who will be absent and the date of the absences.
9. If conflicts occur and too many trips are scheduled at any one time, the principal or superintendent may disapprove any of the trips as deemed necessary.
10. Pictures may be scheduled once in the fall and once in the spring. The yearbook staff will use parent volunteers provided by the principals for help with spring pictures so that the yearbook staff will miss only one day of class for pictures in the fall. Teachers will not use class time to complete yearbook order forms. Channel One time may be used only.
11. Pep rallies will be set by the principal each week using a rotating time so that no class will be missed completely.
12. Students who are failing classes and/or have excessive absences may be denied the right to field trips or activities with the approval of the administration.
13. For medically fragile students eligible for field trips, at least three days notice must be given the school nurse before the trip so that appropriate accommodations may be made for the student's care while on the trip and so that all required parties are properly educated on the student's required care during the trip.

If a student engages in any activity which breaks a school rule or causes embarrassment to the student, his or her group, or the school, that student may be denied the privilege of attending other trips or participating in other activities.

OFF-CAMPUS EVENTS

Students at school-sponsored, off-campus events shall be governed by school rules and regulations and are subject to the authority of school district personnel. Failure to obey the rules and regulations and/or failure to obey reasonable instructions of school district personnel shall result in loss of eligibility to attend school-sponsored, off-campus events and may result in disciplinary action applicable under the regular school program.

FOOD SERVICE ISSUES**BREAKFAST AND LUNCH**

Breakfast and lunch are served daily at Harmony Grove School District. The cost of breakfast is students \$1.50 and adults \$2.50. The cost of lunch for students \$2.75 and adults and all visitors including children \$3.75. Extra milk is 50 cents per one-half pint. (Meal prices are subject to change as approved by the Board of Education. The prices indicated are accurate at the time the handbook was printed.)

Students with food allergies or special dietary needs must have a new dietary order form with a physician's signature filed each year in the nurse's office.

FOOD SERVICE PREPAYMENT

The Harmony Grove School District does not offer for credit food items purchased in the school cafeteria; payment for such items is due at the time the food items are received. Parents who choose to do so, may pay weekly or monthly in advance for students' meals.

GRADING ISSUES**GRADING PERIODS**

Grading information measures the individual progress of the student. The school year is made up of two semesters with two nine weeks periods in each. Only semester grades become a part of the student's permanent school record and are recorded on transcripts. The semester grade is a combination of the two nine week grades.

CALCULATING GPA

Students earn a semester grade of A, B, C, D, or F. In regular and advanced classes the grade of A equals 4 points; a B =3; a C=2; a D=1; and an F=0. In advanced placement courses (ADE approved honor courses and IB courses), the grade of A equals 5 points; a B= 4; a C=3; a D=2; and an F=0. Weighted credit for AP courses is contingent upon teacher training and student testing. To figure a student's grade point average (GPA), the total grade points are added and divided by the number of grades. The school counselor can show a student and parent precisely how this is done. GPA determines the class rank of a student and that information is placed on the student's transcript.

DISTINGUISHED GRADUATES

Beginning with the graduating class of 2022, any member of the graduating class achieving a 3.5 or higher cumulative GPA will be recognized by the following titles:

- Cum Laude – “with distinction, honor, praise” – 3.5-3.69 GPA
- Magna Cum Laude – “with great honors” – 3.7-3.84 GPA
- Summa Cum Laude – “with highest honors” – 3.85-4.0 GPA

This will be recognized at commencement after all grades are final.

HONOR GRADUATES

To be an honor graduate, the student must have taken and passed at least two AP classes with a B in each class, must attain the required GPA of 3.50, must have at least a composite score of 19 on his/her ACT, must complete 2 foreign languages, and must have completed 75 hours of community service and earned the community service credit. The student must also display average or above average conduct. Honor graduates must have completed the Smart Core Program of Study and be eligible for an academic diploma. One unit of activity courses to include physical education, choral music, and instrumental music may be figured in GPA. However, a student is given credit each time he or she takes an activity course, except for PE which may count as only one credit toward graduation. Athletics is not counted in GPA or as credit toward graduation.

VALEDICTORIAN/SALUTATORIAN

In order to qualify for valedictorian or salutatorian:

- The student must have been enrolled in the district the last 4 full semesters before graduating.
- The valedictorian and salutatorian must have taken and passed (4) advanced placement (AP) courses in their entirety or the equivalent number of concurrent credit courses (8 semesters), or a combination of the AP and concurrent credit courses, within the core content area of similar rigor as compared to AP courses.
- The student must have must have a composite score of at least 21 on his/her ACT.
- The student must have completed 75 hours of community service and earned the community service credit.

- The student must have taken 4 of the following Advanced Placement classes or the equivalent concurrent credit classes listed.
- To be considered for Valedictorian and Salutatorian at Harmony Grove High School, students must have completed 75 hours of community service and earned the community service credit and must have taken 4 of the following Advanced Placement Courses or the equivalent concurrent credit classes listed.

<u>AP Courses</u>	<u>Concurrent Credit Courses</u>
AP English Language	Composition I & II
AP Biology	Biology & Lab ½ /Chemistry & Lab ½
AP Statistics	College Algebra/Math Reasoning
AP United States History	United States History I /Arkansas History
AP World History	World Civilization II /American Government
AP Literature	English Literature I/English Literature II

*Only the required courses listed below and on the AP/Concurrent Credit Equivalency Chart will be used in the GPA calculations for valedictorian and salutatorian:

Students only have to take a minimum of four AP courses or their equivalent.

Additional courses or courses taken beyond those listed cannot have a cumulative GPA of less than a 4.0

*Only the courses listed will be used in the GPA calculations for valedictorian and salutatorian:

Pre-AP English I
 Pre-AP English II
 AP English Lit
 Comp I/II or AP English Lang.
 Foreign Language I
 Foreign Language II
 Oral Communications or ATU Public Speaking or SAU Tech Public Speaking
 Civics and Economics
 AP World History or ATU World Civ I/II or SAU Tech World Civ II/Amer. Govt.
 AP US History or ATU US History I/II, or SAU Tech US History I/Arkansas History
 Physical Science
 Biology
 Chemistry or Physics
 AP Biology or AP Envir. Sci. or SAU Tech Biology/Chemistry

Algebra I

Geometry

Algebra II

AP Stats or ATU College Math/College Alg. or SAU Tech Math Reasoning/College Alg. or Precal.

Survey of Business

Fine Arts or ATU Experiencing Art

*Maximum of 38 required semesters with a minimum of 34 required based on the number of AP courses chosen.

*AP Course – Concurrent Credit Equivalency

* AP English Language	= Composition I/II
* AP Biology or AP Envir. Sci.	= Biology/Chemistry
* AP Statistics	= College Algebra/Math Reasoning
* AP US History	= US History I/Arkansas History
* AP World History	= World Civ II/Amer. Govt.
* AP Literature	= No Equivalent

*Advanced Placement courses and equivalent concurrent credit courses are calculated with weighted credit when determining candidates for valedictorian and salutatorian. All other regular courses and non-equivalent concurrent credit courses are calculated with unweighted credit.

- Non-weighted Courses count as one (1) for each semester of the course.
 - “A” = 4 pts
 - “B” = 3 pts
 - “C” = 2 pts
- Weighted courses count as one (1) for each semester of the course.
 - “A” = 5 pts
 - “B” = 4 pts
 - “C” = 3 pts
- To calculate GPA for valedictorian and salutatorian: Add the total number of semesters of courses and then add the total number of points based on the final grade for each semester of the courses. Divide the total number of points by the total number of semesters of courses taken.

*Students may enroll in as many courses as they desire, but only the required listed courses will be used in determining the candidates for valedictorian and salutatorian.

*Sparkman High School may adapt the required list of courses and AP course equivalencies based on course availability through Virtual Arkansas.

In the event of a tie, based on cumulative GPA, a tie breaker for the selection of the Valedictorian will be based on the students' composite ACT score on record. The student with the highest composite score would be the valedictorian and the next highest would be the salutatorian. If the tied students have the same composite ACT score, they will both serve as co-valedictorians. The selection of salutatorian will be conducted in the same manner as that of the valedictorian. If there is a tie between students for salutatorian, the tie breaker will be determined by the highest composite ACT score on record.

*Composition I and II will be taught during the student's senior year. Any student enrolling in this course must meet the standards established by Southern Arkansas University Tech. In addition, Harmony Grove requires all students enrolling in Composition I and II to have completed AP Literature in the junior year. Composition I and II will be considered an equivalent to AP English Language in the senior year.

REPORTING GRADES

Report cards are given four times each year. Teachers are expected to communicate more frequently with parents of students not performing at grade level. Progress reports will be sent home periodically.

GRADING SCALE

The grading scale for all classes in grades K-12 is A=90-100%; B=80-89%; C=70-79%; D=60-69%; and F= 0-59%. Grades assigned to students reflect educational objectives only. Transcripts shall reflect student scores on State Mandated Standardized testing.

A developmental skills checklist is also used at both elementary schools for kindergarten.

SEMESTER COMPREHENSIVE EXAMS

Semester tests must be given in all 7th-12th grade classes. The tests must be comprehensive, and/or formatted as to mirror state mandated standardized tests. The principal will require a copy of each exam be turned in no later than two days after the exam is scheduled. Tests will range in value from a minimum of 100 points to a maximum of 200 points.

TEST EXEMPTIONS

Test Exemption Policy: Students will be exempted from their semester test(s) if one of the following requirements are met...

- The student has 4 or less absences and a "A" in the class
- The student has 2 or less absences and a "B" in the class
- The student has 0 absences and a "C" in the class

The student will not be allowed an exemption if any of the following conditions exist:

*Any student disciplinary action during the semester.

*Any unexcused absence during the semester.

*Student owes a debt or fine to the school.

In-school suspension days count as absences for this policy. All absences, except for school business count against the exemption. Exemption is based on the average grade for the semester and the total number of absences for the semester.

PROMOTION REQUIREMENTS

ELEMENTARY - These requirements are on file in each office. Parents will be given a copy at the fall parent-teacher conference.

SECONDARY - Grades 7 and 8: A student must pass a majority of English, Science, Math, and Social Studies courses to be promoted (five of eight semesters). Grades 9-12: A student must carry a minimum of six academic classes each semester. To be classified as a sophomore, a student must have earned 5 units; a junior-11 units; and a senior-15 1/2 units.

HEALTH AND SAFETY ISSUES

ARKANSAS STATE BOARD OF HEALTH REQUIREMENTS (K-12)

The nurse's office has specific health/immunization requirements that must be met by K-12 students. Immunizations must meet State guidelines. State law mandates that all newly enrolled students K-12 and transfer students are given a maximum of 30 calendar days to obtain proof of immunizations or to become "in process," receiving the first dose of a series and waiting the minimum time interval to receive the additional doses. The only proof of immunizations that will be accepted are a certificate by a licensed physician, the health department, or a military physician. Dates of vaccine administration must be provided. If immunizations are not completed or in the process of being completed within 30 days, the student will not be allowed to remain in school. The student will be allowed to return to school when immunization requirements are met or in the process of being met.

COMMUNICABLE DISEASE

Please keep your child at home if he/she has any of the following symptoms:

- Elevated temperature
- Nausea or vomiting
- Diarrhea
- Excessive sore throat
- Excessive coughing

A student should be free of fever for 24 hours without medication before returning to school.

Head lice, scabies, impetigo, and other communicable diseases will be handled by following district policies.

A child found with either head lice or nits will be sent home immediately as per Harmony Grove School District guidelines. Our school has a no-nit guideline, meaning students must be free of all nits before returning to school. Students must be checked by the nurse before returning to the classroom. The proper forms must be filled out and signed by the parents upon returning. Three days absence will be excused for the removal of lice and nits. After three days, students' absences will be unexcused.

Protection of students for risk of exposure to the flu and flu-like illnesses:

1. If a student is out with the flu or a flu-like illness, upon return to school the parent must provide the school with a note from the physician or nurse practitioner that provided the diagnosis.
2. The physician's note must state if the student was positive for the flu or flu-like illness and the date he/she was diagnosed.
3. Students diagnosed with the flu or other flu-like illness must remain out of school as directed by physician and be symptom free for 24 hours.
4. When the student returns to school, he/she must be brought back to school by the parent or designee, and be cleared through the nurse's office before being allowed to return to class.
5. The student may not ride the bus or be dropped off at school until they are cleared by the nurse's office.
6. If the student is not cleared by the school nurse for whatever reason once he/she returns to school, the student will have to return home until cleared.

EMERGENCY INFORMATION

In case of emergency each student is required to have on file at the school office the following information:

- Parent(s) or guardian(s) name
- Complete and up-to-date address
- Home phone, cell phone, and parent(s) work phone
- Emergency phone numbers of two friends or relatives
- Physician's name and phone number
- Medical alert information
- Mental and Health Referral Sources if applicable

HEALTH SERVICES

Health services include but are not limited to obtaining health history, nursing assessments of students, nurse-parent-teacher conferences when necessary, screenings for growth and development, vision, hearing, scoliosis, head and scalp, blood pressure, health education topics through the classroom, health counseling, coordination and implementation of community resources, and referrals and record keeping.

CHILD ABUSE AND NEGLECT

Child abuse and/or neglect is a crime. The Harmony Grove School District is under the jurisdiction of Arkansas State Law 42-808, which requires ALL school personnel to report any suspected child abuse or neglect. "Child" refers to any person under the age of eighteen. "Abuse" means any non-accidental physical injury, mental injury, sexual exploitation inflicted by one legally responsible for the care and maintenance of the child, or an injury that is at variance with the history given. The term encompasses both acts and omissions. "Neglect" means a failure to provide, by those legally responsible for the care and maintenance of the child, the proper necessary support, education as required by law, medical, surgical, or any other care necessary for the child's well-being, or any maltreatment of the child. The term includes both acts and omissions. Child abuse and neglect shall be reported to the school nurse or counselor within 24 hours based upon suspicion. The receiver of the report must act and give feedback to the reporting person within 48 hours.

ELOPEMENT POLICY

Definition of Elopement: According to the National Autism Association, Elopement is the act of running away, wandering away, walking away, escaping, or otherwise leaving a safe setting unsupervised or unnoticed.

Determining who might be in Jeopardy of Elopement:

1. Student identified with Autism
2. Student identified with limited cognitive abilities
3. Student identified with Emotional Disabilities
4. Any other student under duress

Procedures:

1. Notify Building Principal that child has left the classroom.
Principal will monitor cameras to determine where the child is.
2. Teachers will be signaled using PA system, "Please cover all exits, we have a *Code R*"
(Teachers will be trained as to their respective duties and made aware that we have students that may be wanderers.)
3. Make sure another adult is watching the other students in your class before leaving.
4. If child has left the building, it will be considered an emergency and 911 will be called.
5. Office personnel will notify parent.
6. Personnel will attempt to follow the child, stay calm, and attempt to bring him to a safe location or be able to notify authorities of the direction they were last seen heading.
7. An incident report will be completed and maintained by the Principal and a copy will be given to the parent.

ILLNESS OR INJURY

In case of illness or injury, a child will be cared for temporarily by the school nurse or a member of the school staff. School personnel will render first aid treatment only. If emergency treatment is necessary, the parents will be contacted. If parents are not available, the child will be taken to the emergency room at the hospital. Remember, an emergency telephone number where parents can be reached at all times and the name and telephone number of the student's family doctor must be on file at the school.

IMMUNIZATIONS

Immunizations must meet state guidelines.

A signed statement from your family doctor or the Public Health Office stating the day, month, and year that each immunization was given is the **ONLY ACCEPTABLE RECORD**.

In order to provide better protection for students and staff from contracting communicable diseases from anyone in the school population, the school nurse in consultation with the superintendent may require any staff member or student in the district to provide a medical doctor's release before entering or re-entering the school population when the staff member or student has an open wound or other condition that is contagious. In the event of an open wound, the nurse may request that a culture be done by the person's physician to establish if a staph infection is present so that measures may be taken to protect the students and staff from the spread of this infection. The nurse may require the person to wear a bandage covering any open wound that is infectious. The nurse's office will provide training to the school population on infectious and communicable conditions as the need is determined by the administration or board. The nurse will consult with the superintendent on any action requiring staff or students to be denied access to school prior to issuing that requirement except in emergency situations, which will then be subject to the superintendent's review.

KINDERGARTEN PHYSICALS

All enrolling kindergarten students shall be evaluated with the Early, Periodic, Screening, Diagnosis and Treatment (EPSDT) equivalent. The EPSDT or its equivalent shall occur within two years prior or within 90 days after the student's initial enrollment in kindergarten.

SCREENINGS

The district conducts routine health screenings such as hearing, vision, scoliosis, and B.M.I. due to the importance these health factors play in the ability of a student to succeed in school. The intent of the exams or screenings is to detect defects in hearing, vision, or other elements of health that would adversely affect the student's ability to achieve his or her full potential. B.M.I. reports are available each spring at the parent or guardian's request. See the school nurse for these reports.

Except in instances where a student is suspected of having a contagious or infectious disease, parents shall have the right to opt their student out of the screenings by using form 4.41F or by providing certification from a physician that he or she has recently examined the student.

MEDICATIONS

If your child must bring medication to school, the following requirements must be met.

1. A physician's order is required for all prescription medications. A physician's order will be needed for non-prescription medications if taken for more than a week or at the nurse's discretion.
2. A consent form must be on file in the nurse's office for prescription and non-prescription medications.
3. All medications must be in the original container.
4. The container must specify special storage instructions if appropriate (e.g. insulin must be refrigerated.) Refrigeration is provided.
5. Prescription medications are to be labeled with the student's legal name, date Rx was filled, ordering physician's name, name of medication, dosage, route, and frequency. The prescription must be current.
6. All medications will be given according to the labeling directions on the container. Deviations from label directions will require a written physician order.
7. All medications must be taken to the nurse's office upon arriving at school. No student will keep medication in his or her possession. Possession includes lockers, book bags, classrooms, and purses. The only exception will be that as authorized by the physician.
8. The nurses will keep all medications in a locked cabinet at all times.
9. In the absence of the nurse, only authorized personnel will be allowed to dispense medication.
10. Distribution of medication will be documented daily.
11. A parent's permission must be given to dispense medication on field trips or extra-curricular activities, and this permission must be on file in the nurse's office. Only authorized personnel will dispense medication during such events.
12. Medication given three times a day should be given at home. Morning medications need to be given at home whenever possible.
13. All medicines should be picked up in the nurse's office at the end of the school year or the medicine will be disposed of by the nurse.
14. Narcotics (prescription pain medications, cough syrups, etc.) will not be given at school. An alternative medication should be provided for use at school.
15. Permission for the long-term dispensation of medication must be renewed at the beginning of each new school year.

PANDEMIC/FLU CONTAGIOUS DISEASE POLICY

The Harmony Grove School District Board of Directors directs the following policy and procedures to be used in the event that a pandemic flu or other contagious disease outbreak is ascertained.

If a flu outbreak or other disease is suspected, the school nurse and/or principal of the school will contact the superintendent of schools immediately. If the superintendent concurs, the superintendent will contact the appropriate authorities as listed:

- Local Clinic
- County Judge
- Ouachita County Health Department
- Arkansas Department of Health

If 25% percent of the student body is absent, there is cause for concern. If 35% of the student body is absent, there is cause for an alert to be issued and parents will be sent a letter by the superintendent with input from the nurse. If 45% of the student body is absent, there is a critical problem and the school will be closed after the superintendent secures approval from a majority of the board of directors through a telephone call. If the superintendent determines that so many staff members are absent that school cannot be held or that school is not safe, he or she will follow the same procedure for dismissing as that used due to 45% of the students being absent. The school will be closed immediately when so ordered by the county judge or the health department, and the superintendent will notify the board if this occurs. Parents will be notified in the fastest possible method if school must be closed, and school employees will remain with students until all students are delivered home or picked up by parents.

The superintendent will contact the news media in the event of a closing. All contact with outside agencies must be handled through the superintendent. All decisions to close school will be made through the superintendent. Principals will refer all calls from outside officials to the superintendent

The district will offer flu vaccines as available to faculty and staff as a preventive measure. Maintenance and custodial staff will use various appropriate antiseptics when they are needed to help prevent outbreaks. The nurses' offices will maintain daily contact with the superintendent when the absentee rate due to flu or any contagious disease exceeds 25%.

TOBACCO PRODUCTS POLICY

The health hazards of tobacco use have been well established. This policy is established to 1) reflect and emphasize the hazards of tobacco use; 2) be in compliance with state and federal laws; 3) protect the health and safety of all students, employees and the general public; and 4) set an example of non-tobacco use by adults.

Advertising of tobacco products is prohibited in school buildings, on school property, at school functions, and in all school publications.

The School Board, therefore, in the best interest of the health and safety of students, employees and the general public directs the Superintendent to develop regulations to implement this policy effective immediately upon approval.

This policy will be printed in both employee and student handbooks and posted in highly visible places both inside and outside the schools of the district. Signs will be posted at all entrances of school buildings, school playgrounds and athletic fields. Parents and guardians shall be sent notification in writing, and the local media will be asked to communicate this tobacco-free policy community-wide.

ELEMENTARY SCHOOL STUDENTS (GRADE K-6)

First Offense:

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

Second and Subsequent Offenses:

May result in any or all of the following: Confiscate tobacco products, notify parents, notify police, substance abuse educator or designated staff, three day suspension.

Whenever the principal, or other person in charge of a public school, has direct knowledge or has received information leading to a reasonable belief that a student enrolled in the public school has committed a felony on school property, or while under school supervision, or has committed any other violent criminal act against a teacher, school employee or student, the principal, or the person in charge, shall immediately report the incident to the appropriate local law enforcement agency for investigation and to the appropriate school district personnel for resolution.

The administration may choose the most severe penalty at any time based on the student's past disciplinary record and the severity of the infraction.

Discipline of elementary students may be adjusted to allow for age and maturity.

HIGH SCHOOL/JUNIOR HIGH STUDENTS (GRADES 7-12)**First Offense:**

Will result in any or all of the following: Confiscate tobacco products, notify parents, notify police, meeting and assessment with substance abuse educator or designated staff, ten days of in-school suspension.

Second Offense:

Will result in any or all of the following: Confiscate tobacco products, notify parents, parental conference, notify police, meeting and assessment with substance abuse educator or designated staff, three days out of school suspension.

Third Offense:

Will result in any or all of the following: Confiscate tobacco products, notify parents, notify police, turn tobacco product over to police, parental conference, five out-of-school suspension.

Tobacco is the number one killer and the leading cause of preventable death in Arkansas. To support and model a healthy lifestyle for our students, the school board of the Harmony Grove School District established a tobacco-free policy. The Harmony Grove School District and all of its school properties shall be tobacco-free 24 hours a day, 365 days per year. This includes all days when school is not in session and all functions taking place on school grounds, such as athletic functions and other activities not associated with, or sponsored, by the school.

Possession and use of tobacco products by students on district property, in district vehicles and at school-sponsored functions is prohibited at all times. This includes non-school hours and all functions sponsored by the school or others, athletic or otherwise, on or off school property. The use of tobacco products by all visitors to the school district property is prohibited.

STUDENT MOTOR VEHICLES ON CAMPUS

A student driving an automobile on campus must have a valid driver's license and fill out a vehicle registration form with the principal. Students must provide proof of insurance and must purchase a parking pass. Parking pass must be properly displayed in the vehicle while on school property. Once on campus, the student must leave the vehicle. All safety regulations must be followed. Any property in the vehicle is subject to reasonable search if there is cause. Guns and other illegal substances are not allowed to be brought on campus or stored in vehicles driven on campus. Students are allowed to park in designated areas only. The right to drive on campus is a privilege that may be revoked if rules are not followed.

SAFETY RULES AND PROCEDURES

A crisis plan is located in each office and classroom detailing the steps that will be followed in crisis and emergency procedures. Students must listen and follow exactly the directions of staff members when there is a crisis or emergency. Fire drills will be conducted once a month. Tornado drills are held four times per year. Other drills will be held as needed. Directions are posted in each room.

VISITORS

Parents are welcome at any time. Others who wish to visit with a student must follow the rules set by the principal of each school which include the following guidelines. No disruption of classes or teaching will be allowed. Visitors such as friends or students from other schools are not allowed to come to school with you. ALL parent and relative visitors are to report FIRST to the principals' offices for directions, sign in, and receive a pass before visiting in the school. Only parents or grandparents will be allowed to visit with a student during lunch except when the principal allows an exception. Elected officials and/or political candidates are not allowed to present campaign propaganda on school premises during the school day.

HOMEWORK POLICY

The Harmony Grove School District believes that homework is an important activity to help students learn. It is an integral part of each student's educational process and a means by which students are provided extended time to master learning concepts and objectives. Homework should be a positive experience and provide students the opportunities to reinforce skills, manage learning time away from school, and communicate to parents those learning activities provided during the day.

It shall be the policy of the Harmony Grove School Board of Education to delegate the responsibility of assigning and grading homework for students to the professional staff in accordance with the following guidelines:

1. Assignments will be considered extensions of classroom instruction for the purpose of independent mastery of concepts or for review of previously mastered skills.
2. Assignments will not involve new skills which have not been taught.
3. Assignments to achieve mastery of new skills will follow guided practice to insure that learners can successfully practice the skill accurately.
4. Maximum use of classroom time for input and supervised study should be planned for each lesson by the teacher.
5. Assignments will be designed that provide short, frequent practice sessions focused on small segments of learning, while at the same time maintaining maximum meaning for the learner.

6. Assignments will be made that address common needs of group learning and specific needs of individuals. Assigning punishment work to all learners without regard to the individual's learning needs will be avoided.
7. When only classroom sets of texts are available, teachers shall make provisions for students to have access to those texts when assignments are made from them.
8. Teachers should present clear copies with coherent instructions when using duplicated materials as part of assignments.
9. Teachers are to implement plans for immediate feedback to learners upon completion of assignments. This feedback should communicate to the learner specifically what is correct and what is incorrect. Following feedback, instruction and exercises should be implemented to guide the learner in making and practicing corrections.
10. Teachers may request parent signatures on basic skill assignments as they deem necessary. Basic skill assignments will be indicated as such to students and parents.
11. The following guidelines are to be used in determining the time delegated on a daily basis for homework:

Kindergarten - Generally, students are not given homework assignments.

Grades 1 and 2 - 15-30 minutes for completion of daily assignments.

Grades 3 through 6 - 30-60 minutes for completion of daily assignments.

Grades 7 through 12 - Specific times for completion will be made by each teacher based on course content, level of instruction, and student ability. Every effort shall be made to assign major projects and homework well in advance of the date for completion as high school students carry several subjects.

HONORS

CRITERIA FOR ARKANSAS SCHOLAR

Arkansas Scholars is a program of the Arkansas Business & Education Alliance and the Greater Camden Chamber of Commerce.

Local business leaders want you to do well in school. Many businesses have agreed to recognize the achievement of Arkansas Scholars status as a symbol of a high quality education.

If you, as a student, meet the Arkansas Scholars' criteria over four years (Grades 9-12), you will be designated as an Arkansas Scholar. Business leaders will hold a banquet for you and your parents at the end of your senior year, and a seal, naming you an Arkansas Scholar, will be

placed on your transcript. Because a growing number of employers are asking job applicants for high school transcripts, the Arkansas Scholars seal will make a difference and improve your chances for employment.

Students must check with the Guidance Counselor each year to see if they are in compliance with the following criteria for Arkansas Scholar:

- Make grades of C or above in all academic classes

- Take the recommended courses to get ready for further education after high school:
 - 4 units English - English 1, 2, 3, 4
 - 3 units Science - from Biology, Chemistry, Physics, and Physical Science, lab based
 - 4 units of Math (Algebra I, Geometry, Algebra II, and one Advanced Math course)
 - 3 units of Social Studies including World History, U.S. History, Civics/Government
 - 2 units of the same foreign language
- Complete remaining Arkansas requirements to graduate
- Complete high school in 8 consecutive semesters
- Attend classes 95% of the required days. This is an average over 4 years. The attendance requirement will be strictly enforced and any extenuating circumstances must be approved through the advisory council of the Greater Camden Chamber of Commerce and the local business alliance.

HONOR ROLL

Students with no grade below a “B” in academics and conduct and no unexcused absences will be named to the honor roll each 9 weeks.

INDEBTEDNESS TO THE SCHOOL

Students should not accumulate debts or fines. All debts must be paid by the end of each school year to be eligible for participation in extra-curricular activities for the following year. Students who participate in fund-raising activities must turn money raised in to their sponsor on a daily basis. Students must pay all accumulated debts and fines before being allowed to graduate. Participation in any extra-curricular activity, including attendance at school sponsored events after school will be denied pending a resolution of indebtedness.

LIBRARIES

The libraries are designed to supplement the instruction of the school and to provide reading materials and research materials for students and staff. Students, parents, staff, and community are encouraged to use the libraries. The libraries are open during regular school hours.

OFFICE ISSUES

OFFICE AIDES/TEACHER AIDES

1. Only the principal may approve a student serving as an aide.
2. Aides may not disrupt classes or office business. A protocol to follow will be taught all aides by the secretary and/or principal.

OFFICE USE

1. The office is to be used only for the conduct of business.
2. Students are to wait for permission to enter an administrator's office.
3. Students are not to leave class to go to the office without the teacher's permission except in an emergency. The principal will determine what is an emergency.
4. With the principal or secretary's permission, a student may be allowed to use an office phone to call a parent.
5. Students may not loiter in the office. Visiting with aides is loitering.

STUDENT ARRIVAL/DEPARTURE

Harmony Grove Elementary – The school day for students begins at 7:50 a.m. and ends at 3:10 p.m. Students are marked as tardy after 7:50 a.m. If a student arrives after 8:50 a.m., that student is marked absent for ½ day (a.m.) Parents should not bring students to school before 7:30 a.m. and buses should not arrive at school prior to 7:20 a.m. Students either report to the cafeteria to eat breakfast or line up in the courtyard upon arrival at school. If there is bad weather, the elementary students wait in the front hallway until 7:35 a.m. and then report to their classrooms after being dismissed by the teacher on duty. Once at school, students may not leave school except when their parent checks them out through the elementary office. If a student is checked out of school before 2:10 p.m. the student will be marked absent ½ day (p.m.) After 2:10 p.m. the student is marked tardy if he or she leaves prior to 3:10 p.m. The office should be notified if a person is specifically forbidden to pick up a child.

Sparkman Elementary – The school day for students begins at 7:50 a.m. and ends at 3:10 p.m. Students are marked tardy after 7:50 a.m. If a student arrives after 8:50 a.m. the student is marked absent ½ day (a.m.) Parents should not bring students to school before 7:30 a.m. An early morning duty teacher will supervise students on the playground. On bad weather days, students are to report inside the main elementary building where they will be dismissed at the bell to go to class. School will dismiss at 3:15 p.m.

Harmony Grove High School – Car riders should not arrive before 7:30 a.m. Students who choose not to eat breakfast in the cafeteria should report to the outside gathering area until the first bell at 7:45 or to the gym in bad weather. Students should clear the campus by 3:30 p.m. unless arrangements have been made with the principal or a teacher to stay for any activity or school function.

Sparkman High School – Car riders should not arrive before 7:30 a.m. Students should remain outside or in the cafeteria until the first bell 7:50. Absentee slips should be picked up in the office prior to the first bell. Students are to leave campus immediately upon dismissal at 3:15 p.m. except in cases where they have been cleared to report for an activity or school function.

PARENT ISSUES

PARENT CENTER

While the parent center is designed primarily for parental use, students and staff are encouraged to visit the center as well. Operating times will be posted by the parent center coordinator. Helpful materials are located in the center.

PARENTAL INVOLVEMENT

Parents are welcome and encouraged to be a part of the school program. The school offices and parent center staff solicit parent volunteers and urge all parents to join the local PTSO (Parent-Teacher-Student Organization). Parents of high school students are invited to join the booster clubs such as the band or athletic booster club. Events such as open house, POP night, and SPIN night are provided for parents to meet their child's teachers. Parents are encouraged to attend parent-teacher conference nights in the fall and in the spring semesters.

PARENTAL INVOLVEMENT POLICY

Harmony Grove School District recognizes that a student's education is the responsibility of both the parents and the school so that students will be educated to the maximum extent possible.

Recognizing the diversity in culture and needs of the parents in Harmony Grove School District, the district directs the school staff to form a commitment to work with parents in ways in which parents are comfortable to successfully educate the students of Harmony Grove School District. Both parents and staff will establish programs and practices that welcome parental involvement in meeting the diverse needs of students and families in the Harmony Grove School District.

The Harmony Grove School District recognizes the importance of staff leadership in setting high expectations and creating a welcoming and safe climate conducive to parental participation. Parental involvement will be developed and implemented for each school within the district and for the district as a whole. It is the philosophy of the Board, the administration, and teaching staff to foster and support active parental participation so that improved student academic achievement and positive character development occur in the Harmony Grove School District.

Specific components that will be addressed through the program will include, but not be limited to the following:

- Parents at all grade levels will be involved and their input sought. Communication, to include meetings, will be regularly scheduled and will have specific meaning or purpose. Communication will be a two way process.

- Parents will be welcome in the school. Parents and community members are encouraged to visit and/or volunteer at school. The district will recognize and honor parents who attend meetings, volunteer, or in other ways aid and assist the school in its quest for academic excellence.
- Community resources will be sought to strengthen school programs, family practices, and student learning.
- Opportunities will be provided for parents to become an integral part of the student's learning experiences. The support and assistance of parents will be sought, and parents will be treated as full partners in the decisions that affect their children and their families.
- Each school will have a parent facilitator to provide training for parents and staff in promoting and welcoming parental involvement.
- Professional development in parental involvement strategies will be required of all teachers and administrators.
- Tips will be developed and distributed to parents on how to foster their child's success.
- The involvement policy will be reviewed, evaluated, and updated annually with input from both parents and staff.

RECORDS

The Family Education Rights and Privacy Acts of 1974 (Public Law 93-380) states in part that "all academic and personal records pertaining to individual students are confidential and can only be inspected by students, parents, and school officials." Except when a court order regarding a student has been presented to the district to the contrary, all students' education records are available for inspection and copying by the parents of his/her student who is under the age of 18.

The school must provide parents of students the opportunity to inspect these records and challenge any records that may be misleading, inaccurate, or otherwise inappropriate.

Any school that wishes to release personally identifiable data from a student's record must first obtain written permission (consent) from the parents of the student before releasing such information.

Only in two specific instances is written permission not required: (1) other school officials within the same school may request and receive a student's record; and (2) officials or other schools or school systems in which the student has enrolled may request and receive a student's record.

When any student has reached the age of 18 or is attending an institution of post-secondary education, the law states that "the rights accorded to and the consent required of the parent of the student shall thereafter only be accorded to and required for the eligible student."

The school district may release directory information without the prior consent of the student or student's parent or guardian if the following steps are taken: (1) notice of intention to release

information that states the type of information to be released must be given; (2) student, parent, or guardian know they have the right to refuse to permit release; and (3) a time limit is given for refusal to permit release.

No school within the district shall use display, release, or print a student's social security number on any report, identification card, identification badge, or any document that will be made available or released to the public, a student, or a student's parent, if the student is a minor, or if the student is eighteen (18) years or age or older; or make a student's social security number available by reading the magnetic strip or other encoded information on the student's identification.

If a parent objects to a student's directory information being made available to the public, military recruiters, etc., a form for objecting is located in each principal's office and must be completed and signed by the parent no later than 10 days after the beginning of the school year or the date the student is enrolled for school. The district is required to continue to honor any signed opt-out form for any student no longer in attendance at the district.

Once a student turns 18, the rights to his/her educational records transfers to the student.

This section shall not apply to educational records that are transferred to or between the Department of Education, other public school districts, or other governmental agencies as allowed or required by federal law, State law, or State Board of Education rule.

REMEDIATION, RETENTION, AND ACADEMIC IMPROVEMENT PLANS

An Academic Improvement Plan (AIP) will be prepared for each student as designated by performance on state-mandated testing. The Arkansas Department of Education will determine student performance levels that require an AIP. Remediation will be provided by certified teachers during the school day. Students who fail to participate in the required AIP remediation will be retained and/or lose course credit.

SEXUAL HARASSMENT

HARASSMENT BASED ON RACE, NATIONAL ORIGIN, DISABILITY AND RELIGION

HARMONY GROVE SCHOOLS

POLICY STATEMENT

The Harmony Grove School District is committed to maintaining a learning/working environment free from sexual harassment and harassment based on race, national origin, disability or religion. Therefore, Harmony Grove School District prohibits sexual harassment and

harassment based on race, national origin, disability or religion of any student or school personnel at school or any school sponsored activity. It shall be a violation of this policy for any student or school personnel to harass a student or school personnel sexually, or based on race, national origin, disability or religion. Further, it shall be a violation of this policy for any school personnel to tolerate sexual harassment or harassment based on student's or employee's race, national origin, disability or religion by student, school personnel or third parties participating in, observing or otherwise engaged in school sponsored activities.

For the purpose of this policy, school personnel includes school board members, school employees, agents, volunteers, contractors or other persons subject to the supervision and control of the school district.

The school district shall: (1) promptly investigate all complaints, written or verbal, of sexual harassment and harassment based on race, national origin, disability or religion; (2) promptly take appropriate action to stop any harassment and (3) take appropriate action against any student or school personnel who violates this policy and take any other action reasonably calculated to end and prevent further harassment of school personnel or students.

II. DEFINITIONS

A. SEXUAL HARASSMENT

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

- i. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment or education; or
- ii. submission to or rejection of the conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
- iii. that conduct or communication substantially or unreasonably interferes with an individual's employment or education, or creates an intimidating, hostile or offensive employment or educational environment (i.e. the conduct is sufficiently serious to limit a student's or employee's ability to participate in or benefit from the education program or work environment).

Examples of conduct which may constitute sexual harassment if it meets the immediately preceding definition include:

- unwelcome sexual physical contact
- unwelcome ongoing or repeated sexual flirtation or propositions, or remarks
- sexual slurs, leering, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions
- graphic comments about an individual's body
- sexual jokes, notes, stories, drawings, gestures or pictures

- spreading sexual rumors
- touching an individual's body or clothes in a sexual way
- displaying sexual objects, pictures, cartoons or posters
- impeding or blocking movement in a sexually intimidating manner

B. HARASSMENT BASED ON RACE, NATIONAL ORIGIN, DISABILITY OR RELIGION

Harassment based on race, national origin, disability or religion consists of physical or verbal conduct relating to an individual's race, national origin, disability or religion when the conduct:

- i. creates an intimidating, hostile or offensive working or educational environment
- ii. substantially or unreasonably interferes with an individual's work or education
- iii. otherwise is sufficiently serious to limit an individual's employment opportunities or to limit a student's ability to participate in or benefit from the education program

Examples of conduct which may constitute harassment based on race, national origin, disability or religion if it meets the immediately preceding definition include:

- graffiti containing racially offensive language
- name calling, jokes or rumors
- physical acts of aggression against a person or his property because of that person's race, national origin, disability or religion
- hostile acts which are based on another's race, national origin, religion or disability
- written or graphic material which is posted or circulated and which intimidates or threatens individuals based on their race, national origin, disability or religion

III. COMPLAINT PROCEDURE

FORMAL PROCEDURE

1. FILE REPORT

Any student or school personnel who believes he or she has been the victim of sexual harassment based on race, national origin, religion or disability by a student, school personnel or a third party should report the alleged harassment to one of the compliance officers designated in this policy or to any school personnel. The alleged harassment should be reported as soon as possible, and the report generally should be made within 15 school days of the occurrence. Further, any student who has knowledge of conduct which may constitute prohibited harassment should report such conduct to one of the compliance officers designated in this policy or to any school personnel. Any school personnel who has notice that a student or other school personnel may have been a victim of prohibited harassment shall immediately report the alleged harassment to one of the compliance officers designated in this policy.

The reporting party should use the form, Report of Harassment JFCF-A to make complaints of harassment. However, oral reports and other written reports shall be accepted. The complaint should be filed with either the building principal or one of the compliance officers designated in this policy. The principal shall immediately forward any report of alleged prohibited harassment to the compliance officer. Any complaint that involves the compliance officer or principal shall be reported to the superintendent.

The complaint, and identity of the complainant and alleged harasser, will be disclosed only to the extent necessary to fully investigate the complaint and only when such disclosure is required or permitted by law. Additionally, a complainant who wishes to remain anonymous shall be advised that such confidentiality may limit the School District's ability to fully respond to the complaint.

2. INVESTIGATION

Upon receipt of a report of alleged prohibited harassment, the compliance officer shall immediately authorize or undertake an investigation. The investigation may be conducted by school personnel or a third party designated by the school division. The investigation shall be completed as soon as practical, which generally should be no later than 14 calendar days after receipt of the report of the compliance officer. Upon receiving the complaint, the compliance officer shall acknowledge receipt of the complaint by giving written notice that the complaint has been received to both the person complaining of harassment and the person accused of harassment. Also upon receiving the complaint, the compliance officer shall determine whether interim measures should be taken pending the outcome of the investigation. Such interim measures may include, but are not limited to, separating the alleged harasser and the complainant and, in cases involving potential criminal conduct, determining whether law enforcement officials should be notified. If the compliance officer determines that more than 14 days will be required to investigate the complaint, the complainant and the accused shall be notified of the reason for the extended investigation and of the date by which the investigation will be concluded. If the alleged harassment may also constitute child abuse, then it must be reported to the Department of Human Services.

The investigation may consist of personal interviews with the complainant, the alleged harasser and any others who may have knowledge of the alleged harassment or the circumstances giving rise to the complaint. The investigation may also consist of the inspection of any other documents or information deemed relevant by the investigator. The school district shall take necessary steps to protect the complainant and others pending the completion of the investigation.

In determining whether alleged conduct constitutes a violation of this policy, the district shall consider, at a minimum: (1) the surrounding circumstances; (2) the nature of the behavior; (3) the relationship between the parties; (4) how often the conduct occurred; (5) the identity of the alleged perpetrator in relation to the alleged victim; (6) the location of the alleged harassment; (7) the ages of parties and (8) the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a case by case

determination based on all of the facts and circumstances revealed after a complete and thorough investigation.

The compliance officer shall issue a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, then the report shall be sent to the School Board. The report shall include a determination of whether the allegations are substantiated, whether this policy was violated and recommendations for corrective action, if any.

All employees shall cooperate with any investigation of alleged harassment conducted under this policy or by an appropriate state or federal agency.

3. ACTION BY SUPERINTENDENT

Within five (5) calendar days of receiving the compliance officer's report, the superintendent or designee shall issue a decision regarding whether this policy was violated. This decision must be provided in writing to the complainant and the alleged perpetrator. If the superintendent or designee determines that prohibited harassment occurred, Harmony Grove School District shall take prompt, appropriate action to address and remedy the violation as well as prevent any recurrence. Such action may include discipline up to and including expulsion or discharge. Whether or not the superintendent or designee determines that prohibited harassment occurred, the superintendent or designee may determine that school-wide or district-wide training be conducted or that the complainant receive counseling.

4. APPEAL

If the Superintendent or designee determines that no prohibited harassment occurred, the employee or student who was allegedly subjected to harassment may appeal this finding to the School Board within five (5) calendar days of receiving the decision. Notice of appeal must be filed with the superintendent who shall forward the record to the School Board. The School Board shall make a decision within thirty (30) calendar days of receiving the record. The School Board may ask for oral or written argument from the aggrieved party and the superintendent and any other individual the School Board deems relevant.

If the Superintendent or designee determines that prohibited harassment occurred and discipline is imposed, the disciplined person may appeal the disciplinary sanction in the same manner as any other such sanction would be appealed.

Employees may choose to pursue their complaints under this policy through the relevant employee grievance procedure instead of the complaint procedure in this policy.

5. COMPLIANCE OFFICER AND ALTERNATE COMPLIANCE OFFICER

The Harmony Grove School Board has designated the Harmony Grove High School Counselor, 401 Ouachita 88; (870) 574-0656 as the Compliance Officer responsible for identifying,

preventing and remedying prohibited harassment on the Harmony Grove Campus. Complaints of harassment may also be made to the Alternate Compliance Officer, the agriculture teacher at Harmony Grove High School, 401 Ouachita 88; (870) 574-2148 on the Harmony Grove Campus. On the Sparkman Campus, the compliance officer is designated as the Sparkman School Counselor, P.O. Box 37, Sparkman, (870) 678-2710. The Alternate Compliance Officer is the Sparkman School Librarian (870) 678-2242. The Compliance Officer shall:

- receive reports or complaints of harassment
- oversee the investigation of any alleged harassment
- assess the training needs of the school division in connection with this policy
- arrange necessary training to achieve compliance with this policy
- insure that any harassment investigation is conducted by an impartial investigator who is trained in the requirements of equal employment/education opportunity, including the authority to protect the alleged victim and others during the investigation.

If the complainant and the person accused of harassment agree, the student's principal or designee may arrange for them to resolve the complaint informally with the help of a counselor, teacher, or administrator.

If the complainant and the person accused of harassment agree to resolve the complaint informally, they shall each be informed that they have the right to abandon the informal procedure at any time in favor of the initiation of the formal procedures set forth herein. The principal or designee shall notify the complainant and the person accused of harassment in writing when the complaint has been resolved. The written notice shall state whether prohibited harassment occurred.

IV. RETALIATION

Retaliation against students or school personnel who report harassment or participate in any related proceedings is prohibited. The School District shall take appropriate action against students or school personnel who retaliate against any student or school personnel who reports alleged harassment or participates in related proceedings.

V. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURE

Nothing in this policy shall deny the right of any individual to pursue other avenues of recourse to address concerns relating to prohibited harassment including initiating civil action, filing a complaint with outside agencies or seeking redress under state or federal law.

VI. PREVENTION AND NOTICE OF POLICY

Training to prevent sexual harassment and harassment based on race, national origin, disability and religion should be included in employee and student orientations as well as employee in-service training. This policy shall be (1) displayed in prominent areas of each building in a location accessible to students, parents and school personnel, (2) included in the student and employee handbooks; and (3) sent to parents of all students within 30 calendar days of the start of school. Further, all students, and their parents/guardians, and employees shall be notified annually of the names and contact information of the compliance officers.

VII. FALSE CHARGES

Students or school personnel who knowingly make false charges of harassment shall be subject to disciplinary action as well as any civil or criminal legal proceedings.

TITLE IX REGULATIONS

No student in the Harmony Grove School District will be excluded on the basis of sex from participation in, benefits of, or be subjected to discrimination under any education program or activity receiving federal assistance.

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

ANTI-BULLYING POLICIES

As part of the anti-harassment policies of Harmony Grove Schools, attachment AB to those policies deals specifically with anti-bullying practices which will be required for all students and staff. The district has an obligation to and is committed to providing a safe learning environment for each student and a safe working environment for each employee. Students learn best in an atmosphere that is free from the fear of emotional and physical intimidations and threats. Bullying is a destructive behavior that the district will not tolerate. The district will take the steps necessary to eliminate such behavior.

Information on the nature of bullying, its consequences, and the procedures to be used for reporting incidents will be covered in meetings with students and in staff development activities. All members of the school population are encouraged to report any instances of witnessed bullying.

Bullying is defined as the intentional harassment, intimidation, humiliation, ridicule, defamation, or threat or incitement of violence by a student against another student or school employee by a written, verbal, electronic, or physical act that may address an attribute of the other student, public school employee, or person with whom the other student or public school employee is

associated and that causes or creates actual or reasonably foreseeable physical harm to the person or his/her property; substantial interference with a student's education or an employee's role in education; a hostile educational environment for one or more students or employees due to the severity, persistence, or pervasiveness of the act; or substantial disruption of the orderly operation of the school or educational environment.

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

Electronic act means without limitation 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.

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 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 staff that substantially interfere with the learning environment.

A student or employee will be found in violation if the conduct humiliates, embarrasses, or is severe enough that it limits the person targeted to participate in, or benefit from, any activity of the school. Bullying behavior is established when there is a pattern of offensive behavior or when a single serious act occurs. Bullying is prohibited while in school, on school property, in school vehicles, on school buses, at designated bus stops, at school-sponsored activities, or at school sanctioned events.

Anyone who believes he or she has been a target of bullying or anyone who witnesses bullying should report the behavior in one of two ways:

- 1) Contact the principal or counselor (if a student) or a supervisor (if an employee) and ask that the matter be resolved informally.
- 2) File a complaint with the anti-harassment compliance officer or alternate compliance officer and principal of the school. The principal is required to promptly investigate the complaint and make a record of the investigation and any action taken as a result of the investigation.

The reporting of bullying behavior will be handled in as confidential a manner as possible. A written report including any action taken will be filed in the appropriate personnel record or student record. The person or persons reporting behavior they consider bullying shall not be

subject to retaliation or reprisal in any form. Appeal procedures for all parties will follow those stated in the anti-harassment policies.

Any area not specifically covered in this attachment will fall under the sexual and other anti-harassment policies of the district.

It is stressed that reporting a bullying incident is different from being a tattletale. Reporting is trying to get someone (the target) out of trouble. Tattling is trying to get someone in trouble.

Witnesses are encouraged to report bullying. No reprisal will occur to the person who reports a bullying incident. Anyone who files a complaint will not be subject to retaliation or reprisal in any form. However, anyone who knowingly fabricates or hinders an investigation may be subject to disciplinary action. Tattling just to get someone in trouble is not acceptable. The disciplinary action that results from bullying will be administered by the school administration and will follow the guidelines of school disciplinary policies and anti-harassment policies. The consequences for bullying may vary depending on the age or the grade of the student involved or the severity of the situation. Corporal punishment, ISS, parental conferences, required counseling, and out-of-school suspension are among the consequences for bullying.

This policy and anti-bullying signs will be posted throughout the district to include the cafeteria, gym, auditorium, school buses, restrooms, and classrooms.

TECHNOLOGY

The Harmony Grove School District will attempt to remain current and comprehensive in its use of computers and technology equipment. Students will be required to follow a set of procedures to insure confidentiality and ethical use of equipment.

TEXTBOOKS

All textbooks are furnished K-12. The responsibility of keeping up with and caring for books rests with the student and parent. Charges will be made for lost and damaged books. Students in AP English courses will buy their own paperback reading books. The school may choose to use digital materials in lieu of/in addition to textbooks.

TIME SCHEDULES

Each school's principal will develop a specific schedule of the school day times for classes, lunch, and pass times. Lunch will not exceed 30 minutes and pass time will not exceed five minutes. The instructional day will continue to be at least 360 minutes in length.

OBJECTION TO PUBLICATION OF DIRECTORY INFORMATION

If a parent of a student under the age of 18 or a student of the age of 18 or older objects to the disclosure or publication by the Harmony Grove School District of directory information, as defined in 4.13 Privacy of Students' Records, concerning the student, the district is required to honor any signed opt-out form so that the student's information is not disclosed. If interested, a form is available in the office of each principal and school counselor.

INDIVIDUAL EDUCATIONAL EVALUATION POLICY (IEE)

An independent educational evaluation (IEE) is an evaluation conducted by a qualified examiner who is not an employee of a student's school district. A parent has a right to an IEE at public expense if the parent disagrees with an evaluation that the school district conducted. If no evaluation exists, completed by the school district, there will be no IEE granted. For purposes of this policy, "evaluation" means the procedures used to determine whether a child has a disability and the nature and extent of the special education and related services the child needs. In the event the district receives a parent request for a IEE, the district must either provide the IEE at school expense pursuant to this policy or request a due process hearing to show that its evaluation is appropriate. The IEE must meet district criteria for IEEs, which is the same criteria that the district uses when it conducts its own evaluations. If the district request a due process hearing and the hearing officer determines that the district's evaluation is appropriate, the parent still has a right to an IEE, but not at public expense. Parents may only request one publicly funded IEE for each evaluation completed by the school district.

Procedure to obtain an IEE at Public Expense:

1. The parents should submit to the school district a written request for an IEE, and should include in such request an explanation of their reasons for objecting to the evaluation obtained by the district.
2. If a parent requests an IEE, the district will provide the following information:
 - a. A list of the names and addresses of IEE Examiners located in the area. The list will consist of IEE Examiners who, in the school district's judgement, are qualified to perform the evaluation requested by the parents. If a qualified examiner is not located in the area, the district will identify a qualified examiner located elsewhere in the State of Arkansas.
 - b. A description of the school district's criteria for selection of IEE Examiners.
3. Minimum Qualifications for IEE Examiners. The school district will not pay for an IEE unless the IEE complies with the following criteria or the parents can show unique circumstances that justify a publicly funded IEE that does not meet the criteria.
 - a. The prospective IEE Examiner (the Examiner) must hold a valid license from the State of Arkansas in the field related to the known or suspected disability. The Examiner must have extensive training in evaluation of the area(s) of concern and be able to interpret instructional implications of the evaluation results. In instances where no "applicable license" exists the evaluator must provide documentation of extensive and recent training and experience related to the known or suspected disability.
 - b. The Examiner must be located within 50 miles of the school district and must conduct the evaluation within school district boundaries.
 - c. The Examiner may only charge fees for educational evaluation services that, in the sole judgement of the school district, are reasonable.

- d. The Examiner shall have no employment, ownership interest or association with private schools or private instruction service agencies who are in the business of educating preschool to high school age students.
 - e. The Examiner shall have no history of consistent bias against public schools.
 - f. The Examiner must be permitted to directly communicate and share information with members of the IEP Team. The Examiner must also agree to release the assessment and results, including parents and teacher surveys, prior to receipt of payment for services.
 - g. If the School Districts evaluation included an observation of the child in one or more educational settings, the IEE shall include observations in those settings. Evaluators shall make at least one contact with the child's general education teacher for the purpose of determining how the student is progressing in the general curriculum. In addition evaluators are encouraged to make additional contact with other involved general or special education teachers. If the purpose of the evaluation is to address a learning disability, an observation of the child is required evaluation component.
4. The maximum allowable cost for an Examiner will be the average cost per day or per hour of a similarly qualified staff member employed by the school district during the current school year, as determined by the Director of Special Education (not to exceed \$400.00). In the unusual event the Examiner is one not typically employed by the school district, such as a medical doctor, psychiatrist, clinical psychologist, or other similar professional, reimbursement of costs will be limited to reasonable and customary charges as determined by the school district and its insurance carrier. The district shall not be responsible for reimbursement of travel costs or other related costs incurred by the parents in connection with their arrangement of, or their attendance at the IEE.
 5. The school district will permit parents to show that unique circumstances justify an IEE that exceeds the maximum allowable cost. If the total cost of the IEE exceeds the maximum allowable cost and if, in the school district sole judgement, there is no justification for the excess cost the cost of the IEE will be funded up to the school district's maximum allowable cost and no further. The parents shall be responsible for any remaining cost.