

Lake Hamilton School District  
High School Student Handbook  
2011-2012

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## **From the Principal's Desk**

To Students and Parents

In your hand you hold the guidelines for success at Lake Hamilton High School. It is our sincere desire that every student find opportunities for accomplishment during their high school experience. Students who read and follow these guidelines have made the first step toward great achievements.

Ask questions, be cooperative, get involved, do your best and never accept failure. Please contact us in the event of concerns or special needs.

Wishing you the very best,

Vernon Brooks, Principal

Frank Stapleton, Assistant Principal

Kirk Nance, Assistant Principal

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**LAKE HAMILTON SCHOOLS STUDENT HANDBOOKS**  
**DISTRICT – WIDE POLICIES**

## **ENTRANCE REQUIREMENTS**

To enroll in a school in the Lake Hamilton School District, the child must be a resident of the district, meet the criteria for homeless students or foster children as outlined in policy, be accepted as a transfer student by the board of directors, or participate under a school choice option and submit the required paperwork as required by the choice option.

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

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

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

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

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

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

Prior to the child's admission:

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

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

## **RESIDENCE REQUIREMENTS**

Definitions:

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

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

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

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

Any person eighteen (18) years of age or older may establish a residence separate and apart from his or her parents or guardians for school attendance purposes.

In order for a person under the age of eighteen (18) years to establish a residence for the purpose of attending the District's schools separate and apart from his or her parents, guardians, or other persons

having lawful control of him or her under an order of a court, the person must actually reside in the District for a primary purpose other than that of school attendance. However, a student previously enrolled in the district who is placed under the legal guardianship of a noncustodial parent living outside the district by a custodial parent on active military duty may continue to attend district schools. A foster child who was previously enrolled in a district school and who has had a change in placement to a residence outside the district may continue to remain enrolled in his/her current school unless the presiding court rules otherwise.

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

### **COMPULSORY ATTENDANCE REQUIREMENTS**

Every parent, guardian, or other person having custody or charge of any child age five (5) through seventeen (17) years on or before August 15 who resides, within the Lake Hamilton School District shall enroll and send the child to a District school with the following exceptions.

1. The child is enrolled in private or parochial school.
2. The child is being home-schooled and the conditions of district policy have been met.
3. The child will not be age six (6) on or before August 15 of that particular school year and the parent, guardian, or other person having custody or charge of the child elects not to have him/her attend kindergarten. A kindergarten waiver form prescribed by regulation of the Department of Education must be signed and on file with the District administrative office.
4. The child has received a high school diploma or its equivalent as determined by the State Board of Education.
5. The child is age sixteen (16) or above and is enrolled in a post-secondary vocational-technical institution, a community college, or a two-year or four-year institution of higher education.
6. The child is age sixteen (16) or seventeen (17) and has met the requirements to enroll in an adult education program.

### **STUDENT TRANSFERS**

The District may reject a nonresident's application for admission if its acceptance would necessitate the addition of staff or classrooms exceed the capacity of a program, class, grade level, or school building, or cause the District to provide educational services not currently provided in the affected school. The District shall reject applications that would cause it to be out of compliance with applicable laws and regulations regarding desegregation.

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

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

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

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

## **ABSENCES**

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

### **Grades K-7**

Students in grades K-7 shall not be absent, as defined in this policy more than 10 days in a semester. When a student has 5 absences, his/her parent, guardian, or person in loco parentis shall be notified that the student has missed half the allowable days for the semester. Notification shall be by telephone by the end of the school day in which such absence occurred or by regular mail with a return address sent no later than the following school day.

Whenever a student in grades K-7 exceeds 10 absences in a semester, the District shall notify the prosecuting authority and the parent, guardian, or person in loco parentis shall be subject to a civil penalty as prescribed by law.

Students with 10 absences in a course in a semester shall not receive credit for that course. If the student fails to receive credit for a sufficient number of courses and at the discretion of the principal after consultation with persons having knowledge of the circumstances of the absences, the student may be denied promotion or graduation. Excessive absences, however, shall not be a reason for expulsion or dismissal of a student.

### **Grades 8-12**

Students in grades 8-12 shall not be absent, as defined in this policy more than 6 days in a semester. When a student has 3 absences, his/her parent, guardian, or person in loco parentis shall be notified that the student has missed half the allowable days for the semester. Notification shall be by telephone by the end of the school day in which such absence occurred or by regular mail with a return address sent no later than the following school day.

Whenever a student in grades 8-12 exceeds 6 absences in a semester, the District shall notify the prosecuting authority and the parent, guardian, or person in loco parentis shall be subject to a civil penalty as prescribed by law.

Students with 6 absences in a course in a semester shall not receive credit for that course. If the student fails to receive credit for a sufficient number of courses and at the discretion of the principal after consultation with persons having knowledge of the circumstances of the absences, the student may be denied promotion or graduation. Excessive absences, however, shall not be a reason for expulsion or dismissal of a student.

### **All Students**

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

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

### **Additional Absences**

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

1. To participate in an FFA, FHA, or 4-H sanctioned activity;
2. To participate in the election poll workers program for high school students;
3. To serve as a page for a member of the General Assembly;
4. To visit his/her parent or legal guardian who is a member of the military and been called to active duty, is on leave from active duty, or has returned from deployment to a combat zone or combat support posting; and
5. For purposes pre-approved by the school administration such as visiting prospective colleges, to obey a subpoena, or to attend at an appointment with a government agency;
6. Due to the student having been sent home from school due to illness.

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

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

## **ATTENDANCE REQUIREMENTS FOR STUDENTS IN GRADES 9 - 12**

Students in grades nine through twelve (9-12) are required to schedule and attend at least 360 minutes of regularly scheduled class time daily. Part of this requirement may be met by students taking post-secondary courses. Eligible students' enrollment and attendance at a post-secondary institution shall count toward the required weekly time of school attendance. Each credit hour shall count as three (3) hours of attendance time. This means a three (3) hour course shall count as nine (9) hours of the weekly required time of attendance.

### **Study Halls**

Students may be assigned to no more than one (1) class period each day for a study hall that the student shall be required to attend and participate in for the full period. Such study halls are to be used for the purposes of self-study or for organized tutoring which is to take place in the school building.

### **Extracurricular Classes**

Students may be assigned to no more than one (1) class period each day for organized and scheduled student extracurricular classes that the student shall be required to attend and participate in for the full class period. Extracurricular classes related to a seasonal activity shall meet for an entire semester whether or not the season ends prior to the end of the semester. Students must attend and participate in the class for the entire semester in order to receive credit for the course. For the purpose of this policy, extracurricular classes is defined as school sponsored activities which are not an Arkansas Department of Education approved course counting toward graduation requirements or classes that have not been approved by the Arkansas Department of Education for academic credit. Such classes may include special interest, fine arts, technical, scholastic, intramural, and interscholastic opportunities.

### **Course Enrollment Outside of District**

Enrollment and attendance in vocational-educational training courses, college courses, school work programs, and other department-sanctioned educational programs may be used to satisfy the student attendance requirement even if the programs are not located at the public schools. Attendance in such alternative programs must be pre-approved by the school's administration. The district shall strive to assign students who have been dropped from a course of study or removed from a school work program job during the semester into another placement or course of study. In the instances where a subsequent placement is unable to be made, the district may grant a waiver for the student for the duration of the semester in which the placement is unable to be made.

In rare instances, students may be granted waivers from the mandatory attendance requirement if they would experience proven financial hardships if required to attend a full day of school. For the purpose of this policy, proven financial hardships is defined as harm or suffering caused by a student's inability to obtain or provide basic life necessities of food, clothing, and shelter for the student or the student's family. The superintendent shall have the authority to grant such a waiver, on a case-by-case basis, only when convinced the student meets the definition of proven financial hardships.

In any instance where a provision of a student's Individual Education Plan (IEP) conflicts with a portion(s) of this policy, the IEP shall prevail.

## **GRADING**

Parents or guardians shall be kept informed concerning the progress of their student. Parent-teacher conferences are encouraged and may be requested by parents, guardians, or teachers. If the progress of a student is unsatisfactory in a subject, the teacher shall attempt to schedule a parent-teacher conference. In the conference, the

teacher shall explain the reasons for difficulties and shall develop, cooperatively with the parents, a plan for remediation which may enhance the probability of the student succeeding. The school shall also send timely progress reports and issue grades for each nine-week grading period to keep parents/guardians informed of their student's progress.

The evaluation of each student's performance on a regular basis serves to give the parents/guardians, students, and the school necessary information to help effect academic improvement. Students' grades shall reflect only the extent to which a student has achieved the expressed educational objectives of the course.

The grading scale for all schools in the district shall be as follows.

A = 100 – 90

B = 89 – 80

C = 79 – 70

D = 69-60

F = 59 and below

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

A = 4 points

B = 3 points

C = 2 points

D = 1 point

F = 0 points

The grade point values for Advanced Placement (AP) and International Baccalaureate (IB), and approved honor courses shall be one point greater than for regular courses with the exception that an F shall still be worth 0 points. Weighted credit for AP and IB courses shall be allowed if the student completes the appropriate AP or IB course, completes the appropriate AP examination, and the teacher of the AP or IB course is appropriately licensed and trained.

Kindergarten student performance shall be evaluated based on achievement of specified grade level and developmentally appropriate skills as determined by approved district curriculum.

### **HOMEWORK**

Homework is considered to be part of the educational program of the District. Assignments shall be an extension of the teaching/learning experience that promotes the student's educational development. As an extension of the classroom, homework must be planned and organized and should be viewed by the students as purposeful.

Teachers should be aware of the potential problem students may have completing assignments from multiple teachers and vary the amount of homework they give from day to day.

### **CONCURRENT CREDIT**

A ninth through twelfth grade student who successfully completes a college course or courses from an institution approved by the Arkansas Department of Education shall be given credit toward high school grades and graduation at the rate of one-half (1/2) high school credit for each three (3) semester hours of college credit. Unless approved

by the school's principal, **prior to enrolling for the course**, the concurrent credit shall be applied toward the student's graduation requirements as an elective.

Students are responsible for having the transcript for the concurrent credit course(s) they've taken sent to their school in order to receive credit for the course(s). The transcripts are to be received by the school within five (5) school or working days of the end of the semester in which the course is taken. Students may not receive credit for the course(s) they took or the credit may be delayed if the transcripts are not received in time, or at all. This may jeopardize students' eligibility for extracurricular activities and/or graduation.

Students will retain credit applied toward a course required for high school graduation from a previously attended, accredited, public school. Any and all costs of higher education courses taken for concurrent credit are the student's responsibility.

### **ACADEMIC IMPROVEMENT PLANS AND REMEDIATION**

Students who do not score proficient or above on their grade level Benchmark Exams shall be required to participate in an individualized Academic Improvement Plan (AIP). Each AIP shall be developed by school personnel and the student's parents and shall be designed to assist the student in attaining the expected achievement level. The AIP shall also state the parent's role as well as the consequences for the student's failure to participate in the plan, which shall include the student's retention in their present grade.

In addition to the Benchmark Exam requirements, students who take a course requiring a general end-of-course (EOC) assessment must receive a score of proficient on the initial assessment or successfully participate in the AIP created for them to receive academic credit for the course and to be able to graduate. If the course is Algebra I, the student must take the high stakes EOC assessment and receive a score of passing on a subsequent assessment or receive a passing score on an alternative assessment as provided by law to be able to receive academic credit for the course and to be able to graduate.

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

### **SPECIAL SERVICES**

The district shall provide a free appropriate public education and necessary related services to all children with disabilities residing within the district, required under the Individuals with Disabilities Education Act ("IDEA"), Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and Arkansas Statutes.

It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated and provided with appropriate educational services. Students may be disabled within the meaning of Section 504 of the Rehabilitation Act even though they do not require services pursuant to the IDEA.

For students eligible for services under IDEA, the District shall follow procedures for identification, evaluation, placement, and delivery of services to children with disabilities provided in state and federal statutes which govern special education. Implementation of an Individualized Education

Program (IEP) in accordance with the IDEA satisfies the district's obligation to provide a free and appropriate education under Section 504.

Parents or guardians who suspect that their child may qualify for special services due to a disability should contact the school principal (telephone numbers listed below) or the special services office at 501-767-8444.

|                            |          |
|----------------------------|----------|
| Lake Hamilton Primary      | 767-9351 |
| Lake Hamilton Elementary   | 767-8725 |
| Lake Hamilton Intermediate | 767-4111 |
| Lake Hamilton Middle       | 767-3355 |
| Lake Hamilton Junior High  | 767-2731 |
| Lake Hamilton High School  | 767-9311 |

### **DISCIPLINARY CONSEQUENCES**

Consequences for infractions of rules of conduct or violations of behavioral standards shall range from the minimum consequence of a verbal warning or reprimand to the maximum consequence of expulsion.

### **PHYSICAL EXAMINATIONS OR SCREENINGS**

The district conducts routine health screenings such as hearing, vision, and scoliosis 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 to his/her full potential.

The rights provided to parents under this policy transfer to the student when he/she turns 18 years old.

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 exams or screenings by using the appropriate form available at the principal's office or by providing certification from a physician that he/she has recently examined the student.

### **SCHOOL LUNCH SUBSTITUTIONS**

The district only provides substitute meal components on menus to accommodate students with handicapping conditions meeting the definition of a disability as defined in USDA regulations. A parent/guardian wishing to request such a dietary accommodation must submit a Certification of Disability for Special Dietary Needs Form completed by a licensed physician to the district's Director of Child Nutrition.

The district will not prepare meals outside the normal menu to accommodate a family's religious or personal health beliefs.

### **CLOSED CAMPUS**

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

# GRADUATION REQUIREMENTS FOR THE OF CLASSES OF 2011, 2012, AND 2013

## SMART CORE/CORE CURRICULUM

All students are required to participate in the Smart Core curriculum unless their parents or guardians, or the students if they are 18 years of age or older, sign a Smart Core Waiver Form to not participate. Those students not participating in the Smart Core curriculum will be required to fulfill the Core curriculum or the requirements of their IEP (when applicable) to be eligible for graduation. Students and parents will declare their intent to participate in either course of study prior to enrolling in the 7<sup>th</sup> grade. A Smart Core Informed Consent Form and a Smart Core Waiver Form will be sent home with students prior to their enrolling in seventh grade, or when a 7-12 grade student enrolls in the district for the first time and there is not a signed form in the student's permanent record. Parents must sign one of the forms and return it to the school so it can be placed in the students' permanent records. Counseling by trained personnel shall be available to students and their parents or legal guardians prior to the time they are required to sign the consent forms.

### Smart Core Curriculum (22 units)

#### English - 4 units (years)

- English 9<sup>th</sup> grade 1 unit
- English 10<sup>th</sup> grade 1 unit
- English 11<sup>th</sup> grade 1 unit
- English 12<sup>th</sup> grade 1 unit

#### Oral Communications – ½ unit (1/2 year)

#### Mathematics - 4 units (years)

- Algebra I 1 unit
- Geometry 1 unit
- Algebra II 1 unit
- Choice of: Pre-Calculus w/Trigonometry, Discrete Math, Any math above Algebra II approved by ADE, or an Advanced Placement mathematics\* 1 unit
- Comparable concurrent credit college courses may be substituted where applicable.

#### Natural Science - 3 units (years) with lab experience

- Physical Science 1 unit
- Biology 1 unit
- Choice of: Chemistry or Physics 1 unit

#### Social Studies - 3 units (years)

- Civics 1 unit OR ½ unit of Civics and ½ unit of American Government
- World History 1 unit
- U.S. History 1 unit

#### Physical Education – ½ unit (1/2 year)

#### Health and Safety – ½ unit (1/2 year)

#### Fine Arts – ½ unit (1/2 year)

**Career Focus - 6 units** All units in the career focus shall be established through guidance and counseling at the local level.

Comparable concurrent college credit courses may be substituted where applicable if approved by the high school principal.

\*Lake Hamilton offers 1 unit of Algebra I at the 9<sup>th</sup> grade level and 1 unit of Geometry at the 10<sup>th</sup> grade level.

**Total** **22 Units**

### Core Curriculum (22 units)

#### English - 4 units (years)

- English 9<sup>th</sup> grade 1 unit
- English 10<sup>th</sup> grade 1 unit
- English 11<sup>th</sup> grade 1 unit
- English 12<sup>th</sup> grade 1 unit

#### Oral Communications – ½ unit (1/2 year)

#### Mathematics - 4 units (years)\*

- Algebra I 1 unit
- Geometry 1 unit
- Algebraic Connections 1 unit
- Algebra II 1 unit
- All math units must build on the base of algebra and geometry knowledge and skills.

#### Science – 3 units (years)

- Biology 1 unit
- A Physical Science 1 unit
- Science elective 1 unit

#### Social Studies –3 units (years)

- Civics ½ unit OR American Government ½ unit
- World History 1 unit
- U.S. History 1 unit
- Social Studies elective ½ unit

#### Physical Education – ½ unit (1/2 year)

#### Health and Safety – ½ unit (1/2 year)

#### Fine Arts – ½ unit (1/2 year)

**Career Focus - 6 units** All units in the career focus shall be established through guidance and counseling at the local level.

Comparable concurrent college credit courses may be substituted where applicable if approved by the high school principal.

\*Lake Hamilton offers 1 unit of Algebra I at the 9<sup>th</sup> grade level and 1 unit of Geometry at the 10<sup>th</sup> grade level.

**Total** **22 Units**

# GRADUATION REQUIREMENTS FOR THE OF CLASS OF 2014 AND THEREAFTER

## SMART CORE/CORE CURRICULUM

All students are required to participate in the Smart Core curriculum unless their parents or guardians, or the students if they are 18 years of age or older, sign a Smart Core Waiver Form to not participate. Those students not participating in the Smart Core curriculum will be required to fulfill the Core curriculum or the requirements of their IEP (when applicable) to be eligible for graduation. Students and parents will declare their intent to participate in either course of study prior to enrolling in the 7<sup>th</sup> grade. A Smart Core Informed Consent Form and a Smart Core Waiver Form will be sent home with students prior to their enrolling in seventh grade, or when a 7-12 grade student enrolls in the district for the first time and there is not a signed form in the student's permanent record. Parents must sign one of the forms and return it to the school so it can be placed in the students' permanent records. Counseling by trained personnel shall be available to students and their parents or legal guardians prior to the time they are required to sign the consent forms.

| <b>Smart Core Curriculum (22 units)</b>   | <b>Core Curriculum (22 units)</b>  |
|---|--|
| <p><b>English - 4 units</b></p> <ul style="list-style-type: none"> <li>▪ English 9<sup>th</sup> grade 1 unit</li> <li>▪ English 10<sup>th</sup> grade 1 unit</li> <li>▪ English 11<sup>th</sup> grade 1 unit</li> <li>▪ English 12<sup>th</sup> grade 1 unit</li> </ul> <p><b>Oral Communications – ½ unit</b></p> <p><b>Mathematics* - 4 units</b></p> <ul style="list-style-type: none"> <li>▪ Algebra I 1 unit</li> <li>▪ Geometry 1 unit</li> <li>▪ Algebra II 1 unit</li> <li>▪ Choice of: Pre-Calculus w/Trigonometry, Discrete Math, Any math above Algebra II approved by ADE, or an Advanced Placement mathematics* 1 unit</li> <li>▪ Comparable concurrent credit college courses may be substituted where applicable.</li> </ul> <p><b>Natural Science - 3 units with lab experience</b></p> <ul style="list-style-type: none"> <li>▪ Physical Science 1 unit</li> <li>▪ Biology 1 unit</li> <li>▪ Choice of: Chemistry or Physics 1 unit</li> </ul> <p><b>Social Studies - 3 units</b></p> <ul style="list-style-type: none"> <li>▪ Civics ½ unit</li> <li>▪ World History 1 unit</li> <li>▪ U.S. History 1 unit</li> <li>▪ Economics ½ unit</li> </ul> <p><b>Physical Education – ½ unit</b></p> <p><b>Health and Safety – ½ unit</b></p> <p><b>Fine Arts – ½ unit</b></p> <p><b>Career Focus - 6 units</b> All units in the career focus shall be established through guidance and counseling at the local level. Comparable concurrent college credit courses may be substituted where applicable if approved by the high school principal.<br/>*1 unit of Algebra I at the 9<sup>th</sup> grade level and 1 unit of Geometry at the 10<sup>th</sup> grade level is offered</p> <p><b>Total</b> <span style="float: right;"><b>22 Units</b></span></p> | <p><b>English - 4 units</b></p> <ul style="list-style-type: none"> <li>▪ English 9<sup>th</sup> grade 1 unit</li> <li>▪ English 10<sup>th</sup> grade 1 unit</li> <li>▪ English 11<sup>th</sup> grade 1 unit</li> <li>▪ English 12<sup>th</sup> grade 1 unit</li> </ul> <p><b>Oral Communications – ½ unit</b></p> <p><b>Mathematics* - 4 units</b></p> <ul style="list-style-type: none"> <li>▪ Algebra I 1 unit</li> <li>▪ Geometry 1 unit</li> <li>▪ Algebraic Connections 1 unit</li> <li>▪ Algebra II 1 unit</li> <li>▪ All math units must build on the base of algebra and geometry knowledge and skills.</li> </ul> <p><b>Science – 3 units</b></p> <ul style="list-style-type: none"> <li>▪ Biology 1 unit</li> <li>▪ A Physical Science 1 unit</li> <li>▪ Science elective 1 unit</li> </ul> <p><b>Social Studies –3 units</b></p> <ul style="list-style-type: none"> <li>▪ Civics ½ unit</li> <li>▪ World History 1 unit</li> <li>▪ U.S. History 1 unit</li> <li>▪ Economics ½ unit</li> </ul> <p><b>Physical Education – ½ unit</b></p> <p><b>Health and Safety – ½ unit</b></p> <p><b>Fine Arts – ½ unit</b></p> <p><b>Career Focus - 6 units</b> All units in the career focus shall be established through guidance and counseling at the local level. Comparable concurrent college credit courses may be substituted where applicable if approved by the high school principal.</p> <p>* 1 unit of Algebra I at the 9<sup>th</sup> grade level and 1 unit of Geometry at the 10<sup>th</sup> grade level is offered.</p> <p><b>Total</b> <span style="float: right;"><b>22 Units</b></span></p> |

## **PARENTAL/COMMUNITY INVOLVEMENT**

The Lake Hamilton School District understands the importance of involving parents and the community as a whole in promoting higher student achievement and general good will between the district and those it serves. Therefore, the district shall strive to develop and maintain the capacity for meaningful and productive parental and community involvement that will result in partnerships that are mutually beneficial to the school, students, parents, and the community. To achieve such ends, the district shall work to

1. Involve parents and the community in the development of the long range planning of district;
2. Give the schools in the district the support necessary to enable them to plan and implement effective parental involvement activities;
3. Have a coordinated involvement program where the involvement activities of the district enhance the involvement strategies of other programs such as Head Start, Career Action Planning for Students (CAPS), Parent Awareness and Community Education (PACE), Civic and Community partnerships with various organizations and collaboration with various local, county and state agencies *Prevention Resource Center Garland Co. Region 8 Committee, Garland Co. Networking Committee and Partner with NPCC for Orientation;*
4. Explain to parents and the community the State's content and achievement standard, State and local student assessments and how the district's curriculum is aligned with the assessments and how parents can work with the district to improve their child's academic achievement;
5. Provide parents with the materials and training they need to be better able to help their child achieve. The district may use parent resource centers or other community based organizations to foster parental involvement and provide literacy and technology training to parents;
6. Educate district staff, with the assistance of parents, in ways to work and communicate with parents and to know how to implement parent involvement programs that will promote positive partnerships between the school and parents;
7. Keep parents informed about parental involvement programs, meetings, and other activities they could be involved in. Such communication shall be, to the extent practicable, in a language the parents can understand;
8. Find ways to eliminate barriers that work to keep parents from being involved in their child's education. This may include arranging meetings at a variety of times, and being creative with parent/teacher conferences;
9. Find and modify other successful parent and community involvement programs to suit the needs of our district;
10. Train parents to enhance and promote the involvement of other parents;

Provide reasonable support for other parental involvement activities as parents may reasonably request.

To ensure the continued improvement of the district's parental/community involvement program, the district will conduct an annual review of its parental involvement policies to examine their affect on promoting higher student achievement. The review shall be done by a committee consisting of parents and other community members, certified and classified staff, and member(s) of the administration.

This policy shall be part of the school's Title I plan and shall be distributed to parents of the district's students and provided, to the extent practicable, in a language the parents can understand.

### **PRIVACY OF STUDENTS' RECORDS/ DIRECTORY INFORMATION**

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

The district shall receive written permission before releasing education records to any agency or individual not authorized by law to receive and/or view the education records without prior parental permission. The District shall maintain a record of requests by such agencies or individuals for access to, and each disclosure of, personally identifiable information from the education records of each student. Disclosure of education records is authorized by law to school officials with legitimate educational interests. A personal record kept by a school staff member is **not** considered an education record if it meets the following tests.

- it is in the sole possession of the individual who made it;
- it is used only as a personal memory aid; and
- information contained in it has never been revealed or made available to any other person, except the maker's temporary substitute.

For the purposes of this policy a school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

For the purposes of this policy a school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility, contracted duty, or duty of elected office.

The District discloses personally identifiable information from an education record to appropriate parties, including parents, in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. The superintendent or designee shall determine who will have access to and the responsibility for disclosing information in emergency situations.

When deciding whether to release personally identifiable information in a health or safety emergency, the District may take into account the totality of the circumstances pertaining to a threat to the health or safety of a student or other individuals. If the District determines that there is an articulable and significant threat to the health or safety of a student or other individuals, it may disclose information from education records to any person whose knowledge of the information is necessary to protect the health or safety of the student or other individuals.

For purposes of this policy, the Lake Hamilton School District does not distinguish between a custodial and noncustodial parent, or a non-parent such as a person acting in loco parentis or a foster parent with respect to gaining access to a student's records. Unless a court order restricting access has been presented to the district to the contrary, the fact of a person's status as parent or guardian, alone, enables that parent or guardian to review and copy his child's records.

If there exists a court order which directs that a parent not have access to a student or his records, the parent, guardian, or person acting in loco parentis, or an agent of the Department of Human Services must present a file-marked copy of such order to the building principal and the superintendent. The school will make good-faith efforts to act in accordance with such court order, but the failure to do so does not impose legal liability upon the school. The actual responsibility for enforcement of such court orders rests with the parents or guardians, their attorneys and the court which issued the order.

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

Unless the parent or guardian of a student (or student, if above the age of eighteen (18) objects, directory information about a student may be made available to the public, military recruiters, post secondary educational institutions, prospective employers of those students, as well as school publications such as annual yearbooks and graduation announcements. "Directory information" includes, but is not limited to, a student's name, address, telephone number, electronic mail address, photograph, date and place of birth, dates of attendance, his/her placement on the honor role (or the receipt of other types of honors), as well as his/her participation in school clubs and extracurricular activities, among others. If the student participates in inherently public activities (for example, basketball, football, or other interscholastic activities), the publication of such information will be beyond the control of the District. A student's name and photograph will only be displayed on the district or school's web page(s) after receiving the written permission from the student's parent or student if over the age of 18.

The form for objecting to making directory information available may be accessed at the principal's office and must be completed and signed by the parent or age-eligible student and filed with the building principal's office no later than ten (10) school days after the beginning of each school year or the date the student is enrolled for school. Failure to file an objection by that time is considered a specific grant of permission. The district is required to continue to honor any signed opt out form for any student no longer in attendance at the district.

Parents and students over the age of 18 who believe the district has failed to comply with the requirements for the lawful release of student records may file a complaint with the U.S. Department of Education at

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

## **SCHOOL CHOICE**

### **Standard School Choice**

The superintendent will consider all applications for School Choice postmarked not later than the July 1 preceding the fall semester the applicant would begin school in the District. The superintendent shall notify the parent or guardian and the student's resident district, in writing, of the decision to accept or reject the application within 30 days of its receipt of the application.

The District shall advertise in appropriate print and broadcast media to inform students and parents in adjoining districts of the range of possible openings available under the School Choice program. The public pronouncements shall state the application deadline and the requirements and procedure for participation in the program. Such pronouncements shall be made in the spring, but in no case later than June first.

When considering applications, priority will be given to applications from siblings or stepsiblings residing in the same residence or household of students already attending the District through school choice.

The District may reject a nonresident's application for admission if its acceptance would necessitate the addition of staff or classrooms, exceed the capacity of a program, class, grade level, or school building, or cause the District to provide educational services not currently provided in the affected school. The District shall reject applications that would cause it to be out of compliance with applicable laws and regulations regarding desegregation. Letters of rejection shall state the reason(s) for the rejection.

The Board of Directors reserves the right, after a hearing before the board, not to allow any person who is currently under expulsion from another district to enroll in a District school.

Students admitted under this policy shall be entitled to continued enrollment until they graduate or are no longer eligible for enrollment in the District's schools. Any student admitted to this district under the provisions of this policy who chooses to return to his/her resident district during the school year voids the transfer and must reapply for a school choice admission if desiring to return to this district in the future.

### **Opportunity School Choice**

Unless there is a lack of capacity at the District's school or the transfer conflicts with a federal desegregation order applicable to the District, a student who is eligible for transfer from a school identified under A.C.A. § 6-15-2103(c)(1) may enroll in a District school that has a performance category level 3 or higher as defined by A.C.A. § 6-15-2103(a) provided the student's parent or guardian, or the student if over the age of eighteen (18), has successfully completed the necessary application process by July 30 preceding the year of desired enrollment.

For the purposes of this policy, a "lack of capacity" is defined as when the school district has reached the maximum student-to-teacher ratio allowed under federal or state law, the Rules for the Standards of Accreditation, or other applicable rules.

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.

## **HOME SCHOOLING**

Parents or legal guardians desiring to provide a home school for their children must give written notice to the Superintendent of their intent to do so and sign a waiver acknowledging that the State of Arkansas is not liable for the education of their children during the time the parents choose to home school. Notice shall be given:

1. At the beginning of each school year, but no later than August 15;
2. By December 15 for parents who decide to start home schooling at the beginning of the spring semester; or
3. Fourteen (14) calendar days prior to withdrawing the child (provided the student is not currently under disciplinary action for violation of any written school policy, including, but not limited to, excessive unexcused absences) and at the beginning of each school year thereafter.

The parents or legal guardians shall deliver written notice in person to the Superintendent the first time such notice is given and the notice must include:

1. The name, date of birth, grade level, and the name and address of the school last attended, if any;
2. The location of the home school;
3. The basic core curriculum to be offered;
4. The proposed schedule of instruction; and
5. The qualifications of the parent-teacher.

To aid the District in providing a free and appropriate public education to students in need of special education services, the parents or legal guardians home-schooling their children shall provide information which might indicate the need for special education services.

## **CONTACT WITH STUDENTS WHILE AT SCHOOL**

### **Contact By Parents**

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

### **Contact By Non-Custodial Parents**

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

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

### **Contact By Law Enforcement, Social Services, Or By Court Order**

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

If the District makes a report to any law enforcement agency concerning student misconduct or if access to a student is granted to a law enforcement agency due to a court order, the principal or the principal's designee shall make a good faith effort to contact the student's parent, legal guardian, or other person having lawful control by court order, or person acting in loco parentis identified on student enrollment forms. The principal or the principal's designee shall not attempt to make such contact if presented documentation by the investigator that notification is prohibited because a parent, 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 of the Crimes Against Children Division of the Department of Arkansas State Police, or an investigator or employee of the Department of Human Services.

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

### **EQUAL EDUCATIONAL OPPORTUNITY**

No student in the Lake Hamilton School District shall, on the grounds of race, color, religion, national origin, sex, age, or disability be excluded from participation in, or denied the benefits of, or subjected to discrimination under any educational program or activity sponsored by the District.

#### **Notice of Non-Discrimination**

Lake Hamilton School District complies with federal requirements required by Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 and §504 of the Rehabilitation Act of 1973, which state that, "no person in the United States shall, on the grounds of race, color, national origin, sex, age or handicap be excluded from participation or be denied the benefits of, or be subject to, discrimination under any program or activities receiving federal financial assistance."

No student in the Lake Hamilton School District shall, on the grounds of race, color, religion, national origin, sex, age, or disability be excluded from participation in, or denied the benefits of, or subjected to discrimination under any educational program or activity sponsored by the District.

Discriminatory student behavior will not be tolerated. Discrimination may be based on race, ethnicity, religion, culture, gender, sexual orientation, age or disability. Students engaging in or promoting such behavior will be subject to disciplinary consequences.

### **District Equity Coordinator Information**

Shawn Higginbotham, Associate Superintendent  
Finance and Personnel Office  
Lake Hamilton Schools  
205 Wolf Street  
Percy, AR 71964  
501-767-2306

### **PERMANENT RECORDS**

Permanent school records, as required by the Arkansas Department of Education, shall be maintained for each student enrolled in the District until the student receives a high school diploma or its equivalent or is beyond the age of compulsory school attendance. A copy of the student's permanent record shall be provided to the receiving school district within ten (10) school days after the date a request from the receiving school district is received.

### **HOMELESS STUDENTS**

The Lake Hamilton School District will afford the same services and educational opportunities to homeless children as are afforded to non-homeless children. The Superintendent or his/her designee shall appoint an appropriate staff person to be the local educational liaison for homeless children and youth whose responsibilities shall include coordinating with the state educational liaison for homeless children and youth to ensure that homeless children are not stigmatized or segregated on the basis of their status as homeless and such other duties as are prescribed by law and this policy.

Notwithstanding other residency requirements, homeless students living in the district are entitled to enroll in the district's school that non-homeless students who live in the same attendance area are eligible to attend. If there is a question concerning the enrollment of a homeless child due to a conflict with residency requirements the child shall be immediately admitted to the school in which enrollment is sought pending resolution of the dispute. It is the responsibility of the District's local educational liaison for homeless children and youth to carry out the dispute resolution process.

The District shall act, according to the best interests of a homeless child and to the extent feasible do one of the following. (For the purposes of this policy "school of origin" means the school the child attended when permanently housed or the school in which the child was last enrolled.)

1. continue educating the child who becomes homeless between academic years or during an academic year in their school of origin for the duration of their homelessness;
2. continue educating the child in his/her school of origin who becomes permanently housed during an academic year for the remainder of the academic year; or
3. enroll the homeless child in the school appropriate for the attendance zone where the child lives.

If the District elects to enroll a homeless child in a school other than their school of origin and such action is against the wishes of the child's parent or guardian, the District shall provide the parent or guardian with a written explanation of their reason for so doing which shall include a statement of the parent/guardian's right to appeal.

In any instance where the child is unaccompanied by a parent or guardian, the District's local educational liaison for homeless children and youth shall assist the child in determining his/her place of enrollment. The Liaison shall provide the child with a notice of his/her right to appeal the enrollment decision.

The District shall be responsible for providing transportation for a homeless child, at the request of the parent or guardian (or in the case of an unaccompanied youth, the Liaison), to and from the child's school of origin.

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

(a) are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;

(b) have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;

(c) are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and includes

(d) are migratory children who are living in circumstances described in clauses (a) through (c).

### **FOSTER CHILDREN**

The District will afford the same services and educational opportunities to foster children that are afforded other children and youth. The District shall work with the Department of Human Services ("DHS"), the ADE, and individuals involved with each foster child to ensure that he/she is able to maintain his/her continuity of educational services to the fullest extent that is practical and reasonable.

The Superintendent or his/her designee shall appoint an appropriate staff person to be the local educational liaison for foster children and youth whose responsibilities shall include ensuring the timely school enrollment of each foster child and assisting foster children who transfer between schools by expediting the transfer of relevant educational records.

The District, working with other individuals and agencies shall, unless the presiding court rules otherwise, ensure that the foster child remains in his/her current school, even if a change in the foster child's placement results in a residency that is outside the district. In such a situation, the District will work to arrange for transportation to and from school for the foster child to the extent it is reasonable and practical.

Upon notification to the District's foster care liaison by a foster child's caseworker that a foster child's school enrollment is being changed to one of the District's schools, the school receiving the child must immediately enroll him/her. Immediate enrollment is required even if a child lacks the required clothing, academic or medical records, or proof of residency.

A foster child's grades shall not be lowered due to absence from school that is caused by a change in the child's school enrollment, the child's attendance at dependency-neglect court proceedings, or other court-ordered counseling or treatment.

Any coursework completed by the foster child prior to a school enrollment change shall be accepted as academic credit so long as the child has satisfactorily completed the appropriate academic placement assessment.

If a foster child was enrolled in a District school immediately prior to completing his/her graduation requirements while detained in a juvenile detention facility or while committed to the Division of Youth Services of DHS, the District shall issue the child a diploma.

## **PLACEMENT OF MULTIPLE BIRTH SIBLINGS**

The parent, guardian or other person having charge or custody 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 shall honor the request unless it would require the school to add an additional class to the sibling's grade level. If one parent of multiple birth siblings requests a placement that differs from that of the other parent of the same multiple birth siblings, the school shall determine the appropriate placement of the siblings.

The school may change the classroom placement of one or more of the multiple birth siblings if:

- There have been a minimum of 30 instructional days since the start of the school year; and
  - After consulting with each classroom teacher in which the siblings were placed, the school determines the parent's classroom placement request is:
    - Detrimental to the educational achievement of one or more of the siblings;
    - Disruptive to the siblings' assigned classroom learning environment; or
    - Disruptive to the school's educational or disciplinary environment.

If a parent believes the school has not followed the requirements of this policy, the parent may appeal the multiple birth siblings' classroom placement to the Superintendent. The Superintendent's decision regarding the appeal shall be final.

Date Approved: June 21, 2010

Revised: January 18, 2011

Revised: June 20, 2011

# General Information

## ARRIVAL AND DEPARTURE OF STUDENTS

Students should arrive no earlier than 7:30 a.m. on the Lake Hamilton Campus. The school building will not be opened to students until 7:30, unless prior arrangements have been made with a school official.

Arrangements should be made for students to leave campus by 3:30 p.m. each day unless the student is involved in a school function and supervised by a certified school sponsor.

Students who leave the school campus before the end of the school day must sign out through the principal's office.

No student shall be taken from school by anyone other than a parent, a legal guardian or their designee. The person taking the student from school must sign the student out through the principal's office.

Students will leave the school building by 3:15 p.m. each day unless they are under the direct supervision of Lake Hamilton School personnel.

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## ATTENDANCE

All children who are ages five (5) through seventeen (17) are required to be enrolled in school, with the exception of five-year-old children for whom kindergarten has been waived by the parent, guardian, or person having custody or charge; 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.

In order to be eligible to attend Lake Hamilton, students must live within the district boundaries or comply with the conditions of Arkansas School Choice Act. Act 838 of 1991 requires birth certificates and social security numbers for all entering students. The Lake Hamilton School District shall participate in the Arkansas School Choice Act.

Students have the responsibility to maintain prompt, regular attendance in school in accordance with Board of Education policy. Parents have the responsibility to assure student attendance and to familiarize themselves with policies pertaining to school regarding permanent residence, the education program of the school, and rules regarding student behavior.

It has been determined by the Arkansas General Assembly that parental involvement is a necessary part of a student's education. The General Assembly feels very strongly that parents, guardians or persons in loco parentis (acting as parents) should be informed of excessive student absences and should bear certain responsibilities regarding absences.

A. When a student in grades 8 through 12 accumulates over six absences in a class per semester, he/she must apply for an extension to justify continued attendance for credit. If the student is denied an extension, he/she will not receive credit for the class. It is the responsibility of the student to request an extension. Extension requests will generally be available two weeks prior to the end of the semester. Completed extension requests will be due three days prior to the date of the 1<sup>st</sup> semester exam. Students are encouraged to provide a copy of any documentation to the high school office upon return to school after an absence. All excuses provided for documentation must be originals from doctor's office or court-NO COPIES OR FAXES ACCEPTED!

B. When a student has accumulated one-half of the allowed absences, parents will be notified.

C. It is the responsibility of the student to make up work that he/she misses. Arrangements shall

be made for make-up work the first day back at school. One day of make-up time shall be allowed for each day missed. A student shall be required to take a test the first day back to school if the student was informed of the test before the absence. In addition, long-term assignments may be required on the due date.

D. To earn credit in a class, a student must be in attendance until the end of the semester and fulfill all class requirements

E. School trips or functions approved by the administration will not be considered as absences. Make-up work will be allowed in accordance with "C" above.

F. Students who are absent during all or part of the day shall not participate in any school activity on that day or night unless permission has been granted through the principal's office in advance. Students checking out prior to a school activity must have a doctor or dental excuse or a court order to check out. Homecoming is the only exception to this rule. Students participating in Homecoming activities must attend 3 periods on the day of Homecoming and have a note from their parents to check out.

G. Whenever a student exceeds allowable absences, the district may notify appropriate legal authorities.

H. The district shall also notify the Department of Finance and Administration of a student's excessive absences, or if a student 14 years or older is no longer in school. This agency has the authority to suspend the driver's license of any student with excessive absences.

I. Students attending a funeral for a member of their immediate family or a funeral for another Lake Hamilton student will not be counted absent. Documentation should be presented to the attendance office upon the student's return. Students who will be attending a funeral or memorial service requiring overnight travel should make contact with a school administrator as soon as possible in order to make arrangements for educational needs.

J. There are three types of absences that are accepted as documented absences and will not count against the undocumented absences. These three types are: (1) medical documentation (by a physician), (2) legal documentation (attorney, probation officer appointment, or mandatory court appearance), or (3) family crisis situation when the absence has been approved by the school administrator. Absences not documented shall be considered unexcused.

K. Upon return to school, the student should deliver their excuse to the attendance folder in the office. A student who leaves class and misses more than 25 minutes of that class will be counted absent for that class.

## **ASSEMBLIES**

All teachers and students are expected to attend all assemblies. At all times the student's behavior should be refined and courteous. An indication of the cultural level present or not, each student is personally responsible for the impression made by the school as a whole. Unacceptable conduct includes whistling, uncalled-for-clapping, boisterousness, and talking during a program. Drinks, food and gum are not permitted at assemblies. The wearing of caps is prohibited. Assembly programs are opportunities for an outstanding student body to display outstanding class.

Students will fill the auditorium from front to back when entering. Students will enter the auditorium from the side of the building on which the class they were dismissed from is located.

## **AUTOMOBILES**

Act 831 of 1991 requires proof of school enrollment to obtain a driver's license. Also, after July

1, 1993, students must present proof of a “C” average for the previous semester or grading period to obtain a driver’s license.

A. Uncontrolled usage of automobiles around large groups of children can create a safety hazard. Strict rules regarding the entering and leaving of school grounds with cars must be observed.

B. All students driving cars to school must adhere to the following regulations:

1. Cars must be parked on first arrival and not re-entered until the end of the school day.
2. All drivers must observe the 15 MPH speed limit around the school zone and 5 MPH on the school campus or parking lots.
3. Students must park their cars in areas designated by the school authorities.
4. Students must not drive through bus loading areas before or after school.
5. High school students who drive cars are not to be on the elementary or junior high campus before or after school except to load or unload passengers. Any reckless driving or unnecessary traffic or parking will result in disciplinary action.
6. Students who play excessively loud music in their vehicles while on campus may lose their parking and driving privileges for the remainder of the semester.
7. All cars parked on campus must be registered and display a parking permit.
8. Students who operate a motor vehicle on campus must sign, get parent signature and return the Authorization Form for the Student Driver Drug Testing Policy. A complete copy of the policy will be provided. Failure to do this will result in immediate suspension of driving privileges.

## **BACKPACKS**

Students will only be allowed to carry clear or mesh backpacks. A backpack is defined as any pack, knapsack, bag, or piece of equipment designed for carrying items on the back, usually attached with one or more shoulder straps. If a student brings an unauthorized backpack to school it will be taken and placed in the office. The backpack will be kept in the office until a parent picks it up.

Rationale for the clear or mesh backpack requirement: As one level of a multi-level school safety and security plan to make Lake Hamilton Schools a safe Drug, Alcohol, and Weapon Free Environment, all Student backpacks are required to be made of clear plastic or mesh see through material. While this does not affect purses, school issued travel bags, band instrument cases, and other types of book bags, nor does it totally guarantee that contraband cannot be brought into the school, it does make bringing such dangerous items to school more difficult. Our ultimate goal is to provide a safe learning environment for our students and staff in the least invasive manner.

## **CAFETERIA**

Students are expected to report to the cafeteria and enter the serving line at the beginning of each serving period. Failure to do so could result in missing a meal due to the closing of the serving

lines. Orderly conduct is required at all times in the cafeteria.

Students are expected to clean up their space at the completion of the meal. Waste paper and trays are to be placed in appropriate receptacles.

Students are free to bring food from home, however, under no circumstances may food be ordered and delivered to school.

The price of meals in each school will be set by the school board annually. High school students are not allowed to charge for school meals. Students arriving at the computer station whose account has reached a zero balance will be asked to make a deposit in their account. Students whose meal account reflects a zero balance will be offered the option of an alternate meal (a nutritious sandwich, a serving of fruit, and    pint of milk) at no cost to the student. This policy does not apply to students who are receiving free meals (breakfast and lunch).

## **MASTER CALENDAR**

All events should be placed on the master calendar which is kept in the school office by the building principal. Any organization or group that wishes to schedule any event should do so well in advance of the date by checking with the building principal. Items scheduled first will normally have priority.

## **CLOSED CAMPUS**

The Lake Hamilton High School campus is closed from the time a student arrives until the completion of the school day. As soon as students get off the bus or arrive on the campus, they are to go to the cafeteria or go in back of the cafeteria area. Students will not be allowed to leave for lunch.

## **CLOSING OF SCHOOL UNDER EMERGENCY CIRCUMSTANCES**

When schools in the Lake Hamilton District are closed due to inclement weather or other emergency conditions, public announcements will be made at the earliest possible time by the Superintendent of Schools through the local media.

Patrons are encouraged not to call the school offices, administrators' homes, or local media concerning closing.

The school appreciates the cooperation of parents and students during required school closings. Parents may be assured that when schools are required to close early, students may remain in the building, under supervision, until arrangements can be made for pick up.

## **CONDUCT AT SCHOOL ACTIVITIES**

Students who misbehave at any school-sponsored activity may be barred from attending future school-sponsored activities and subject to suspension or expulsion from Lake Hamilton Schools

## **CONTACT WITH STUDENTS WHILE AT SCHOOL**

Parents wishing to visit their children during the school day shall register first with the office. If there is any question concerning the legal custody of the student, the parent shall present documentation to the principal or his/her designee establishing the parent's custody of the student or legal right of visitation. It shall be the responsibility of the custodial parent to make any visitation restrictions regarding the non-custodial parent known to the principal by presenting a copy of a file-marked court order. Estranged parents may visit their child during school hours with the consent of the custodial parent.

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 is above eighteen [18] years of age), or in response to a subpoena or arrest warrant. If the District makes a report to any law enforcement agency due to a court order, the principal or principal's designee shall make a good faith effort to contact the student's parent, legal guardian, or other person having legal control by court order, or person acting in loco parentis on student enrollment forms.

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 social services with a court order signed by a judge. Upon release of the student, the principal or designee shall attempt to give the student's parents, legal guardian, or other person having lawful control by court order, or person acting in loco parentis notice that the student has been taken into custody by law enforcement personnel or a social services agency. If the principal or designee is unable to reach the parent, he or she shall make a reasonable, good faith effort to get a message to the parent to call the principal or designee, and leave both a day and after hours telephone number.

#### CONFIDENTIAL HOT LINE

Garland County Sheriff's Office..... 622-3674

Arkansas State Police..... 1-800-553-3820

## EMERGENCY DRILLS

All schools in the District shall conduct fire drills at least monthly. Tornado drills shall also be conducted not fewer than four (4) times per year with at least one each in the months of September, October, January, and February. Students who ride school buses, shall also participate in emergency evacuation drills at least twice each school year.

Other types of emergency drills may also be conducted. These may include, but are not limited to:

1. Earthquake;
2. Act of terrorism;
3. Chemical spill;
4. Airplane crash.

## EXPRESSION

Students have the responsibility to refrain from engaging in offensive obscenity and slander, to avoid speaking in such a way that disrupts the educational process, and to avoid speaking solely for the purpose of infringing upon the rights of others.

The distribution of handwritten, duplicated, or printed materials on school premises by students must also have the prior consent of the principal and may not interfere with or disrupt the educational process.

Students who edit, publish or distribute handwritten, printed, or photographic matter among their fellow students within the school must assume responsibility and consequences for the content of such publications.

Students have the right to free expression of ideas including personal opinion, however, libelous and obscene matter and personal attacks are prohibited in all publications.

Unauthorized commercial solicitations will not be allowed on school property at any time.

Students, teachers, and other school staff have the responsibility to communicate in a courteous, non-hostile manner. Students may not circulate petitions or handbills or display posters in a school building or on school campus without approval of the school administration.

Students have the right to symbolic expression which does not (1) cause disruption of the educational process; (2) infringe upon the rights of other students and faculty; (3) prevent the Board of Education from performing its statutory obligations; or (4) cause accidents or endanger the health or physical well being of students or faculty.

## **EXCHANGE STUDENTS**

The following guidelines will be used when determining whether a foreign exchange student will be allowed to attend Lake Hamilton:

- o No more than four (4) foreign exchange students will be accepted at Lake Hamilton High School. These four students will represent different geographic regions.
- o Exchange students must possess a J-1 visa and meet all health requirements.
- o Only those students experiencing a foreign exchange program for the first time in the United States will be eligible for acceptance at Lake Hamilton High School.
- o A foreign exchange student may attend Lake Hamilton High School for no less or no more than one year.
- o Host parents must present proof of Lake Hamilton School District residency at the time of enrollment.
- o Exchange students will enter Lake Hamilton High School as juniors. No exchange student will be eligible to graduate from Lake Hamilton High School.

## **FIRE DRILLS AND TORNADO DRILLS**

Each month there will be a Fire Drill. This will be signaled by three rings of the bell or by three whistle blasts in the halls. When this signal is given, all pupils are to rise calmly and follow the exit route from the room. Each room will be issued a bulletin describing the route to be taken during a Fire Drill. The last person out of the room is to turn off the lights and close the door of the room.

Upon leaving the building, pupils are to move to a distance of at least 50 yards from the building. Pupils are to remain in line and stay quiet. Upon the signal (one long ring of the bell or one long whistle blast), pupils will return to their classes.

The required months for tornado drills are September, October, January, and February. In the event of a Tornado Alert, teachers will move their classes in the halls of the building or will keep the class in its room. This will depend on the type of construction of the building and individual instructions will be given at each school building. If pupils are outside, they should return to the building. The signal for a tornado alert will be given either over the intercom or orally in each building.

## **FLOWERS/BALLOONS/GIFTS**

Reasonable attempts will be made to deliver gifts of flowers or balloons to students during the last period of the school day. Balloons will not be allowed on busses due to safety concerns.

## **GRIEVANCE/DUE PROCESS**

Students have the right to be immediately informed of alleged violations of standards of behavior as established by district policy and/or school regulations, and to be informed of appeal procedures.

Students have the responsibility to know and obey school rules, to express grievances in a polite and hospitable manner, and to give parents correct information concerning misconduct. Principals are responsible for notifying and conferring recommendations. Parents have the responsibility to call principals for conferences when needed, and to arrange with proper school authorities for desired student hearings.

## **HALL PASSES**

Students are encouraged to be in the classroom. Students who are out of the classroom must have in their possession a current hall pass-dated and signed by a sending teacher.

## **HOMEWORK POLICY**

Homework assignments for grades 10-12 should be given on an average of no more than 30 minutes for each subject area daily.

## **ILLEGAL AND VIOLENT ACTS**

Whenever the principal, or other persons in charge of Lake Hamilton High School, has direct knowledge or has received information leading to a reasonable belief that a student has committed a felony on school property while under school supervision, or has committed any other violent criminal act against a teacher, school employee, or student, the principal or person in charge shall immediately report the incident to the appropriate local law enforcement agency.

## **INSURANCE**

Lake Hamilton School district does NOT carry medical insurance for students injured on school premises, under school jurisdiction or while participating in School district activities, however, accidental injuries are inevitable and the school district has arranged a voluntary student accident insurance program through Student Insurance Division.

The School district assumes no legal responsibility for providing medical insurance.

## **LATE ENROLLMENT**

A student will not be permitted to enroll in grades 9-12 after the fifteenth day of the first semester or the tenth day of the second semester unless the principal determines that extenuating circumstances existed. Exceptions may be made for transfer students who were in good standing (not suspended or expelled) at their last school attended.

## **LOCKERS AND THEIR USE**

Lockers have been placed in the hallways for the students' use and are the property of Lake Hamilton Schools. Students are required to keep lockers neat and locked at all times. Lockers will be assigned to students by a school administrator or designee. Seniors and Juniors will be assigned one person per locker. Sophomores will be assigned two persons per locker. Lockers are subject to search by school and/or legal authorities.

Access to student lockers will be limited to posted times, but will generally be before the first bell, at lunch and during the latter part of the school day.

Locker numbers and locks will be assigned to students. Each student will be charged a locker rental fee. Students are financially responsible for locks. Damaged locks will be replaced at the expense of the student. Students may not place a non-school issued lock on a locker.

Lockers are not to be defaced in any way. Locks and latches are not to be tampered with in any fashion. Students are not to alter locks in a manner that prohibits their locking. Students who alter lockers will be evicted from the locker with no refund of fees.

## **PARENT INVOLVEMENT**

The School Board, Administration, Staff and Faculty of Lake Hamilton School District believe that a child's education is a responsibility shared by the school and family. Working together, as knowledgeable partners to support and educate all students.

Parents are welcome at the school. It is the commitment of the staff of Lake Hamilton High School to encourage parent participation and to recognize parents as full partners in education.

## **PARKING LOTS**

Students are not allowed in the parking lots during the school day unless they have received permission from a school official or are leaving campus for a legitimate reason.

## **PATRIOTIC AND RELIGIOUS EXPRESSION**

Students have the right to participate in or abstain from such exercises as the flag salute, oaths or pledges, anthems, and religious observances.

Students have the responsibility to respect the choice of those who choose to participate or abstain from such exercises. Parents and students have the responsibility to express to principals, for appropriate action, their religious or ethical objections to participating in selected features or class activities.

## **PERSONAL PROPERTY**

Students are cautioned not to bring large amounts of money or valuables to school which are not necessary in the school day. Students are responsible for their personal property.

## **SCHOOL SPONSORED TRIPS**

A teacher will be in charge of all students that participate in a school trip away from school. No student will be dismissed from the teacher's supervision until returned to the proper destination that was agreed upon in advance. If parents should call for a child in person, the teacher may excuse the child to accompany the parent upon proper sign-out.

It is the responsibility of the student to make up work that he/she misses. Arrangements shall be made for make-up work the first day back at school. One day of make-up time shall be allowed for each day missed. A student shall be required to take a test the first day back to school if the student was informed of the test before the absence. In addition, long-term assignments may be required on the due date.

## **SEARCH AND SEIZURE**

In the assignment of school property (lockers, desks, textbooks, etc.) to students, the school retains ownership of such property and the right to inspect it or reclaim it. Searches of school property may be conducted at any time.

The administration of Lake Hamilton School has the responsibility to make a determination of the point at which the student's right to protection against unreasonable search and seizure is in conflict with the administrator's official duty to maintain a safe, orderly school. Search and seizure by the administrator and/or his designees may occur when reasonable suspicion exists.

## **SENIOR PHOTO RETAKES**

Photo days are provided as a courtesy. Students who fail to appear for scheduled photos will be required to make arrangements for retakes. Retakes will not be scheduled during normal school hours.

## **STUDENT RECORDS**

All students' records are available for inspection and copying by the parents of any student who is under the age of eighteen (18). At the age of eighteen (18), the right to inspect and copy a student's records transfers to the student.

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

If a court order exists which directs that a parent not have access to a student or his records, the parent or guardian must present a file-marked copy of such order to the principal. The school will make good-faith efforts to act in accordance with such court order, but the failure to do so does not impose legal liability upon the school. The actual responsibility for enforcement of such court orders rests with the parents or guardians, their attorneys and the court which issued the order.

A parent or guardian does not have the right to remove any material from a student's records, but such parent or guardian may challenge the accuracy of a record. The right to challenge the accuracy of a record does not include the right to dispute a grade, which must be done only through the appropriate teacher and/or administrator, the decision of whom is final. A challenge to the accuracy of material contained in a student file must be initiated with the building principal, with an appeal available to the Superintendent or designee.

## **REPORTING CHILD ABUSE (STUDENT WELFARE)**

- o The Board directs full compliance by the District with the child abuse and neglect reporting laws.
- o Any school official or employee who knows or has reasonable cause to suspect that a child has been subjected to abuse, sexual abuse, or neglect, or who observes the child being subjected to conditions or circumstances which would reasonably result in abuse or neglect, will immediately report or cause a report to be made to the building principal or his designee, who will then become responsible for making a report to the proper authorities.
- o It will not be the responsibility of the school official or employee who initiated the report to prove that the child has been neglected or abused .
- o School employees, as members of a school staff, are included in the list of persons required by law to report if they have reasonable cause to suspect that a child has been subjected to abuse, sexual abuse or neglect or if they observe the child being subjected to conditions or circumstances which would reasonably result in abuse.
- o Employees, as members of a school staff, are required to notify the school principal or the person designated by him.

- o The principal, or his designee, upon being notified, will become responsible for making a report to the proper authorities.

A school principal, or his designee, receiving a report of suspected physical

- o abuse, will report the case immediately by telephone to the appropriate agency, and direct a school nurse to document any visible indicators of abuse.

## **TELEPHONE USAGE**

Students may use the office phone in case of illness, emergencies, or school business.

## **TEXTBOOKS**

Textbooks and their care are the responsibility of the student to whom they are assigned. Students will be responsible for the replacement of lost textbooks and will be expected to compensate for damages to textbooks.

## **VENDING MACHINES**

Vending machines are provided as a privilege. Food and drinks are prohibited in the hallways and classrooms.

## **VISITING THE OFFICE**

Students are welcome and encouraged to visit with administrative staff when seeking answers to questions or when dealing with other issues requiring assistance. Drop in visits are usually appropriate and require no appointment, however, from time to time it may be necessary for a student to arrange an appointment time. Students are encouraged to request appointments through the front office receptionist.

Students who have been sent or called to the office are expected to remain seated quietly until they have been given permission to leave.

## **VISITING STUDENTS/TEACHERS**

It will be the policy of Lake Hamilton High School to not allow visitors to classrooms or in the hallways of the school without permission from a building administrator. All visitors must report to the High School Office immediately upon arrival on campus. Authorized visitors will be issued a visitors pass which must be displayed at all times while on the Lake Hamilton High School Campus.

## **RESOLVING PARENTAL CONCERNS**

If a parent has a concern about their student's academic progress in a particular class, the parent should follow these steps;

1. call the high school office and schedule a meeting with the teacher
2. if needed, then schedule a meeting with the student's counselor
3. if a resolution still has not been reached, set up a meeting with a high school principal.

# **Academics**

## **ACADEMIC AWARDS**

An academic awards program has been established. Students will be

recognized for outstanding academic performance. Awards will be given at the end of the year to students who have shown outstanding abilities, citizenship and leadership. Class ranking for honors other than graduation will be based on a college preparatory curriculum, or a curriculum that includes at least one AP course.

## **ADVANCED PLACEMENT (AP) COURSES**

Students who are enrolled in Advanced Placement Courses must complete the AP course by taking the AP exam in order for the courses to be assigned weighted credit. AP courses will be taught by an AP trained teacher.

## **CLASSIFICATION OF STUDENTS**

Students who satisfactorily complete a course of study prescribed for their grade level will be promoted to the next level at the end of the school year.

Transfer students will be classified on a temporary basis until proper confirmation of grade placement is received from the school from which the student has withdrawn.

To enter senior high school (Grades 10-11-12) in this district, tenth (10th) grade students must have completed four units in grade nine.

A student's classification will not change during the school year.

## **COLLEGE VISITS**

To be eligible for a college visit, a student must be a second semester junior or a senior with at least a 2.0 GPA and have taken the ACT or be registered to take the ACT. A student must not have missed more than 6 days in a semester or have been in I.S.S.

- Seniors: Two excused visits will be allowed per student the 1st semester. Any exceptions to this will be reviewed by the administration. One excused college visit will be allowed per student the 2nd semester and must be taken prior to April 15, unless requested by the college.
- Juniors: One excused college visit will be allowed second semester prior to April 15, unless requested by the college.

There will be no college visits scheduled during semester tests.

Each student should pick up a College Visit Form from his/her counselor one week prior to the planned visit. The completed form should be turned in to the registrar the day before the scheduled visit. Students are responsible for all work missed the day they are gone and will be held responsible for all assignments due the day returned. Whatever work is due the day students are gone should be turned in the day before they leave, unless prior arrangements are made with the teacher.

Upon returning, students should bring the registrar a note on college stationery signed by the college representative verifying the visit.

## **CONCURRENT/DUAL CREDIT**

Any qualified student in grades 9-12 may enroll in a post-secondary institution.

The requirements for participating in dual enrollment are as follows:

- Students must meet college entrance requirements for non-remedial status to qualify for dual credit.
- Courses taken at post-secondary institutions will be accepted for high school credit

upon completion of the course, if appropriate grades are earned. No credit will be allowed until an official certificate from the institution is received in the high school office.

- Any public school student in grades 9-12 who enrolls in and successfully completes a course(s) offered by such a college, technical college, or university shall be entitled to receive both high school and college grades and credit (credit earned by CLEP examination may not be counted as high school credit) toward graduation, as outlined in these regulations.
- Three semester hours of college credit taken by a student in grades 9-12 at a publicly supported community college, technical college, or four year college or university shall be the equivalent to one-half unit of high school credit.
- College credit earned at a publicly supported community college technical college, or four-year college or university by an eligible student shall be counted by the high school toward graduation, including credit earned during summer terms.
- All costs of higher education courses taken for concurrent college credit are the student's responsibility.
- The LHHS handbook rules apply to all LHHS students that are enrolled in classes on any college campus.

## **CORRESPONDENCE STUDY**

It may become necessary for a student to enroll in correspondence study. All correspondence study must be arranged through the office of the counselor. No credit will be allowed until an official certificate from the institution is received in the school office. Seniors wishing to use correspondence credit to meet graduation requirements must have final grades turned in to the registrar by May 10th.

## **Alternate Courses**

Students enrolled in alternate courses (Virtual High School, Distance Learning, etc.) will receive an "Incomplete" on those courses until all course work is completed at the end of the semester.

## **CURRICULUM**

Students have the right to a meaningful curriculum. They further have the right to know what is expected of them in class and to be regularly informed of their progress. Students, teachers, and all school personnel have the right to be treated with respect. Students have the responsibility of meeting the requirements of graduation and/or plan of study, to seek counsel and direction in determining educational goals, and to work with the teacher. School staff members have the responsibility to make known to students and the community the broad scope of special instructional programs available in the district, to work with students to try to resolve conflicts, and to take the necessary time to provide to parents/guardians a student's records, grades, etc., to justify a grade given.

## **EVALUATION**

Students have the right to know what is expected of them in class in order to receive a specific grade. This includes being graded fairly, being informed of

unsatisfactory work, and being provided suggestions for improvement.

Students and parents have the right and responsibility to initiate conferences with teachers concerning student classroom performance. Parents have the responsibility to respond promptly to teacher requests for conferences, notification of unsatisfactory academic performance, or unsatisfactory conduct on the part of the student.

## **GRADING AND QUALITY POINTS**

Grades assigned to students for performance in a course shall reflect only the extent to which a student has achieved the expressed academic objectives of the course. Grades that reflect other educational objectives such as those contained in the learner outcomes and curriculum frameworks may also be given.

Letter grades ranging from "A" through "F" will be used in grades one through twelve (1-12).

Nine-week grade averages shall be based on the following factors: outside assignments (both written and oral), special projects, tests, class participation, research skills and numerous other activities.

Although a variety of methods may be used to arrive at letter grades, teachers must be able to justify each grade given.

The following scale will be used for AP Courses and Regular Courses in determining letter grades:

|      |             |
|------|-------------|
| A... | 90% to 100% |
| B... | 80% to 89%  |
| C... | 70% to 79%  |
| D... | 60% to 69%  |
| F... | 0% to 59%   |

Starting at the ninth grade, quality points will be based on the following letter grades:

| Grade<br>Placement) | Quality Points Weighted | Quality Points | (Advanced |
|---------------------|-------------------------|----------------|-----------|
| A                   | 4                       | 5              |           |
| B                   | 3                       | 4              |           |
| C                   | 2                       | 3              |           |
| D                   | 1                       | 2              |           |
| F                   | 0                       | 0              |           |

## **SCHEDULE CHANGES**

(POLICY TO BE ADOPTED FOR 2011 HANDBOOK)

Students and parents need to be aware that the choices made on the pre-registration form are binding because faculty and scheduling are based on the pre-registration choices. Both students and parents/guardians must sign the pre-registration form. If a student fails to list enough courses or alternates on their pre-registration form, they will be assigned to classes their counselor deems appropriate.

Student schedules will be picked up at an assembly in the weeks preceding the start of school. The exact day and time for each grade level to meet will be announced as early as possible. The day and time will be posted on the school web site as well.

**ALL SCHEDULE CHANGES MUST BE MADE BEFORE THE FIRST DAY OF SCHOOL**

– with the following exceptions:

- When a student completes a course during summer school and no longer needs the course
- When a student fails a course prerequisite
- When a change is required due to a clerical error, to balance class loads, or to meet graduation requirements
- When enrollment in a course is insufficient, the course may be dropped from the schedule for one year.
- Students who have 7 academic subjects may drop one class and add a study hall up to the first 10 days of the semester.
- An AP/Pre AP course can be dropped (or switched to a regular course) up to the first 10 days of the first semester, or the first 5 days of the second semester.
- Students who drop a class after the 10<sup>th</sup> day of the semester will receive an “F” in the course.
- Students who transfer from an AP course to a regular course will transfer with the percentage they made in the AP class. Ten percentage points will be added in the class to which the student transfers.

NOTE: AP students must take each semester exam in order to receive weighted credit.

AP courses will be taught by an AP certified teacher.

## **EXEMPTIONS-SEMESTER TESTS**

A comprehensive final evaluation will be given in every class at the conclusion of each semester. The semester exam grade will account for 20% of the semester average.

All students will be required to take 1st semester tests, except those who have been granted an exemption because of end of level course examination incentives. If a student scores proficient on an EOC exam, he/she will receive 1 test exemption. If a student scores Advance, he/she will receive 2 test exemptions.

An exempted student will not be required to take the Second Semester test in order to establish the final semester grade. A student who is qualified for exemption may choose to take the final test, but his/her grade will not be reduced.

In-order for a student to be granted an exemption, the following criteria must be met in the class:

| <b>Semester Grade In Class Prior To Test</b> | <b>Absences in Class*</b> | <b>Tardy to Class</b> | <b>Tardy to All Classes</b> | <b>Discipline</b> | <b>All Fines and Fees Paid**</b> |
|--|---------------------------|-----------------------|-----------------------------|-------------------|----------------------------------|
|--|---------------------------|-----------------------|-----------------------------|-------------------|----------------------------------|

|          |   |                       |                       |  |  |
|----------|---|-----------------------|-----------------------|--|--|
| <b>A</b> | <b>No more than 6</b>   | <b>No more than 2</b> | <b>No more than 4</b> | <b>No Suspensions, In-School Suspensions, No more than 2 Sat. School Assignments</b> | <b>Must be paid in high school office prior to testing</b> |
| <b>B</b> | <b>No more than 5</b>   |                       |                       |  |  |
| <b>C</b> | <b>No More than 4</b>   |                       |                       |  |  |
| <b>D</b> | <b>No semester exemptions will be granted for students with semester grades of D or F</b> |                       |                       |  |  |
| <b>F</b> |   |                       |                       |  |  |

\*student will be counted absent up to the final test days.

\*\* A record of fines and fees is kept in the high school office.

- o Students who owe any fines or fees may not participate in graduation ceremonies.

## GRADUATION HONORS

Graduates will be designated as achieving academic honors in the following manner:

- o Highest Honors - any student who has made all A's from 9-12 grade and has taken a minimum of 5 advanced placement courses. The speaker at graduation ceremony will be the student with the highest GPA.
- o High Honors - any student who has taken a minimum of 3 AP courses and has earned at least a 3.75 GPA.
- o Honors - any student who has taken a minimum of 2 AP courses and has earned at least a 3.50 GPA.

## GRADUATION REQUIREMENTS FOR CLASS 2011

- o For the class of 2011, 22 state mandated credits will be required to graduate from LHHS.
- o It is the responsibility of the student and parents to make sure all graduation requirements are being met.
- o Generally, one semester's attendance of the senior year is required to receive a Lake Hamilton School district diploma.
- o Credits will be accepted at face value for students who transfer from accredited school.

**English -**

**4 Credits**

**Mathematics— 4 Credits - must include 1 unit of algebra or its equivalent\* and 1 unit of geometry or its equivalent\*. All math**

**units must be but on the base of algebra and geometry knowledge and skills. (\* A two-year algebra equivalent or a two-year geometry equivalent may be counted as two units of the four-unit requirement.)**

**Science –3 Credits– including Biology, a physical science, and one elective.**

**Social Studies– 3 credits– including 1 credit of U.S. History, 1 credit of World History, and 1 credit of civics or 1/2 credit of civics or 1/2 credit of American Government.**

**Health - 1/2 credit**

**Physical Education - 1/2 credit**

**Fine Arts - 1/2 Credit**

**Oral Communications - 1/2 credit**

**Career Focus– 6 units - All units in the career focus shall be established through guidance and counseling at the local level  
Comparable concurrent credit college courses may be substituted were applicable, as approved by the high school principal.**

## **GRADUATION CEREMONY**

In order to be eligible to participate in the commencement exercises, a student must meet the following criteria:

- Each student must be attending on a full-time basis during the eighth semester unless the student has completed all requirements for graduation and has been previously approved for the early graduation status.
- Students must meet all credit and GPA requirements for graduation to participate in commencement exercises.
- Students must attend the full session of graduation practice in order to participate in commencement, unless prior permission has been granted by a principal.

## **SUMMER SCHOOL**

Lake Hamilton High School may offer Summer School for students that are enrolled in LHHS and live in the Lake Hamilton School District.

## **TRANSFERS**

All credits will be accepted from any school that is accredited by a state department of education or regional accrediting association. Any student transferring from a school accredited by the State Department of Education to another school accredited by the State Department of Education shall be placed into the same grade the student would have been in had the student remained at the former school. Credits will be accepted at face value for students who transfer from accredited school. Transfer Transcripts shall be evaluated on an individual basis.

A grade of pass or fail will be entered on the student's transcript. These credits will not count into the GPA.

Students transferring from non-accredited institutions will present a transcript from the non-accredited institution showing that the student received credit for courses

that are being requested for credit. The student will be required to take an assessment that correlates to the Arkansas Frameworks for the requested course and score 80% or higher to receive credit for the course.

Students coming into Lake Hamilton High School after having been home-schooled must show evidence of completed work in all courses credit is desired for and 80% or higher on an assessment that correlates to the Arkansas Frameworks for the requested course.

Any home school student who enrolls or re-enrolls in a local school district must attend classes for at least nine (9) months immediately prior to graduation before the student can become eligible to receive a high school diploma from the district. The student will meet all curriculum requirements.

Any person who has been expelled from another school district may not enroll as a student until the time of the person's expulsion has expired. (Act 472 of 1995)

Any student not fitting the above categories will be dealt with on an individual basis.

## **TRANSCRIPTS**

Each student will receive one transcript free of charge. All additional transcripts will cost the student \$1.00 each. Transcripts may be requested from the high school office.

## **WITHDRAWING FROM SCHOOL**

All students who withdraw from school must secure a withdrawal from the registrar's office and secure the required signatures. A conference with a building administrator is necessary prior to the completion of the withdrawal form. If this procedure is not followed, no grades will be transferred until withdrawal is completed.

## **CLASS RANKING**

Class Ranking for honors other than graduation will be based on a college preparatory curriculum, or a curriculum that includes at least one AP course.

## **END OF COURSE TESTING**

Students who deliberately miss (or refuse to take) a state mandated End-of – Course examination will be subjected to disciplinary action and may be denied credit for the course.

# **Student Conduct**

## **RESPONSIBILITY FOR STUDENT CONDUCT**

Students have the responsibility to pursue their education at Lake Hamilton School District. Students must be aware that they have a responsibility to cooperate with and assist the school staff in the orderly and efficient conduct of the school by abiding by rules and regulations established by the Board of Education, and

implemented by teachers and school administrators.

Parents or guardians are responsible for setting the expectations that their children follow established rules and procedures of the school in order that their behavior will be conducive and have a positive impact on their educational progress. Parents are responsible for communicating with school personnel when they have reason to believe their children are experiencing difficulties at school or at home.

Teachers are responsible for the supervision of the behavior of all the students in the school. This includes not only the students who are regularly assigned to the teacher, but all other students with whom the teacher comes in contact.

The principal is expected to disseminate to all students at the beginning of the school year, and to each new student upon registration, the rules and regulations currently in effect for that school. The principal is authorized to assign appropriate disciplinary measures when necessary. These measures may vary depending on the infraction of the rules and/or procedures as well as the severity of the infraction. The principal is expected to inform the parents or guardians of any student whose

behavior is in serious conflict with established laws, rules and procedures, as well as contact law enforcement officials if appropriate.

The superintendent, upon the recommendation of the principal, may recommend suspension or expulsion of a student to the Board of Education.

## **STANDARDS OF CONDUCT**

All students are expected to conduct themselves at all times in a manner that will contribute to the best interest of the school and not infringe on the rights of others. The school staff has the authority and the responsibility to take reasonable measures to maintain proper control and discipline among students placed under their care and supervision. The Lake Hamilton School District has the authority to impose discipline measures for actions which would tend to impair the discipline of the school, regardless of the time and place of such actions. Discipline measures may range from a minimum of a warning to a maximum of permanent expulsion.

## **PROHIBITED CONDUCT**

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

1. Disrespect for school employees and failing to comply with their reasonable directions or otherwise demonstrating insubordination;
2. Disruptive behavior that interferes with orderly school operations;
3. Willfully and intentionally assaulting or threatening to assault or physically abusing any student or school employee;
4. Possession of any weapon that can reasonably be considered capable of causing bodily harm to another individual;
5. Possession or use of tobacco in any form on any property owned or leased by any public school;
6. Willfully or intentionally damaging, destroying, or stealing school property;
7. Use of any paging device, beeper, cellular telephone or similar electronic communication device on the school campus during normal school hours;
8. Possession, selling, distributing, or being under the influence of an alcoholic

beverage, any illegal drug, or the inappropriate use or sharing of prescription or over the counter drugs, or other intoxicants, or anything represented to be a drug or drug paraphernalia;

9. Inappropriate public displays of affection;
10. Cheating, copying, or claiming another person's work to be his/her own;
11. Gambling;
12. Inappropriate student dress;
13. Use of vulgar, profane, or obscene language or gestures;
14. Truancy;
15. Excessive tardiness;
16. Engaging in behavior designed to taunt, degrade, or ridicule another person on the basis of race, ethnicity, national origin, sex, or disability;
17. Hazing, or aiding in the hazing of another student.
18. Gangs or gang-related activities, including belonging to secret societies of any

kind, are forbidden on school property. Gang insignias, clothing, "throwing signs" or other gestures associated with gangs are prohibited; and

19. Sexual harassment.
20. Students are not allowed to bring pets to school.

## **CONSEQUENCES**

Consequences will become progressively more severe if the misbehavior persists. Consequences will be assigned based on the frequency of offenses in a category and may be adjusted based on the severity of the offense. For example: If a student has been assigned detention hall 3 days for inappropriate public display of affection and is then found to be cheating on an exam, the student will be assigned to detention hall 5 days.

### **Category 1 Consequences**

- 1st Offense...Detention Hall (3 days)
- 2nd Offense...Detention Hall (5 days)
- 3rd Offense...Saturday School
- 4th Offense...In-School Suspension
- 5th Offense...Out of School Suspension

### **Category 1 Offenses**

## **Rule 1...BEING OUT OF CLASS OR IN AN UNDESIGNATED AREA**

Students will be in assigned areas. Students must carry a pass given by a teacher or authorized person to be in an area other than that which is designated. Students in the halls or any place without permission will be disciplined.

## **Rule 2...FAILURE TO DRESS OUT FOR CLASSES REQUIRING**

### **SPECIAL DRESS**

Students shall dress as directed for physical education, athletics, etc. The teacher may authorize a student not to participate (after dressing out) for justified reasons.

### **Rule 3...HOMEWORK/CLASSWORK**

Students will be responsible for completing their assigned homework and class work on time. Students referred for habitually failing to complete assignments will be subject to disciplinary consequences.

### **Rule 4... GAMBLING**

Gambling in any form on school property is prohibited.

### **Rule 5 ... PUBLIC DISPLAY OF AFFECTION**

Public display of affection shall not be tolerated at school.

### **Rule 6 ...SALE OF UNAUTHORIZED ITEMS**

The selling or trading of any item is prohibited at school, school activities, or school buses without the consent of the principal.

### **Rule 7...STUDENT DRESS AND GROOMING**

Appropriate dress and good grooming are known to be positive factors for student behavior and attitude. Dress and personal grooming should not present health or safety problems or cause actual disruption of the educational process. Since one of the goals of education is preparing students for the workplace, rules for student dress should contain guidelines that define and promote attire that is acceptable in the business world. The primary responsibility for dress, grooming, and overall appearance of our students rests with the parents of individual students and students themselves.

Students have the responsibility to ensure that:

- (1) Buttons, badges, shirts, and other symbols do not possess suggestive, obscene or libelous words, phrases, pictures, or references to substances illegal for the school campus;
- (2) Hats brought in the building be put in lockers during the school day and not carried or worn in the halls;
- (3) Hair styles do not interfere with the health and safety of all students;
- (4) Clothing does not result in overt exhibitionism or disregard of common rules of cleanliness and health and safety standards;
- (5) No flag or banner is publicly displayed except those approved by the Board of Education; and
- (6) Physical gestures do not convey a connotation of obscene or highly disrespectful acts infringing upon the rights of others, or cause or begin an overt and immediate disruption to the educational process. Costumes may be worn during the school day with prior permission from the administration only.

#### **School staff has the responsibility to ensure adherence to the following standards.**

- (1) Clothing, jewelry or other accessories concerning drugs, alcohol, tobacco, sex, vulgar language, double meanings, or that contain symbols or slogans that are offensive to particular groups, appear to be gang or satanic related or contain anything that could be inflammatory in nature are prohibited.
- (2) Students in grades 8 - 12 will not be allowed to wear shorts. Shorts are defined as any pant that is above knee length. Skirts and dresses that are above knee length will not be permitted.

- (3) Sagging or wearing excessively baggy clothes will not be permitted.
- (4) Midriffs are to be covered at all times.
- (5) Undergarments or portions of undergarments are not to be visible.
- (6) No sleepwear, pajamas, or house shoes will be permitted.
- (7) Shirts, tops, dresses or garments with bodices that are strapless, the halter style, have spaghetti straps, or narrow straps are to be avoided unless a more appropriate top is worn either over or under the garment. Clarification: Garments worn by male or female students should have a strap width approximately 2 inches wide. Tops, shirts or bodices that are low cut in the front, back or sides will not be permitted. The 3 B's (breasts, belly and buttocks) must be covered at all times.
- (8) Hats, head coverings and sunglasses are not to be worn in the school building

during the normal school hours. No bandanas may be worn at any time on school campuses or at any school function.

- (9) Wallet chains, large watch chains, straps with spikes, safety pin jewelry, dog collars, or any other accessory that could potentially be used as a weapon or may pose a safety threat will not be permitted at school or at any school function.
  - (10) Any clothing, jewelry or accessory that the administration deems inappropriate for an educational setting should be avoided. The final decision will rest with the building principal or his/her designee.
- Students who choose to dress inappropriately for school will be given an option of modifying their attire to meet dress code while at school or leaving school to change.

**STUDENTS WHO ARE DRESSED INAPPROPRIATELY AND LEAVE SCHOOL TO CHANGE CLOTHES WILL BE ASSESSED AN ABSENCE FOR THE CLASSES THAT ARE MISSED.**

**Expectations for Student Dress at Extracurricular Activities**

Student dress requirements at after school and extracurricular activities will be slightly relaxed. However, student attire should closely reflect the student dress code expectations.

Students who violate this expectation will not be allowed to attend these activities.

Students that are participating in an extracurricular activity shall wear a uniform that is required for that activity during the event.

Students involved in an extracurricular activity during the day or night, that requires a special uniform, will still be required to meet the student dress code during class time.

**Category 2 Consequences**

- 1<sup>st</sup> Offense...Saturday School**
- 2nd Offense...In School Suspension (3 days)**
- 3rd Offense...In School Suspension (5 days)**
- 4th Offense...Out of School Suspension**
- 5th Offense...Recommendation for Expulsion**

**Category 2 Offenses**

**Rule 8...BULLYING**

Respect for the dignity of others is a cornerstone of civil society. Bullying creates an atmosphere of fear and intimidation, robs a person of his/her dignity, detracts from the safe environment necessary to promote student learning, and will not be tolerated

by the Board of Directors. Students who bully another person shall be held accountable for their actions whether they occur on school equipment or property; off school property at a school sponsored or approved function, activity, or event; going to or from school or a school activity in a school vehicle or school bus; or at designated school bus stops.

**Definitions:**

Bullying means the intentional harassment, intimidation, humiliation, ridicule,

defamation, or threat or incitement of violence by a student against another student or public school employee by a written, verbal, electronic, or physical act that causes or creates a clear and present danger of:

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

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

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

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

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

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

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

1. Sarcastic "compliments" about another student's personal appearance,
2. Pointed questions intended to embarrass or humiliate,
3. Mocking, taunting or belittling,
4. Non-verbal threats and/or intimidation such as "fronting" or "chesting" a person,

5. Demeaning humor relating to a student's race, gender, ethnicity or personal characteristics.

1. Blackmail, extortion, demands for protection money or other involuntary donations or loans,
2. Blocking access to school property or facilities,
3. Deliberate physical contact or injury to person or property,
4. Stealing or hiding books or belongings, and/or
5. Threats of harm to student(s), possessions, or others.

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

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

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

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

## **Rule 9...CHEATING**

Students shall not cheat or attempt to aid other students in cheating on any type of assignment, class work or tests, including standardized examinations.

Students who cheat will be subject to severe disciplinary consequences in addition to a grade of "0" which will be assigned for work that was completed in a dishonest method.

## **Rule 10...DAMAGE, DESTRUCTION OR THEFT OF SCHOOL PROPERTY**

A student shall not cause or attempt to cause damage to school property or steal or attempt to steal school property. The Lake Hamilton School District will attempt to recover damages from the student destroying school property. The parents of a minor will be liable for damages.

## **Rule 11...DISCRIMINATION**

Discriminatory behavior will not be tolerated. Discrimination may be based on race, ethnicity, religion, culture, gender, or sexual orientation. Students engaging in or promoting such behavior will be subject to disciplinary consequences

## **Rule 12...DISRUPTION OF SCHOOL**

No student shall by the use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct, intentionally cause the disruption of any lawful mission, process, or function of the school, or engage in any such conduct for the purpose of causing the disruption of school or obstruction of any lawful mission, process, or function. Nor shall any student encourage any other student to engage in such activities.

Disorderly activities by any student or group of students that adversely affect the school's orderly educational environment shall not be tolerated at any time on school grounds. Teachers may remove from class and send to the principal or principal's designee a student whose behavior is so unruly, disruptive, or abusive that it seriously interferes with the teacher's ability to teach students, the class, or with the ability of the student's classmates to learn.

Students who refuse to leave the classroom will be escorted from the classroom by the school administration.

## **Rule 13...FORGERY AND FALSIFICATION**

A student shall not forge another person's name to any document or form nor purposely, knowingly furnish false information.

## **Rule 14...INSUBORDINATION**

A student shall comply with reasonable directions or commands of teachers, substitute teachers, teacher aides, principals, administrative personnel, school bus drivers, or any other authorized personnel.

## **Rule 15...LASER POINTERS**

Possession of a laser pointer is prohibited on school property at any time

## **Rule 16...LEAVING CAMPUS/TRUANCY**

No student is to leave the campus at any time without prior approval from the office. Students must sign out when leaving and, if returning the same day, check back in. A student shall not be absent from school without parent and/or a school authorities' prior knowledge and consent. After arrival on campus, a student who is absent from his/her assigned learning station without permission from a school authority shall be considered as truant.

## **Rule 17...LOITERING BY SUSPENDED STUDENTS**

A student provided written notification that because of an act of misbehavior he/she is prohibited from being in a school building or on a school campus for a specified period of time shall not enter any school building or be present on any school grounds.

## **Rule 18...PORNOGRAPHY**

Possession of pornographic material or any form of objectionable, inappropriate material is not allowed.

## **Rule 19...PROFANITY, VERBAL ABUSE, OBSCENE GESTURES**

A student shall not use abusive, vulgar or irreverent language on school campus at anytime. A student shall not use physical gestures that convey a connotation of obscene or highly disrespectful acts.

## **Rule 20...SMOKING AND SMOKELESS TOBACCO**

No student shall smoke or use smokeless tobacco in any school area, nor shall any student be in possession of any smoking paraphernalia. All students are prohibited by Arkansas Law (Act 6-21-609) from smoking or using smokeless tobacco on a school bus.

## **Rule 21...STUDENT IDENTIFICATION**

All students must upon request, identify themselves to school authorities in the school buildings, on school grounds, or at school sponsored events. Failure to identify oneself or giving false identification to school personnel will be cause for disciplinary action.

### **Category 3 Offenses and Consequences**

## **Rule 22...ASSAULT OR BATTERY**

A student shall not threaten, physically abuse, attempt to physically abuse, or behave in such a way as to be perceived to threaten bodily harm to any other person (student, school employee, school visitor). Any gestures; vulgar, abusive, or insulting language; or taunting, threatening, harassing, or intimidating remarks by a student toward another person that threatens their well-being is forbidden. This includes, but is not limited to, fighting, or racial, ethnic, religious, or sexual slurs. It is unlawful, during regular school hours and in a place where a public school employee is required to be in the course of his/her duties, for any person to address a public school employee using language which, in its common understanding, is calculated to a) cause a breach of the peace; b) materially and substantially interfere with the operation of the school; c) arouse the person to whom it is addressed to anger to the extent likely to cause imminent retaliation.

Consequences:

Minimum...Out of School Suspension

Maximum...Expulsion.

Students guilty of such an offense may be subject to legal proceedings in addition to student disciplinary measures.

## **Rule 23...BOMB THREATS**

A student who is involved in making a bomb threat and/or any other threat to the health and safety of students and employees will be referred to the legal authorities and will be recommended for expulsion.

**Consequences:**

**10 day out of school suspension with the recommendation for expulsion**

## **Rule 24...DRUGS AND ALCOHOL**

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

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

Selling, distributing, possessing, or attempting to sell or distribute, or using over-the-counter or prescription drugs is prohibited. Use of over-the-counter or prescription drugs in accordance with recommended dosage and written directions from the parent or guardian is permitted under the direct supervision of the school nurse or designee.

### **Consequences:**

**The building principal will determine appropriate consequences based on the age of student, severity of the violation and other related information in determining consequences for violating the above policy.**

**Minimum: Ten (10) Day Out of School Suspension and Notification of Appropriate Law Enforcement Authorities.**

**OR**

**Maximum: Ten (10) Day Out of School Suspension, Recommendation for Expulsion and Notification of Appropriate Law Enforcement Authorities.**

## **Second Chance Program**

Students who are recommended for expulsion for violation of district drug and alcohol policy **MAY** be eligible to appeal to the Superintendent of Schools for placement in the "Second Chance Program" to avoid expulsion. This request must be made directly to the superintendent by the parent or guardian and/or the student. This program is designed to allow eligible students a possibility of continuing as a Lake Hamilton student under a strict probation and with specific limitations if they meet the following:

- (1) The student cannot have previously been suspended or recommended for expulsion for violation of the drug/alcohol policy.**
- (2) The parent and student must agree to be enrolled in and agree to complete participation in the school approved drug/alcohol abuse program. The school approved program is provided and administered by the professionals at the Quapaw House.**
- (3) The student agrees to participate in the drug/alcohol testing, counseling, and required meetings prescribed by the drug/alcohol abuse program. The program administrators will notify the school if the student fails to meet all of the requirements of their program. In addition, if the student fails a drug or alcohol test administered by**

officials from the Garland County Juvenile Court or law enforcement, they will be considered to have violated their agreement in the “Second Chance Program.”

(4) The parent and student agree to the requirement that the student complete fifteen (15) hours of approved community service work as a part of this program.

(5) The parent and student agree to assume a portion of the cost of the drug/alcohol abuse program as determined by the parent, The Quapaw House and the superintendent. The parent agrees to completely fulfill their financial agreement with The Quapaw House prior to their child completing the entire program.

(6) Parents and students requesting enrollment in the “Second Chance Program” agree to waive the right to a hearing before the school board on the expulsion should the student fail to meet the terms of the program and be recommended for expulsion during the probationary period.

Students who meet these requirements may request probationary status from the Superintendent of Schools after they serve the Ten (10) Day Out of School Suspension. If approved, the student may have their recommendation for expulsion modified by the superintendent and will be placed in the “Second Chance Program.”

Parents making the request for this probationary status must contact the Superintendent of Schools and arrange for a meeting with the superintendent. Those in attendance at this meeting will include the superintendent, an administrator from the student’s school, a school counselor, the student, and their parent or guardian. The superintendent may, after reviewing the information provided, choose to allow the student to attend school on a probationary status for the remainder of the school year, or an appropriate and/or comparable length of time as determined by the superintendent.

Students who are placed on probationary status will be allowed to attend school as long as the student satisfactorily completes the drug/alcohol abuse program. In addition, the student must meet all prescribed stipulations dealing with school attendance, academic performance, student disciplinary restrictions and other restrictions deemed appropriate by the superintendent. A student who fails to meet all requirements of the drug/alcohol abuse program, has a positive drug/alcohol test, or violates the agreed upon terms of the “Second Chance Program,” will be considered in violation of the probation and will be recommended for immediate expulsion.

## **Rule 25...GANGS/SECRET ORGANIZATIONS**

The board is committed to ensuring that a safe school environment conducive to promoting a learning environment where students and staff can excel. An orderly environment cannot exist where unlawful acts occur causing fear, intimidation, or physical harm to students or school staff. Gangs and their activities create such an atmosphere and shall not be allowed on school grounds or at school functions.

The following actions are prohibited by students on school property or at school functions:

1. Wearing or possessing any clothing, bandanas, jewelry, symbols, or other signs associated with membership in, or representative of, any gang;
2. Engaging in any verbal or non-verbal act such as throwing signs, gestures, or handshakes representative of membership in any gang.;
3. Recruiting, soliciting, or encouraging any person through duress or intimidation to become or remain a member of any gang; and/or
4. Extorting payment from any individual in return for protection from harm from any

gang.

Students arrested for gang related activities occurring off school grounds may be subject to the same disciplinary actions as if they had occurred on school grounds.

**Consequences:**

**Minimum...Out of School Suspension**

**Maximum...Expulsion.**

**Students guilty of such an offense may be subject to legal proceedings in addition to student disciplinary measures.**

## **Rule 26... SEXUAL HARASSMENT, SEXUAL ADVANCES, INDECENT EXPOSURE**

A student shall not commit indecent exposure in school nor shall a student make improper sexual advances toward another person. A student shall not request sexual favors, or display verbal, visual, or physical conduct of a sexual nature.

**Consequences:**

**10 day out of school suspension with the recommendation for expulsion.**

## **Rule 27...THEFT OR EXTORTION**

A student shall not cause or attempt to cause damage or steal or attempt to steal the property of another student or any other person; nor shall a student obtain or attempt to obtain something (of value) from another person by either physical force or threat (illegal acts). Legal authorities will be notified.

**Consequences:**

**Minimum...Out of School Suspension**

**Maximum...Expulsion**

## **Rule 28... WEAPONS AND DANGEROUS INSTRUMENTS**

No student shall possess a weapon, display what appears to be a weapon, or threaten to use a weapon while in school, on or about school property, before or after school, in attendance at school or any school sponsored activity, en route to or from school or any school sponsored activity or event. Possession means having a weapon, as defined in this policy, on the student's body or in an area under his/her control.

A weapon is defined as any knife, gun, pistol, revolver, shotgun, BB gun, rifle, pellet gun, razor, ice pick, dirk, box cutter, num-chucks, explosive, or any other instrument or substance capable of causing bodily harm.

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

**Consequences:**

**Students found to be in possession of a firearm or weapon, as defined in this policy, on the school campus shall be recommended for expulsion for a period of not less than one year. Legal authorities will be notified.**

**The superintendent or school board shall have the discretion to modify such expulsion recommendation for a student on a case-by-case basis.**

### **Other Offenses and Consequences**

## **Rule 29...COMPUTER USE**

**(Please Sign Computer Use Policy on Page 65)**

Lake Hamilton High School students will follow the regulations listed below while using the computers, the network and its access to the Internet, and all other technology belonging to the Lake Hamilton School District.

Software and Hardware:

No student will install personal software, hardware or insert a disk from home on a school computer without prior permission from a supervisor.

No student will make deliberate attempts to alter or disrupt the computer system, destroy data by spreading computer viruses or damage the system by another means.

No student will play computer games unless expressly permitted by a supervising teacher.

No student will print large graphics of any kind without permission from a supervisor.

Security and Privacy:

No student will provide another student access to a program or system that is not authorized.

No student will attempt to log in through another person's account or access another person's file, without express permission.

No student will post private information about themselves or another person, on email or on web pages.

No student will attempt to maliciously harm or destroy data of another user.

Internet and Email:

No student will generate or forward chain letters.

No student will engage in spamming (sending an annoying or unnecessary message to a large number of people).

No student will subscribe to any list serve without prior permission from a supervising teacher.

No student will participate in chat groups or MUDs.

No student will access material that is obscene as defined by the United States Supreme Court. "Obscene" sites are those (1), which depict or describe sexual conduct in a patently offensive way that appeals to a prurient interest and (2) which, taken as a whole, lack serious literary, artistic, political or scientific value.

No student will access material that advocates illegal acts, that advocates violence or discrimination.

All computer users need to be aware that their email is not private and will be monitored when needed.

### **CONSEQUENCES**

**Failure to follow these rules may result in the loss of computer privileges on campus and/or other disciplinary action:**

**Loss of all email and Internet privileges for no less than two weeks.**

**May not work on any computer-related projects out side of the classroom for the remainder of the semester**  
**ISS**

**Loss of all computer privileges**  
**Recommendation for expulsion**

**The administration has the authority to adjust the computer discipline policy at anytime deemed necessary without prior notification of parents, for the protection and use of technology at Lake Hamilton District.**

## **Rule 30...FAILURE TO SERVE DETENTION OR SATURDAY SCHOOL**

Students who do not promptly report for the full detention or Saturday School at the designated time(s) will be assigned additional consequences.

## **Rule 31...PETITIONS**

Students who are involved in the circulation of petitions will be assigned to In School Suspension.

## **Rule 32...TARDINESS**

Promptness is an important character trait and is the responsibility of each student. Students who are late to class show a disregard for the teacher and their classmates and compromise potential student achievement.

An unexcused tardy will be assigned when a student is not in the assigned class when the bell signaling the start of the class period sounds. A student who checks out of class early will be given an unexcused tardy if they do not return with a doctor's note, legal/court papers, or if they have not received permission by the principal in advance. If a student reports to class after the class has been in session for more than twenty-five (25) minutes, the student will be considered to have missed the class and will be counted absent even though the student will be required to remain in attendance for the remainder of the class period.

Any student that has received three (3) or more unexcused tardies in any one class will lose his/her semester test exemption for that class. An unexcused tardy is one in which upon returning to school the student does not produce a doctor's note or legal/court papers giving evidence of the reason the student missed part of a class.

A record of unexcused tardies will be kept in the High School Office.  
Accumulated unexcused tardies will be handled according:

5th Tardy... Saturday School

7th Tardy... ISS (one Day)

9th Tardy... OSS (one day) and parent conference required before returning to school

10th Tardy and beyond...OSS for each tardy, parent conference, AND loss of driving privileges AND prohibited from participating in any Extra Curricular Activities

## **Rule 33...VEHICLES**

Only students enrolled at Lake Hamilton High School will be allowed to drive to and park at Lake Hamilton High School provided they are legally licensed to operate a motor vehicle, have documentation of insurance, have acquired a parking permit from

Lake Hamilton Schools and are not in violation of parking / driving regulations.

Students may be denied driving/ parking privileges if proper procedures are not followed regarding vehicle operation, parking, registration with the school or if students use the vehicle to leave school improperly.

Students are not to be in or near vehicles during the school day unless arriving or leaving the school campus at the proper time.

Any car without a parking sticker parked on LHHS campus **MAY BE TOWED AT THE OWNER'S EXPENSE!**

#### **TRAFFIC CITATIONS - Any type of moving traffic violation.**

- a. First Citation - 2 weeks suspension of driving privileges.
- b. Second Citation - Driving privileges suspended for the remainder of the semester.
- c. Third Citation – Driving privileges suspended for remainder of school year.

#### **PARKING VIOLATIONS**

- a. First Violation - \$10 fine
- b. Further Violations - suspension of driving privileges.

### **Rule 34...PERSISTENT DISREGARD FOR SCHOOL RULES**

A student who persists in acts of misconduct after reasonable efforts have been made by the school to correct the misconduct may be subject to suspension, referral to Alternative Learning Environment or expulsion.

### **Rule 35...ELECTRONIC DEVICES**

Electronic Devices are not to be in use during school hours (Normally 7:55 a.m. to 3:05 p.m.) Electronic devices include any communication device as well as audio and video devices. Students may have such devices in their possession. However, if the device is believed to be in use( it is in their hands, or if it is on, the alarm goes off, earplugs in the ear, etc.) it will be confiscated and appropriate discipline will be assigned. A parent or guardian will be responsible for picking up the device from the office.

*Consequences for cell phones, communication devices:*

1<sup>st</sup> offense - Saturday School

2<sup>nd</sup> offense - 3 Days ISS

3<sup>rd</sup> offense - 5 Days ISS

4<sup>th</sup> offense - 3 Days OSS

5<sup>th</sup> offense - referral to ALE

Students may leave such devices with a responsible adult on campus (such as a coach or sponsor). The school will not be held responsible for loss or damaged to any device left in the possession of school personnel.

Student personal computers are not allowed on campus ( Unless a principal gives prior permission).

### **Rule 36...BEHAVIOR NOT COVERED**

The district reserves the right to pursue disciplinary action or legal action for student behavior subversive to good order and discipline in schools even though such behavior may not be specified in the preceding rules. School administrators may

choose a more severe penalty due to the nature of the infraction.

## **EXPLANATION OF CONSEQUENCES**

Upon determining that an infraction of the student conduct expectations has occurred, one or more of the following discipline responses may be implemented:

### **CONFERENCE AND/OR WARNING**

Conferences may include the parent.

## **CORPORAL PUNISHMENT**

Corporal punishment as used in the schools refers to paddling a student for breaking a school rule. Corporal punishment may be used as a student disciplinary measure by certified personnel when it is deemed necessary and administered as follows.

1. The student must have had prior warning that a continuation or repetition of misconduct would result in corporal punishment.
2. The employee preparing to administer corporal punishment must have verified that the parents or guardians have not filed a written request with the principal requesting that their child not receive corporal punishment. In the event that such request has been filed, an alternate disciplinary action will be taken
3. One or more certified staff members called as witnesses must hear the nature of the offense in the presence of the student, and the student given opportunity to explain the reason for his actions or to deny the charges.
4. Inflicting unusual or cruel punishment, striking any part of the head of the student, administering the punishment in a spirit of anger or malice, administering the punishment in the presence of other students or administering the punishment to a student dressed in other than regular school clothes is forbidden.
5. A written report stating the reason for the punishment signed by the employee administering the punishment and by the witness will be filed in the principal's office immediately following the punishment.
6. The parent or guardian, upon request, will be provided a written explanation by the employee administering the punishment of the reason for the punishment and the name of the witness.
7. Parents or guardians who choose that corporal punishment not be administered to their child must personally deliver their written request to the principal of the school. In those cases an alternative disciplinary action, which may include suspension, will be taken.
8. In administering the punishment, the staff member will take into account the age, height, weight, and any known health problems of the student.
9. Severe Disruption - Cancels the above checklist and may warrant immediate attention.

### **Consequences**

**Corporal punishment or other severe disciplinary action. May be used when a child: Disrupts the education process of others, threatens to commit harm to himself, another student or adult, damages or destroys student, teacher, or school property.**

## **DETENTION**

Students may be assigned to supervised detention periods held before, during, or after regular school hours. When a student is assigned detention before or after school, the parent is responsible for transportation.

## **DISCIPLINARY PROBATION**

Any student involved in a serious disciplinary problem or who exhibits a persistent disregard for school rules (the seventh disciplinary referral, excluding tardies) will be placed on disciplinary probation by the principal. If this action becomes necessary, any future serious disciplinary problems may result in the student being referred to the Alternative Learning Environment. The principal will notify the parent in writing that the student has been placed on probation and that a conference with the principal is required.

## **SATURDAY SCHOOL**

Saturday School is provided in the Lake Hamilton High School and is supervised by Lake Hamilton School Personnel. Prior to the session the student is assigned to attend at least one parent or adult approved by the principal will bring the student to school to check him/her into Saturday School. Before leaving the student at school, the Saturday School teacher and the parent or approved adult will discuss who will be responsible for picking up the student at the end of the session. An emergency telephone number must be left with the supervisor.

Students will not be allowed to drive to and from Saturday School. When checking into Saturday School, each student must have at least one (1) library book, two (2) textbooks, paper and a writing utensil. Students will not be allowed to sleep in Saturday

School. Students must remain busy on appropriate work at all times. No magazines or other materials not related to school work may be brought to Saturday School.

Saturday School begins at 8:00 a.m. and ends at 12:00 noon. Attendance is required all morning. Late arrivers or students who do not have proper materials will not be allowed to attend Saturday School.

All school rules and regulations will be enforced at Saturday School.

If a student misses Saturday School she/he will be assigned two (2) Saturday School sessions. If she/he misses another Saturday School session, she/he will be assigned to In-School Suspension. When school is not in session on a Friday, there will be no Saturday School the following day.

## **SUSPENSION FROM SCHOOL**

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

going to and from school or a school activity. A student may be suspended for behavior including, but not limited to that which:

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

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

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

When possible, notice of the suspension, its duration, and any stipulations for the student's re-admittance to class will be given to the parent(s), legal guardian(s), or to the student if age 18 or older prior to the suspension. Such notice shall be handed to the parent(s), legal guardian(s), or to the student if age 18 or older or mailed to the last address reflected in the records of the school district.

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

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

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

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

## **IN-SCHOOL SUSPENSION**

In-school Suspension (ISS) is an alternative placement for students who engage in severe offenses. Students who are placed in ISS will be separated from the general student population and will not be permitted the privileges granted to students who are not assigned to ISS. If students are absent from school during the assigned suspension time, the days will be made up upon return to school.

Students assigned to in-school suspension are to report to the office of their building principal immediately upon arrival at school each day and stay there. Students are to have with them all books and other work material. The In-School Suspension placement ends at the final bell of the last school day assigned. Students may attend and participate in school sponsored activities at any point after the In-School Suspension is officially concluded. (Example...A student has been assigned 3 days ISS starting on Wednesday. The three days ISS will be served on Wednesday, Thursday and Friday. The student may attend and participate in school sponsored activities on Friday evening.

A student may serve a maximum of 15 days of ISS (unless extended by the principal). Further discipline will result in OSS.

## **OUT OF SCHOOL SUSPENSION**

Students involved in serious offenses may be assigned to Out of School Suspension (OSS) by the principal. Students who are assigned OSS are responsible for all missed assignments and class work that is missed in their absence from the class. It will be the student's responsibility to gather the missed work. Students suspended out of school will be allowed to attend and participate in school sponsored activities beginning at the first bell of the day following the conclusion of the OSS. (Example...A student has been assigned 3 days OSS starting on Monday. The three days OSS will be served on Monday, Tuesday & Wednesday. The student may attend and participate in school sponsored activities of Thursday)

## **PROBATION**

School personnel may suspend punishment for a rule violation, and notify the parents and students in writing at the parent conference that the student must obey the rules for the remainder of the year under penalty of recommendation for expulsion.

## **DISCIPLINARY PROBATION**

Any student involved in a serious disciplinary problem or who exhibits a persistent disregard for school rules (the seventh disciplinary referral, excluding tardies) will be placed on disciplinary probation by the principal. If this action becomes necessary, any future serious disciplinary problems may result in the student being referred to the Alternative Learning Environment. The principal will notify the parent in writing that the student has been placed on probation and that a conference with the principal is required.

## **EXPULSION**

Principals may recommend to the Superintendent that a student be prohibited from entering the school or school grounds (except for a prearranged conference with an administrator) until the end of a semester, the end of a current school year or permanently, dependent upon the severity of the offense. Expulsion requires Board of Education approval and may include loss of academic credit.

## **DISTRICT BUS TRANSPORTATION RULES**

Lake Hamilton School District provides bus transportation for those students that live too far from school to walk. Regular loading and unloading stations will not be changed except by the proper school authorities. Students will be expected to be at these stations if they wish to ride the school bus. Buses will load and unload only at the designated stations.

Students who plan to ride the bus with another student must bring a note signed by a parent or guardian asking for permission to ride the bus. This note must be approved through the Sr. High office prior to 1:30 p.m. Students may be denied the privilege of riding a bus not assigned to them due to overcrowding, discipline concerns or reasons deemed appropriate by school administrators. All students are expected to conduct themselves in a safe and appropriate manner while on the bus and at loading and unloading stations. Student misconduct may result in disciplinary action, including suspension from riding the bus. Any student causing damage to a bus will be required to pay for the damages, as well as face disciplinary action.

The driver of a bus has the same authority over bus passengers that a teacher has over students in the classroom. It is their responsibility to identify and report to building principals an student who misbehaves or whose conduct interferes with the safe operation of the school bus. Each school bus driver will review the bus rules of conduct with students riding his/her bus.

Students must ride the bus to which they are assigned. Students may not walk to another campus to catch a bus without the permission from their principal. Any student who leaves campus without permission may not return to campus and ride the bus.

Parents are not permitted to board the bus or attempt to hold a conference with the driver while the bus is en route. Any parent wishing to discuss a transportation matter must telephone the driver, the principal or district office to schedule an conference.

## **BUS RULES**

1. Students are to follow the directions of the driver including seat assignments.
2. Students are to remain seated, facing forward, while the bus is in motion and speak in normal conversational tones.
3. Students are to keep head, hands, feet and all parts of the body in the bus.
4. Students are not to push, shove, fight, or throw objects at any time.
5. Students are not to eat, drink, spit, or use any form of tobacco on the bus.
6. Students are expected to be courteous to others.
7. Students are to use no inappropriate or offensive language or gestures at any time.
8. Students are to keep the bus clean of trash and graffiti.
9. All school rules apply on school buses.

### **CONSEQUENCES OF BREAKING BUS RULES**

**Students who violate school bus rules and regulations are subject to disciplinary action as deemed appropriate by the building principal.**

**Bus suspensions are generally for 3, 5, and 10 days, in that order.**

**Students who experience chronic bus discipline referrals will be suspended for the remainder of the semester or 30 days, whichever is longer.**

# **NATIONAL PARK COMMUNITY COLLEGE**

Any Lake Hamilton student who is enrolled at National Park Community College in the morning or afternoon will be allowed to drive a personal vehicle. Any violation of driving rules and regulations of either campus can result in suspension of this privilege. Violation of city, state, or county laws during travel to and from either campus can also result in suspension of this privilege.

A bus will be provided as courtesy transportation for students to attend NPCC for afternoon classes. Students are expected to follow all bus transportation rules or forfeit the privilege of riding.

## **Work Release Waiver**

Students who would experience proven financial hardships if required to attend a full school day may apply for a work release waiver through the principal's office.

# **Student Health**

## **ACCIDENTS AND ILLNESS AT SCHOOL**

Lake Hamilton School District does NOT carry medical insurance for students injured on school premises, under school jurisdiction or while participating in school district activities. However, accidental injuries are inevitable and the school district has arranged a voluntary student accident insurance program through Student Insurance Division.

The Lake Hamilton School District assumes no legal responsibility for providing medical insurance. For your protection, we urge that serious consideration be given to the student accident insurance described in the student brochure.

Every student who participates in athletics and vocational agriculture are covered by a blanket accident policy provided by the school.

Accidents to students on the school ground or in the building are reported to the school nurse and principal or designee. If necessary, the school nurse or the family physician is to be called. First-aid treatment will be given and the family will be notified, if necessary. The school assumes no financial responsibility for treatment. A written accident report shall be made in duplicate on all accidents. The principal or designee keeps one copy. The other copy is sent to the central office. When pupils are injured or become ill at school, their parents or guardian should be notified and requested to take them home

## **IMMUNIZATIONS**

Requirements of the Arkansas Department of Health, the Arkansas State Department of Education, and Legislative Acts 224 of 1967 and 633 of 1973 established the following requirements for entry into school regardless of grade:

\*Even though 2 Measles Vaccines are required, these are usually administered as a MMR combined vaccine.

\*\* "Students who transfer from another school district may be conditionally admitted A maximum of 30 calendar days shall be given for the student to produce documentation of immunizations or be excluded." Arkansas Department of Health Regulation.

| Vaccine                   | # of Doses Required  |
|---------------------------|--|
| DPT, DPaP, DT or Td       | 3 doses with at least one dose administered on/or after the child's 4th birthday |
| Oral or inject able Polio | 3 doses with at least one dose administered on/after the child's 4th birthday    |
| Measles*                  | 2 doses  |
| Rubella                   | 1 dose   |
| Mumps                     | 1 dose   |
| Hepatitis B               | 3 doses  |
| Vancella (Chicken Pox)    | 1 dose   |

**INFORMATION**

Act 838 of 1991, requires birth certificates and social security numbers of all entering students.

**HEALTH EXAMINATIONS**

Pupils shall be excluded from school for health reasons through the principal's office only. Nurses serve in an advisory capacity to the principal. Children should not be sent home from school without first informing a parent or guardian. A child suspected of having or being able to transmit a communicable disease is excluded from school. If the suspected condition is discovered not to exist, the same persons may readmit the child. In case of actual communicable disease, the child is readmitted when a physician's certificate is presented or when the period of exclusion required by the Health Department is completed.

**ADMINISTRATION OF MEDICATION**

Parents are often unaware that all nurses, including school nurses, are prohibited from giving any medication--prescription or non-prescription--that is not ordered by a licensed physician.

To protect the safety of all children from the misuse of medication, the policy of the Lake Hamilton School District for administering medication is as follows:

Other than medication used in first aid, approved school personnel shall give medication to children **only** when prescribed by a physician or dentist and a written,

signed request by the parent/guardian along with the medication is supplied to the school. **Medications may be given temporarily by a parent/guardian when the school requirements cannot be met.**

The appropriate Health Care Forms must be completed by the parent/guardian and physician **before** any medication or procedures will be administered. These forms may be obtained from the school nurse and must be updated at least annually.

Medication to be given by school personnel shall be brought to the school by the parent /guardian and should be picked up by the parent/guardian at the time it is discontinued. **No medication will be returned to a student to transport home.** A separate, properly labeled container to leave at school may be obtained from your pharmacy. Medication will not be kept from one school year to another and will be destroyed if not picked up by the last day of the school year.

Parents should monitor their child's medication and supply additional medication to the school when necessary. It is the responsibility of the parent/guardian to provide the school with properly labeled medication containers each time there is a change in medication, dosage or time of administration. The instructions on the bottle must match the physician's order exactly or the medication can not be given. **MEDICATION TO BE GIVEN ONE (1), TWO (2) AND THREE (3) TIMES A DAY ARE NOT ADMINISTERED AT SCHOOL UNLESS SPECIFICALLY ORDERED BY THE PHYSICIAN TO BE GIVEN DURING THE SCHOOL DAY.**

**PRESCRIPTION MEDICATION** must be supplied to the school in the container dispensed by the pharmacy which contains the name of the prescribing physician or dentist, the child's name, name of medication, dosage and time to be given. The Pharmacy label is acceptable as the physician's order only if the prescription was filled within 30 days prior to the time it is brought to school. A signed parent's request must accompany the medication.

**OVER-THE-COUNTER MEDICATION** must be supplied to the school in the container in which it was purchased. The current physician's written order with signature and the parent's signed request must accompany over-the-counter medications. (Example: cough drops, cough syrup, Tylenol, throat spray, Tums, herbal health aids, etc.)

**MEDICATION ON FIELD TRIPS** will be given by an approved school official.

**Self-administration of medication** by students is not allowed. All medication will be kept in and dispensed from the school nurse's office. No prescription or over-the-counter medications are to be in a student's possession at any time other than the exceptions stated below.

**SUNGLASSES** are not to be worn in the building unless they have been prescribed and certified by a physician. The office must have a copy of this certification on file.

## **LIFE THREATENING MEDICAL CONDITIONS**

If your child has been diagnosed with asthma or any other life threatening medical condition please provide the appropriate medication as prescribed by your child's physician to be kept at school for such emergencies. Minutes matter in a situation of this severity and having your child's medications immediately available could prevent a tragedy. *Plan of Care forms* to be filled out and signed by your child's

physician and *Medication Administration forms* to be completed and signed by the child's parent are available in the school nurse's office. In rare instances where life-threatening medical conditions exist, a student may need to carry his own medication. In these instances, a parent must also provide to the school a written request for the student to carry his/her own medication. Duplicate medication should be kept in the nurse's office for possible emergency situations.

If under exceptional circumstances a child is required to take oral medication during school hours and the parent cannot be at school to administer the medication, only the school nurse or the principal's designee will administer the medication in compliance with the regulations listed below.

Written instructions signed by parent and physician will be required and will include:

- a) child's name
- b) name of medication
- c) time to be administered
- d) dosage
- e) termination date for administering the medication

No aspirin or Tylenol will be provided for students. Prescription drugs must be in a prescription bottle with the proper label. Non-prescription drugs must be in the original container with the original label accompanied by a current physician's written order and written parent request.

Only superficial first-aid (Band-Aids, antiseptics, cleaning, etc.) will be administered at school without written authorization.

In case of oral medication, the school nurse, principal, or the principal's designee will:

- a. Inform appropriate school personnel of the medication.
- b. Keep medication in a locked cabinet.
- c. Return unused medication to the parent only.

The parents of the child must assume responsibility for informing the school nurse of any change in the child's health or change in medication.

The school district retains the discretion to reject requests for administration of medicine.

A copy of the regulation will be provided to parents upon their request for administration of medication in the schools.

## **SCHOOL INSURANCE**

The school participates in a voluntary Student Accident Insurance Program. The student pays a premium for the coverage as stated in the policy at the beginning of the school year. Every child who participates in athletics and vocational agriculture should be covered by some accident policy.

## **Extracurricular Activities**

Extracurricular activities, groups, and organizations are considered to be a valuable part of the high school experience. Many opportunities are available for students in this respect.

## **ELIGIBILITY**

Students are eligible to participate in extracurricular activities provided they are full time and meet the criteria for participation according to guidelines established by the Arkansas Activities Association as well as the Lake Hamilton School District, and the group, team, or organization. The rules and regulations listed below apply to all extracurricular activities.

Any student classified as “full time” at LHHS must be on campus or a campus affiliated with LHSD for seven periods daily. Students choosing not to enroll in at least six courses may not participate in any type of extracurricular activities, prom, or graduation

ceremonies.

Students who are dually enrolled are not eligible to participate in any extracurricular activities or graduation.

## **DRUG TESTING**

The Lake Hamilton School District conducts a mandatory drug testing program for student participants in certain specified extracurricular programs. In order to participate in these programs and activities, students must comply with this Board policy. A complete copy of the Student Drug Testing Policy for Extracurricular Activities will be provided and the Authorization Form must be signed by the student and parent, and returned to the designated school official.

### **PROBATION FOR EXTRACURRICULAR ACTIVITIES**

Probation is intended to be a severe warning that suspension is imminent unless there is a change in behavior. The probationary period lasts for the current semester from the date of the offense.

A parent or student may appeal his/her probation by returning a letter of appeal stating his/her reason for the appeal. This letter must be filed with the athletic director within five (5) school days of the offense. At that time the parents will be informed when an appeals meeting will be held. In attendance at this meeting will be the student with his/her parents or guardians, the sponsor, the Athletic Director, and an Administrator.

The following will be reasons for probation:

1. Being placed in In-School Suspension (I.S.S.)
2. Use of any tobacco products at school or at a school-sponsored activities.
3. General disregard of school rules.
4. Riding to or from a school-sponsored event in non-authorized transportation

## **SUSPENSION FROM EXTRACURRICULAR ACTIVITIES**

The term “suspension” shall mean that a student who is suspended from participating in extra-curricular activities may not participate in any way as a member of the organization.

A parent or student may appeal his/her suspension by returning a letter of appeal stating his/her reasons for the appeal. This letter must be filed within five (5) school days of the offense to the Athletic Director. At that time, the parents or guardians will be informed when an appeals meeting will be held. In attendance at this meeting will be the student with his/her parents or guardians, the sponsor, the Athletic Director, and the Principal.

The following reasons will be cause for suspension from extracurricular activities:

1. Use or possession of alcohol or drugs at school or during a school-sponsored activity.

2. Being placed in In-School Suspension (I.S.S.) twice during the same school year.
3. Students who do not maintain all criteria according to the constitution of their organization will be suspended from that organization.
4. Students who are signed out by their parents or guardians from school sponsored events in locations other than LHHS, must leave the premises in the vehicle with their parent or legal guardian who signed them out. They cannot under any circumstances drive themselves or ride with another student to a school sponsored event.

## **CONFLICTS IN EXTRACURRICULAR ACTIVITIES**

When students are involved in more than one school sponsored activity in which scheduled events are conflicting, the student may choose in which activity they will participate. However, when one of the activities in question is a conference, regional or state event or competition, the student must attend that event. Additionally, students may not choose to attend a practice or other related session if they are part of a group that is also participating in an interscholastic event or competition at the same time.

A student's participation in an activity is at the coach's discretion. A player who has not participated in practice may be withheld from play when the coach deems it in the best interest of the team. Students who are a part of the team are expected to attend practice and games, unless given prior permission to miss by the coach. A player's failure to receive permission to miss practice or a game will be subject to disciplinary consequences.

## **TRANSPORTATION TO EXTRACURRICULAR EVENTS AND COMPETITIONS**

Students must travel to the site of any interscholastic competition or other extracurricular activity with the group, team, or organization unless prior arrangements, approved by the principal, have been made to be transported by another school official.

Procedures for traveling home from such an event will be set forth by the coach, sponsor, advisor, or teacher in charge.

## **ATHLETICS**

Lake Hamilton School district maintains membership in the Arkansas Activities Association. Any student who participates in athletics must meet eligibility requirements such as age, residence, and scholastic standing, as set forth by the Arkansas Activities Association and the Arkansas Department of Education. All students wishing to participate in spring sports must take and pass 4 core subjects in the previous fall semester.

Every student who participates in athletics is covered by a blanket accident policy provided by the school.

## **DANCES**

Any current Lake Hamilton High School student not suspended at the time of the dance shall be allowed to attend. Students are allowed to bring one guest who is not a Lake Hamilton student provided the guest is pre-registered and approved at least 3 days prior to the dance through the High School office. Criteria for approval for school dances will be the same as for the prom.

School dances are come and stay affairs. Students who leave will not be allowed to return and are required to leave campus immediately.

## **ELIGIBILITY FOR CHEERLEADING/DANCE TEAM**

A student will meet all AAA guidelines prior to the tryouts in order to be eligible to

try out for cheerleading or drill team.

## **ORGANIZATIONS**

Each spring, the Student Body selects a president, vice-president, secretary-treasurer and three senators-at-large to serve as officers of the High School Student Council. To be eligible for an office in the Student Council, a student must have a minimum grade average of "C" the previous semester.

The council is composed of representatives of each class. It serves as a general managing board for such student activities as the members think will be beneficial to the school. Students who are not elected to an office will have an opportunity to participate and belong to the student council.

All rules and plans of any student organization must be approved by the principal.

Hazing, as defined by law, is forbidden in connection with initiation into, or affiliation with, any student organization.

## **STUDENT COUNCIL**

The student council is composed of ten representatives of each class who will be elected by members of each class. To be eligible to run for a representative position a student must have a minimum 2.0 GPA from the previous semester. The next five students who received the most votes, but were not elected, will have the opportunity to work their way on the Council during the summer.

Each spring, the LHHS Student Council will elect a present, vice-president, secretary and reporter to serve as officers. To be eligible for an office in the council, a student must have a minimum of a 2.0 GPA from the previous semester and have served on the High School Student Council the preceding year. Students who are not elected to an office will have an opportunity to participate and belong on the council if they have recieved one-third of the vote. A newly elected representative form each grade who ahs never been on the High School Council will also be elected to serve on the officer board as a senator.

The council serves as a general managing board for such student activities as the members think will be beneficial to the school.

## **ORGANIZATIONAL FUNDS**

All organizations must deposit their funds in the school office. Before any funds are spent, the organization should approve the expenditure. The expenditure must also have the approval of the sponsor. All requests for checks and all orders in the organization's name should have the signature of both the building principal and the sponsor of the organization. No order should be placed for an organization unless the money has first been collected and deposited.

## **FOOTBALL/BASKETBALL HOMECOMING**

1. Dress Code: Maids' dresses for homecoming must adhere to the following guidelines.

- A. Dressy short dress.
- B. Dressy long dress.
- C. Formal pants suit.
- D. Business suits.
- E. No midriffs will be visible.
- F. No excessive low cut fronts or backs. Definition of excessive will be left to the

discrimination of the administration. This will include  
no low waist in front or back.

G. No see-through without a solid lining underneath.

H. Failure to comply will result in the student not being allowed to participate in homecoming activities.

2. Each club will be given the opportunity to participate in homecoming by:
  - A. Entering a float in the parade and  
Selecting a maid to represent that club in the homecoming festivities.
3. In order to have a maid to represent a club in basketball homecoming, that club must have participated in football homecoming. (Float and a maid in football homecoming)
4. Each class will elect three (3) maids to represent that class in homecoming. These girls will be selected from the entire class roll on secret ballot. The three girls with the most votes in each class will be designated as class maids.
5. Every Senior girl elected as a maid will be eligible for the honor of Queen. This includes club maids, class maids, band, cheerleader, and SteppinWolf maids.
6. The Senior Class will vote on the Queen and all royalty will be announced at one time.

Girls that have been maids in the previous years in either football or basketball will not be eligible for the following year with the exception of

Seniors. All Senior girls will be eligible their Senior year for either, but not both football or basketball homecoming maid.

8. Basketball maids will be elected in the same manner as football.

## **JUNIOR-SENIOR PROM**

Prom is an annual event organized and sponsored by LHHS juniors and staff to honor seniors in their last semester. In order to make this an enjoyable activity, the following guidelines have been established.

1. LHHS juniors and seniors are invited. Sophomores may attend if they are invited by a junior or senior. No student below the 10th grade may attend Prom.
2. Students from other schools who are juniors or seniors may be invited to Prom as the date or escort of a LHHS junior or senior if they are in good standing at the school that they attend.  
Their school may be contacted to verify enrollment and standing.
3. Students may not invite anyone who has reached the age of 21.  
(Exceptions: see #8)
4. Names of non-LHHS students who are invited to Prom must be submitted no later than the Monday immediately prior to the date of Prom.
5. Former LHHS students who have dropped or withdrawn because of disciplinary circumstances may not attend Prom.
6. Former LHHS students who have been expelled may not attend Prom.
7. Students who are attending ISS or ALE at the time of Prom will not be allowed to attend.
8. Married students may invite their spouses to Prom unless #5 or #6 applies to the spouse in question.
9. Administrators reserve the right to deny an invitation to Prom based on reasons that are not arbitrary or capricious.
10. A senior or junior student may purchase only two (2) Prom tickets.

11. Students are expected to wear appropriate attire. Attire that is deemed inappropriate will result in the student being asked to change to appropriate clothing.
12. Violation of the dress code or any inappropriate conduct will result in dismissal from prom without refund of ticket costs as well as any applicable disciplinary measures.
13. Dual enrollment students may attend prom ONLY at the invitation of a full time 11TH OR 12TH grade student.

## **HOLDING OFFICES**

No student may hold an office in school or in various clubs, organizations, or classes unless the student shall have:

1. At least a "C" average.
2. No failing grades in any subject for the previous semester.
3. If an officer is placed on disciplinary probation, he/she will be removed from office.

***PLEASE FILL OUT  
PAGES 75 THOROUGH 78  
RETURN TO HIGH SCHOOL OFFICE***

# LHSD STUDENT COMPUTER USE POLICY

The Lake Hamilton School District makes computers and/or computer Internet access available to students, to permit students to perform research and to allow students to learn how to use computer technology. Use of district computers is for educational and/or instructional purposes only. It is the policy of this school district to equip each computer with Internet filtering software designed to prevent users from accessing material that is harmful to minors.\* No student will be granted Internet access until and unless a computer-use agreement, signed by both the student and the parent or legal guardian (if the student is under the age of eighteen [18]) is on file. The current version of the computer use agreement is incorporated by reference into board policy and is considered part of the student handbook.

Students are advised that they enjoy no expectation of privacy in any aspect of their computer use, including email, and that monitoring of student computer use is continuous. Students who misuse district-owned computers or Internet access in any way, including using computers except as directed or assigned by staff or teachers, using computers to violate any other policy or contrary to the computer use agreement, attempting to defeat or bypass Internet filtering software, or using the computers to access or create sexually explicit or pornographic text or graphics, will face disciplinary action, as specified in the student handbook\*\* and/or computer use agreement.

\*The designated District Technology Administrator or designee may authorize the disabling of the filter to enable access by an adult for a bona fide research or other lawful purpose.

Legal References: 20 USC 6801 et seq. (Children's Internet Protection Act; PL 106-554)  
A.C.A. § 6-21-107 and A.C.A. § 6-21-111

## STUDENT INTERNET USE AGREEMENT

Student's Name (Please Print) \_\_\_\_\_ Grade \_\_\_\_\_  
Level \_\_\_\_\_

School \_\_\_\_\_

Date \_\_\_\_\_

The Lake Hamilton School District agrees to allow the student identified above ("Student") to use the district's technology to access the Internet under the following terms and conditions:

1. Conditional Privilege: The Student's use of the district's access to the Internet is a privilege conditioned on the Student's abiding to this agreement. No student may use the district's access to the Internet unless the Student and his/her parent or guardian have read and signed this agreement.
2. Acceptable Use: The Student agrees that he/she will use the District's Internet access for educational purposes only. In using the Internet, the Student agrees to obey all federal and state laws and regulations. The Student also agrees to abide by any Internet use rules instituted at the Student's school or class, whether those rules are written or oral.
3. Penalties for Improper Use: If the Student violates this agreement and misuses the Internet, the Student shall be subject to disciplinary action in accordance with the student handbook.
4. "Misuse of the District's access to the Internet" includes, but is not limited to, the following:
  - a. using the Internet for other than educational purposes;
  - b. gaining intentional access or maintaining access to materials which are "harmful to minors" as defined by Arkansas law;
  - c. using the Internet for any illegal activity, including computer hacking, using encryption or sniffer software.
  - d. making unauthorized copies of computer software; or copyright or intellectual property law violations; theft or vandalism of data, equipment, or intellectual property;
  - e. accessing "chat or chat rooms" unless authorized by the instructor for a class activity directly supervised by a staff member.
  - f. using abusive or profane language in private messages on the system; or using the system to harass, bully, or verbally attack others; ; including vandalizing data of another user;
  - g. posting anonymous messages on the system; attempting to gain access or gaining access to student records, grades, or files; or introducing a virus to, or otherwise improperly tampering with the system;
  - h. causing congestion of the network through lengthy downloads of files; including

stream video or audio. or wasteful use of limited resources provided by the school including paper;

l. obtaining or sending information which could be used to make destructive devices such as guns, weapons, bombs, explosives, or fireworks;

j. identifying oneself with another person's name or password or using an account or password of another user without proper authorization; gaining or attempting to gain unauthorized access to resources or files; or invading the privacy of individuals.

k. divulging identifying information about himself/herself or anyone else either on the Internet or in an email.

l. using the network for financial or commercial gain.

m. degrading or disrupting equipment or system performance;

n. creating a web page or associating a web page with the school or school district without proper authorization;

o. providing access to the District's Internet Access to unauthorized individuals;

p. taking part in any activity related to Internet use which creates a clear and present danger of the substantial disruption of the orderly operation of the district or any of its schools.

q. connecting to the district's computers or computer network with a personally owned electronic device.

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

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

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

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

Student's Signature: \_\_\_\_\_ Date \_\_\_\_\_

Parent/Legal Guardian Signature: \_\_\_\_\_ Date \_\_\_\_\_

#### ACCEPTABLE COMPUTER USE POLICY:

The administration has the authority to adjust the computer discipline policy at any time deemed necessary without prior notification of parents, for the protection and use of technology at Lake Hamilton High School.

## STUDENT DEMOGRAPHIC INFORMATION

The following information will allow the proper person(s) to be contacted in the event of an emergency. Your help in providing the information will insure that in the event of an emergency, time will not be wasted attempting to locate someone who can render assistance. Please complete and return to the Lake Hamilton High School office.

Student Name \_\_\_\_\_

1st Contact Name \_\_\_\_\_

Relationship to student \_\_\_\_\_

Home telephone \_\_\_\_\_

Cellular telephone \_\_\_\_\_

Work telephone \_\_\_\_\_

2nd Contact Name \_\_\_\_\_

Relationship to student \_\_\_\_\_

Home telephone \_\_\_\_\_

Cellular telephone \_\_\_\_\_

Work telephone \_\_\_\_\_

3rd Contact Name \_\_\_\_\_

Relationship to student \_\_\_\_\_

Home telephone \_\_\_\_\_

Cellular telephone \_\_\_\_\_

Work telephone \_\_\_\_\_

Name of person completing this information \_\_\_\_\_

Relationship to student \_\_\_\_\_

Our school participates in the Free and Reduced Lunch Program. Would you be interested in receiving related information? \_\_\_\_\_ yes \_\_\_\_\_ no

Signature (verifies that the above information and that you are parent/legal guardian of the student) \_\_\_\_\_

Thanks for your cooperation. **Please read and sign the information on the other side of this page.**

## Parent/Guardian Notification Form

Student Name  
(print) \_\_\_\_\_

### Please Read, Sign and Return

Your son/daughter has been given a copy of the policies of Lake Hamilton High School with instructions to bring them home to your attention. We ask that you read it carefully. If you need clarification on any of the items, please contact an administrator at Lake Hamilton High School. Contained in this handbook is information that addresses student discipline, academics, transportation, health and computer use as well as other information of a general nature that is important to both your student and the operation of Lake Hamilton High School. It is required by law that you and your child receive a copy of this handbook and that you acknowledge having received it. Your signature below indicates that you have received a copy of the 2011-12 Lake Hamilton High School Student Handbook. Your signature also indicates that you have read the district's acceptable Computer Use Policy that is printed at the bottom of this page. This acknowledgement will be kept on file in the school. Thank you for your cooperation in this matter.

Date \_\_\_\_\_

Student Signature \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Parent Email Address \_\_\_\_\_