

LAKE HAMILTON MIDDLE SCHOOL

Student Handbook
2011 - 2012



Our Mission:

The Lake Hamilton Middle School is committed to education of children in transition from childhood to adolescence by providing an environment in which each child attains literacy and creates learners for life in a fast moving world of technology.

Dewayne Curry, Principal
Jayne Sublett, Assistant Principal
Steve Anderson, Superintendent

Important Parent Information

All parents are to receive a copy of discipline policies. Students have been given a copy of these policies with instructions to discuss them with their parents. We ask that you read the 2011-2012 Student Handbook and Smart Core/Core form carefully. If you need clarification on any item, the principal or other school personnel will be glad to answer your questions.

Law requires that you and your child sign and date this notification to verify that you have received a handbook and Smart Core/ Core form. This page will be kept on file in the principal's office.

Your cooperation in this matter is essential.

Student Name
(Printed) _____

Student
Signature _____ Date _____

Parent Signature _____ Date _____

Please complete the above information, detach and return this page to the school.

LAKE HAMILTON MIDDLE SCHOOL

Handbook

Lake Hamilton Middle School
120 Wolf Street, Percy, AR 71964
Telephone (501) 767-3355
Fax (501) 767-4202
<http://wolves.dsc.k12.ar.us>

Lake Hamilton Public Schools

Board of Education

Mr. Mike Tucker
Mr. Mark Curry
Dr. Kevin Hale
Mr. Don Smith
Vance Dobyms

Mr. Steve Anderson
Superintendent

Mr. Shawn Higginbotham
Associate Superintendent

Mr. Jeff Britt
Director of Support Services

Mr. Dewayne Curry
Middle School Principal

Ms. Jayme Sublett
Middle School Asst. Principal

2010 – 2011 Handbook Committee

Assistant Principal – Jayme Sublett
Donnetta Crone – Teacher
Vickie Terry – Teacher
Deanna Curry – Teacher
Kathy Hartmann – Teacher
Traci Long – Teacher
Erica Graham – Teacher
Tonya Ross – Parent
Jana Dutton – Parent
Nathan Dutton – Student

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 st Quarter (44 Days) & End of 1 st 9 Weeks
October	18 & 20	-----	Parent/Teacher Conferences (3:05 – 6:05 p.m.)
October	21	-----	No School
November	23, 24, 25	-----	Thanksgiving Holiday (No School)
December	21	-----	End 2 nd Quarter (44 Days)
December	22 – Jan. 3	-----	Christmas Holiday (No School)
January	4	-----	Professional Development (4) (No Students)
January	5	-----	Beginning of 2 nd Semester (Students Return)
January	16	-----	Martin Luther King Holiday (No School)
February	17 & 20	-----	Inclement Weather Days
March	6 – 7	-----	Grade 11 Literacy Exam
March	9	-----	End 3 rd 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 th 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)

BELL SCHEDULE

7:55 First Bell to report to 1st Period –
5 minutes passing time between periods

8:00 – 8:50 1st Period

8:55 – 9:45 2nd Period

9:50 – 10:55 3rd Period

10:55 – 11:25 **Lunch for 7th Grade**

11:00 – 11:50 4th Period for 6th Grade

11:50 – 12:20 **Lunch for 6th Grade**

11:30 – 12:20 4th Period for 7th Grade

12:25 – 1:15 5th Period

1:20 – 2:10 6th Period

2:15 – 3:05 7th Period

TABLE OF CONTENTS

Lake Hamilton School District..... Page 8

- Entrance Requirements
- Resident Requirements
- Compulsory Attendance Requirements
- Student Transfers
- Absences
- Attendance Requirements for Students in Grades 9-12
- Grading
- Homework
- Concurrent Credit
- Academic Improvement Plans and Remediation
- Special Services
- Disciplinary Consequences
- Physical Examinations or Screenings
- School Lunch Substitutions
- Closed Campus
- Graduation Requirements for Classes of 2011, 2012, and 2013
- Graduation Requirements for 2014 and thereafter
- Parental/Community Involvement
- Privacy of Students' Records/Directory Information
- School Choice
- Home Schooling
- Contact with Students While at School
- Equal Educational Opportunity
- Permanent Records
- Homeless Students
- Foster Children
- Placement of Multiple Birth Siblings

Lake Hamilton Middle School

General Information..... Page 30

- Arrival and Departure of Students
- Attendance
- Assemblies
- Backpacks
- Cafeteria
- Closed Campus
- Closing of School Under Emergency Circumstances
- Contact with Students While at School
- Confidential Hot Lines
- Flowers/Balloons/Gifts
- Grievance/Due Process
- Guidance Services and Career Development Assistance

- Wellness Policy
 - Health and Safety
 - School Insurance
 - Illness and Injury
 - Communicable Diseases
 - Head Lice
 - Personal Hygiene
 - Screenings
 - Dietary Substitutions
 - Individual Health Care Plans
 - Administration of Medication
 - Life Threatening Medical Conditions
 - Physicals
- Lost and Found
- Overpass
- Parent Conferences
- Parent Involvement
- Permission to Publish
- Personal Property
- Reporting Child Abuse (Student Welfare)
- School Jurisdiction
- Search and Seizure
- Sportsmanship Policy
- Student Assignment
- Student Insurance
- Student Records

Conduct and Discipline..... Page 48

- Responsibility for Student Conduct
- Discipline for Students with Disabilities
- Standards of Conduct
- Prohibited Conduct
- Assault or Battery
- Bomb Threats
- Bus Transportation Rules
- Bullying
- Cheating
- Communication Devices
- Computer Use
- Damage, Destruction or Theft of School Property
- Discrimination
- Disruption of School
- Drugs and Alcohol
- Electronic Entertainment Devices
- Failure to Dress Out for Classes Requiring Special Dress
- Failure to Serve Detention or Saturday School (MS, JH, and HS)

Forgery and Falsification
Gambling
Gangs/Secret Organizations
Insubordination
Laser Pointers
Leaving Campus
Persistent Disregard for School Rules
Pornography
Profanity, Verbal Abuse, Obscene Gestures
Public Display of Affection
Sale of Unauthorized Items
Sexual Harassment and Sexual Advances
Smoking and Smokeless Tobacco
Student Dress and Grooming
Student Identification
Student Organizations/Equal Access
Theft or Extortion
Truancy
Vehicles
Weapons and Dangerous Instruments
Behavior Not Covered
Disciplinary Probation
Expulsion
Saturday School
In-School Suspension (ISS)
Out of School Suspension (OSS)

Academic Information..... Page 67

Grading System
Homework Policy
Semester Exams
Progress Reports
Promotion and Retention
Smart Core Curriculum

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.⁴ Unless

a student's excessive absence is due to an unforeseen circumstance, the District will not accept a doctor's note for a student's excessive absence.

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

Additional Absences

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

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

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

Applicants for an instruction permit or for a driver's license by persons less than eighteen (18) years old on October 1 of any year are required to provide proof of a high school diploma or enrollment and regular attendance in an adult education program or a public, private, or parochial school prior to receiving an instruction permit. To be issued a driver's license, a student enrolled in school shall present

proof of a “C” average for the previous semester or similar equivalent grading period for which grades are reported as part of the student’s permanent record.

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 7th 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 9th grade 1 unit
- English 10th grade 1 unit
- English 11th grade 1 unit
- English 12th 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 9th grade level and 1 unit of Geometry at the 10th grade level.

Total

22 Units

Core Curriculum (22 units)

English - 4 units (years)

- English 9th grade 1 unit
- English 10th grade 1 unit
- English 11th grade 1 unit
- English 12th 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 9th grade level and 1 unit of Geometry at the 10th 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 7th 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)	Core Curriculum (22 units)
<p>English - 4 units</p> <ul style="list-style-type: none"> ▪ English 9th grade 1 unit ▪ English 10th grade 1 unit ▪ English 11th grade 1 unit ▪ English 12th grade 1 unit <p>Oral Communications – ½ unit</p> <p>Mathematics* - 4 units</p> <ul style="list-style-type: none"> ▪ 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. <p>Natural Science - 3 units with lab experience</p> <ul style="list-style-type: none"> ▪ Physical Science 1 unit ▪ Biology 1 unit ▪ Choice of: Chemistry or Physics 1 unit <p>Social Studies - 3 units</p> <ul style="list-style-type: none"> ▪ Civics ½ unit ▪ World History 1 unit ▪ U.S. History 1 unit ▪ Economics ½ unit <p>Physical Education – ½ unit</p> <p>Health and Safety – ½ unit</p> <p>Fine Arts – ½ unit</p> <p>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. *1 unit of Algebra I at the 9th grade level and 1 unit of Geometry at the 10th grade level is offered</p> <p style="text-align: right;"><i>Total</i> <i>22 Units</i></p>	<p>English - 4 units</p> <ul style="list-style-type: none"> ▪ English 9th grade 1 unit ▪ English 10th grade 1 unit ▪ English 11th grade 1 unit ▪ English 12th grade 1 unit <p>Oral Communications – ½ unit</p> <p>Mathematics* - 4 units</p> <ul style="list-style-type: none"> ▪ 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. <p>Science – 3 units</p> <ul style="list-style-type: none"> ▪ Biology 1 unit ▪ A Physical Science 1 unit ▪ Science elective 1 unit <p>Social Studies –3 units</p> <ul style="list-style-type: none"> ▪ Civics ½ unit ▪ World History 1 unit ▪ U.S. History 1 unit ▪ Economics ½ unit <p>Physical Education – ½ unit</p> <p>Health and Safety – ½ unit</p> <p>Fine Arts – ½ unit</p> <p>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.</p> <p>* 1 unit of Algebra I at the 9th grade level and 1 unit of Geometry at the 10th grade level is offered.</p> <p style="text-align: right;"><i>Total</i> <i>22 Units</i></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
Pearcy, 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.

WELCOME TO LAKE HAMILTON MIDDLE SCHOOL

Mission Statement

“Lake Hamilton Middle School is committed to educating all children in transition from childhood to adolescence by providing an environment in which each child attains literacy and creates learners for life in a fast moving world of technology.”

**LAKE HAMILTON MIDDLE SCHOOL
OFFICIAL HANDBOOK
120 Wolf Street, Percy, AR 71964
Phone 767-3355
Fax 767-4202**

This handbook is intended to provide students and parents with general school information. Special attention should be given to the student conduct section. An attached sheet is provided for student and parent signatures indicating receipt of this information. (Please return this separate sheet to the principal's office)

ADMINISTRATIVE AND SERVICE PERSONNEL

Dewayne Curry, Principal	767-3355
Jayne Sublett, Assistant Principal	767-3355
Tana Floyd, Counselor	767-1051
Billy Chesshir, Counselor	767-1051
Jana Dutton, Library / Media	767-3355
Becki Keener, Bookkeeper / Secretary	767-3355
Debbie Hill, Secretary	767-3355
Kelley McClain, Nurse	767-2621
Middle School Gym	767-1516
Fax	767-4202

PARENT TEACHER ORGANIZATIONS

All Lake Hamilton Schools have parent / teacher groups.
Every parent is encouraged to become a member.

General Information

ARRIVAL AND DEPARTURE OF STUDENTS

Students should arrive no earlier than 7:30 a.m. on the Lake Hamilton Middle School Campus.

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

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

No student shall be taken from school by anyone other than a parent, a legal guardian or their designee. The person taking the student from school must sign the child out through the principal's office. A student arriving after 8:00 A.M. must report ***with a parent*** to the front office to sign in. The student will be given a tardy slip stating the time of arrival.

We require all students to be on time. The tardy bell rings at 8:00 am. Your observance to the above times will be appreciated.

Requests for students should be made through the principal's office. For your child's welfare, a record will be kept of checkouts and check-ins. Only parents or adults specified by parents will be allowed to check students out of school. Parents are encouraged not to engage in the practice of picking up their child early except in cases of emergency. **Early checkouts are disruptive to the entire class and affect every child in the room.**

3:05 PM Car riders dismissed

3:10 PM (approx) 1st shift buses

3:15 PM (approx) 2nd shift buses

3:20 PM (approx) 3rd shift buses

3:25 PM (approx) 4th shift buses

ATTENDANCE

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

In order to be eligible to attend Lake Hamilton, students must live within the district boundaries or comply with the conditions of Arkansas School Choice Act. Act 838 of 1991 requires birth certificates and social security numbers for all entering students. The Lake Hamilton School District shall participate in the Arkansas School Choice Act (Act 609, 1989).

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

It has been determined by the Arkansas General Assembly that parental involvement is a necessary part of a student's education. The General Assembly feels very strongly that parents, guardians or persons in loco parentis (acting as parents) should be informed of excessive student absences and should bear certain responsibilities regarding absences. (Act 473, 1989)

Promptness is an important character trait that Lake Hamilton School district administration and staff are encouraged to model and help develop in our school's students. At the same time, promptness is the responsibility of each student. Students who are late to class show a disregard for the teacher and their classmates which compromises potential student achievement.

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

An unexcused tardy is one in which, upon returning to school, the student **does not** produce a doctor's note or legal/court papers giving evidence of the reason the student missing part of a class.

A record of unexcused tardies will be kept in the Middle School office and within the Pinnacle grading system in each of the student's classes.

Accumulated unexcused tardies will be handled as follows:

CONSEQUENCES

3rd Tardy	3 days detention
4th Tardy	5 days detention
5th Tardy	1 Saturday school
6th Tardy	2 Saturday schools
7th Tardy	3 days ISS
8th Tardy	5 days ISS

A. When a student in grades 6 through 7 accumulates 8 days in a class per semester, he/she must apply for an extension. When a student in grades 8 through 12 accumulates over six absences in a class per semester, he/she must apply for an extension to justify continued attendance for

credit. If the student is denied an extension, he/she will not receive credit for the class. It is the responsibility of the student to request an extension.

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

C. It is the responsibility of the student to make up work that he/she misses. Arrangements shall be made for make-up work the first day back at school. One day of make-up time shall be allowed for each day missed.

E. School trips or functions approved by the administration will not be considered as absences.

F. Students who are absent during all or part of the day shall not participate in any school activity on that day or night unless permission has been granted through the principal's office in advance. Students checking out prior to a school activity must have a doctor or dental excuse or a court order to check out.

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

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

I. Students attending a funeral for a member of their immediate family or a funeral for another Lake Hamilton student will not be counted absent.

ASSEMBLIES

In passing to and from assemblies, students are to go directly to and from class or the gym.

BACKPACKS

Students will only be allowed to carry clear plastic or mesh backpacks. If a student brings an unauthorized backpack to school it will be checked and the backpack will be confiscated.

- First offence – backpack confiscated, put in secure location and must be picked up by a parent.
- Second offence – disciplinary action and back pack will be confiscated for rest of school year.

Backpack: Any pack, knapsack, bag, or piece of equipment designed for carrying items **on the back**, usually attached with one or more shoulder straps.

RATIONAL FOR THE CLEAR OR MESH BACKPACK REQUIREMENT: As one level of a multi-level school, safety and security plan to make Lake Hamilton Schools a safe Drug, Alcohol, & Weapon Free Environment, all student backpacks are required to be made of clear plastic or mesh see through material. While this does not affect purses,

school issued travel bags, band instruments cases, and other types of book bags, nor does it totally guarantee that contraband cannot be brought into the school, it does make bringing such dangerous items to school more difficult. Our ultimate goal is to provide a safe learning environment for our students and staff in the least invasive manner.

CAFETERIA

Students are expected to report to the cafeteria and enter the serving line at the beginning of the lunch period. Failure to do so could result in missing lunch due to the closing of the lunch lines. Orderly conduct is required at all times in the cafeteria.

Middle school students will be dismissed from the cafeteria.

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

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

The school board will set the price of meals in each school annually.

Middle School 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 1/2 pint milk) will be offered at breakfast and lunch as long as the student's account is at the deficit limit. **KEEPING YOUR 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).**

Primary, Elementary and Intermediate Student Prices (K-5)

Breakfast Reduced	.30 cents
Breakfast Paid	\$1.75
Lunch Reduced	.40 cents
Lunch Paid	\$2.25
Extra Milk	.50 cents

Middle, Junior and Senior Student Prices (6-12)

Breakfast Reduced	.30 cents
Breakfast Paid	\$1.75
Lunch Reduced	.40 cents
Lunch Paid	\$2.50
Extra Milk	.50 cents

Adult Meals in all Schools

Adult Breakfast	\$2.00
Adult Lunch	\$3.25

CLOSED CAMPUS

The Lake Hamilton School campus is closed from the time a student arrives in the morning until the completion of the school day. As soon as students arrive on campus, they are to report to their designated areas.

CLOSING OF SCHOOL UNDER EMERGENCY CIRCUMSTANCES

When schools in the Lake Hamilton District are not to be open due to inclement weather or other emergency conditions, the Superintendent of Schools through the local media will make public announcements at the earliest possible time. Parents and students are encouraged to listen to one of the local stations for school closing information.

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

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

CONTACT WITH STUDENTS WHILE AT SCHOOL

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

Questioning of students by non-school personnel shall be granted only with a court order directing such questioning, with permission of the parents of a student (or the student is above eighteen [18] years of age), or in response to a subpoena or arrest warrant. If the District makes a report to any law enforcement agency due to a court order, the principal or principal's designee shall make a good faith effort to contact the student's parent, legal guardian, or other person having legal control by court order, or person acting in loco parentis on student enrollment forms.

Principals must release a student to either a police officer who presents a subpoena for the student, or a warrant for arrest, or to an agent of social services with a court order signed by a

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

CONFIDENTIAL HOT LINES

These numbers are posted throughout the school for student, teacher and parent confidentiality.

Garland County Sheriff's Office..... 622-3660
Arkansas State Police..... 1-800-553-3820

FLOWERS/BALLOONS/GIFTS

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

GRIEVANCE/DUE PROCESS

Students have the right to be immediately informed of alleged violations of standards of behavior as established by Board policy and/or school regulations, and to be informed of appeal procedures. Students have the responsibility to know and obey school rules, to express grievances in a polite and hospitable manner, and to give parents correct information concerning misconduct. Principals are responsible for notifying and conferring recommendations. Parents have the responsibility to call principals for conferences when needed, and to arrange with proper school authorities for desired student hearings.

Parents should observe the chain of command outlined in our district grievance procedure:

- 1. Contact – Teacher**
- 2. Contact – Building Administrator**
- 3. Contact - Superintendent**

GUIDANCE SERVICES AND CAREER DEVELOPMENT ASSISTANCE

Lake Hamilton Middle School provides appropriate certified school counselors maintaining a current ratio of one counselor to two hundred eighty-six students. The guidance and counseling services offer assistance to all students in becoming contributing, functional members of society with the decision-making skills to form healthy interpersonal relationships. The counselors spend a minimum of seventy-five percent of their work time each week providing direct counseling related to the students. This includes orientation for new students; academic

advisement; consultation with parents and others concerning student problems and needs; interpretation of standardized testing and dissemination of results; informational resources; and educational and career guidance utilizing the ten state goals for career education as developed by the AR Advisory Council for Career Education.

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 off

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.

“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 & 10th 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,1,2,4,6,8 & 10th 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 6th grade girls and 8th 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.

(M, M/M/R)		after the child's 1 st birthday. This dose is required for all students Kindergarten through 12 th grade and Transfers.
Hepatitis B	3	These 3 doses are required for all Kindergarten, 7 th grade, and Transfer students. **7 th graders and Transfer students 11-15 years of age may use an alternative schedule.
Varicella (chickenpox)	1 or 2	Two (2) doses are required for all Kindergarten students. The first dose must have been administered on or after the child's 1 st birthday. History of disease is not acceptable. 1 or 2 doses (Depends on age: One (1) dose is required if given at less than 13 years of age. Two (2) doses, separated by 28 days, are required if dose 1 is given at or greater than 13 years of age.) OR a parent, guardian or physician history of disease may be accepted in lieu of receiving vaccine for grades 1-12.

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)*

LOST AND FOUND

All articles found on the school grounds must be turned in to the proper places: library books should be turned in to the librarian, text books that are found should be turned in to a teacher of that subject area. Money and other valuables must be turned in to the main office. Please permanently label any item of clothing or articles with your name or identification label to help

identify them if lost. Students are expected to care for school property as if it were their own. This includes books, furniture, lavatories, walls, etc. Parents will be held responsible for the cost of books or property, which are lost or damaged.

OVERPASS

Lake Hamilton School District students shall use the student overpass when crossing highway 70 anytime during the school hours of 7:30 a.m. and 3:30 p.m. Violations of this requirement could result in disciplinary action up to and including suspension from school. Middle School students walking over the overpass in the afternoon are required to wait until fourth bus shift.

PARENT CONFERENCES

Parents are reminded that conferences can be and should be requested at any time when concerns over student progress are noted. Conference times of all staff are available in the office. Parent conference days are regularly scheduled and are a part of our district calendar. Conferences are not limited to this scheduled conference day, however. In most instances, if a conference were needed, parents would be advised to request a date and time other than the date listed on the school calendar. By scheduling another date, this would permit the teacher to allot more time for you without the worry of keeping someone waiting in the hall.

PARENT INVOLVEMENT

The School Board, Administration, Staff and Faculty of Lake Hamilton Middle School 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 Middle School acknowledges that parents play an integral role in assisting student learning. To improve student achievement parent involvement is essential. Lake Hamilton Middle 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.

PERMISSION TO PUBLISH

Lake Hamilton Schools submits articles and photos for both internal and external publications and media including our district calendar and web site; 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.

PERSONAL PROPERTY

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

REPORTING CHILD ABUSE (STUDENT WELFARE)

A. The Board directs full compliance by the District with the child abuse and neglect reporting laws.

B. Any school official or employee who knows or has reasonable cause to suspect that a child has been subjected to abuse, sexual abuse, or neglect, or who observes the child being subjected to conditions or circumstances which would reasonably result in abuse or neglect, will immediately report or cause a report to be made to the building principal or his designee, who will then become responsible for making a report to the proper authorities.

C. 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.

D. School employees, as members of a school staff, are included in the list of persons required by law to report if they have reasonable cause to suspect that a child has been subjected to abuse, sexual abuse or neglect or if they observe the child being subjected to conditions or circumstances which would reasonably result in abuse.

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 would become responsible for making a report to the proper authorities.

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.

SCHOOL JURISDICTION

A student may be suspended or expelled 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, regardless of whether the student's conduct occurs on or off campus and during or between school terms and regardless of whether a specific prohibition of the conduct is contained in this student handbook.

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

1. Students at school-sponsored off-campus events will be governed by school rules and regulations and are subject to the authority of school personnel.

SEARCH AND SEIZURE

The District respects the rights of its students against arbitrary intrusion of their person and property. At the same time, it is the responsibility of school officials to protect the health, safety, and welfare of all students enrolled in the District in order to promote an environment conducive to student learning. The Superintendent, principals, and their designees have the right to inspect and search school property and equipment. They may also search students and their personal property in which the student has a reasonable expectation of privacy, when there is reasonable suspicion to believe such student or property contains illegal items or other items in violation of Board policy or dangerous to the school community. School authorities may seize evidence found in the search and disciplinary action may be taken. Evidence found which appears to be in violation of the law shall be reported to the appropriate authority.

School property shall include, but not be limited to, lockers, desks, and parking lots, as well as personal effects left there by students. When possible, prior notice will be given and the student will be allowed to be present along with an adult witness, however, searches may be done at any time with or without notice or the student's consent. A personal search must not be excessively intrusive in light of the age and sex of the student and the nature of the infraction.

The Superintendent, principals, and their designees may request the assistance of law enforcement officials to help conduct searches. Such searches may include the use of specially trained dogs.

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

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

SPORTSMANSHIP POLICY

AAAAA ATHLETIC CONFERENCE

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 being introduced, or when teams, cheerleaders, or drill teams are performing. Other behaviors, which may be interpreted as derogatory, will not be tolerated.

STUDENT ASSIGNMENT

It is no longer possible for us to accommodate requests for a specific homeroom or teacher placement. This practice in the past has resulted in an unequal distribution of students and promoted the misunderstanding that some of our teachers are easier or more demanding than others. In our opinion this practice does not contribute to the development of a well-rounded student, one who is able to adjust to changing social and academic standards. (Too often requests are received that reflect nothing more than the wish of a child to be in a room with friends) We make a concerted effort to provide a grouping of students for each homeroom that reflects the diversity of our student body. **Room and teacher assignments will be announced at our Student Open House in August.**

STUDENT INSURANCE

LHSD does not carry medical insurance for students injured on school premises, under school jurisdiction or while participating in school activities. The School District assumes no legal responsibility for providing medical insurance. **LHSD provides coverage for accidental injuries occurring while participating in Senior, Junior High and Middle School Athletics.** A voluntary student insurance plan is available for purchase. For additional information please contact John Utley, Athletic Director, Student Insurance Coordinator.

STUDENT RECORDS

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

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

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

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

SUPPLIES

Beginning of the school year supplies will be purchased for each student by Lake Hamilton Middle School. However individual teachers might require additional supplies, and will provide a list of needed supplies. Students are responsible for having all needed supplies. Students are required to bring needed or appropriate materials to each class daily. ***All backpacks are required to be mesh or see-through.**

TELEPHONE USAGE

Students may use the office phone only for sick calls, for school business calls, or for emergency calls.

TEXTBOOKS

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

Conduct and Discipline

RESPONSIBILITY FOR STUDENT CONDUCT

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

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

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

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

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

DISCIPLINE FOR STUDENTS WITH DISABILITIES

Students with disabilities who engage in misbehavior are subject to normal school disciplinary rules and procedures so long as such treatment does not abridge the right to free and appropriate public education.

The individualized education program (IEP) team for a student with disabilities should consider whether particular discipline procedures should be adopted for a student and include those procedures in the IEP.

Students with disabilities will be disciplined according to the requirements of the Individual with Disabilities Education Act (IDEA), Public law 108-446, & 504 of the Rehabilitation Act of 1973, and Section 11 of the Arkansas Department of Education Special Education and Related Services: Procedural Requirements and Programs Standards, 2008.

STANDARDS OF CONDUCT

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

Prohibited Conduct

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

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

9. Inappropriate public displays of affection;
10. Cheating, copying, or claiming another person's work to be his/her own;
11. Gambling;
12. Inappropriate student dress;
13. Use of vulgar, profane, or obscene language or gestures;
14. Truancy;
15. Excessive tardiness;
16. Engaging in behavior designed to taunt, degrade, or ridicule another person on the basis of race, ethnicity, national origin, sex, or disability;
17. Hazing, or aiding in the hazing of another student.
18. Gangs or gang-related activities, including belonging to secret societies of any kind, is forbidden on school property. Gang insignias, clothing, "throwing signs" or other gestures associated with gangs are prohibited;
19. Sexual harassment.

ASSAULT OR BATTERY

A student shall not threaten, physically abuse, attempt to physically abuse, or behave in such a way as to be perceived to threaten bodily harm to any other person (student, school employee, school visitor). Any gestures; vulgar, abusive, or insulting language; or taunting, threatening, harassing, or intimidating remarks by a student toward another person that threatens their well-being is forbidden. This includes, but is not limited to, fighting, or racial, ethnic, religious, or sexual slurs.

It is unlawful, during regular school hours and in a place where a public school employee is required to be in the course of his/her duties, for any person to address a public school employee using language which, in its common understanding, is calculated to; (a) cause a breach of the peace; (b) materially and substantially interfere with the operation of the school; (c) arouse the person to whom it is addressed to anger to the extent likely to cause imminent retaliation. Students guilty of such an offense may be subject to legal proceedings in addition to student disciplinary measures.

BOMB THREATS

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

BUS TRANSPORTATION RULES

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

All students are expected to conduct themselves in a safe and appropriate manner while on the bus and at loading and unloading stations. **Student misconduct may result in disciplinary action, including suspension from riding the bus.** Any student causing damage to a bus will be required to pay for the damages, as well as face disciplinary action. The driver of a bus has the same authority over bus passengers that a teacher has over students in the classroom. It is their responsibility to identify and report to building principals and student who misbehaves or whose conduct interferes with the safe operation of the school bus. Each school bus driver will review the bus rules of conduct with students riding his/her bus.

Students must ride the bus to which they are assigned. Students may not walk to another campus to catch a bus without the permission from their principal.

Any student who leaves campus without permission may not return to campus and ride the bus. Parents are not permitted to board the bus or attempt to hold a conference with the driver while the bus is en route. Any parent wishing to discuss a transportation matter must telephone the driver, the principal or district office to schedule a conference.

Bus Rules

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

Consequences of Breaking Bus Rules

Students who violate school bus rules and regulations are subject to disciplinary action as deemed appropriate by the building principal. Bus suspensions are generally for 3, 5, and 10 days, in that order. Bus suspension for the rest of the semester or 30 days, whichever is longer.

Riding a school bus is a privilege that may be denied if a student fails to follow the established rules. Acts of serious misconduct can lead to suspension or expulsion from

school. When students are suspended from riding the bus, parents become responsible for transporting children to and from school.

Buses will load and unload only at designated stations.



BULLYING

Respect for the dignity of others is a cornerstone of civil society. Bullying creates an atmosphere of fear and intimidation, robs a person of his/her dignity, detracts from the safe environment necessary to promote student learning, and will not be tolerated by the Board of Directors. Students who bully another person shall be held accountable for their actions whether they occur on school equipment or property; off school property at a school sponsored or approved function, activity, or event; going to or from school or a school activity in a school vehicle or school bus; or at designated school bus stops.

A school principal or his or her designee who receives a credible report or complaint of bullying shall promptly investigate the complaint or report and make a record of the investigation and any action taken as a result of the investigation.

Definitions:

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

Bullying means the intentional harassment, intimidation, humiliation, ridicule, defamation, or threat or incitement of violence by a student against another student or public school employee by a written, verbal, electronic, or physical act that may address an attribute of the other student, public school employee, or person with whom the other student or public school employee is associated and that causes or creates actual or reasonably foreseeable:

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

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

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

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

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

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

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

1. Sarcastic comments "compliments" about another student's personal appearance or actual or perceived attributes,
2. Pointed questions intended to embarrass or humiliate,
3. Mocking, taunting or belittling,
4. Non-verbal threats and/or intimidation such as "fronting" or "chesting" a person,
5. Demeaning humor relating to a student's race, gender, ethnicity or actual or perceived attributes,

6. Blackmail, extortion, demands for protection money or other involuntary donations or loans,
7. Blocking access to school property or facilities,
8. Deliberate physical contact or injury to person or property,
9. Stealing or hiding books or belongings, and/or
10. Threats of harm to student(s), possessions, or others,
11. Sexual harassment, as governed by policy 4.27, is also a form of bullying,
12. Teasing or name-calling based on the belief or perception that an individual is not conforming to expected gender roles (Example: “Slut”) or conduct or is homosexual, regardless of whether the student self-identifies as homosexual (Examples: “You are so gay.” “Fag” “Queer”).

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

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

Students found to be in violation of this policy shall be subject to disciplinary action up to and including expulsion. In determining the appropriate disciplinary action, consideration may be given to other violations of the student handbook which may have simultaneously occurred.¹

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

CHEATING

Students shall not cheat or attempt to aid other students in cheating on any type of assignment, class work or tests, including standardized examinations. Students in violation will be subject to severe disciplinary consequences.

COMMUNICATION DEVICES

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. The school board believes it is necessary to restrict student use and possession of cell phones, other electronic communication devices, cameras, MP 3 players, iPods, and other portable music devices so that the opportunity for learning in the district's schools may be enhanced.

Students are not to use cellular telephones, electronic paging devices, beepers or similar communication devices in class or on any school campus during the normal school day. These devices may be in student possession and used by students after the normal school day and at extracurricular activities on school campus. Students may leave these devices with a responsible adult (coach, sponsor, secretary) at the beginning of the school day to be kept until after school hours. The school will not be held responsible for loss or damage to any device left in the possession of school personnel.

Students in possession of a device as described above will be subject to disciplinary measures. Use of a device, as described above, and/or repeated possession offenses will result in ISS and/or additional disciplinary actions.

The student and/or the student's parents or guardians expressly assume any risk associated with students owning or possessing technology equipment or the loss thereof.

COMPUTER USE

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

Software and Hardware

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

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

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

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

Security and Privacy

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

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

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

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

Internet and Email

No student will:

Generate or forward chain letters.

Engage in spamming (sending an annoying or unnecessary message to a large number of people).

Subscribe to any list serve without prior permission from a supervising teacher.

Participate in chat groups or MUDs.

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

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

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

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

The checked rules will be considered serious offenses that will result in the following:

Consequences:

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

Placed on probation.

May not work on any computer-related projects outside of the school.

Three days ISS.

Loss of all computer privileges.

Recommendation for expulsion.

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

DAMAGE, DESTRUCTION OR THEFT OF SCHOOL PROPERTY

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

DISCRIMINATION

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

DISRUPTION OF SCHOOL

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

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

DRUGS AND ALCOHOL

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

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

Selling, distributing, possessing, or attempting to sell or distribute, or using over-the-counter or prescription drugs is prohibited.

Consequences: Grades 6-12 10 days out of school suspension with referral to juvenile authorities or 10 days out of school suspension with the recommendation for expulsion.

SECOND CHANCE PROGRAM

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

- (1) The student cannot have previously been suspended or recommended for expulsion for violation of the drug/alcohol policy.
- (2) The parent and student must agree to be enrolled in and agree to complete participation in the school approved drug/alcohol abuse program. The school approved program is provided and administered by the professionals at the Quapaw House.
- (3) The student agrees to participate in the drug/alcohol testing, counseling, and required meetings prescribed by the drug/alcohol abuse program. The program administrators will notify the school if the student fails to meet all of the requirements of their program.
- (4) The parent and student agree to assume a portion of the cost of the drug/alcohol abuse program as determined by the parent, the Quapaw House and the superintendent.
- (5) Parents and students requesting enrollment in the “Second Chance Program” agree to waive the right to a hearing before the school board on the expulsion should the student fail to meet the terms of the program and be recommended for expulsion during the probationary period.

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

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

Students who are placed on probationary status will be allowed to attend school as long as the student satisfactorily completes the drug/alcohol abuse program. In addition, the student must meet all prescribed stipulations dealing with school attendance, academic performance, student disciplinary restrictions and other restrictions deemed appropriate

by the superintendent. A student who fails to meet all requirements of the drug/alcohol abuse program or violates the agreed upon terms of the “Second Chance Program,” will be considered in violation of the probation and will be recommended for expulsion.

ELECTRONIC ENTERTAINMENT DEVICES

Students are not to possess during the normal school day electronic devices (tape, cd or mp3 players, video games, etc.) for entertainment purposes only. Students traveling on school sponsored trips after school hours may bring appropriate music, games, etc. with permission of the teacher, coach, or sponsor. These devices should be checked in with the trip sponsor at the beginning of the school day and retrieved when boarding the bus to leave campus.

Any device that is confiscated by school personnel will be held in the office until retrieved by a parent. Students bring these devices at their own risk. The school is not responsible for loss or theft of these devices. All confiscated items will be disposed of at the conclusion of the school term.

FAILURE TO DRESS OUT FOR CLASSES REQUIRING SPECIAL DRESS

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

FAILURE TO SERVE DETENTION OR SATURDAY SCHOOL (JH. HS and MS)

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

FORGERY AND FALSIFICATION

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

GAMBLING

Gambling in any form on school property is prohibited.

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.

INSUBORDINATION

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

LASER POINTERS

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

LEAVING CAMPUS

No student is to leave the campus at any time without prior approval from the office. Students must sign out when leaving and, if returning the same day, check back in.

PERSISTENT DISREGARD FOR SCHOOL RULES

A student who persists in acts of misconduct after reasonable efforts have been made by the school to correct the misconduct may be subject to further disciplinary action.

PORNOGRAPHY

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

PROFANITY, VERBAL ABUSE, OBSCENE GESTURES

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

PUBLIC DISPLAY OF AFFECTION

Public display of affection shall not be tolerated at school.

SALE OF UNAUTHORIZED ITEMS

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

SEXUAL HARASSMENT AND SEXUAL ADVANCES

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

SMOKING AND SMOKELESS TOBACCO

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

1st offense - Five (5) Days I.S.S.

2nd offense - Ten (10) Days I.S.S.

3rd offense - Five (5) Days O.S.S.

4th offense - Referral to ALE for persistent disregard for school rules.

STUDENT DRESS AND GROOMING

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

1. Clothing, jewelry or other accessories concerning drugs, alcohol, tobacco, sex, vulgar language, double meanings, or that contain symbols or slogans that are offensive to particular groups, appear to be gang or satanic related or contain anything that could be inflammatory in nature are prohibited.
2. Dresses, shorts and skirts should be knee length.
3. Sagging or wearing excessively baggy clothes will not be permitted.

4. Midriffs are to be covered at all times.
5. Undergarments or portions of undergarments are not to be visible.
6. No sleepwear, pajamas, or house shoes will be permitted.
7. Shirts, tops, dresses or garments with bodices that are strapless, the halter style, have spaghetti straps, or narrow straps are to be avoided unless a more appropriate top is worn either over or under the garment at all times. Clarification: Tops, shirts or bodices that are low cut in the front, back or sides will not be permitted. The 3 B's (breasts, belly and buttocks) must be covered at all times.
8. Hats, head coverings and sunglasses are not to be worn in the school building during the normal school hours. No bandanas may be worn at any time on school campuses or at any school function.
9. Wallet chains, large watch chains, straps with spikes, safety pin jewelry, dog collars, or any other accessory that could potentially be used as a weapon or may pose a safety threat will not be permitted at school or at any school function.
11. Any clothing, jewelry or accessory that the administration deems inappropriate for an educational setting should be avoided. The final decision will rest with the building principal or his/her designee.

It will be at the Administrator's discretion whether or not the clothing disrupts the learning environment. Proper action will be taken.

Expectations for Student Dress at Extracurricular Activities

1. Student dress requirements at after school and extracurricular activities will be slightly relaxed. However, student attire should closely reflect the student dress code expectations. Students who violate this expectation will not be allowed to attend these activities.
2. Students that are participating in an extracurricular activity shall wear a uniform that is required for that activity during the event.
3. Students involved in an extracurricular activity during the day or night, that requires a special uniform, will still be required to meet the student dress code during class time.

STUDENT IDENTIFICATION

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

STUDENT ORGANIZATIONS/EQUAL ACCESS

Non-curriculum-related secondary school student organizations wishing to conduct meetings on school premises during non-instructional time shall not be denied equal access on the basis of the religious, political, philosophical, or other content of the speech at such meetings. Such meetings must meet the following criteria.

1. The meeting is to be voluntary and student initiated;
2. There is no sponsorship of the meeting by the school, the government, or its agents or employees;
3. The meeting must occur during non-instructional time;
4. Employees or agents of the school are present at religious meetings only in a non-participatory capacity;
5. The meeting does not materially and substantially interfere with the orderly conduct of educational activities within the school; and
6. Nonschool persons may not direct, conduct, control, or regularly attend activities of student groups.

All meetings held on school premises must be scheduled and approved by the principal. The school, its agents, and employees retain the authority to maintain order and discipline, to protect the well being of students and faculty, and to assure that attendance of students at meetings is voluntary.

Fraternities, sororities, and secret societies are forbidden in the District's schools. Membership to student organizations shall not be by a vote of the organization's members, nor be restricted by the student's race, religion, sex, national origin, or other arbitrary criteria. Hazing, as defined by law, is forbidden in connection with initiation into, or affiliation with, any student organization, extracurricular activity or sport program.

THEFT OR EXTORTION

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

TRUANCY

A student shall not be absent from school without a parents and/or school authorities' prior knowledge and consent. After arrival on campus, a student who is absent from his/her assigned learning station without permission from a school authority shall be considered as truant.

VEHICLES (JH & MS)

No junior high or middle school student will be allowed to drive to school.

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, dirt, box cutter, nunchucks, 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.

BEHAVIOR NOT COVERED

The district reserves the right to pursue disciplinary action or legal action for student behavior subversive to good order and discipline in schools even though such behavior may not be specified in the preceding rules.. School administrators may choose a more severe penalty due to the nature of the infraction.

Consequences-

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

Conference and/or Warning

Conferences may require parental attendance.

Corporal Punishment: Corporal punishment refers to paddling a student for breaking a school rule.

The Board directs that corporal punishment may be used as a student disciplinary measure by certified personnel when it is deemed necessary and administered as follows:

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

Detention

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

DISCIPLINARY PROBATION

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

EXPULSION

Principals may recommend to the superintendent that student be prohibited from entering the 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.

SATURDAY SCHOOL

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

Students will not be allowed to drive to and from Saturday School.

When checking into Saturday School, each student must have at least one (1) library book, two (2) textbooks, paper and a writing utensil. Students will not be allowed to sleep in Saturday School. Students must remain busy on appropriate work at all times. No magazines or other materials not related to schoolwork may be brought to Saturday School. Saturday School begins at 8:00 a.m. and ends at 12:00 noon. Attendance is required all morning. Late arrivers or students who do not have proper materials will not be allowed to attend Saturday School.

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

If a student misses Saturday School she/he will be assigned two (2) Saturday School sessions. If she/he misses another Saturday School session, she/he will be assigned to In-School Suspension.

IN-SCHOOL SUSPENSION

In-school suspension (ISS) is an alternative placement for students who engage in severe offenses. Students who are placed in ISS will be separated from the general population and will not be permitted the privileges granted to students who are not assigned to ISS. If students are absent from school during the assigned suspension time, the days will be made up upon return to school. Students assigned to in-school suspension are to report to the office of their building principal immediately upon arrival at school each day and stay there. Students are to have with them all books and other work material.

OUT OF SCHOOL SUSPENSION

Students involved in serious offenses may be assigned to out of school suspension (OSS) by the principal. Students who are assigned OSS are responsible for all missed assignments and class work that are missed during their absence from the class. It will be the student's responsibility to gather the missed work. Students are not allowed to participate in extra school activities.

Academic Information

GRADING SYSTEM

The responsibility for arriving at nine week and final grades rests with the individual teacher. Grades shall reflect only the achievement of educational objectives. The procedures for arriving at the grade will be fully explained to students and made available to parents on request. Grades will conform to the following percentage scale:

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

HOMEWORK POLICY

DAILY CLASSROOM ASSIGNMENTS - These are assignments made by teachers that are due at the end of the class period or at the end of the school day. Grades for these assignments will be given at face value. Whatever work the student completes during this time frame will be what is graded. No additional time will be given to complete these assignments.

HOMEWORK ASSIGNMENTS - These are assignments made by the teacher that are to be completed by an assigned date. If these assignments are not completed by the assigned date, the student will be given one additional day to turn in assignments with a **twenty-five percent** reduction in his/her grade. If the student does not turn in the assignment after the second opportunity, he/she will receive a grade of **Zero** on that assignment.

LONG TERM ASSIGNMENTS - These are assignments such as book reports, science projects, etc. made by the teacher weeks in advance. The assignment has been made by the teacher with advance notice of the due date. **There will be no second opportunity to complete these assignments after the due date.** Teachers will remind students of the due date of the assignment.

MAKE-UP POLICY - Students who miss school shall be allowed to make up the work they missed during their absence under the following rules. This does not include long-term assignments which must be turned in on their due date. (See long term assignments).

1. Students are responsible for asking the teachers of the classes they missed what assignments they need to make up.
2. Teachers are responsible for providing the missed assignments when asked by a returning student.
3. Students are required to ask for their assignments on their first day back at school or their first class day after their return.

4. Make-up tests are to be rescheduled at the discretion of the teacher, but must be aligned with the schedule of the missed work to be made up.
5. Students shall have one class day to make up their work for each class day they are absent.
6. Make-up work which is not turned in within the make-up schedule for that assignment shall receive a zero.
7. Students are responsible for turning in their make-up work without the teacher having to ask for it.
8. Students who are absent on the day their make-up work is due must turn in their work the day they return to school whether or not the class for which the work is due meets the day of their return.

RESOURCE ROOM STUDENTS - IEP modifications will continue to be made for students who are in special education classes.

SEMESTER EXAMS

Each middle school student will take a cumulative semester exam in each required course and some elective courses at the conclusion of each semester. This exam will comprise 20% of the semester grade. As a reward for good attendance and academic performance, some students may be exempt from semester exams, providing the following criteria are met.

- Students must have an “A” semester average in a particular class and no more than 8 absences for that semester.
- Students must have a “B” semester average in a particular class and no more than 4 absences for that semester.
- Students must have a “C” semester average in a particular class and no more than 2 absences for that semester.

There will be no distinction as to whether an absence is excused (documented) or unexcused (undocumented) for the purpose of determining semester exam exemptions. Absences are counted up to the final non-test day.

Other criteria include:

- A student must not have been assigned to In-School Suspension, Out of School Suspension or Saturday School during the semester to receive exemption.
- An exempted student will not be required to take the semester test in order to establish the final semester grade. If a student who is qualified for exemption

chooses to take the final test, his/her grade will not be reduced as a result of the exam grade.

- No semester tests will be given early.

PROGRESS REPORTS

Grades and attendance are computed and reported to parents once every nine weeks. Progress reports are issued to all students in each subject area at the middle of each nine-week grading period. These special reports are designed to help parents monitor their child's progress before official grades are assigned. They must be signed by a parent and returned to school.

PROMOTION AND RETENTION

- A. Students who satisfactorily complete a course of study prescribed for their grade level will be promoted to the next level at the end of the school year.
- B. The District requires all students to be continuously evaluated by members of the professional staff. It is the responsibility of the principal and teachers to notify parents of possible failures and to have a conference with the parents when the child is to be retained.
- C. Students should pass three out of the five subjects in order to be considered for promotion to the next grade.
- D. Social promotion to the next grade or to another school will be considered when it has been determined by the student's teachers, parents, and building principal that he/she cannot further profit by remaining in his/her present setting. Factors to consider for a social promotion would be if the student's presence causes a detriment of social, emotional, or physical in nature.

SMART CORE/CORE CURRICULUM

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

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 7th 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 9th grade 1 unit
- English 10th grade 1 unit
- English 11th grade 1 unit
- English 12th 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 9th grade level and 1 unit of Geometry at the 10th grade level.

Total **22 Units**

Core Curriculum (22 units)

English - 4 units (years)

- English 9th grade 1 unit
- English 10th grade 1 unit
- English 11th grade 1 unit
- English 12th 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 9th grade level and 1 unit of Geometry at the 10th grade level.

Total **22 Unit**

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 7th 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 form.

Smart Core Curriculum (22 units)	Core Curriculum (22 units)
<p>English - 4 units</p> <ul style="list-style-type: none"> ▪ English 9th grade 1 unit ▪ English 10th grade 1 unit ▪ English 11th grade 1 unit ▪ English 12th grade 1 unit <p>Oral Communications – ½ unit</p> <p>Mathematics* - 4 units</p> <ul style="list-style-type: none"> ▪ 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. <p>Natural Science - 3 units with lab experience</p> <ul style="list-style-type: none"> ▪ Physical Science 1 unit ▪ Biology 1 unit ▪ Choice of: Chemistry or Physics 1 unit <p>Social Studies - 3 units</p> <ul style="list-style-type: none"> ▪ Civics ½ unit ▪ World History 1 unit ▪ U.S. History 1 unit ▪ Economics ½ unit <p>Physical Education – ½ unit</p> <p>Health and Safety – ½ unit</p> <p>Fine Arts – ½ unit</p> <p>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. *1 unit of Algebra I at the 9th grade level and 1 unit of Geometry at the 10th grade level is offered</p> <p><i>Total</i> <i>22 Units</i></p>	<p>English - 4 units</p> <ul style="list-style-type: none"> ▪ English 9th grade 1 unit ▪ English 10th grade 1 unit ▪ English 11th grade 1 unit ▪ English 12th grade 1 unit <p>Oral Communications – ½ unit</p> <p>Mathematics* - 4 units</p> <ul style="list-style-type: none"> ▪ 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. <p>Science – 3 units</p> <ul style="list-style-type: none"> ▪ Biology 1 unit ▪ A Physical Science 1 unit ▪ Science elective 1 unit <p>Social Studies –3 units</p> <ul style="list-style-type: none"> ▪ Civics ½ unit ▪ World History 1 unit ▪ U.S. History 1 unit ▪ Economics ½ unit <p>Physical Education – ½ unit</p> <p>Health and Safety – ½ unit</p> <p>Fine Arts – ½ unit</p> <p>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.</p> <p>* 1 unit of Algebra I at the 9th grade level and 1 unit of Geometry at the 10th grade level is offered.</p> <p><i>Total</i> <i>22 Units</i></p>

