

Student Handbook  
2011 - 2012  
Lake Hamilton School District  
Board Of Education

Mark Curry, President  
Mike Tucker, Vice President  
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**LAKE HAMILTON SCHOOL DISTRICT  
2011 - 2012 SCHOOL CALENDAR**

August	2,3,4	-----	New Student Registration
August	4,5	-----	New Teacher Induction
August	9,10,11	-----	Professional Development (1-3)(No Students)
August	12	-----	No School
August	15	-----	First Day of School for Students
September	5	-----	Labor Day Holiday (No School)
October	14	-----	End 1 <sup>st</sup> Quarter (44 Days) & End of 1 <sup>st</sup> 9 Weeks
October	21	-----	No School
November	23,24,25	-----	Thanksgiving Holiday (No School)
December	21	-----	End 2 <sup>nd</sup> Quarter (44 Days)
December	22-Jan. 3	-----	Christmas Holiday (No School)
January	4	-----	Professional Development (4) (No Students)
January	5	-----	Beginning of 2 <sup>nd</sup> Semester (Students Return)
January	16	-----	Martin Luther King Holiday (No Students)
February	17 & 20	-----	Inclement Weather Days
March	6 - 7	-----	Grade 11 Literacy Exam
March	9	-----	End of 3 <sup>rd</sup> Quarter (44 Days)
March	12 & 13	-----	Parent/Teacher Conferences (3:05 – 6:05 p.m.)
March	16	-----	Inclement Weather Day
March	19 -23	-----	Spring Break
March	30	-----	Professional Development (5)
April	2 - 6	-----	Grades K-2 & 9 Iowa Exams
April	9 - 13	-----	Grades 3 – 8 Benchmark Exams
April	17 - 18	-----	EOC Geometry Exam
April	24 - 25	-----	EOC Biology Exam
April	27	-----	Inclement Weather Day
May	24	-----	Last Day for Students
			End 4 <sup>th</sup> Quarter (46 Days)
			District-wide Meeting @ 3:30 p.m. (High School Cafeteria)
May	25	-----	Inclement Weather Day & *Professional Development Flex Day (6)
May	28	-----	Memorial Day (No School)
May	29 – June 1	-----	*Professional Development Flex Days (6-10)

\*Flex Days only required for those teachers who have not met the mandated 60 hours of staff development.

178	Student Interaction Days
2	Parent/Teacher Conference Days
<u>10</u>	<u>Staff Development Days</u>
190	Total Contract Days

PARENT - STUDENT

STATEMENT OF RESPONSIBILITY

Student Name

Date

The statement below must be signed and returned to the homeroom teacher within one (1) week after the student receives it. If, after one (1) week, the student has not returned the form, he will not be permitted to attend class until he does comply.

We have received the Lake Hamilton Intermediate School Handbook for Student Conduct and Discipline and although we may not agree with all the regulations, we understand that the student must adhere to them while he is at school or in attendance at school sponsored activities. In the event that we are not entirely certain of some aspect of school policy, we will contact the principal for clarification within one (1) week after receipt of that policy.

Student Signature

Parent/Guardian Signature

Date

Corporal punishment (paddling) may be administered to students in grade 4-5. A parent who does not wish his child to be paddled must personally deliver his written request to the school principal. The request must be submitted annually.

State law (80-1629.6 - 80-1629.8) requires documentation of student and parent receipt of student discipline policies.



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Lake Hamilton School District complies with federal requirements required by Title VI, Title IX and section 504, which state that, "No person in the United States shall, on the grounds of race, color, national origin, gender, or handicap be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activities receiving Federal financial assistance."

## **A MESSAGE TO STUDENTS AND THEIR PARENTS.....**

Welcome to Lake Hamilton Intermediate School. We are very pleased that you are a part of our community.

Our school has worked very hard at hiring the very best teachers that we can find and providing the best educational programs that hard work and money can produce. Therefore, we believe, that every student has a right to an uninterrupted education and it is our responsibility to provide the environment conducive for this.

The Board of Education believes that students and their parents have a right to know the rules of conduct that the students are expected to follow. The purpose of this handbook is to let students know what the rules are and the disciplinary measures that will be taken when rules are not obeyed.

Each student is responsible for his own conduct at all times. Parents are responsible for teaching their children rules of acceptable conduct and for assisting the school in maintaining a safe and orderly environment.

Just as parents cannot provide a rule for every situation that may arise within the family, it's impossible to list in this handbook a rule for every situation that may arise at school. Students and parents may expect principals and teachers to develop rules to meet with federal and state laws and Board of Education policies and regulations. Schools have a responsibility to inform students and parents of the school rules, and, again, students have a responsibility to know and follow them.

This handbook was first developed in 1987 by a committee composed of parents, teachers, students and administrators, and is revised annually by the Intermediate Advisory Council.

Each school principal will require that students and their parents sign the yellow sheet attached to the front cover and return the sheet to the school. By doing so, parents and students are signifying that they have received the handbook and are aware of school rules. More than that, the district will have fulfilled its purpose in providing its students rules for school living.

## **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. Our

school and parents must work as knowledgeable partners to support and educate all students. Lake Hamilton School District acknowledges that parents play an integral role in assisting student learning. To improve student achievement parent involvement is essential.

Lake Hamilton Intermediate School welcomes parents in the school and seeks parental support and assistance. It is our commitment to encourage parent participation and to recognize parents as full partners in education.

Stacy Howell, Principal  
Lake Hamilton Intermediate School

## **SCHOOL-PARENT COMPACT**

The LAKE HAMILTON INTERMEDIATE SCHOOL, and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) (participating children), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards. This school-parent compact is in effect during school year 2011-2012.

## **SCHOOL RESPONSIBILITIES**

The LAKE HAMILTON INTERMEDIATE SCHOOL will:

- Provide instruction to all students as prescribed by the laws of Arkansas. The curriculum is aligned with the Arkansas Standards, Frameworks and Assessments. Remediation and enrichment will be provided to individual students as needed.
- Encourage Parents to be involved in their child's learning through various opportunities offered at LAKE HAMILTON INTERMEDIATE SCHOOL.
- Hold parent-teacher conferences during which this compact will be discussed as it relates to the individual child's achievement. Specifically, those conferences will be held:  

**October 18, 20, 2011 and March 12, 13, 2012**
- Provide parents with frequent reports on their children's progress. Specifically, the school will provide reports as follows:

**Daily: assignments will be written in the student's agenda book.**

Weekly: Progress reports will go home weekly.  
Interim: Mid nine week progress reports  
Quarterly report cards: one per each nine week period

- Provide parents reasonable access to staff. Specifically, staff will be available for consultation with parents as follows:

Teachers have daily regular conference times available for scheduling for parent conferences.

Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities, as follows:

The parent volunteer tutoring program, "Helping Hands", information can be obtained from the Intermediate counselors.  
Teacher led programs where the parent speaks to the class sharing information about their careers.

## PARENT RESPONSIBILITIES

We, as parents, will support our children's learning in the following ways:

- Monitoring attendance.
- Making sure that homework is completed.
- Monitoring the amount of television their children watch.
- Volunteering in my child's classroom.
- Participating, as appropriate, in decisions relating to my children's education.
- Promoting positive use of my child's extracurricular time.
- Staying informed about my child's education and communicating with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate.
- Serving, to the extent possible, on policy advisory groups, such as being the Title I, Part A parent representative on the school's School Improvement Team, the Title I Policy Advisory Committee, the District wide Policy Advisory Council, the State's Committee of Practitioners, the School Support Team or other school advisory or policy groups.
- Supporting District and School initiatives which will enhance the educational opportunities for my child.

Parents serve on ACSIP (Annual School Improvement Plan) committees at LAKE HAMILTON INTERMEDIATE SCHOOL. They are involved in the policy development and are encouraged to provide input in the school improvement plan. This is a plan that every school in Arkansas is required to submit to the Arkansas Department of Education each year.

The LAKE HAMILTON INTERMEDIATE SCHOOL thanks you in advance for your interest and support of your child's school and education. We look forward to serving you and your child.

STACY HOWELL  
INTERMEDIATE SCHOOL PRINCIPAL

### **Students/Parents and Grievances/Due Process**

Students have the right to be immediately informed of alleged violations of standards of behavior as established by Board policy and school regulations. 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 and teachers have the responsibility to follow Board established procedures in disciplinary actions against students. Principals are responsible for notifying and conferring with parents and students in cases involving suspension and expulsion recommendations. Parents have the responsibility to call principals for conference when needed.

### **Parent Complaints**

If a parent of a student involved in disciplinary ruling wishes to contest a disciplinary ruling or a condition or circumstance imposed by a teacher or school administrator, the procedure which follows should be used by the person filing the complaint. Normally, the complaint is oral; however, any party to a complaint may at any time request that a complaint be made in writing.

1. The complaint must be directed to the person who originally took the action upon which the complaint is based. The person shall reconsider his action and give his decision to the complainant.
2. If the complainant is not satisfied with the decision, the complaint must be directed to the immediate superior of the person who took the original action. If the complaint is directed to a teacher, the immediate superior would be the building principal. If the complaint is directed to a principal, the immediate superior would be the Superintendent.
3. The Board of Education delegates to the Superintendent the authority to review the complaint and issue a decision regarding the complaint. In regard to suspension and due process, the decision of the Superintendent of Schools will be final.

(Note: Only the Board of Education may expel a student from school on concurrence of the Superintendent with the principal's recommendation and only through due process proceedings. The Board of Education may expel a student for the remainder of the semester or for the remainder of the school year or permanently.

## **WORDS AND TERMS TO KNOW....**

Parents are urged to read and discuss the following words and terms with their children before reading and discussing the Rules section of the Handbook. While every effort has been made to make Handbook language simple, young students will need parental assistance in understanding the definitions and concepts used. (Parents should also keep in mind that school personnel and personnel in the office of the principal will be happy to be of assistance.)

1. **EQUAL EDUCATIONAL OPPORTUNITY:** The Board of Education believes that every child, regardless of race, creed, color, gender, cultural or economic background, or handicap, should be given the opportunity to develop and achieve to maximum extent possible. To provide equal education opportunity, all programs offered by schools within the District will be open to all students.
2. **RIGHTS AND RESPONSIBILITIES:** Students, as well as parents and school personnel, are guaranteed full rights of citizenship by the United States Constitution; and, those rights cannot be denied except through due process of law. In order for others to enjoy their citizenship rights, it is necessary for students to behave in such a way that others are treated equally and with respect.
3. **DUE PROCESS:** To guarantee that students will not have their rights taken away unfairly, there are established procedures which school personnel must follow (Example: Before a student is suspended from school the principal must notify the student and his parents of the reason, and must explain the appeal procedures.)
4. **PARENT:** The term parent refers to those persons who by blood relationship or through custody or guardianship proceedings have control or charge of any student in attendance in District schools.
5. **INSUBORDINATION:** The term is used to describe a state of being disobedient, resistant to authority or unwilling to follow directions.
6. **REASONABLE SUSPICION:** School personnel who have reason to believe that a search will produce evidence that a student has violated or is violating the law or school rules may conduct a search.
7. **REASONABLE FORCE:** School personnel may apply the minimum amount of force necessary to stop or restrain a student from conducting himself in such a way that could result in his physical injury or injury to others.
8. **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.

9. DETENTION: Students who violate school rules may be assigned to supervised study periods held either during or after regular school hours. When a student is assigned Detention after school, the parent is responsible for transportation to and from school.

10. SUSPENSION: Principals may prohibit a student from entering the school or school grounds (except for a prearranged conference with any administrator) for a period of time set by the principal or the Superintendent. Suspension will be no longer than ten (10) school days including the day on which the violation occurred, unless it is meant to be long-termed, in which case the suspension must be determined by the Board of Education. Suspension from school does not automatically include loss of academic credit for the semester. Students can be suspended for immorality, refractory conduct, insubordination, infectious disease, habitual uncleanness, or other conduct that would tend to impair the discipline of the school or harm the other pupils.

11. IN-SCHOOL SUSPENSION: Rather than suspending students from the school campus for infractions of rules, principals may assign students to in-school suspension (I.S.S. reports to their school office each morning, then is assigned to an all day study hall monitored by a district employee. During the I.S.S., students complete regular class assignments and abide by district I.S.S. rules.

12. 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. The school district has the right to impose discipline, up to and including permanent expulsion, for actions which would tend to impair the discipline of the school, regardless of the time and place of such actions.

13. CORPORAL PUNISHMENT: Corporal punishment as used in schools refers to paddling a student for breaking a school rule. Paddling is permitted in grades 4-5.

14. CONTRABAND: Articles which are illegal or articles which a student possesses illegally.

## **STANDARDS OF CONDUCT.....**

The major “rules for school living” are listed in the following pages. Below each rule is a list of actions which a school may take if the rule is broken. The order in which the punishment is used will depend upon the seriousness of the situation or, in some cases whether or not the student has broken a number of rules. For the most part, however, the action taken will be in the alphabetical order in which the penalties are listed. Infractions will be dealt with using a variety of consequences from the minimum (conference and warning) to the maximum (expulsion). The school reserves the right to

make needed adjustments in the discipline plan of individual students. Parents will be notified if their child's discipline is altered. (Arkansas Act 472)

**REMEMBER:**

1. Obey the rules on the school grounds, off the school grounds at any school sponsored activity, and on the way to and from school.
2. Detention may be used when any one of the rules is broken. Corporal punishment may be used for any of the violations unless the parent has delivered personally to the principal his written request that is not used.

**Rule 1. Failing to Follow Direction or Commands**

A student is expected to do as he is asked by school authorities just as his parents expect him to follow their directions at home. All school employees are expected to supervise students so that the school is an orderly and safe place where students can learn.

- a. Conference and warning
- b. Detention (miss recess)
- c. Corporal punishment
- d. In-school suspension - 3 days
- e. In-school suspension - 5 days
- f. In-school suspension - 10 days
- g. Recommendation for expulsion

**Rule 2. 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 define 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 in route to or from school or any school sponsored activity.

Prohibited substances shall include, but are not limited to, alcohol, or any alcohol 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 not in accordance with the recommended dosage is prohibited.

Consequences: 10 day out-of-school suspension with referral to juvenile authorities,  
or

10 day out-of- school suspension with the recommendation for expulsion. This applies to all students in grades 4-12.

**DRUG DOG:**

Students and parents are reminded that a registered drug dog may visit the school or be brought to a school activity to locate alcohol or other illegal drugs that may be in the school or on persons. Students are responsible for the contents of their desks and storage trays (which are school owned property) and, if alcohol, /illegal drugs or any other illegal material is located, they will be treated according to school policies and referred to legal authority.

**Rule 3. Truancy (Skipping School or Class)**

Parents or school personnel (or both) must know and give permission for a student to be absent from school. After a student arrives at school, he must have teacher/principal permission to leave the classroom or any other assigned learning station; students without permission will be considered truant. (Arkansas Law 80-1509; 80-1512)

- a. Conference and Detention Hall
- b. Corporal punishment
- c. In-School suspension -3 days
- d. In-School suspension -5 days
- e. In-School suspension - 10 days
- f. Recommendation for expulsion

**Rule 4. Leaving Campus or Designated Area Without Permission from School Authorities.**

- a. Conference and warning
- b. Detention
- c. Corporal punishment
- d. In-school suspension - 3 days
- e. In-school suspension - 5 days
- f. In-school suspension - 10 days
- g. Recommendation for expulsion

**Rule.5 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, numchucks, 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.

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.

#### **Rule 6. Abusing (Verbally) a School Employee**

A student may not direct loud, insulting, offensive language toward any school employee (Arkansas Law 41-1601; 41-1604; 80-1905.1)

- a. Conference and Detention
- b. Corporal Punishment
- c. In-School Suspension - 3 days
- d. In-School Suspension - 5 days
- e. In-School Suspension - 10 days
- f. Recommendation for expulsion.

#### **Rule 7. Abusing (Physically) or Assaulting Another Student**

A student may not strike or beat another student, threaten, harm, or attempt to cause injury or physical harm to another student. (Arkansas Law 41-1604; 41-3104)

- a. Conference and Detention
- b. Corporal Punishment
- c. In-School Suspension - 3 days
- d. In-School Suspension - 5 days
- e. In-School Suspension - 10 days
- f. Recommendation for expulsion

#### **Rule 8. Indecent Exposure or Making Sexual Advances/Sexual Contact or Sexual Harassment**

A student may not deliberately expose himself or make sexual contact or attempt to make sexual contact with another person. (Arkansas Law 41-1601; 41-1604; 41-3104)

- a. Conference and Detention
- b. Corporal Punishment
- c. In-School Suspension - 3 days
- d. In-School Suspension -5 days
- e. In-School Suspension - 10 days
- f. Recommendation for expulsion

**Rule 9. Threatening Messages (Including Bomb Threats)**

A student identified as being involved in sending a message threatening the health and safety of other students and school employees will be suspended immediately, recommended for expulsion and referred to legal authorities. (Arkansas Law 41-2911; 41-2912)

**Rule 10. Fighting**

A student involved in a fight may be suspended immediately until an effort has been made to determine fault. A student identified as not having started the fight may or may not be suspended and may receive alternate punishment keeping with his actual involvement (Arkansas Law 41-1908) In compliance with Act 888 of 1995, a report will be filed with the Garland County Sheriff's Office for each incident of violence on campus.

- a. Conference and Detention
- b. Corporal Punishment
- c. In-School Suspension - 3 days
- d. In-School Suspension -5 days
- e. In-School Suspension - 10 days
- f. Recommendation for expulsion

**Rule 11. Damaging or Destroying Property, Stealing or Committing Extortion**

A student is prohibited from causing damage or trying to cause damage or destruction to the property of another person or of the District, and from obtaining or attempting to obtain something of value from another person by physical force or by threat. (Arkansas Law 41-2203; 50-109; 80-1803; 80-1904)

- a. Conference and Detention
- b. Corporal Punishment
- c. In-School Suspension - 3 days
- d. In-School Suspension -5 days
- e. In-School Suspension - 10 days
- f. Recommendation for expulsion

**Rule 12. Behaving in a Disorderly Manner**

A student may not act in a way that prevents other students from learning or teachers from teaching or causes danger to himself or to others. ( Arkansas Law 41-2969)

- a. Conference and Warning
- b. Detention
- c. Corporal Punishment
- d. In-School Suspension - 3 days
- e. In-School Suspension -5 days
- f. In-School Suspension - 10 days
- g. Recommendation for expulsion

**Rule 13. Using Profane or Abusive Language or Making Obscene Gestures**

A student may not use language or signals which show disrespect to others or prevent class work or other school activities from taking place. (Arkansas Law 41-29-8; 41-2922; 41-2923)

- a. Conference and Detention
- b. Corporal Punishment
- c. In-School Suspension - 3 days
- d. In-School Suspension -5 days
- e. In-School Suspension - 10 days
- f. Recommendation for expulsion

**Rule 14. Possessing or Distributing Pornographic Materials or Inappropriate Music**

A student may not possess or distribute any pornographic or vulgar materials. I.e. books, magazines, cassette tapes, videos, or disks.

- a. Conference and Detention
- b. Corporal Punishment
- c. In-School Suspension- 3 days
- d. In-School Suspension -5 days
- e. In-School Suspension -10 days
- f. Recommendation for expulsion

**Rule 15. Forging Names, Falsifying Information, False Accusations**

A student may not sign another person’s name to a school information form, a note from a parent to a teacher, from a teacher to a parent, change a grade for himself or another person or provide false telephone numbers or addresses. Any student who chooses to make false or slanderous accusations against other students or against district employees which may damage the person’s career or reputation may be subject to the following consequences:

- a. Warning, conference
- b. Conference with parents
- c. Detention
- d. Corporal Punishment
- e. In-School Suspension
- f. Out-of-School Suspension
- g. Recommendation for expulsion

**Rule 16. Disregarding School Rules**

A student who continues to misbehave after the school has made reasonable effort to assist him will be recommended for expulsion. Except when a student has committed a very serious offense, efforts toward behavior modification will be made prior to the recommendation. (Note: Parents are reminded that the school will need their assistance and full cooperation if school efforts are to succeed.)

**Rule 17. Loitering by a Suspended or Expelled Student**

A student who has been suspended or expelled from his assigned school may not enter any District School building or be present on any District campus during the time of the suspension or expulsion. (Arkansas Law 41-2914; 80-1906;80-1915)

- a. Warning
- b. Referral to legal authorities and prosecution.

**Rule 18. Expelled Student**

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

**Rule 19. Loitering on an Unassigned Campus**

A student may not be present on another school campus during school hours unless he has permission by school authorities. (Arkansas Law 6-2-607)

- a. Conference and Warning
- b. Detention
- c. Corporal Punishment
- d. In-School Suspension - 3 days
- e. In-School Suspension -5 days
- f. In-School Suspension - 10 days
- g. Recommendation for expulsion

**Rule 20. Smoking and using Smokeless Tobacco**

A student may not make, use smokeless tobacco or possess tobacco or smoking paraphernalia on a school campus or on a school bus. (Arkansas Law 82-3701; 82-3703)

- a. Conference and warning
- b. Detention
- c. Corporal Punishment
- d. In-School Suspension - 3 days
- e. In-School Suspension -5 days
- f. In-School Suspension - 10 days
- g. Recommendation for expulsion

**Rule 21. Public Display of Affection**

A public display of affection is inappropriate school behavior. (Students may choose to follow the advice of those who stress that a display of affection in public is never appropriate behavior.)

- a. Conference and warning
- b. Detention
- c. Corporal Punishment
- d. In-School Suspension - 3 days
- e. In-School Suspension -5 days
- f. In-School Suspension - 10 days
- g. Recommendation for expulsion

**Rule 22. Gambling**

Gambling is not permitted on school property at any time. (Arkansas Law 41-3261; 41-3262)

- a. Conference and warning
- b. Detention

- c. Corporal Punishment
- d. In-School Suspension - 3 days
- e. In-School Suspension -5 days
- f. In-School Suspension - 10 days
- g. Recommendation for expulsion

**Rule 23. Cheating on Tests**

A student may not cheat or help other students cheat on tests.

- a. Student receives zero on test and parent notified.
- b. Student receives zero on test and corporal punishment.
- c. Student receives zero on test and In-School Suspension - 3 days.
- d. Student receives zero on test and In-School Suspension - 5 days.
- e. Student receives zero on test and In-School Suspension - 10 days.
- f. Recommendation for expulsion

**Rule 24 Use of Student Overpass**

Students shall use the student overpass when crossing Adam Brown Road anytime during the school hours of 7:30 a.m. and 3:30 p.m.

Consequences:

- a. Conference, warning
- b. Detention
- c. Loss of privilege of staying after school.

**Rule 25. Behavior Not Covered Above.**

The District reserves the right to pursue disciplinary action or legal action for student behavior subversive to good order and discipline in its schools even though the behavior is not specified in the preceding written rules.

**Bullying**

Lake Hamilton School District will not tolerate Bullying. Bullying is defined as the willful, conscious desire to hurt, threaten, upset or frighten anyone. It is prohibited on school property, at school-sponsored activities, and on school buses. Consequences may vary from a verbal warning to recommendation for expulsion. School employees witnessing or having reliable information that a student has been a victim of bullying as defined by the district, shall report the incident to the principal of the school. Notice of what constitutes bullying, that is not prohibited, and the consequences of engaging in bullying will be conspicuously posted in every classroom, cafeteria, restroom , gymnasium, auditorium and school bus in the district. Copies of the notice will be given to all parents, students, school volunteers, and employees of the district. A copy of the full policy will be provided to anyone on request.

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 the 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 the school equipment or property: off school property, at a school sponsored or approved function, activity, and event;

going to or from school or a school activity in a school vehicle or school bus; or at designated school bus stops.

### **ASSERTIVE DISCIPLINE**

Basically the Lake Hamilton Intermediate School will use the Assertive Discipline approach to maintain good school discipline. Each grade level will develop a set of basic rules. These will be posted in each room and the teacher will explain each rule. If the rules are broken, a "consequence" (or punishment) will be enforced. As a parent you will be informed about the rules early in the school year. As you know, it is impossible to have a rule for every occasion. In such cases, these infractions will be handled in an Assertive Discipline approach.

The following is an example of the classroom behavior rules and consequences. Keep in mind that rules and consequences may vary from classroom to classroom.

### **CLASSROOM BEHAVIOR RULES**

Students will:

1. Be in your assigned seat ready to work when the bell rings.
2. Have paper, pencils, books and completed assignments every day.
3. Keep hands, feet, books and objects to yourself.
4. No swearing, rude gestures, cruel teasing or put downs.
5. Follow my directions and instructions immediately.

### **DISCIPLINE PLAN**

If a student breaks a rule:

1st time - Warning (Name on Board)

2nd time - x one recess inside with constructive work.

3rd time - xx call parents and discipline student.

4th time - xxx principal's office

Severe Disruption-Cancels the above checklist and may warrant immediate 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.

### **District Bus Transportation Rules**

Lake Hamilton School District provides bus transportation for those students that live to 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. Busses will load and unload only at designated stations.

All students are expected to conduct themselves in a safe and appropriate manner while on the bus and at loading and unloading stations. Student's 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 the building principals any 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 of the 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 a conference.

## **Bus Rules and Consequences**

### Lake Hamilton Bus Rules

1. Students are to follow 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 the school bus.

### 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. Bus suspension for the rest of the semester or 30 days, whichever is longer.

The administration has the authority to adjust the bus discipline policy at anytime deemed necessary without prior notification of parents, for the safety of the passengers on the school bus.

### Permission To Publish

Lake Hamilton Schools submit articles and photos for both internal and external publications and media including our district calendar and website; individual school papers, newsletters and annuals; local and state newspapers, television, and magazines. The school district has free and unlimited right and permission to use, distribute, and publish group pictures and student work without individual student full names. A parent who does not wish his child's full name with photo to be published in

the media must personally deliver his written request to the school principal. The request must be submitted annually.

## **6.52 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.\* 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 anyway, 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 A.C.A. § 6-21-111

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 and copyright or intellectual property law violations;
- d. making unauthorized copies of computer software;
- e. accessing "chat lines" unless authorized by the instructor for a class activity directly supervised by a staff member;
- f. using abusive or profane language in private messages on the system; or using the system to harass, insult, or verbally attack others;
- g. posting anonymous messages on the system;
- h. using encryption software;
- i. wasteful use of limited resources provided by the school including paper;
- j. causing congestion of the network through lengthy downloads of files;
- k. vandalizing data of another user;
- l. obtaining or sending information which could be used to make destructive devices such as guns, weapons, bombs, explosives, or fireworks;
- m. gaining or attempting to gain unauthorized access to resources or files;
- n. identifying oneself with another person's name or password or using an account or password of another user without proper authorization;
- o. invading the privacy of individuals;
- p. divulging personally identifying information about himself/herself or anyone else either on the Internet or in an email. Personally identifying information includes full names, address, and phone number.
- q. using the network for financial or commercial gain without district permission
- r. theft or vandalism of data, equipment, or intellectual property;
- s. attempting to gain access or gaining access to student records, grades, or files;
- t. introducing a virus to, or otherwise improperly tampering with the system;
- u. degrading or disrupting equipment or system performance;
- v. creating a web page or associating a web page with the school or school district without proper authorization;
- w. providing access to the District's Internet Access to unauthorized individuals;
- x. failing to obey school or classroom Internet use rules; or
- y. taking part in any activity related to Internet use which creates a clear and present danger of the substantial disruption of the orderly operation of the district or any of its schools.

5. Guidelines for Portable Electronic Devices:

- a. Students must register any portable device with the building tech coordinator. (i.e. laptops, PDA's, etc)

- b. Lake Hamilton will not be held responsible for the loss, theft or destruction of any portable electronic devices.
  - c. Portable electronic devices may only be connected to designated, non-networked printing workstations or with permission of the tech dept, to the network.
  - d. Use of portable electronic device in the classroom is up to the discretion of the teacher as to how and when the device may be used.
  - e. The linking of portable devices is for educational purposes only with direct teacher supervision.
  - f. Lake Hamilton reserves the right to review files on any portable electronic device brought into the school.
  - g. The Acceptable Use Policy for Lake Hamilton technology also applies to all portable electronic devices. Any violation of these rules will result in the loss of the student's privilege to bring a portable electronic device to school.
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.
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. Consequences

- 1. Loss of all email and Internet privileges for two weeks.
- 2. Placed on probation (as defined in the student handbook) for the remainder of the semester.
- 3. May not work on any computer related problems outside of the classroom (on a school computer) for the remainder of the semester.
- 4. Three days ISS.
- 5. Same as first offense but with five days ISS.
- 6. Loss of all computer privileges for the remainder of the semester.
- 7. Recommendation for expulsion for the remainder of the semester.

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 School.

### **Extracurricular Activities**

All students at Lake Hamilton Intermediate School will be allowed to participate in all Intermediate School activities if classroom requirements are met.

### **Conflict Resolution Services**

Act 968 of 1994. Conflict Resolution Services.

A. These services shall include but are not limited to the following: Educational and social programs which help students develop skills enabling them to resolve differences and conflicts between groups and programs designed to promote understanding, positive communication, and a greater utilization of a race relations specialist or human relations specialist to assist in the development of inter-group skills.

B. Conflict solving for students could include: Dealing constructively with conflict, building positive self-esteem, respecting human differences, making responsible decisions, developing sensitivity to all people, practicing conflict resolution, learning ways to handle frustration and anger, exploring conflict as a positive force for change, understanding the dynamics of conflict, respecting human differences, and developing positive interpersonal skills.

### **GRADING SYSTEM**

Report cards are prepared at the end of each nine weeks period. Interim reports are sent home periodically through the grading period. These are to be signed by the parent and returned to school the following day.

The following percentage scale will be used in determining grades:

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

Teachers will regularly grade daily work and tests. These grades will be averaged on a percentage basis to compute nine weeks grades. The four nine week's grades will be averaged to determine the yearly grade.

Grades assigned to a student shall reflect only the achievement of their educational objectives.

### **ATTENDANCE PROCEDURES AND REQUIREMENTS**

The primary responsibility for regular attendance and with state regulations rests first with the student and with his/her parents. Regular attendance is a necessity if the student is to reach his full potential. The Lake Hamilton Board of Directors seeks the cooperation of both students and parents in these matters in order for the child to receive the best education possible.

Students will not be allowed over eight (8) days for absences per semester without danger of being retained at their present grade level. It is emphasized that these days (absences) are designed for personal illness, serious personal or family problems, and professional appointments which cannot be scheduled after school.

Parents will be notified by mail after the fourth (4th) day of absence per semester. Any 4 unexcused absences past the allowed sixteen (16) days may compel the school to notify the prosecuting attorney, at which time the parents may be fined for failure to send said student to school. Act 876 of 1991.

Absences beyond the total number of days allowed may be possible if approved by the principal, but these additional absences will not be allowed except for the most compelling reasons.

Tardiness and or early check outs may count toward student absences. If a student is either tardy or checked out early, three times during the school year, he or she may not be eligible for a perfect attendance award.

**PARENTS SHOULD SCHEDULE VACATIONS AND OTHER TRIPS TO COINCIDE WITH THEIR CHILD'S SCHOOL CALENDAR IN ORDER TO ELIMINATE UNNECESSARY ABSENCES.**

Again, students (and parents) are cautioned not to use their allotted absences for non-essential reasons because this will be taken into consideration when a time extension is requested.

Field trips or other school functions approved by the administration will not be counted as a day's absence.

**EARLY CHECK OUTS AND TARDIES**

Parents are encouraged not to engage in the practice of picking up their child early to leave school except in emergency situations. Early check-outs are disruptive to the entire class and affect every child in that room.

If it is necessary for a parent to check a student out early, they are requested to do this through the principal's office only. Parents are requested not to go directly to their child's room. If the child returns to school during the school day, they are to be readmitted through the principal's office. For your child's welfare, it is imperative that a record be kept of check-outs and check-ins.

**Habitual tardiness and early check outs are a serious problem. When they occur the parent will be notified for a conference. If a student continues to be tardy or is checked out early excessively, the school may be compelled to contact the prosecuting attorney.**

**VERIFYING LEGAL ENROLLMENT:**

A new student cannot enroll until the parents provide documentation of residency or legal transfer to the LHSD. Principals are the designee for verifying legal enrollment of new students in the LHSD, and Entergy bills may be required to prove initial and/or continuing residency in the LHSD. **Parents who unlawfully enroll their children in a school district are subject to a \$500 fine ... ACT 663 of 1999.**

**COMPULSORY SCHOOL ATTENDANCE**

Who must attend school?

All children who are ages five (5) through seventeen (17) are required by law to be 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. They are required by law to send the child or children to a district school, private school, or a parochial school, or provide a home school. (Arkansas Law 6-18-201)

Who is responsible for the prompt, regular attendance of students?

Young students are unable to assume full responsibility for their attendance at school. The compulsory attendance law, therefore, is directed toward the person having custody or charge of the child when violation of the law occurs.

What is the number of days that a student must be in school?

The number of days of student-teacher interaction time scheduled by the District establishes the required student attendance days.

Are there acceptable reasons for student absences?

Absences because of the student's illness, death in the family, or because of religious observances are excused.

What is the procedure to use if the student is absent?

When the student returns, he should present a written statement from that parent explaining his absence. Written notes from the parent (or doctor) are important factors in the safety of the child as well as being evidence to the school that school attendance laws are being followed by the parent. Undocumented absences are unexcused.

Who enforces school attendance laws?

School principals are required by law to report to legal authorities the parents of children who have an excessive number of unexcused absences. Absences may also cause denial of student promotion.

### **Making Up Missed Assignments**

What must a student do to make up work that he missed?

A student will be permitted to make up those major tests and major assignments he has missed. Other make-up work will be at the teacher's discretion. A student placed in in-school suspension will do his regular classroom assignments plus other work deemed necessary by his teacher.

### **Student Records**

Parents should be aware that the educational records of their children are protected by the Family Educational Rights and Privacy Act. Under the law, parents may request an appointment to inspect the records, challenge the contents if they believe information is inaccurate, misleading, or an invasion of the student's right to privacy (this does not apply to grades). The parents may also limit disclosure of information from the records to those who have their written consent or persons specifically permitted under law (school officials, other schools where the student wishes to enroll) and for specific purposes to local, state and federal officials.

Directory information is considered to be: student's name, address, grade level, participation in activities, height and weight (if members of athletic teams) dates of attendance, honors and awards, schools attended and photograph. If parents want any or all of these items to be withheld, they must notify the school principal in writing within two weeks of the receipt of this handbook. Parents who believe their rights under the law have been violated may file their complaints with the District with further appeal if

needed, to the Department of Education. Complaints should be addressed to: Family Educational Rights, Switzer Building, Room 4511, Washington, D.C. 20202.

## **Disciplining Handicapped Students**

### Summary and Background

Students with disabilities who engage in misbehavior are subject to normal school disciplinary rules and procedures so long as such treatment does not abridge their right to a free and appropriate public education. The individualized education program (IEP) team for a student with disabilities should consider whether individual discipline procedures should be adopted for a student and include those procedures in the IEP. All actions and procedures shall be in accordance with PL 108-446 The Individuals with Disabilities Education Act (IDEA) as revised in 2004 and Section 11 of the Arkansas Department of Education Special Education and Related Services and Program Standards. Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination against children with disabilities, also applies to disciplinary situations.

### Which Students are Affected?

Only students who have been formally identified as handicapped are subject to the provisions of PL108-446. A child's permanent file will generally show whether he or she has been formally identified as handicapped. All such students will also have IEP's (Individualized Educational Plans) in their files. In addition, schools must provide an annual count of handicapped children to their districts. A child's inclusion in that count is evidence of formal identification.

Handicapped students, by and large, understand and follow normal school disciplinary rules and procedures. For those few handicapped students that require modification or extensions of the usual disciplinary procedures the I.E.P. will specifically address alternative procedures.

### The Handicapped Child and Internal School Suspension

The Lake Hamilton School district operates an internal school suspension to provide instructional continuity in lieu of unsupervised time out of school. Internal school suspension is not considered an inappropriate measure when dealing with handicapped students in a disciplinary situation. However, when a student is placed in internal school suspension, it must be determined and documented that the misbehavior is not related to the handicapping condition.

### Emergency External Suspensions Allowed

A school may externally suspend a handicapped child briefly without prior due process in an emergency situation. An emergency external suspension may take place if the student is an ongoing threat or danger to self or others, or presents a substantial disruption of the educational process. Ordinarily, any such external suspensions should not exceed three (3) days. Schools will notify parents in writing as to why the external suspension is necessary and conduct an IEP conference afterward to review the student's program.

External suspension or expulsion is not allowed if the child's disruptive behavior arises from his or her handicap. Disruptive behavior due to a handicap may be evidence that the child's program is inappropriate. Thus, external suspension or

expulsion first requires an investigation into whether the child was inappropriately placed (an Individual Educational Plan conference).

### Due Process Requirements

Before external suspension or the recommendation for expulsion of a handicapped student (except for emergency suspension) the school must:

1. Notify the parents in writing.
2. Conduct a meeting of the parents, teachers, therapists, evaluators, and anyone else closely involved with the child's placement or education.
3. IEP must be reviewed and programming recommendations made to alleviate the problem (for example, changing a regular class to special class, special class to a regular class, and special to special class). A new IEP must be written if any changes are made.
4. Secure parental signature on the proposed disciplinary action.
5. Notify the parents of their further due process rights.

### **WELLNESS POLICY**

The health and physical well-being of our students directly affects their ability to learn. Childhood obesity increases the incidence of adult diseases occurring in children and adolescents such as heart disease, high blood pressure and diabetes. The increased risk carries forward into their adulthood. Research indicates that a healthy diet and regular physical activity can help prevent obesity and the diseases resulting from it. It is understood that the eating habits and exercise patterns of students cannot be magically changed overnight, but at the same time, the board of directors believes it is necessary to strive to create a culture in our schools that consistently promotes good nutrition and physical activity. The problem of obesity and inactivity is a public health issue. The board is keenly aware that it has taken years for this problem to reach its present level and will similarly take years to correct. The responsibility for addressing the problem lies not only with the schools and Department of Education but with the community and its residents, organizations and agencies. Therefore, the district shall enlist the support of the large community to find solutions which improve the health and physical activity of our students. In its efforts to improve the school nutrition environment, promote student health, and reduce childhood obesity, the district will adhere to the Arkansas Rules Governing Nutrition and Physical Activity Standards in Arkansas Public Schools.

### **HEALTH AND SAFETY**

The primary objective of school nursing services, as provided by the professional school nurse, is to strengthen the educational process of children and youth by assisting them to improve or adapt to their health status. The school nurse strives to promote wellness and disease prevention by early identification of hidden health problems that interfere with learning. The school nurse is on duty during school hours. She is available to the students who become ill or injured during school hours and will contact a parent/guardian when the situation warrants. Please do not send sick or injured children to school with the intention that they will be diagnosed and treated by the nurse. The nurse is prohibited from participating in this practice. You are encouraged to contact the school nurse with any questions or concerns you might have regarding your child's health and safety at school.

While the school nurse is under the supervision of the school principal, the delegation of health care duties shall be in accordance with the Arkansas Nurse Practice Act and the Arkansas State Board of Nursing Rules and Regulations Chapter Five: Delegation of Nursing Care.”

### **SCHOOL INSURANCE**

Lake Hamilton School District does NOT carry medical insurance for students injured on school premises. However, the School District does provide a secondary insurance for organized, supervised activities for students in grades 7-12. The District has arranged for a voluntary student accident insurance program through Student Insurances Division. For your child's protection, we urge that serious consideration be given to the student accident insurance described in the student brochure.

### **ILLNESS AND INJURY**

First aid treatment is given by trained school personnel to students with minor injuries or when an accident occurs at school. First aid preparations used in treatment are in accordance with Red Cross First Aid as recommended by the Arkansas State Board of Education, School Health Services Program. Lake Hamilton's policy regarding sick children is to call parents to pick up children who have a fever, diarrhea, vomiting or children who continue to feel ill after a short rest. Keeping an **accurate** health history, **active/current** phone number/s, and **emergency** number/s, on file for you child is essential in an emergency. Your immediate response is needed since a fever and/or vomiting usually indicate a highly contagious illness, thus the child's removal from other children is critical to prevent spread of illness. Students who have had diarrhea, vomiting, and/or a temperature of 100 degrees or more should be kept home until **free from symptoms for not less than 24 hours**.

### **COMMUNICABLE DISEASES**

The Board reserves the right to remove or exclude any student whose physical condition interferes with his ability to learn or exposes other students to communicable diseases. Communicable disease control procedures regarding removal from school and readmission will be maintained in cooperation with the Arkansas Department of Health. The Disease Control Guide for Schools, prepared by the Arkansas Department of Health and approved by the Arkansas Department of Education, will be posted in all school health rooms. For diseases not referred in the Guide and in cases where proof of treatment cannot be clearly verified, the Board reserves the right to require a physician's statement for readmission to school. Similarly, the Board will recognize physician authorization for earlier readmission than called for in the Guide when the physician deems it appropriate. Diagnosed communicable diseases (chicken pox, pink eye, measles, mumps, lice, and mononucleosis, for example) should be reported to the nurse's office.

### **HEAD LICE (PEDICULOSIS)**

When students are found with lice, the parents are notified and asked to pick up the student immediately. Students sent home with head lice must be brought to school by a parent to first be reexamined by the school nurse and provide proper proof of treatment before being readmitted to school. If an over-the-counter preparation is used, a box top will be accepted as

proof of treatment. However, if a prescription medication is used, a prescription receipt or a copy of the pharmacy label will be accepted of students.

#### **“NO NIT POLICY”**

*The policy states that the school nurse and/or the principal may require repeat offenders of head lice to be "nit free" (NO eggs/nits in the hair) before they will be readmitted to school. The Arkansas Department of Child Welfare and/or other agencies may also be contacted by school officials when there is reasonable suspicion that the parents aren't taking adequate precautions in the home environment.*

#### **PERSONAL HYGIENE**

An important function of the school is to teach good personal hygiene, but this important lesson begins at home. Students are expected to come to school well groomed (clean, hair combed, teeth brushed, clean clothes) and eating a wholesome breakfast. A student that lacks bladder/bowel control that could result in increased risk of exposure to another student can be temporarily excluded from school until the appropriate program adjustments are made. A good night's sleep (at least eight hours or more) is also essential for a child to do his best academically.

#### **SCREENINGS**

##### **BMI (Body Mass Index)**

Measurements for body mass index are done on all K,2,4,6,8 & 10<sup>th</sup> grade students. Parents may obtain a report of the screening by requesting it from the campus nurse. A parent may refuse the screening by completing an “OPT out” form and returning it to the school prior to the screening.

##### **HEARING AND VISION**

Students in K,1,2,4,6, & 8th grades are screened to find students who may need further evaluation of hearing and vision. A referral letter will be sent to the parents whose children have shown they may have a problem that needs additional testing. Testing at school is of a general nature and is not meant to be a complete vision or hearing evaluation.

##### **SCOLIOSIS**

Scoliosis (curvature of the spine) screens are done on 6<sup>th</sup> grade girls and 8<sup>th</sup> grade girls and boys. Should any abnormality be discovered, the parent/guardian will receive a referral to the physician of their choice. Parents may refuse the screening by completing an “OPT out” form and returning it to the school prior to the time of the screening.

*Forms giving parents the option to “OPT out” of screenings may be obtained in the School Nurses’ Offices.*

#### **DIETARY SUBSTITUTIONS**

If a student requires dietary substitution for a medical reason (examples: food allergies, diabetes), U.S. Federal regulations require a current, written/signed (**NO stamped signatures accepted**) physician's order. The appropriate forms are available from the school nurse. Substitutions **cannot** be made until these forms are completed and returned to the school. The forms must be updated annually or when changes are made.

#### **INDIVIDUAL HEALTH CARE PLANS**

Individual Health Care Plans will be developed by the nurse, parents, and physician for students with chronic health care needs. Each plan will have to be signed by the student’s physician.

## **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.

## **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.

### **IMMUNIZATION REQUIREMENTS**

#### **Evaluation of Immunization Levels Kindergarten- 12<sup>th</sup> Grades**

<b><i>Vaccine Requirement</i></b>	<b><i>Min number of doses required</i></b>	<b><i>Additional Information</i></b>
<b><i>Polio</i></b>	<b><i>3</i></b>	<b><i>3 doses of polio vaccine, with at least one dose administered on or after the child's 4<sup>th</sup> birthday. These 3 doses are required for all students, Kindergarten through 12<sup>th</sup> grade. A child, who has received four or more doses of polio vaccine, does not have to receive a dose of polio vaccine after the 4<sup>th</sup> birthday.</i></b>
<b><i>Diphtheria, Tetanus Pertussis DPT/DTaP/TD</i></b>	<b><i>4</i></b>	<b><i>For kindergarten through 12th grade at least one dose of the DTap, Tdap, DTP, DT or Td must have been administered on or after the child's 4<sup>th</sup> birthday. 3 doses are required for all students, 1<sup>st</sup> through 12<sup>th</sup> grade. Kindergarten students must receive 4 doses.</i></b>
<b><i>MMR (measles, mumps, rubella)</i></b>	<b><i>2</i></b>	<b><i>The first dose must have been administered on or after the child's 1<sup>st</sup> birthday. The second dose must have been administered at least 28 days after the first dose. Two doses are required for all students Kindergarten through 12<sup>th</sup> grade.</i></b>
<b><i>Hepatitis B</i></b>	<b><i>3</i></b>	<b><i>**3 doses are required for all students Kindergarten through 12<sup>th</sup> grade. ***Students 11-15 years of age may use an alternative two-dose schedule.</i></b>
<b><i>Varicella (chicken pox)</i></b>	<b><i>1 or 2</i></b>	<b><i>One dose is required for all Kindergarten students. The dose must have been administered on or after the child's 1st birthday. One or two doses are required for all 7<sup>th</sup> grade students. 7<sup>th</sup> grade students less than 13 years of age who have not received a previous dose of varicella vaccine must receive one dose of the vaccine. Students 13 years of age and older who have not received a previous dose of varicella vaccine must receive 2 doses of vaccine separated by at least 28 days. A reliable history of disease from a physician/healthcare provider may be accepted in lieu of vaccine.</i></b>

Students who transfer from another school district may be conditionally admitted. A maximum of 30 days shall be given for the student to produce documentation of immunizations or be excluded from school.

It is the parent's responsibility to ensure the student's immunizations are up to date and to supply the school with an updated copy of your child's immunization record. Failure to provide appropriate documentation may result in removal from school. Students who are exempt from immunization due to medical or religious reasons must furnish the school with an Immunization Exemption Certificate from the Medical Director, Division of Communicable Disease/Immunization of the State of Arkansas. ***Parents must start the exemption process by calling 1-501-661-2169 and ask for an exemption application.***

### **PHYSICALS**

Arkansas State Law required all children entering kindergarten for the first time, to have a comprehensive physical examination and health assessment. **To be eligible for interscholastic athletics a yearly physical exam is required for students in Middle School through High School. A physical must be completed by a physician and submitted to the coach prior to participation. The physical covers all sports for the entire school year. (does not include PE)**

### **Supervision**

Teachers and principals stand in the place of the parent during the time that students are under their supervision. Teachers will have the responsibility and authority to maintain proper discipline in the classrooms and in the school at large, as well as in specific areas of duty assigned by principals.

All students are required to be supervised while in classrooms or on playgrounds during school hours. Students are not permitted to occupy school rooms or to make use of playgrounds at any time during school hours without supervision.

It is the duty of the principal to see that adequate supervision is provided the children on the playground at all times.

Normal supervision of students will be from 7:30 a. m. until 3:30 p. m. Students or others who participate in school-sponsored activities after school hours will be supervised by some member of the school staff.

No student may be sent on errands away from the school grounds except by permission of the principal and consent of the parents.

To prevent or determine improper behavior on off-campus activities, sponsors may make reasonable search of person, belongings, and lodging.

Parent permission to remain after school must be on file with the classroom teacher, and the school office. These students must be supervised by the parent or another responsible adult. Written parental permission to change a student's normal routine of dismissal must be sent with the student upon arrival at school on the day of the change. We ask that phone calls to make these changes be limited to emergencies only.

### **Student Welfare (Reporting Child Abuse)**

The Board directs full compliance by the District with the child abuse and neglect reporting laws. 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 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 Department of Social and Rehabilitative Services. 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.

### **Guidelines**

1. 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 observe the child being subject to conditions or circumstances which would reasonably result in abuse.
2. Employees, as members of a school staff, are required to notify the school principal or the person designated by him.
3. The principal, or his designee, upon being notified will become responsible for making a report to the Division of Social Services.
4. A school principal, or his designee, receiving a report of suspected physical abuse will report the case immediately by telephone to the appropriate agency, and then will call a school nurse to document the marks. It will not be necessary to call a school nurse in case of suspected sexual abuse.

### **Corporal Punishment**

The Board authorizes the reasonable use of corporal punishment by certified personnel as a disciplinary measure for students in grades 4-5. The administration of corporal punishment will be in accordance with Board approved procedures which will be filed with the Arkansas Department of Education as required by law.

The Board defines corporal punishment as paddling. It will not be used as a first disciplinary measure for a student act of misbehavior, unless the act is severe in nature.

### **Guidelines**

1. Corporal punishment (paddling) may be administered by certified personnel to students in grades 4-5 for continuation or repetition of acts of misconduct.
2. Corporal punishment will not be administered to a grade 4-5 student whose parent has chosen that this form of disciplinary action not be used and has delivered personally his written request to the principal of the school. An alternative disciplinary measure, which may include suspension from school, will be used.
3. Student refusal to accept corporal punishment, in the absence of a filed parental request, may result in suspension.

4. An administrator or his certified designee may witness the administration of punishment, will hear the nature of the offense in the presence of the student, and the student will be given the opportunity to explain his actions or to deny the charges.

5. Inflicting unusual or cruel punishment, striking other than the posterior of the student, administering the punishment in the presence of other students, permitting students to administer the punishment, or administering the punishment to a student dressed in other than regular school clothes is prohibited.

6. The paddle used to administer corporal punishment will be constructed of wood. Edges of the paddle will be rounded, surfaces will be solid and sanded, and, at the first sign of splintering, the paddle will be discarded.

### **Procedures**

Corporal punishment will be administered by a certified staff member as follows:

1. The staff member will verify whether or not the parent of the student has filed a written request in regard to corporal punishment. In the event that such a request has been filed, an alternative disciplinary action will be taken.

2. If the staff member is to proceed with corporal punishment, he will call an administrator or his certified designee witness, explain the nature of the offense in the presence of the student, and give the student an opportunity to explain his actions or to deny the charges.

3. In administering the punishment, the certified staff member will take in to account the age, height, weight, and any known health problems of the student.

4. Immediately following the administration of punishment, the certified staff member will file a written report with the principal. The reason for the punishment will be stated, and it will be signed by the administering certified staff member and the witness(es).

5. The principal will enter the offense and penalty in the student's discipline record.

6. Upon request of the parent the certified staff member administering the punishment will provide the reason for the punishment and the name of the witness(es).

### **IN-SCHOOL SUSPENSION ROUTINE**

How and Where To Report for In-School Suspension

1. 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.

2. If students are absent from school during the assigned suspension time, the days will be made up upon return to school.

### **Rules of In-School Suspension Classroom**

1. Upon arrival at I.S.S. students will be seated in assigned seats, face forward, and begin work immediately.

2. Students are not to leave I.S.S. for any reason without approval from the I.S.S. supervisor.

3. Students will not be permitted to talk or communicate in any way with one another during class time.

4. Students will use their time to work on assignments provided to them by their instructors. If they run out of something to do, the I.S.S. supervisor will provide other work. All assigned work must be turned in to the proper source. Students will not be allowed to sit idly or sleep.

5. Students in I.S.S. will eat lunch in the I.S.S. building.

6. When school is dismissed, the I.S.S. supervisor will escort the Jr. High and High School students to the bus loading area. Intermediate and Middle School students will be transported by bus to their respective buildings.

7. Students leaving I.S.S. at the end of the school day are not to enter any buildings on campus or loiter in parking areas.

8. Students who are assigned I.S.S. may not leave school early for any reason. This includes work permits, vo-tech students and students who only attend part of the regular school day.

9. Students assigned to I.S.S. are to follow all school rules in addition to any special instructions or procedures from the I.S.S. supervisor. Any infraction of the I.S.S. rules or procedures will be reported to the building principal and may result in disciplinary action. This action may include adding time to the I.S.S. assignment, changing the I.S.S. assignment to out-of-school suspension (O.S.S.) or other actions deemed appropriate by the building principal.

10. Students will be assigned to I.S.S. for no more than 15 cumulative days during one year.

### **Dress Code Policy**

#### **Student Dress and Grooming**

A student shall not practice a mode of dress, style of hair, or standard of personal grooming extreme to the point of creating a disturbance of the educational atmosphere. This includes gang related dress, paraphernalia, and colored hair gel or spray.

**“Sagging” pants will not be allowed.** Parents may be called to bring a change of clothes.

In the upper elementary grades (4-5), some students are becoming physically mature. Parents are urged to consider this when selecting their child's school clothing. Tops should not be low cut and should cover the torso (NO BARE MIDRIFTS). Students will not be allowed to wear tops with “spaghetti straps”. Shorts should be the

proper size and length. Students who wear spandex or biker pants to school, must wear shorts over them.

We strongly discourage students from wearing caps to school. Caps may not be worn in the buildings or classrooms and may not be worn backwards at any time. We will not be responsible if they are lost or stolen.

Students who refuse to abide by reasonable guidelines will be subject to disciplinary action.

### **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.

Students on school property or at school functions prohibit the following actions:

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 found to be in violation of this policy shall be subject to disciplinary action up to and including expulsion.

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.

### **BACKPACKS**

Students will only be allowed to carry clear plastic or mesh backpacks. Your child's safety is very important to us at the intermediate school. If a student brings an unauthorized bag to school it will be checked and the bag will be taken to the classroom or office. The parent will be informed and asked to pick up the bag.

### **Homework**

Homework is an integral part of a student's education. It is an extension of the school day and is assigned to help the student become more self-reliant, learn to work independently, improve the skills that have been taught, and complete certain projects. Homework may also include the reading of worthwhile books and the preparation of research papers or reports. Homework assignments allow parents to become involved with school programs and their own child's educational progress.

The following guidelines will be used in giving homework assignments at the elementary level.

Intermediate (grades 4,5) may be assigned homework approximately 30 minutes per block and should not exceed a total of one hour.

### **Use of Telephone**

Students are discouraged from using the phone except in emergency situations. Calling home to get permission to go home with someone or other similar reasons are not legitimate.

### **Closing of School Under Emergency Situations**

When schools in the Lake Hamilton District are not to be open 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 radio & T.V. stations. Parents and students are encouraged to listen to one of the local stations on days that the school openings may be in question. T. V. and radio stations include channels 4, 7,11,16, KLAZ-FM 105.9 and KQUS FM 97.

Everyone is encouraged not to call the school offices, administrators' homes or radio stations concerning whether schools will be open or closed. All such calls actually delay the school official's decisions due to the fact they cannot get in contact with the various sources of information they need in making their decision. In turn they also have a difficult time contacting the radio stations after a decision has been reached because of the number of calls coming in to the station.

We need the cooperation of everyone during bad weather days. Parents may be assured that when schools close early, students may remain in the building under supervision until they can be picked up.

**IF THE SCHOOLS HAVE TO CLOSE DURING THE DAY DUE TO UNFORESEEN EVENTS, EACH PARENT SHOULD HAVE A PLAN ON RECORD WITH THEIR CHILD'S TEACHER, AS TO WHERE THEIR CHILD WILL GO. EMERGENCY PHONE NUMBERS SHOULD ALSO BE ESTABLISHED IN ORDER THAT THE PARENT CAN BE CONTACTED DURING ANY TYPE OF EMERGENCY.**

### **CONFIDENTIAL HOT LINES**

These number are posted throughout our school for student, teacher and parent confidentiality.

Sheriff's Office            622-3674  
Arkansas State Police 1-800-553-3820

### **Textbooks and Other School Issued Materials**

Your child will be issued certain textbook and other materials furnished by the State. It is imperative that each child take normal care of these materials because they must last for a certain length of time and will be issued to other students. These materials will be checked in and out by the classroom teachers and a record will be maintained. If a book is damaged beyond normal wear and tear, or lost the pupil is responsible for paying for the damage or loss. If the student checks out of school (withdraws) before school is out, he/she must check in his or her books to the teacher who issued the books.

Unless this is done, your child's record will be incomplete and records will not be forwarded to any other school.

### **Free and Reduced Price Lunch**

The Lake Hamilton School District participates in the free and reduced price lunch program. Early in the school year information will be made available to the parents as to how a pupil may apply for either of these programs. If application is made, parents are encouraged to fill out all forms properly. This will help to expedite the processing of your application. If you have questions, ask in the school office.

### **Cafeteria Procedure and Conduct**

The cafeteria is operated on a non-profit basis. The meals are planned for their nutritional value. The price of meals in each school will be set by the School Board each year. Orderly conduct is required in the lunchroom at all times. Pushing, shoving, throwing food, running and other such conduct will result in firm disciplinary action. Students are to report to and leave the cafeteria upon direction of the teacher or the one in charge. **NO FOOD OR DRINK IS TO BE TAKEN OUT OF THE CAFETERIA. ALL STUDENTS ARE EXPECTED TO EAT IN THE CAFETERIA INCLUDING THOSE WHO BRING THEIR LUNCH.** Students are not permitted to order food to be delivered to school for their lunch.

### **Intermediate School Cafeteria Charge Policy**

Intermediate students are allowed to charge up to \$5.00. Once the \$5.00 limit has been reached an alternate meal (a nutritious sandwich, a serving of fruit, and a ½ pint of milk) will be offered **AT NO COST** to the student. The alternate meal will be offered both at breakfast and lunch as long as the student's account is at the deficit limit. **Keeping you child's account current and above the deficit limit of \$5.00 will prevent an alternate meal from being served. THIS POLICY DOES NOT APPLY TO STUDENTS WHO ARE ELIGIBLE FOR FREE MEALS (breakfast and lunch.) Lunch cost is \$2.25, breakfast \$1.75, milk is 50 cents. Adult Lunches are \$3.25, breakfast \$2.00**

**Special Services:** Parents or guardians who suspect their child may qualify for special services due to a disability should contact the school principal at 767-4111 or the special services office at 767-8444.

### **Assemblies**

Various assemblies will be scheduled for the students. All assemblies will be scheduled through the principal.

Students who attend assemblies are expected to conduct themselves in an orderly manner. During assembly, all talking and moving about will stop. Proper attention should be given to the program. All teachers and students are expected to attend all assemblies unless approved by the principal. Any students who have been barred from attending will report, with work materials, to an area designated by the

principal to work. The students will arrive and leave the assembly area at the direction of the person in charge.

### **Student Conduct at School-Sponsored Events**

Pupils are expected to display proper behavior at any school-sponsored event. Failure to do so may result in corporal punishment, suspension, expulsion, or he/she may be barred from other school-sponsored activities.

If a student is barred, the parents will be notified of the action and the reasons for taking such action. They may appeal such actions to the superintendent.

### **AAAAAA Athletic Conference Sportsmanship Policy**

Fans attend sporting events in order to support the team and /or individual athletes in their efforts.

Sportsmanship is a general way of thinking and behaving, Indicators of good sportsmanship are:

1. Being courteous to all (participants, coaches, officials, staff, fans, spirit groups.)
2. Abiding by and respecting the decisions of officials.
3. Winning with character and losing with dignity.
4. Displaying appreciation for the performance and efforts of all athletes, regardless of the team.
5. Exercising self-control in order to reflect a positive image on the fans, team and school.

### **Rules for Athletic Events**

1. Admission will not be allowed for students or other spectators wearing extreme or unusual clothing or to anyone with painted faces or bodies.
2. Negative, demeaning, or obscene comments or gestures will not be tolerated at any athletic event.
3. Students will not be allowed to turn their backs or hold up newspapers while teams are introduced, or when teams, cheerleaders, or drill teams are performing.
4. Other behaviors which may be interpreted as derogatory will not be tolerated.

### **Care of School Equipment and Campus**

The school, the furniture, the equipment and campus has been provided for the use and convenience of the student. It belongs to everyone and everyone shares in the responsibility of taking care of it. The quality of citizenship of the student body can be measured by how well they accept this responsibility. Each student is asked to do their part in keeping our school clean, neat and useful. Any student that is responsible for school property that is damaged or stolen will be required to pay for such property. This is a shared responsibility by the pupil and the pupil's parents.

### **Honor Roll and Awards**

The building principal, grades three through five, will publish an honor roll list each nine weeks to be composed of students who make all A's and B's. Students who make less than a "B" in citizenship will not be included on the honor roll, regardless of

their academic grades. Students must have all A's or A's & B's to be on the honor roll. Honor roll grades are not based on an average.

### **Fire and Tornado and Bus Drills**

Fire and tornado drills will be held on a periodic basis as prescribed by law. Each building will develop a signal system for that purpose. When the signal is given, all pupils are to rise calmly and follow the approved exit route from the room. Each teacher will work out a system for leaving the room, such as turning off lights and closing doors. If the building is evacuated, the pupils are to move to a distance of fifty yards or more from the building. All directions of the teacher are to be followed immediately. A pre-described signal will be given to return the students to their classes. In the event of a tornado alert, teachers will get their children to the safest possible location. This will depend on the type of construction of the building. Instructions will be given for each school building. If the students are on the playground during a tornado alert, they are to return to the building. Students who ride school buses, shall also participate in emergency evacuation drills at least twice each school year.

### **Parent-Teacher Conferences**

Two parent-teacher conferences will be scheduled each year. All parents are encouraged to schedule visits during those days. If necessary, other visits may be arranged.

### **Selling/Trading**

Selling or trading of any product or service is prohibited by students at school or on school buses without consent of the building principals. This includes trading cards of all types.

### **POSSESSION AND USE OF CELL PHONES, ELECTRONIC DEVICES, ETC.**

**Use and misuse of cell phones has become a serious problem that threatens the ability of the district's schools to properly and efficiently operate its education program. Inappropriate student use of these devices have resulted in disruptions, distractions, use of the devices in cheating, bullying, sexual harassment, spreading sexually inappropriate and pornographic communication and other inappropriate conduct that disrupts the educational process, may violate the privacy of others and disrupts the orderly operation of an educational institution. The school board believes it is necessary to restrict student use and possession of cell phones, other electric communication devices, cameras, MP3 players, iPods, and other portable music devices so that the opportunity for learning in the district's schools may be enhance.**

**From the time of the first bell until after the last bell, students are forbidden from having cell phones, any paging device, beeper, or similar electronic communication devices, cameras, as well as MP3 players, iPods and other portable music devices. Such devices may be stored in the student's locker, vehicle, purse, bag or on their person so long as they are turned in the**

**“Off” mode of operation. Exceptions may be made by the building principal or his/her designee for health or other compelling reasons. (Students bring these devices to school at their own risk. The school and school officials are not responsible for lost, misplaced or stolen devices.)**

**Before and after normal school hours, possession of cell phones, any paging device, beeper, or similar electronic communication devices, cameras, MP3 players, iPods, and other portable music devices is permitted on the school campus. The use of such devices at school sponsored functions outside the regular school day is permitted to the extent and within the limitations allowed by the event or activity the student is attending.**

**Students using cell phones or other communication devices, cameras, MP# players, iPods, and other portable music devices after the first bell and before the last bell shall have them confiscated and face disciplinary action. Use includes finding such devices in the “On” or operational mode. Confiscated cell phones and other electronic communication devices may be picked up at the school’s administration office by the student’s parents or guardians. Legal Reference: A.C.A. 6-12-502(b)(3)(D)(ii)**

#### **Laser Pointers**

Laser pointers are not allowed on campus at anytime.

#### **Toys**

Students are discouraged from bringing toys to school. However, if toys are brought to school they should be of such size that the transportation to and from school and storage during class time would not create a problem. If a toy becomes a disruptive factor at school or on the bus, the child may lose the privilege of bringing them to school. Radios, tape players or any other such audio devices, or skateboards are not permitted on school buses or at school.

#### **Distribution of Literature**

All items posted on bulletin boards on campus or distributed on campus must be approved by the students' building principal. Outside agencies (or individuals) who request that materials be distributed to pupils or sent to the home of pupils must have this request approved by the building principal.

#### **School Newspapers and Official Publications**

Students will be permitted to print a school newspaper if the publication is to report school news. They have the right to editorialize but in doing so they must refrain from printing obscene or libelous materials.

#### **Gum Chewing**

Students are not to chew gum at school or on the buses.

#### **School Organizations**

School organizations will be permitted however; school fraternities and secret organizations are prohibited by Arkansas school laws. Students will not be restricted from membership in organizations on the basis of race, gender, national origin or other arbitrary criteria.

### **Search and Seizure**

In order to maintain a climate in the schools that assures the safety and welfare of all students, the school officials will conduct searches of student lockers, desks and when there is reasonable suspicion that the student is concealing evidence of an illegal act, contraband or has violated a school rule.

### **Student Assessment**

The Lake Hamilton Intermediate School shall assess the progress of each student at appropriate grade levels according to economic feasibility. Assessment data shall include state required achievement tests for grade four (4). Fifth grade students will take a national achievement test as long as funds are available for testing.

Specialized assessments may be utilized in programs such as special education Title I, and the Gifted and Talented Program.

Assessment data may also include subject-matter mastery tests and teacher-made tests.

Testing is vitally important to the progress of students. Parents are encouraged to make certain that students attend school each day of the test. Also, students who are rested and have eaten breakfast perform better and score higher.

### **WHERE TO GO FOR MORE INFORMATION.....**

A child's teacher is the best source of information for questions about the teaching and learning activities taking place in the classroom.

The school principal can answer questions about the overall school program and school activities. The principal has one copy of the Board of Education Policy Manual and another manual is located in the Intermediate School Media Center.

If a child becomes ill or injured and needs a teacher to come to the home for at least four (4) weeks, the school office staff will provide an application for a homebound/hospital bound teacher.

If a parent wishes information about PTO call the school office at 767-4111.

**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 1 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 1 of that particular school year and the parent, guardian, or other person having custody or charge of the child elects not to have him/her attend kindergarten. A kindergarten 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 as defined by A.C.A. §6-18-201(b).

### **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-3**

Students in grades K-3 shall not be absent, as defined in this policy more than 18 days. When a student has accumulated half of the allowable absences, his/her parent, guardian, or person in loco parentis shall be notified. Notification shall be by telephone by the end of the school day in which such absence occurred or by regular mail with a return address sent no later than the following school day.

Whenever a student in grades K-3 exceeds 18 absences, the District may 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 more than 18 absences may be denied promotion at the discretion of the principal after consultation with persons having knowledge of the circumstances of the absences. Excessive absences, however, shall not be a reason for expulsion or dismissal of a student.

### **Grades 4-7**

Students in grades 4-7 shall not be absent, as defined in this policy more than 8 days in a semester. When a student has 4 absences, his/her parent, guardian, or person in loco parentis shall be notified that the student has missed half the allowable days for the semester. Notification shall be by telephone by the end of the school day in which such absence occurred or by regular mail with a return address sent no later than the following school day.

Whenever a student in grades 4-7 exceeds 8 absences in a semester, the District shall notify the prosecuting authority and the parent, guardian, or person in loco parentis shall be subject to a civil penalty as prescribed by law.

Students with 8 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.

### **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.

# GRADUATION REQUIREMENTS FOR THE OF CLASSES OF 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. *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.

## **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