

Hartford High School

2011-2012

Student Handbook



STUDENT FORM CHECK-OFF SHEET (Due August 31, 2011)

Required Annual Enrollment Forms: (All students, 7th grade through 12th grade, **must** complete the following forms and return to school no later than August 31, 2011.)

- Signed copies of Handbook Appendix A, B, C, D, and E. These pages are also provided in the Student Handbook for you to retain as your copy.
- Student Demographics Form
- Medical Release Form
- Computer & Acceptable Use Policy
- Drug Screen Test Policy
- Title VII Student Eligibility Certification
- Free and Reduced Price School Meals Family Application (One form must be completed per family)

Other forms as needed: (The following forms can be obtained from the office as needed...)

- Pre-participation Physical Evaluation Form (All students participating in **any** school sponsored sporting activity music have a current physical on file.)
- Student Vehicle Permission Form (All students who have a valid driver's license and drive a personal vehicle on school property **must** have this form on file. The school will then provide a decal that is to be visible through the back window of the vehicle.)
- Bus Rider Waiver of Liability Form (All students participating in **any** extracurricular activity must have this form on file **if** the student(s) will not be riding district provided transportation from a school competition or activity. **Students will only be allowed to leave with the person(s) listed on this form. NO EXCEPTIONS.**
- Student Work Permit Form - Seniors Only
- Smart Core Informed Consent Form (All students entering 7th-12th grade are required to have this form on file.)

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I. INTRODUCTION FROM THE ADMINISTRATION**A. Introduction****1. To the student:**

This handbook has been prepared to give information that you will need to be successful and to acquaint you with some of the activities and regulations of our district. Please read the contents of this handbook carefully and keep it so that you can use it as a reference when needed. It is your responsibility to know and abide by the instructions listed in this book.

2. To the parents and guardians:

It is through your support that we are able to provide public education for your children. This is your school. The staff alone cannot do the job; we seek your help in the following areas:

- Keeping a constant check on your child and his/her work.
- Establishing good teacher/parent relationships.
- Allowing teachers to communicate with you on a regular basis.
- Consulting with us when questions or problems arise.

The last pages contain a *Handbook Acknowledgment Receipt Form* along with several other forms that need to be filled out and returned to the Principal's Office. Students that fail to return the forms will not be eligible to participate in extracurricular activities or receive marking period grades until the forms are returned to school completed and signed by the parent or guardian and student. Questions regarding this handbook should be directed to the High School Principal.

B. District Information

1. Mission Statement - The Hartford Public Schools will work with parents and community to educate and encourage all students to become life-long learners, and respectful, resourceful, responsible citizens.

2. School colors – Maroon and Gray; **Mascot** – Hartford Hustler

3. Alma Mater –

Hartford High, Oh Hartford High,
 We love you, we do.
 Work and play both night and day,
 We're winning for you.
 Some may think that we're all young and green.
 We're all heard and we'll always be seen.
 Honor we bring to you.
 Joy we will sing to you,
 Dear Old Hartford High.

4. Contact Information –

508 West Main Street
 Hartford, AR 72938
 Phone: (479) 639-2239
 Fax: (479) 639-5012
 Website: www.hartfordhustlers.net

C. Bell Schedule

- 7:30 a.m. Students eating breakfast may come on campus.
- 7:55 a.m. First bell rings
- 8:00 a.m. First hour class begins
- 8:50 a.m. Second hour class begins
- 9:40 a.m. Third hour class begins
- 10:30 a.m. Fourth hour class begins
- 11:20 a.m. Fifth hour class begins
- 12:05 p.m. Lunch
- 12:35 p.m. Sixth hour class begins
- 1:25 p.m. Seventh hour class begins
- 2:15 p.m. Eighth hour begins
- 3:00 p.m. Last bell – End of the school day

Tardy bell rings four minutes after each class ends. School day for students begins at 8:00 a.m. and ends at 3:00 p.m.

D. District Calendar (2011 – 2012)

8/8-12/11	Professional Development Days	
8/15/11	First Day of School	
9/05/11	Labor Day	No School
9/22/11	Progress Reports Due	
9/22/11	Parent/Teacher Conferences	3:00 PM - 8:00 PM
10/18/11	End of First Nine Weeks	46 Days
10/19/11	Second Nine Weeks Begins	
11/17/11	Progress Reports Due	
11/21 – 11/25	Thanksgiving Break	No School
12/21/11	End of First Semester	41 Days (87 Total)
12/22/11-1/04/12	Christmas Break	No School
01/05/12	Second Semester Begins	
01/16/12	Martin Luther King Day	Professional Development Day
02/09/12	Progress Reports Due	
02/09/12	Parent/Teacher Conferences	3:00 PM - 8:00 PM
02/20/12	President's Day	No School
03/12/12	End of Third Nine Weeks	46 Days
03/13/12	Fourth Nine Weeks Begins	
03/16/12	Flex Day	No Students
03/19-23/12	Spring Break	No School
04/06/12	Good Friday	No School
04/20/12	Progress Reports Due	
05/23/12	End of Second Semester	45 Days (91 Total)

E. School Holidays – School holidays are normally scheduled for Labor Day, Thanksgiving, Christmas, President’s Day, spring break and Memorial Day. Parents and students planning activities around school holidays need to be sure the student is present when school resumes following holidays. Allowances will not be made for students who miss school due to extended holidays.

- F. School Closings** – Closing due to weather conditions-In case school should be called off due to bad weather or icy road conditions; we will have radio stations KTCS (99.9), KQBK (104.7), KMAG (99.1) and television stations Channel 40 and Channel 5 make the announcements. Listen to these stations for early morning announcements. If we determine the evening before that there will be no school, we will also have it announced on the two television channels named above. If we decide before 10 p.m., we will have it announced at that time. If there is no announcement that school will be closed in Hartford, you may take it for granted that school will be open.
- G. Student Resources**
- 1. Guidance Counseling** – The counselor’s office will be open to all students and parents during the regular school day. Other times must be by appointment. Whenever possible, please make an appointment in advance. Students and parents may reach the counselor’s office direct at 479-639-2900. If the counselor is unavailable, a message may be left. Student conferences with the counselor should be scheduled if at all possible. Teachers should not allow students to go to the counselor’s office unless contacted by the counselor or the student has been given written permission to go at a scheduled time. The counselor will coordinate with teachers and administration in scheduling student conferences and group meetings to minimize the impact on student learning. Students should begin considering career choices and post-high school educational training early in their high school careers. Students should realize that their performance in high school determines the rewards that they earn toward higher education.
- Information and materials that are available through the counselor’s office will include:
- Materials and resources to assist students in personal matters.
 - Course study planning for student-specific life and career goals.
 - Graduation requirements.
 - Access to all current student performance data.
 - Military careers and military schools.
 - Industrial and vocational trade schools.
 - Audio-Visual and computer based resources on various colleges and vocational schools.
 - Catalogs and brochures on colleges, vocational and technical schools, special interest schools.
 - College planning materials.
 - Computer resources for career and college exploration.
 - College applications and admissions requirements.
 - ACT and SAT information packets and applications.
 - Test preparation materials for ACT and SAT.
 - Financial aid information and applications, government grants programs, loans, scholarships, college-specific scholarships, work-study programs, and the Arkansas sponsored state scholarship programs.
 - Minimum test score requirements for unconditional and probationary acceptance to higher education and scholarship applications.
 - Test scores and GPA qualifications for higher education toward paid tuition, fees, room and board, and other expenses.
- 2. Textbooks** The State Department of Education assumes the cost of textbooks to the students. Textbook damage by the student must be compensated as determined by school administration. A student losing a textbook must pay full price of replacement
- 3. Internet and Technology Use**
Hartford School District makes computers and internet access available to students to permit students to perform research and to allow students to learn how to use computer technology. Use of district computers is for educational and/or instructional purposes only. Students may gain access to the Internet by submitting forms to our library (forms may be secured from our library media specialist. Information on guidelines, responsibilities and misuse of Internet are given on the forms. See **District Technology Use Policies** for more information.
- 4. Library**
Our school library/media center’s goal is to meet the needs of our students. The library is a place in which you can broaden your education and experience in many ways. We encourage you to use and care for our library and its resources and to make every effort to enjoy its many benefits.
- Two weeks is the lending period of books.
 - A fine of five cents per day is the penalty for overdue books.
 - Reference materials and magazines are to be used in the library and reading room only, unless special permission is obtained.
 - A teacher must request Audio/visual materials. All audio/visual materials must be approved by the building principal and tied to curriculum frameworks.
 - Inter-library loans and co-op materials may be obtained if enough notice is given.
 - Computer workstation/CD ROM and automated circulation are in process and will be operated as posted information requires.
- 5. Cafeteria Program**
Our school serves a type “A” lunch, which meets the requirements of the State and Federal lunch programs, and provides at least one-third of the minimum daily requirements.

6. Student Insurance –

The school has purchased accident insurance, which covers students while at school and on school trips. This insurance also covers the athletes during practice and at games. This insurance is a supplement policy, which works with any other insurance policy. A policy, which covers the student for twenty-four hours a day, will be available to those who want to purchase it. A student is to notify the athletic director when an injury occurs, whether it is during the school day or an extracurricular activity.

H. Student Welfare

1. Abuse and Neglect Reporting Policy and Procedures – All teachers and staff will be attentive to any signs or symptoms exhibited by students which might indicate child abuse or neglect. If abuse or neglect is suspected, the following steps will be taken:

- a. Immediate notification of the school counselor
- b. The counselor will:
 1. Notify the principal
 2. Enlist the aid of the school nurse
 3. Contact Department of Child and Family Services
- c. Complete the report of suspected abuse and keep this on file in the counselor's office
- d. In the event the counselor is unavailable, the suspected abuse should be reported directly to the principal
- e. Be available to meet with family services workers if they interview the child at school
- f. Keep DCFS files confidential

2. Child Abuse Reporting/Student Record – Reports made and/or received by Counselors or other personnel of the Hartford Public Schools under the provisions of A.C.A. 12-12-501 thru A.C.A. 12-12-518 are confidential and must be treated with great care. All school employees are mandated reporters of suspected child abuse or neglect. Any founded report will become part of the student's permanent educational record. Legal Ref.: A.C.A. 12-12-501-518 Act 450 of 1991.

3. Complaint and Grievance Procedures

Step One- The problem, complaint, or grievance will first be presented to the building principal where the grievance originated. If the individual is unsatisfied with the principal's solution, then the individual may request to present the grievance to the superintendent of schools.

Step Two- If satisfaction, in the opinion of the individual, is not forthcoming through the expertise of the superintendent; the individual may petition the Board of Education for a hearing concerning the grievance.

Step Three- To petition a hearing before the Board of Directors, the individual must write a letter to the President of the Board of Directors, in care of the superintendent and a copy to the superintendent. This letter must be sent ten (10) days prior to the next regular meeting and it must name the names of the persons involved and specifically state the grievance. If the complaint is of an immediate nature, the individual may request a special meeting from the President of the Board of Directors and the President may or may not comply with the request.

- I. **Assemblies –** Throughout the year, the school will present various assemblies. All students are expected to attend and to conduct themselves in a proper manner, showing all possible respect and courtesy to our guest(s) and to each other.
- J. **Morning Announcements –** Each morning, announcements will be made and important information will be given to teachers and students. This is a very important part of the day and close attention needs to be followed. All announcements given at this time will be posted in the principal's office. It is the responsibility (both students and teachers) to find out announcements he/she has missed when not present on any given day. Except in the case of an extreme emergency, the intercom system will not be used during class-periods.
- K. **Pledge of Allegiance / Minute of Silence –** It is the policy of the Hartford School District to recite the Pledge of Allegiance to the United States of America. Each student is to be respectful whether they choose to participate in the pledge or not. State law requires that all teachers will provide 60 seconds of silence at the beginning of school each morning (§ 6-10-115), There will be no spoken words by the teacher or students during this time. Each student is to sit quietly during the moment of silence.
- L. **On-Campus Vehicles –** All students driving motorized vehicles on campus must comply with the following guidelines:
 1. Register the motorized vehicle in the principal's office and display parking permit at all times on campus.
 2. Must have a valid driver's license.
 3. Must have a copy of their driver's license and insurance on file in the principal's office.
 4. Park in a designated area of campus.
 5. Must submit to random drug test. (See policy on random drug testing)
 6. Not drive or be in the vehicle between the hours of 8:00 a.m. and 3:00 p.m. without permission of the administration.
 7. Any student driver found guilty of speeding or reckless driving on school campus may be suspended from driving vehicles to school. Students breaking above rules will be subject to disciplinary action.
- M. **Crisis Plan –** Terrorism can take many forms such as bombing, fires, intruder's intent on doing violence, use of hazardous materials, hostage taking, etc. In the event of an actual crisis or terrorist attack at a school site, **call the administration office (639-5002) first and then 911.** Refer to the sections in the Crisis Response Plan that are most applicable to the crisis situation created by the act of terrorism.
 1. **TERRORISM Procedures –**
 - a. Administration (principals and superintendent) will monitor national threat level and teachers should report any suspicious activity.
 - **ORANGE Threat Level –** In the event that the U.S. Department of Homeland Security raises the national threat level to "Orange" or high, please review the following suggestions for your school.

- 1) Maintain a heightened awareness to suspicious activity and report it immediately.
 - 2) Review procedures for "lock down" of the building.
 - 3) Review procedures for evacuation to an alternate site.
 - 4) Review procedures for contacting parents in emergency situations.
 - 5) Review procedures for allowing parents to pick up their children in an emergency situation.
 - 6) Review procedures for allowing visitors in your building.
 - 7) In the event of a crisis, limit TV viewing by younger students.
 - 8) Keep an updated telephone tree accessible.
 - 9) Prepare to respond to inquiries from anxious parents and media concerning your level of crisis preparedness.
- **RED Threat Level** – This level represents a severe risk of terrorist attacks. In the event that the U.S. Department of Homeland Security raises the threat level to "Red" or "Severe,"
- 1) Follow the suggestions listed under "Orange", but also be aware of the following:
 - 2) Be ready to respond to directives from the Administration Building. The Administration office personnel will monitor all government and emergency service directives and issue guidance to each school site.
 - 3) Limit access to your building to essential personnel only (staff, parents, students).
 - b. Lock down – intercom announcement (will Johnny Lock come to the office?) Lock doors and get children out of view. Wait for instruction from an administrator.
 - c. Evacuation – All students and faculty go to old gym.
 - d. Communication to parents – Secretaries and Librarians will call.
 - e. Student pickup – Entrance to Football field (side entrance)
 - f. Students will be limited to watching TV in case of crisis.
 - g. Building office will keep up to date telephone numbers of parents, law enforcements officers, and rescue workers.
 - h. Counselors and principals will be available to confer with students and anxious parents.
 - i. The Superintendent will communicate with the media.

2. Fire and Tornado Drills – Each month during the school year, students will participate in an announced fire drill. No less than twice per year, tornado drills will be held. Teachers will cover evacuation procedures with their assigned class. Rules or policies regarding drills must be posted in each classroom.

N. Visitors on Campus – All visitors must sign in upon arrival, wear a visitor's badge, and sign out when leaving. Hartford High School cordially welcomes parents, study groups, and other guests who wish to visit classrooms, programs of interest, or visit our facilities. Individuals or groups wishing to visit must make prior arrangements with the building administrator before each visit.

Former students or friends/relatives of students currently attending Hartford High School must secure permission from the principal before visiting school. As a rule, these individuals will not be allowed to visit during school hours.

Children of current students will be allowed on campus only when preapproved by the building administrator and when a suitable quiet area can be provided for the student and their child. Children of current students are not allowed to be in the main halls of the school in order to protect the safety and health of the student's child.

II. ENROLLMENT – To enroll in a school in the District, the child must be a resident of the District, meet the criteria of homeless student, be accepted as a transfer student, or participate under a school choice option and submit the paperwork as required by the choice option.

A. Course Enrollment Requirements – A student must enroll in the courses prescribed for his class in the school's course of study, must carry a load of at least four subjects and may carry more, and will not be allowed to double up in order to complete high school requirements in less than four years. A student will be given one week in which to drop subjects not required. Approval may be given for further dropping of course(s) if it is deemed in the best interest of all persons concerned. Students failing required courses will be required to re-enroll in that course before he is allowed to take other courses, or show evidence that he is making up the course elsewhere

B. Residents of District – Any minor living in the Hartford School district has the right to enroll in school, provided he/she meets the requirements.

C. Homeless Students – The Hartford School District will afford the same services and educational opportunities to homeless children as are afforded to non-homeless children. The superintendent or 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.

Homeless students living in the district are entitled to enroll in the same school that the district's 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 to other district enrollment policies, the child shall be immediately admitted to the school in which the 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 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 become permanently homeless 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/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 hotels, motels, 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
Migratory children who are living in circumstances described in clauses (a) through (c)

D. Transfer Student Policy – Students transferring into Hartford High School from other districts will be classified and enrolled on a temporary basis until confirmation of standing is received.

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 (midyear transfers) or as they would have been assigned in their previous school. Home schooled students or those from a non-accredited school shall be evaluated by the district using paper assessments or other appropriate assessment tools to determine their appropriate grade placement. Prior to the child's admission to a district's school:

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 of the following documents indication 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, peruses, red (rubella) measles, rubella, and other diseases 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.

Students who transfer into the Hartford School District and have been suspended or expelled from the school from which the student has transferred will not be allowed to enroll until the number of days of suspension or expulsion is satisfied or has been completed.

Students who have been expelled from other school districts may present a request for enrollment in the Hartford School District to the Board of Directors. Such requests will be considered on an individual basis.

Students who move out of the Hartford School District or reside outside the Hartford School District may be considered by the Board of Education for acceptance providing a legal transfer is granted and/or tuition fee, established by the local board, is paid in advance, or the school choice is adopted.

- E. Freedom of Choice** – The Hartford Public School System participates in the Freedom of Choice program. Any student or parent of a student wishing to obtain information on Freedom of Choice should contact the superintendent's office.
- F. Student Records** - Factual cumulative records of relevant data on each student enrolled in Hartford Public Schools shall be kept. The superintendent or principal shall be responsible for collecting, managing, maintaining, and reviewing said records. They are also accountable for granting or denying access to student records. Requests for records from other districts will be sent per the guidelines of the ADE, including electronic transcripts. Student Social Security numbers are not public record and will not be given out, except as requested by the student or his legal guardian
- G. Health Records** - Act 871 of 1997 requires all students to have complete immunization shot records in order to register for the current school year. Students transferring to another school from Hartford must take a copy of their health record in order to enroll. The same is true of students transferring to Hartford High School. This policy shall not apply if the parents or legal guardian of that child object thereto on the grounds that such immunization conflicts with the religious tenets and practices of a recognized church or religious denomination of which the parent or guardian is an adherent or member.

H. Selective Service Registration – All male students, at least 30 days prior to their eighteenth birthday, must register with the selective service system in accordance with the Military Service Act. Forms for this purpose may be secured through the principal's office.

I. Non-Discrimination Policies

1. Aids – The Hartford School Board believes that its primary responsibility is to provide the opportunity for an education to each school age child who resides within this district and who is qualified under law to attend school. It is the policy of this Board of Education that students who have contracted AIDS will not be denied educational opportunities. The placement of students with AIDS will be within the school's capabilities and governed by federal and state law.

2. Title IX – Title IX Compliance Policy: It is hereby declared the policy of the Hartford Board of Education that there will be no discrimination on the basis of sex in the employment practices of the district, and/or in the educational program or activity operated by the district, as required by the final rules and regulations of Title IX of 1972.

Title IX Compliance Resolution: It is hereby declared the intent of the Board of Education of the Hartford School District #94, Hartford, Arkansas, to comply with the Title IX regulations of 1975 prohibiting sex discrimination in any educational program or activity receiving federal financial assistance.

3. Title IX, Title XI, and Section 504 Grievance Procedures:

1. **Step One:** the problem, complaint, or grievance will first be presented to the building principal where the grievance originated. If the individual is unsatisfied with the principal's solution, the individual may request to present the grievance to the superintendent of school.
2. **Step Two:** If satisfaction, in the opinion of the individual, is forthcoming through the expertise of the superintendent; The individual may petition the Board of Education for a hearing concerning the grievance.
3. **Step Three:** To petition a hearing before the Board of Education, the individual must write a letter to the president of the Board of Education in care of the board of education and send a copy to the superintendent. This letter must be sent ten (10) days prior to the next regular meeting, and it must name the names of the persons involved, and specifically state the grievance. If the complaint is of an immediate nature, the individual may request a special meeting from the president of the Board of Directors, and the president may or may not comply with the request.

III. TESTING, CURRICULUM, GRADING SYSTEM, GRADUATION

A. Testing – The district curriculum coordinator (or other certified employee assigned by the superintendent) is responsible for the testing program in the school. Tests, which may be administered, include but are not limited to:

1. * ACTAAP INTERMEDIATE BENCHMARK- the Arkansas benchmark measurement of student achievement in literacy and mathematics that is annually administered in grades 7/8 at the high school level.
2. * ACTAAP ALGEBRA END OF COURSE – The Arkansas measurement of student achievement administered annually to all students completing their first year of Algebra. Students taking the Algebra 1 End of Course examination must receive a passing score on the test in order to receive credit for Algebra 1. Students who do not pass the test must be remediated and pass the test in order to receive credit.
3. * ACTAAP GEOMETRY END OF COURSE – The Arkansas measurement of student achievement administered annually to all students completing their first year of Geometry.
4. * ACTAAP BIOLOGY END OF COURSE – The Arkansas measurement of student achievement administered annually to all students completing BIOLOGY
5. * ACTAAP LITERACY END OF COURSE – The Arkansas measurement of student achievement is administered annually to all students in grade 11.
6. PSAT/NMSQT-This test is used as the qualifying test for National Merit Scholarship consideration. It is given to interested sophomores and juniors in October of each year. Those interested in taking the test pay a small fee.
7. ASVAB-The Armed Services Vocational Aptitude Battery is administered to all interested seniors and juniors.
8. ACT and SAT- Registration forms for the ACT and SAT are available in the counselor's office. Both of these tests are aptitude tests for college. Most colleges require that students seeking admission take one of the tests. Many college scholarships are awarded on the basis of scores received on either the ACT or SAT. Some schools have minimum scores required for entry into the school itself or into programs within the school. Students must pay a fee to take either of these tests.
9. EXPLORE- This inventory assesses academic progress at the eighth grade level, helps students understand and begin to explore the wide range of career options open to them, and assists them in developing a high school course work plan that prepares them to achieve their post-high school goals.
10. PLAN- this innovative tenth grade assessment shares many of the features of the ACT. It is designed to support students at key decision points in their academic preparation and planning, and to help them make successful transitions from one level of education to the next.
11. NAEP-This test is only given periodically to a small sample of the state's districts at grades 4, 8, and 12 in core subjects. The results provide valuable information on student performance for both the Nation and the states.
12. Algebra II America Diploma Project Testing

Other tests such as subject aptitude and subject achievement tests are available to be given at the teacher's request.

*Students receiving less than proficient on any ACTAAP test must participate and complete a remediation process outlined in an Academic Improvement Plan.

B. Curriculum Development – Sequential curricula should be developed for each subject area. Curricula are to be aligned with the curriculum frameworks and used to plan instruction leading to student proficiency on Arkansas' content standards. Curricula should be in alignment with the District's vision, mission goals, and educational philosophy. Student's achievement is increased through integrated curricular alum that promotes continuity and a growth in skills and knowledge from grade to grade

and from school to school. Therefore, the Board desires that unnecessary duplication of work among the various grades and schools be eliminated and that course of study and their corresponding content guides are coordinated effectively.

The Hartford Board of Education is responsible for reviewing all instructional programs offered by the District as well as approving significant changes to courses or cores materials before they are implemented. The Superintendent is responsible for making curriculum recommendations.

Each school shall review each curriculum area annually to address the continued relevancy, adequacy, and cost effectiveness of individual courses and instructional programs and to insure each area is aligned with the current curriculum frameworks and course content standards approved by the State Board of Education. Each school's administration shall implement a monitoring process to ensure that the instructional content of each course offered is consistent with the content standards and curriculum frameworks approved by the State Board of Education.

Note: A.C.A.6-15-101 requires school boards to adopt and implement the academic standards and expected outcomes that have been defined by the State board. The Standards Checklist requires the adoption be noted in the district's board minutes. A.C.A. 6-15-1502(b) requires each district's superintendent to submit a letter of assurance to ADE by October 1 of each year that the content of each class and subject area is aligned to the content standards and curriculum frameworks developed by the state board under its plan developed pursuant to A.C.A. 6-15-1502(a)

C. Grading System –

1. **Reporting to Parents** – Reports pertaining to pupil progress in scholarship and general class room attitudes/behaviors will be sent to parents or legal guardians at the end of four or five weeks then again at each nine-weeks or as needed. If there are any questions, teachers will always be available by appointment for a conference. First contact with the school for a requested conference with a teacher should always be through the building principal. 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. Letter grades will not be affected or changed due to disciplinary actions taken against any students.
2. **Homework Policy** – Homework is considered an important part of the educational process and should be assigned when deemed appropriate by the classroom teacher. It should be assigned as practice for skills taught and as research using content appropriate to the course. Students should not be required to accomplish homework tasks that are excessive or meaningless, but to gain understanding and proficiency, especially in such courses as mathematics, science, and vocabulary. Regular homework assignments should be given and parents informed as to be supportive of this effort. Students who do not turn in homework when due will be assigned to after school detention, Saturday detention, or ISS. Individual teachers may adopt a "No Zero Policy".
3. **Grade Point Averages** – ACT 1188 of 1993 established the following guidelines for secondary schools:
 - 90 percent to 100 percent= A
 - 80 percent to 89 percent = B
 - 70 percent to 79 percent = C
 - 60 percent to 69 percent = D
 - 59 Percent and below = F
 Grade point averages for graduation and honor roll will be calculated in the following manner: A=4; B=3; C=2; D=1; F=0. If the class taken is an AP class, then the grade point average will be calculated in the following manner: A=5; B=4; C=3; D=2; F=0. If the student taking the AP class does not take the end-of-course test for that class then the grading scale will revert back to A=4; B=3; C=2; D=1 and F=0
4. **Awards and Honors** – Throughout the course of the school year there are many honors and awards earned by our students. Every attempt will be made to recognize student achievement through the local paper, awards assemblies, special banquets and other means. Awards and honors that are recognized each year fall into the following categories:
 - **Honor Roll** – Students who earn and maintain a 3.00 GPA or better in all subjects will be recognized in the area paper each nine weeks. Those students making the honor roll first semester will also be recognized at our annual Academic Awards Banquet. Each nine-week grading period, a Hartford High School honor roll will be announced. This listing will include the names of those students who have a grade point average of 3.00 or above for that grading period. A student will not be considered for honor roll (nine weeks or semester) if that student has received either a D or F in any class. The honor roll list may be announced in the local paper and will be posted at school.
 - **Perfect Attendance Awards** – Awards are given to each student who has been present each day (periods 1-7) that school has been in session.
 - **Athletic and Music Awards** – These are given to students in each respective area during an awards banquet. These awards are based on individual outstanding achievement in a particular area of these activities.
 - **Individual Awards** – Awards are given in each subject-matter to those students who have excelled in that area of study during the year. These awards are given during the Annual Academic Awards Banquet.
 - **Valedictorian and Salutatorian** – These honors are bestowed on members of the graduating senior class who have the highest cumulative grade point averages as figured according to the current policy. (See pages 13-14 for complete list of requirements.)

- **Honor Graduates** – This honor is given to those graduating seniors who have met the requirements of earning a 3.25 grade point average for seven semesters and meeting all other requirements. (See pages 13-14).
 - **Scholarships** – These students will be recognized during our graduation exercises.
 - **Merit Rewards** – Merit rewards may be awarded to students for various considerations such as perfect attendance, standardized tests scores, no discipline referrals, etc. Merit rewards will be awarded the following semester after arrangements are made through the Superintendent’s office in collaboration with the building principals.
5. **Pupil Classification** A student must take at least four academic classes in any given semester.
- Freshman: Promotion from eighth grade.
 - Sophomore: At least 6 credits
 - Junior: At least 12 credits
 - Senior: At least 18 credits
6. **Promotion/Retention** –Students receiving less than proficient on any state test must participate and complete a remediation process outlined in an Academic Improvement Plan. Students taking the Algebra I End of Course test must score proficient in order to receive credit for Algebra 1. Students not passing the test will be required to be remediated and pass the test in order to receive credit.

Grades 7-8:

The following factors will be used to decide promotion or retention in either the 7th and 8th grades:

1. Failing grades in core classes (English, math, science and social studies).
2. Standardized test scores.
3. Student attendance.

Prior to the student being retained in the 7th and/or 8th grade, a conference must be conducted with the student, principal, and counselor in attendance. The parents or guardians will be notified, but are not required to attend. A decision will be made regarding the potential benefit/drawback to the student’s future if that student is retained. All factors-circumstances will be considered and a decision made which is reasonable and appropriate for the student in question.

9th - 12th grade students earning passing marks and fulfilling the requirements of a course will receive that course’s designated credit. Students earning failing marks or failing to fulfill the requirements in a course may repeat the course or a satisfactory substitute course until a passing mark is earned.

7. **Correspondence, College, and Summer School Courses** - The Hartford School permits students to take a limited number of correspondence courses. These courses may be taken as make-up courses, and credit will be given toward graduation upon completion of the course. Students who would like to take additional courses not offered in our school will also be permitted to do so. This gives our students an opportunity to take courses that may be of assistance to them in later college work. Most colleges and the State Department of Education approve this plan. The cost of most correspondence courses, is approximately \$150.00 per semester. Students are responsible for the cost of correspondence courses. Correspondence courses and summer school credits may be accepted if approved by the administration. Correspondence and summer school courses will count towards GPA if the credit can be used for graduation requirements. College courses will count as a credit for graduation but will not count in GPA for class rank unless the course is a concurrent credit course.
8. **Academic Challenge Scholarship Curriculum** Minimum GPA requirements in effect for the scholarship with 16 units of the following:
- English: Four (4) units, in the 9th, 10th, 11th, and 12th with emphasis on writing skills, not to include courses in oral communications, journalism, drama or debate.
 - Oral Communications: One-half (1/2) unit
 - Natural Science: Three (3) units, with labs chosen from Physical Science, Biology, Chemistry, or Physics. Only one unit may come from a Life Science.
 - Mathematics: Four (4) units, including Algebra I and II, Geometry, and an advanced math course. It is strongly recommended that students take a math course during their senior year.
 - Social Studies: Three (3) units, including one of American History (does not include Contemporary American History), one of World History (not to include World Cultures, World Geography, or Global Studies), and at least one-half unit of Civics or American Government (**not to include courses in practical arts – vocational education**).
 - Physical Education: One-half (1/2) unit
- Students must have a GPA of 3.0 or above, score a 19 or above on the American College Test or equivalent. *Note:* These requirements differ slightly from the requirements for *unconditional admission* to an Arkansas public college or university. Additional changes may be made after final rules are available due to the Lottery issue and associated higher education scholarships.

9. Recommended Sequence of Required Courses

9 th Grade	English 9 Algebra 1 Biology Government/Civics PE/Health
10 th Grade	English 10 Geometry

	Physical Science World History
11 th Grade	English 11 Algebra 2 Chemistry US History
12 th Grade	English 12 PreCal/Trig, Transitions to College Math, College Math, AP Calculus Oral Communication

10. Other Departmental Courses of Study

Agriculture Science & Technology	Ag Structures, Animal Science, Biological Animal Sciences, Ag Mechanics, Nursery & Landscape ,
Music	Survey of Fine Arts, Art 1, Art 2, , Band 1, Band 2, Advanced Band, Choral Music,
Physical Education	Health (1 semester required), P.E., (1 semester required), Athletics
Business & Marketing Technology	Keyboarding, Desktop Publishing, Multimedia, Computer Business Applications, EAST
Family & Consumer Science Education	_Clothing & Textiles, Family & Consumer Science, Foods & Nutrition, Housing, Child Development, Managing Resources, Wellness
Mathematics	_Algebraic Connections, Pre Calculus/Trigonometry, College Algebra, AP Calculus. Transition to College Math.
Applied & Natural Sciences	Chemistry, Physics, Biology, AP Biology, Environmental Science
Social Studies	Arkansas History, World Geography, AP US History, AP World History, Economics
Foreign Language	Spanish,
Language Arts	Journalism, Oral Communications, AP English
Concurrent College	WATC, College English, College Math,

D. Graduation Requirements

1. State Graduation Requirements: A minimum total of **twenty-two (22)** units shall be earned by a student in order for that student to be entitled to graduate from an Arkansas public school.

2. Hartford Graduation Requirements - 25 units (one unit is one year of course study) are required for graduation from Hartford High School. A student will not be allowed to participate in graduation exercises unless that student has met all graduation requirements as set forth by the State Board of Education, The Department of Education, and the Hartford Board of Education. Only one (1) of the required units may be in a physical education course.

The required 22 units, at a minimum, are to be taken from the Smart Core or Core curriculum as follows:

SMART CORE, sixteen (16) units

- **English**, four (4) units - 9th, 10th, 11th, 12th
- **Mathematics**, four (4) units - 1 unit of algebra 1 or Algebra A and B, 1 unit of Geometry or Investigating Geometry or Geometry A and B 1 unit of Algebra II; 1 unit of Transitions to College Math, Pre-Calculus, Trigonometry, Statistics, Computer Math, Algebra III, or an AP math. (All students must take a mathematics course in grade 11 or 12 and complete Algebra II. Comparable concurrent credit college courses may be substituted where appropriate.)
- **Natural Science**, three (3) units with lab experience chosen from Physical Science, Biology or Applied Biology/Chemistry, Chemistry, Physics or Principles of Technology I & II or PIC Physics.
- **Social Studies**, three (3) units – one (1) unit of World History, one (1) unit of U. S .History, one-half (1/2) unit of Civics or Civics/Government
- **Oral Communications**, one-half (1/2) unit
- **Physical Education**, one-half (1/2) unit; **Health and Safety**, one-half (1/2) unit
- **Fine Arts**, one-half (1/2) unit
- **Career Focus**, Six (6) units - All units in the Career Focus requirement shall be established through guidance and counseling at the local school district based on the students contemplated work aspirations. Career Focus courses shall conform to local district policy and reflect state frameworks through course sequencing and career course concentrations where appropriate.
- **Keyboarding**, one-half (1/2) unit

- **Computer Skills**, one-half (1/2) unit
- The remaining nine (9) required elective units to equal 25, may be taken from any number of elective credit courses offered at Hartford High School.

3. Honor Graduate Requirements

In order to be an Honor Graduate, a student must meet the following requirements:

1. Have a cumulative grade point average of 3.25 or higher in courses beginning his/her 9th grade year and ending the final quarter of his/her 12th grade year.
2. Complete the Smart Core curriculum
3. Complete 2 years of the same foreign language
4. Complete 1 AP Course
5. Complete 2 of the following approved Honors Courses:
 - Any additional AP course beyond the 1 required course.
 - 2 semesters of college concurrent classes which have been preapproved by the administration.
 - An upper level math class beyond Algebra 2
 - Physics
 - Journalism

4. Valedictorian, Salutatorian, and Honor Graduate Requirements

In order to be Valedictorian or Salutatorian, a student must meet the honor graduate requirements. The Valedictorian will have the highest GPA and the Salutatorian will have the second highest GPA. In case of a tie, there may be more than one Valedictorian or Salutatorian.

E. Student Records

Factual cumulative records of relevant data on each student enrolled in Hartford Public Schools shall be kept. The superintendent or principal shall be responsible for collecting, managing, maintaining, and reviewing said records. They are also accountable for granting or denying access to student records. Requests for records from other districts will be sent per the guidelines of the ADE, including electronic transcripts. Student Social Security numbers are not public record and will not be given out, except as requested by the student or his legal guardian

1. **Parents Right to Inspect and Review** – The parents, legal guardian or non-custodial parent with visitation rights shall have the right to inspect and review any and all official records, file and data directly related to their children, including all materials that are incorporated into each student's cumulative folder.

IV. ATTENDANCE POLICIES

A. State Law - ARKANSAS COMPULSORY ATTENDANCE LAW 876 , ACT 1308 OF 1997, AND ACT 462 OF 2007

Arkansas Compulsory Attendance Law requires that any child age 5 through 17 on August 1 of a school year must enroll and attend school).

B. Hartford Attendance Policy: The Hartford School District supports the philosophy that the instructional program is the vital part of the formal education. It is necessary to require students to be in regular attendance for instructional purposes for each school year in order for them to attain the highest level of achievement possible.

A student is expected to attend school at all times when school is in session. Absences from school are acceptable only when a student is ill, a family emergency exists, or a student is off campus on school business. A family emergency exists when there is death or serious illness in the immediate family of the student. Students are not absent when away from the campus on school sponsored activities.

A student who enrolls in school after the beginning of semester will not be allowed to makeup work unless the principal determines that extenuating circumstances existed to prevent the student from enrolling at the beginning of the semester. Exceptions may be made for students transferring from another school district that was in good standing (not suspended or expelled) at the last school attended.

The students will be required to maintain a level of attendance which will enable them to discharge their responsibilities as learners, and which will enable the school to meet its obligations to the students.

Therefore, the following rules of the Hartford High School Attendance Policy are provided:

1. It is the responsibility of the parents to see that the student is in attendance at school. Written documentation of the absence is the responsibility of the parent and student and will be turned into the office on the day when the student returns to school. The student will have a day of make-up for each day missed, no exceptions
2. Each student at Hartford High School will be allowed ten (10) days of undocumented absence per semester. When a student has been absent for a total of 5 (five) days during a semester, the principal will contact the parents by letter requesting a conference. (If the principal is aware of an extended illness or extenuating circumstances, which have been documented, that has caused the student to have excessive absences and is already working with parents, student, and teacher(s), a conference may not be necessary).
3. In order to be counted present for a class period a student must be in attendance for a minimum of 30 minutes.
4. Only documented professional appointments and funerals for immediate family will be excused unless prearranged by the principal.
5. **Doctor's visits** should be made after school hours whenever possible, but if made during the day, only the half day for which the appointment is scheduled will be excused unless approved by the administration.
6. **More than 10 (ten) undocumented absences** in one semester in any class shall be considered excessive. Excessive absences may be used as a basis for denial of course credit, promotion, or graduation. The parent shall be notified by mail. Students with **more than 10 undocumented absences** may be required to attend before or after school detention, Saturday school, or summer school to make up the absences.

7. Whenever a student **exceeds 10 (ten) undocumented absences** in any class, in one semester, the school district shall notify the prosecuting attorney (Act 70, 1989, Sec. 3-D). When the prosecuting attorney has been notified, the student's parents, guardians, or *in loco parentis*, may be subject to civil penalty in such amount as a court of competent jurisdiction, presiding in the presence of a representative of the school district, may prescribe, plus cost of court, and any reasonable fees assessed by the court.
8. The district will provide an educational environment for every student ages 5-21. If a student is enrolled after age 18, they are still required to follow all attendance rules of the district.
9. Whenever a student fourteen (14) years of age or older is no longer in school, the school district shall notify the Department of Finance and Administration (DFA). The DFA shall notify the licensee (student) that his/her motor vehicle operator's license will be suspended unless a hearing is requested within thirty (30) days.
10. When a student misses more than 10 days, he/she will be required to appear with their parent before an attendance review board. The Attendance Review Board will consist of the administrator, counselor, and teachers. Issues such as academic progress, attendance recovery, and FINS will be discussed. A parent does not have to be present for the board to make decisions.
11. The days missed because of the suspension will be counted against the total absences allowed per semester.

C. Make-Up Work

1. It is the **responsibility of any student who is absent** from a class, to approach the teacher to initiate make-up work procedures. The student gets one day for each absence to complete and turn in work. If a student is present and a test is announced for the following day, but misses the test because of an absence, the student will make up the test the day the student returns to school. If a test is announced several days in advance and the student misses multiple days of absences or the student is absent the day a test is announced, the student will have the same number of days as days excused following their return to make up the test.
2. Students who have been suspended from school will be required to make up all missed work. The student is required to contact the school for assignments. Assignments will be due on return to school unless arrangements have been made otherwise.
3. When engaged in a school sponsored or extracurricular activity, students will not be counted absent from class. However, it is the responsibility of the student to approach his/her teachers for the purpose of turning in assignments missed. Students who miss school on school business will have the same time requirement as absent students receiving an excused absence to complete missed work.

D. Signing In/Out Should an occasion arise where a student must leave school for reasons other than school sponsored activities, the student must sign out through the office and secure parental and administrative permission before leaving campus. Students who know in advance that they will be checking out of school need to secure an early dismissal from the office to show to their teacher. Students failing to secure permission through the office before leaving campus may be considered truant and will be subject to disciplinary action.

E. College Days – Seniors will be allowed to take two college day visits. Forms must be picked up in the office for this purpose. Otherwise, the day's absence will be counted against the student.

F. Tardy Policy – Students tardy for class will be disciplined for tardiness. Each tardy will result in thirty (30) minutes of before school, after school, or Saturday school detention. Students with excessive tardiness may be required to have a parent conference. A student must be present for at least 30 minutes of a class period to be counted present in that class.

G. Student Employment – Seniors whose parents can justify to the administration the need to leave school early to work may be allowed to do so under the following conditions:

1. Student must have obtained at least 20 credits towards graduation.
2. Student's parent must sign a waiver stating the income is needed toward the up-keep of the home.
3. An affidavit from the student's employer may be required before a senior is allowed to leave early.

V. INTERSCHOLASTIC, EXTRACURRICULAR, AND ORGANIZATIONAL ACTIVITIES

A. Student Debts- Students and parents will be notified by the office of student debts at the end of each 9 weeks. Any student owing debts may be excluded from extra-curricular activities until the debt is paid in full or arrangements have been made through the office for payment or community service hours.

B. School Organizations - The students derive many educational values from participating in groups and clubs with a common interest. Members of all school-sponsored clubs must maintain the proper grades, attitudes, and high standards. The following organizations and their sponsors all have certain rules to follow. In some cases, these rules are established on the federal and state level, as well as the local level. Qualified certified or classified personnel sponsor all organizations. Some clubs are: FFA, FBLA, FHA, Yearbook Staff, Cheerleaders, NHS, and Student Council.

C. Rules and Regulations Establishing the Academic Standards for Students Participation in Competitive Interscholastic Activities

Arkansas Dept. of Education, Revised SEPTEMBER 2000.

These rules apply to all programs that have a "school sponsored activity in which students from two or more schools are competing for the purpose of receiving an award, rating, recognition, criticism, or qualification for additional competition."

- If at any point during the semester a student falls out of regulation compliance, they will immediately be suspended from competition for the remainder of the semester, when eligibility will be reconsidered.
- If a school allows an ineligible student to participate it will be placed on probation for the year in which the violation occurs.
- If an ineligibility violation occurs during the either one of the next 2 following school years, the school will be placed in loss of accreditation status.
- These regulations are the minimum requirements for school district policy.

Requirements for Student Participation in Competitive Interscholastic Activities

Grade	1 st Semester	2 nd Semester
7 th	Automatic with promotion	Automatic with promotion
8 th	Automatic with promotion	Automatic with promotion
9 th	Automatic with promotion	GPA of 2.0 the previous Fall Semester
10 th	In order to remain eligible, a student must have a minimum GPA of 2.0 the previous Spring Semester or be enrolled in an approved SIP program	In order to remain eligible, a student must have a minimum GPA of 2.0 the previous Fall Semester or be enrolled in an approved SIP program
11 th	In order to remain eligible, a student must have a minimum GPA of 2.0 the previous Spring Semester or be enrolled in an approved SIP program	In order to remain eligible, a student must have a minimum GPA of 2.0 the previous Fall Semester or be enrolled in an approved SIP program
12 th	In order to remain eligible, a student must have a minimum GPA of 2.0 the previous Spring Semester or be enrolled in an approved SIP program	In order to remain eligible, a student must have a minimum GPA of 2.0 the previous Fall Semester or be enrolled in an approved SIP program

- D. **Students grades 9 – 12 who serve as officers** of their classes and/or clubs, serve as escorts for seniors at commencement and baccalaureate programs, or serve as teacher/office aides, must possess a 2.5 GPA. All students wishing to be nominated as class officers must submit an approval form to the office when announced. Paid student workers must maintain a minimum 2.0 GPA.
- E. **Athletics/Cheerleading** - The Hartford School Athletic Department exists primarily for the students. We consider the program to have many educational values, including teamwork, cooperation, sportsmanship, and desire to excel. Our students can develop themselves physically and morally through hard, fair play. The student learns to think and act under pressure. A student must meet the standards as established not only by the Arkansas Athletic Association, but also by our own district. A copy of the Arkansas Activities Association rules may be secured in the high school principal's office. No tax money is used to support our athletic programs, but our athletic programs depend upon gate receipts and booster club fund-raisers for support.
 - 1. **Dismissal from team** – Each coach has the authority to establish rules regarding his/her players and is allowed to administer his/her own discipline. In case of dismissal, the player may appeal to the building administration or Superintendent whose decision is final. Parents of the player are encouraged to consult the coaches or administrators whenever they feel a need, the same as in any other matter. The coach is responsible to school officials and to the Board of Education of Hartford High School.
- F. **Homecoming – Rules Governing Homecoming Queen and Court Selection** – The Queen can only be a senior girl who has participated in athletics, band, cheerleading and/or team management from grades 10 to 12. Court nominees must also meet the following requirements:
 - 1. 2.5 GPA for the previous semester that is available at time of voting.
 - 2. Discipline limited to one ISS and no Out-of-School suspensions for current and previous semesters.
 - 3. All nominations will be made from a list of eligible candidates approved by the office.
 - 4. All homecoming attire must be approved by administrator or his/her designee. Queen nominees will be nominated by the male varsity sports team and elected by secret ballot by entire student body. Each class grades 9-12 will select their own maids. One maid will be elected by grades 9-11, and two maids will be elected by the senior class. A student may be elected maid twice during the 9-11 grade and may still be eligible to be queen their senior year.
- G. **School Dance Policy** – All dances must meet the following guidelines. The principal may add additional guidelines during the school year as needed to ensure safe and orderly dances.
 - 1. Any organization wishing to have a dance must petition the principal to have a dance during the time period announced by the principal. The principal will then assign dates to each organization. Dances will be assigned on a priority basis based on need for fund raising. This policy does not refer to junior/senior prom.
 - 2. The times the dance begins and ends will be set by the principal.
 - 3. Each organization must furnish an adequate number of chaperones as determined by the principal.
 - 4. The sponsoring organization will be responsible for cleaning the facility used for the dance before the next school day begins.
 - 5. Students will not be allowed to bring dates from other schools. All attendees at dances must be currently enrolled at Hartford Junior/Senior High School.
- H. **Prom** – Hartford High School recognizes the diverse difference in ages of the students enrolled, therefore, it is the policy of the school that:
 - 1. Only students from grades 10-12 may attend Prom, and only students in grades 11 and 12 are able to sign in a date from grade 10. (No Junior High School or Elementary students will be allowed to attend Prom.)
- I. **Field Trips** - All students who participate in extracurricular activities such as ball games, class trips, and other school events are under the direct supervision of the sponsors and must obey sponsors and drivers. All students must adhere to regular school rules as enforced by administrators, sponsors, or bus drivers. All students making these types of trips must go to the event by school sponsored transportation and return by the same method.

Parents or legal guardians may sign students off the school sponsored vehicle on a case by case basis. Written permission must be provided prior to the trip leaving school if a student will be signed out to go home other than in the school sponsored vehicle(s). Any students age 18 and older may sign a waiver of liability to allow the student to leave an event with a non-custodial individual.

This waiver of liability letter must be on file with the district; and each trip occurrence thereafter, even though the waiver letter is on file, must have permission in writing from the student or his/her parent or legal guardian requested before the student leaves on any trip as outlined in the underlined portion of the preceding paragraph; medical emergencies excepted.

In all cases, the safety of our students is first and foremost for the district. The administrator on duty or the event sponsor, if no administrator is present, will make the final determination as to whether a student rides home with a non-custodial individual or in the school sponsored vehicle if they feel the student would not be safe riding with the non-custodial individual.

J. Overnight Trips

1. All overnight trips must be approved by the administration.
2. An exact itinerary should be given to the students and administration with the times and places, along with phone numbers of hotels that students would be staying.
3. A male and female chaperone should accompany mixed groups.
4. The student-teacher ratio should be 15 to 1 or less.
5. Students must have written permission from parents before attending.

K. Senior Trip - The senior class will be allowed to make a senior trip and will be provided transportation for the planned trip. Each year, before the board meeting in March, the senior class sponsor will inform the superintendent of school where the senior class has elected to go. The superintendent will then present their choice to the board for approval at the March meeting. Only those seniors in line to graduate will be allowed to attend the senior trip.

1. Any senior who has accumulated six or more discipline referrals or who has been suspended (during the second semester) during their senior year will not be allowed to attend their senior trip.
2. Beginning with the senior class of 2012, there will be no overnight senior trips.

VI. RULES AND REGULATIONS – Remember that some regulations are required for everyone’s benefit. It is the responsibility of the school to determine what rules are necessary and to enforce them with no partiality. It is the student’s responsibility to accept and obey the rules. A student must know that he is not permitted to destroy school property. Parents are paying for their property and will be paying for its replacement. Order must be maintained in all buildings and on the campus. Students must go and come in an orderly manner between classes. All school employees have full control over students whenever they are in their presence or at any school-sponsored activity. Administrators, teachers, secretaries, aides, bus drivers, lunchroom employees, and all other staff members are to be shown respect and obedience by the students, and any sign of disrespect will not be tolerated.

A. CONDUCT NOT TOLERATED –

1. DISRUPTION AND INTERFERENCE WITH THE EDUCATIONAL PROCESS

- a. **Disruptive Behavior** – No student shall in any manner by the use of violence, force, noise, coercion, threat, intimidation, harassment, fear, passive resistance, or any other conduct intentionally cause disruption of any lawful process or function of the school or engage in any subversive conduct for the purpose of causing the disruption or obstruction of any lawful process of function.
- b. **Removal of a Student From a Class by a Teacher (Act 1281)** - A teacher may remove from class a student: (1) Who has been documented by the teacher as repeatedly interfering with the teacher’s ability to teach the students in class or with the ability of the student’s classmates to learn; or (2) whose behavior the teacher determines is so unruly, disruptive, or abusive that it seriously interferes with the teacher’s ability to teach or with the ability of the student’s classmates to learn. If a teacher removes a student from class twice during any nine-week grading period or its equivalent as determined by the Department of Education, the principal or designee may not return the student to the teacher’s class unless a conference is held for the purpose of determining the causes of the problem and possible solutions, with the following individuals present: the teacher; the school counselor; the parents, guardians, or persons in loco parentis; and the student, is appropriate.
- c. **Abnormal or Irrational Behavior** - Any student whose actions are abnormal or irrational shall be temporarily suspended from class by the building principal or his/her designee.
- d. **Insubordination** – Disregard of directions or commands. All students shall comply with reasonable directions or commands of teachers, bus drivers, substitute teachers, teacher aides, principals, administrative staff or personnel, or any other authorized personnel.
- e. **Inappropriate Dress** – The school board recognizes that among those rights retained by the people under our constitutional form of government is the freedom to govern one’s personal appearance. When, however, dress and grooming substantially disrupt the learning process for the individual student, other students, or the learning climate of the school, it becomes a matter subject to disciplinary action. Student dress, grooming, and appearance should be the responsibility of the individual and his/her parents under the following guidelines.
 1. Dress and grooming should be clean and in keeping with health and community standards for school students.
 2. Students may not wear clothing or hairstyles that can be hazardous or distracting to them or others in their education activities such as shop, lab work, or physical education.
 3. The length of all apparel worn must be within a dollar width (shortest part of dollar – 2.5 inches) of the top of the kneecap or longer. If more than one garment is worn at the waist or lower, the length will refer to the shortest hem.
 4. No hats or head coverings may be worn or visibly carried between 7:55 A.M. and 3:00 P.M. No hats or head coverings may be worn on campus before school.

5. All shirts, blouses, and tops will be modest and cover all undergarments and the torso of the body. All shirts and tops must have a shoulder and sleeve. The following items are **not** considered appropriate wear for school or school activities: Low cut blouses or tops; mesh tops without undergarments such as a T-shirt; short shirts, low-waisted jeans or slacks that expose the stomach, waist, or underwear (NO SAGGING); halter tops or tops with spaghetti straps; strapless tops; tank tops; or garments with slogans or pictures concerning drugs, tobacco, satanic symbols, alcohol, sex, sexual innuendos, sarcastic remarks, or death. Act 835 of 2011 prohibits students from wearing clothing that exposes underwear, buttocks, or the breast of a female while on school property during the regular school day and at school sponsored activities or events.
6. No spandex shorts or pants, cut off sweats, cleated or heeled shoes, jeans or any garments with holes above the knee, and no pajama pants.
7. A student shall not wear or use emblems, insignias, badges or other symbols, which might cause substantial disruption or interference with the operation of the school. Also, no blankets are to be used during class.
8. Any attire that is, or appears to be gang related, with or without the student's knowledge, will not be allowed. Bandanas or other gang related "colors" will not be worn or displayed at any time during school, or at any school-sponsored activity.
9. Body Jewelry may be worn that is not hazardous or distracting. The administration's decision is final.
10. If the principal or his/her designee determines that the student's dress or grooming is unacceptable or distracting, parents will be notified and appropriate garments will be issued to the student by the administration. However, if a student continues to repeat the inappropriate manner of dress or grooming, the student shall be subject to disciplinary action.

Students not in compliance with the dress code will be placed in ISS until the violation is remedied.

- f. **Profanity, Obscene Gestures** – A student shall not use profane, violent, vulgar, abusive or insulting language at any time. A student shall not use physical gestures that convey a connotation of obscene or highly disrespectful acts, infringe upon the rights of others, or cause or begin an overt and immediate disruption of the educational process, also, no yelling or screaming on campus.
 - g. **False Alarm** – Students shall not report false alarms. False alarms are subject to civil fines and prosecution.
 - h. **Disrespectful Treatment of School Personnel** - Students will not be allowed to behave in a hateful, discourteous, or degrading manner toward any school employee. All students are required to identify themselves upon request of any school personnel while on school property and at all school-sponsored functions home and away.
 - i. **Sale and/or purchasing of Non-nutritional foods, candy or soft drinks** - No food or drink except water will be allowed in the classroom. Exceptions for educational activities involving food in the classroom must be approved in advance by the administration
2. **TRUANCY** – Students that are absent from school without parent and/or school authority's prior knowledge and consent are considered truant. Students that arrive on campus and are absent from their assigned learning station without permission from school authorities shall be considered truant. Students who are truant may not make up any work or test missed. Local law enforcement authorities will be notified of instances of off campus truant students and those students will be returned to school.

Leaving Campus During Lunch Students may leave campus for lunch only if accompanied by a parent or guardian after they have been signed out in the office by the parent/guardian. All students may bring their lunch to school or parents may bring a student's lunch to the office. Students may not order food to be delivered to the school from local restaurants or businesses. If parents are eating lunch with students on campus, they must use approved areas of the campus in which to eat. If parents check students out, students must leave campus.

Examples of Truancy are as follows:

- a. Being outside of your properly assigned classroom without proper permission.
- b. Being off campus without proper permission.
- c. Skipping school.
- d. Skipping class.
- e. Not reporting to the principal's office, or other directed destination after being sent out of the classroom.
- f. Leaving campus without proper permission. After arrival on the school campus, a student shall not leave the campus without permission from school authorities and/or parents. Students other than those involved in the work-study or school sponsored activities must secure permission through the office before leaving campus.
- g. Exceeding unexcused absences at any time during the semester

Penalties for Truancy

Penalties for truancy will be progressive and will range from a verbal warning to Out of School Suspension. The school will file a FINS and or Truancy Petition with the local prosecuting attorney after other forms of discipline have been exhausted.

3. **BULLYING, THREATS, SEXUAL HARRASSMENT, VERBAL ABUSE OR PHYSICAL ASSULT** –
 - a. **Bullying** is an insidious social problem found in many occupations and walks of life. Hartford is dedicated to the eradication of bullying by ensuring the development of a caring and supportive environment. Bullying may be defined as:
 1. Physical, pushing, kicking, pinching, any form of violence, threats, blackmail
 2. Extortion, demands for protection money or other involuntary donations or loans,
 3. Blocking access to school facilities, stealing or hiding books or belongings.

4. Verbal such as name calling, sarcasm, spreading rumors, persistent teasing, mocking, taunting, or belittling.
5. Emotional such as tormenting, ridicule, humiliations, and demeaning humor associated with one's race, or ethnicity, exclusion of groups.

Students who bully another person shall be held accountable for their actions whether it occurs on the school grounds, off school grounds, area school sponsored or approved function, activity, or event or going to or from school or a school activity. 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 building principal. For each occurrence, law enforcement may be contacted and punishment set at the discretion of the principal, depending upon the severity of the infraction.

As outlined and passed during the 2007 General Session, bullying includes any of the above when it happens as cyber-bullying. Any student, teacher, staff member, parent, guardian, or citizen that reports or files a complaint under this section will not be subject to retaliation in any form from anyone connected or not connected with the complaint or report.

- a. **Bomb Threats** - A student who calls in a bomb threat and/or any other threat to the health and safety of the students and employees will be referred to the legal authorities and will be recommended for expulsion.
- b. **Physical Abuse Or Assault By One Student On Another** – A student shall not threaten or attempt to cause injury or physical harm to another student nor shall a student strike or beat another student. Fighting will be defined as a physical conflict involving two or more parties where there is any type of unwarranted or unwanted aggressive physical exchange. Consideration will be given when it can be determined that the student was acting in self-defense or tried to break off confrontation prior to fighting. The administration, not the student, will determine his/her discipline in each incident. Violations of this policy may result in the following disciplinary action(s):
 - First offense- Parental contact, three days of out of school suspension, and 1 day ISS.
 - Second offense – Parental contact, five days of out of school suspension, 3 days ISS, and notice given to local law enforcement officials on a case by case basis.
 - Third offense- Parental contact, 10 days out of school suspension, report to civil authority, 5 days ISS, and recommendation for expulsion.
- c. **Abuse of an Athletic Contest Official** - Any person with the purpose of causing physical injury to another person, who shall strike or otherwise physically abuse an athletic contest official, immediately, prior to, during, or immediately following, an interscholastic, intercollegiate, or any other organized amateur or professional athletic contest in which the athletic contest official is participating, shall be guilty of a Class A misdemeanor. (Act 355, 1987).
- d. **Abuse or Insult of Public School Employee** – Students will not be allowed to behave in a hateful, discourteous, or hateful manner toward any school employee. Any person who shall abuse or insult a public school employee shall be guilty of a misdemeanor and, upon conviction, shall be liable to a fine of not less than one hundred dollars (\$100.00) nor more than one thousand five hundred dollars (\$1500.00) (Act 741, 1987).
- e. **Battery of a School Employee** – Any person committing battery against a public school employee, while acting in the course of employment to our school district, will be guilty of a Class D felony. (See Act 207 of 1997).
- f. **Sexual Harassment** – Sexual harassment is unacceptable behavior and will not be tolerated. Sexual harassment will be actively opposed and will not be condoned within this district. A student, or his/her parents, should notify the building principal to file a complaint of sexual harassment. Sexual harassment is defined as:
 - a. Deliberate or repeated offensive comments, gestures, or physical contact of a sexual nature in a school related environment.
 - b. Unwelcome and offensive written, electronic, or printed communication of a sexual nature.
 - c. All school employees are responsible for ensuring that all students are afforded the opportunity to study and conduct themselves in a school environment free of sexual harassment.

All employees are expected to actively support this policy and will be held accountable to ensure sexual harassment is not tolerated and is reported to appropriate supervisors.

4. **POSSESSION OF TOBACCO PRODUCTS, ALCOHOL, OR DRUGS** – In an effort to create a healthy environment for students and staff members, and in compliance with the provisions of Public Law 101-226, the Hartford School System prohibits the possession, use, or distribution of illegal drugs and/or alcohol by its students on school property or as part of any activity.

The illegal manufacture, distribution, dispensation, possession or use of narcotics, drugs, alcohol, or controlled substances during school hours, school activities or on school district property constitutes conduct unbecoming to a student is prohibited. Students should not report to Hartford High School after having used any prohibited drug. Compliance with this regulation is a condition of the Hartford School District and any student in violation will be subject to disciplinary action up to and including expulsion.

Compliance with the standards of conduct in this policy is mandatory of all students. Violation of any part of this policy may result in disciplinary action, including suspension and expulsion. If the situation warrants, the administration shall communicate all available information to the proper law enforcement agencies and after full cooperation of the Hartford School District in the investigation.

Students are encouraged to seek treatment and/or counseling for drug/alcohol problems. The Hartford School District will not assume any expenses incurred in counseling or attendance in a drug/alcohol program.

A. **Random Drug Testing** – In order to participate in any extracurricular activity or to drive a vehicle on campus, students must agree to submit to random drug testing. Forms and information about the drug testing policy of Hartford High School may be picked up at the High School Office. All forms must be signed by a parent and the student and

returned to the High School office before a student is eligible to participate in sports, extracurricular activities, or drive on campus.

B. Use of Tobacco Products

- a. The use or possession of tobacco products by students is prohibited on all school property and in all school vehicles. (ACT 1555 OF 1999)
- b. The administration, not the student, will determine his/her discipline in each incident.
- c. Use of tobacco products by students at night school activities will not be allowed.
- d. Violations of this policy will result in the following disciplinary action(s):
 1. First Offense-Parental contact and 2days of ISS
 2. Second Offense-3days OSS
 3. Third Offense-5 day OSS and file FINS report.

5. DESTRUCTION OR THEFT OF SCHOOL PROPERTY/INFORMATION OR PROPERTY/INFORMATION OF OTHERS –

Any person, student, or other found destroying, damaging, or stealing either school property or property belonging to others, shall be subject to arrest and a fine, or required to reimburse the school for the damage or for the stolen property. That student will be subjected to dismissal, suspension or whatever form of discipline selected by the administration. Actions taken by the administration are subject to review by the Board of Education.

6. POSSESSION OF WEAPONS, FIREWORKS

Weapon - A student shall not possess, handle, or transmit a knife, ice pick, explosives, pistol, rifle, shotgun, pellet gun, or any other object which might reasonably be considered a weapon. Under Arkansas Law "Act 264 of 1993" suspension of driver's license of minors who commit crimes involving use of weapons on school property or on a school bus. Arkansas Law "Act 649" provides that no person under the age of 18 shall possess a handgun. Violation shall be a class A misdemeanor. This act provides that no person shall possess a handgun upon the property of a public school, or upon any school bus. Violation is a class D Felony and no sentences imposed for the violation can be suspended, probated, or treated as a first offense. Violations to this policy will result in discipline ranging from suspension to expulsion. The superintendent has the authority to expel a student for one year for bringing firearms or other weapons upon the school campus. However the superintendent shall have the discretion to modify expulsion for a student on a case-by-case basis.

Fireworks – possession of and/or the firing of fireworks, of any kind, are prohibited on all school property. Violations to this policy will result in discipline ranging from suspension to expulsion.

7. UNAUTHORIZED AREAS OF SCHOOL PROPERTY – Students will not be allowed to enter the following areas without administrative permission:

- a. Student parking lot
- b. Grade school building or grounds
- c. Hallways or classrooms before school, during lunch break or after school
- d. In or around old gym without supervision at any time of day
- e. Faculty parking lot at any time of day
- f. In or around the band building at any time of day except as required for class
- g. Teacher Work Room/Teacher Mail Room
- h. Accessing teacher or staff computers
- j. Any other campus areas that are deemed off limits by the administration.

8. POSSESSION AND USE OF CELL PHONES AND ELECTRONIC DEVICES NOT INTENDED FOR EDUCATIONAL PURPOSES –

Student cell phones and electronic devices:

- May not be in use after first bell 7:55 to 12:00.
- May be used during lunch – 12:00 to 12:35.
- May not be in use from 12:35 to 3:00.

If a student needs to use a phone for an emergency, the student must obtain the permission, of a teacher or administrator to use either the school land line or their personal cellular phone. All use of a phone except in the times allowed above must be in the presence of, and under the supervision of, a teacher or administrator. The 2007 General Session on the Arkansas Legislature passed an act to allow classroom teachers to collect cell phones and electronic devices at the beginning of each class period.

All electronic devices used in the classroom, during class time, will be for academic purposes only and will be at the teachers' discretion.

At the discretion of the Dean of Students and/or the Administrator on duty, the following may be enforced for violations of this policy:

1. First offense – The device will be confiscated for the rest of the day by the Dean or Administrator on duty.
2. Second offense – The device will be confiscated by the Dean or Administrator on duty for three (3) school days.
3. Third offense – One day Out-of-School Suspension, one day ISS, and 3 hours of School Community Service after school.

9. PUBLIC DISPLAY OF AFFECTION – Public display of affection is not acceptable. Any physical contact (including hand holding) will not be tolerated. Students who are charged with such activity will be warned and brought to the principal's office. Violations will result in disciplinary actions as directed by the building principal.

10. GAMBLING – A student shall not participate in any activity, which may be termed gambling or wagering where the stakes are money or any other object or objects of value.

11. ASSEMBLIES, CAFETERIA, HALLWAY, LOCKERS, AND OTHER SCHOOL GROUNDS –

Assemblies - All students attending assembly programs shall behave in a manner that will not distract from the program or keep others from enjoying the full benefits of the program.

Cafeteria – While in the cafeteria students should: walk, don't cut in line, be courteous to all, clean up eating area before leaving table, dispose of trash in appropriate manner and display good manners and appropriate behavior at all times. Also, no food may be taken from the cafeteria without prior permission from the building principal.

Hallways - While in the halls, students should not horseplay, eat or drink in the halls, play radios, congregate in groups and/or block the flow of traffic, especially at the intersections, wear caps or hats in the building, loiter in restrooms or any other areas designated by the staff or administration. Students are responsible for proper conduct and behavior at all times. The following are examples of conduct to be avoided:

1. General horseplay
2. Eating in hallways
3. Running
4. Congregating or loitering in hallways
5. Yelling and Screaming

Hall Passes – Students are permitted on a very limited basis to leave a class to go to the bathroom, to another room, library, gymnasium, etc., and shall have a pass from the teacher whose class they are leaving.

Lockers – A student is assigned a locker at the beginning of the school year. Each student is expected to keep that locker for the entire year (NO SHARING OF LOCKERS). The principal will make any changes. Lockers will be cleaned at regular intervals and kept in an orderly manner. Lockers are the property of the school district. Locker searches may be conducted as conditions warrant and without the permission of the student(s). If students willfully act to impede the action of a lock and it becomes unusable, the student will be required to pay a \$25 fine to replace the broken lock.

12. **FELONY OR CRIMINAL ACTS** – The principals of the Hartford School District shall report all felonies or other criminal acts committed against a teacher, employee, student, principal, or person in charge immediately to the appropriate local law enforcement agency for investigation and to the appropriate school district for resolution. Whenever a law enforcement officer, an employee of the office of the prosecuting attorney, or an employee of the court, receives a report of an incident pursuant to subsection (a) of this section, that officer or employee shall immediately report the incident to the official in charge of the law enforcement agency, the office of the prosecuting attorney, or the court. Such official shall immediately initiate an investigation of the incident. The investigation shall be conducted with all reasonable haste and, upon completion, immediately filed with the appropriate prosecutor or judge. Such prosecutor or judge shall immediately review the report, gather any additional information needed, and implement the appropriate course of action. (This act refers to those felonies or criminal committed upon school property or at school events.) Fights of a severe nature among students will be classified as criminal acts and will be reported. Any person who fails to report as required by this act shall be guilty of a Class C misdemeanor. (Act 888,1995.)

13. **ACADEMIC HONESTY POLICY**

Students are expected to do their own work and to give credit to the originator when using the thoughts or work of others. Examples of academic dishonesty include, but are not limited to, plagiarism, stealing academic property belonging to the school or another student, and cheating. Students who are identified as being in violation of the Academic Honesty Policy will not receive credit for that work and /or are subject to other discipline deemed appropriate by the principal. Students who are taking concurrent credit college classes or distance learning classes are subject to the policies of that provider.

13. **DISCIPLINARY ACTIONS** –

The Hartford School District reserves the right to punish behavior that is subversive to good order and discipline in our school, even though such behavior may or may not be specified in this student handbook.

a. Corporal punishment is to be administered as outlined in the board policies (see board policy 4.39). No more than three (3) swats may be given at one time and no more than five (5) swats may be given in one school day. Parents may submit a written request that their child not be administered corporal punishment.

b. In School Suspension (ISS) In order to provide an alternative to out-of-school suspension, Hartford High School will hold ISS. This provides students the opportunity to continue with regular classroom work and to avoid absences. The following guidelines will be used for ISS:

1. Only the administration will assign ISS. Teachers may recommend students for ISS to meet their discipline needs, but the administration will determine if ISS is to be assigned, when it will be assigned, and the duration of the suspension.
2. ISS will begin 1st period and end at the end of each day, or during such times of the day as the administration warrants.
3. Students assigned to ISS may not participate in any other school activity or extracurricular activity during the school day. This means that a student assigned to ISS will not be released for competitions, field trips, athletic events, etc. if he/she is assigned to ISS for that day.
4. Students who have multiple days of ISS to complete will not be eligible for after school competitions, field trips, athletic events, etc until all days of ISS have been served. If a student misses ISS because of an absence, or is checked out of school according to school policy, that student will resume the ISS assignment the day the student returns to school.
5. The following rules apply to ISS.
 - Students will copy the policy for ISS at the beginning of each ISS session,
 - Students will bring paper, pencil, books and assignments to ISS.

- Students will be provided work from all academic classes and do their regular classroom work while in ISS. Students must work at all times. Assignments for the classes missed will be completed in ISS and are due the day the student returns to class.
- If all assignments have been completed the students will be assigned work by the ISS instructor.
- Students will be allowed to go to the restroom and get a drink, but will not be allowed to leave the ISS room during regular classroom changes or during the lunch break.
- Students will not be allowed to read anything other than text books or assigned reading, talk, or sleep during ISS.
- If a student refuses to follow the rules for ISS or is disruptive he/she will receive double the assignment or will receive out of school suspension at the discretion of the administration.
- WATC students assigned to ISS will complete ISS at the direction of the administration.

c. **Out of school suspension**, if a student continually behaves in a manner adverse to the school, and if his/her actions interfere with its orderly administration, then he/she will be suspended. However, no student shall be suspended from school for more than a ten (10) day period without the parents or legal guardian being called in for consultation. This consultation is to inform them of the problem and to gain their assistance with solving it, since they should be the responsible persons concerning the behavior of the child. No teacher has the right to suspend the student; only the principal and superintendent have that authority. Parents have the right to appeal to the Board of Education, but should have first discussed the problem with the administrators. Any class work missed by students while on out of school suspension **will** be made up.

d. **Search, Seizures, and Interrogations** – 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 requests that Department of Human Services employees, local law enforcement, or agents of the Crimes Against Children Division of the Department of Arkansas State Policy, 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.

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 agency 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 teach 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.

e. **INTERNET AND TECHNOLOGY USE POLICY** – All High School employees and students must submit a *Computer and Acceptable Use Form* to the High School Office before they may be given access to the school's technology system. Employees and students are subject to the terms and policies outlined on these forms and to the policies and rules outlined in this section.

Students have the opportunity to use a variety of technologies at school including computers and the Internet. Students are to use this technology as directed by the staff in conformity with school curriculum. Students who use technology in an inappropriate manner and/or not as directed by the school are in violation of school policy and subject to discipline, up to and including the loss of the right to use the technology. Misuse may involve a loss of credit if the technology use was course work. Students who violate technology user agreements are also subject to the penalties outlined in the agreement.

District Technology Use Policies:

1. Students must use their own login ID and password to access district computers.

2. Students will not access chat rooms, blog sites (to include, but not limited to Xanga, Facebook, MySpace) or online games, etc.
3. Computer games, commercially purchased, personally owned, downloaded, transferred, or as part of the original computer operating system, will not be installed on school computers.
4. Students will not play, record, download, install, or transfer music or other related audio files onto school computers.

The following information technology behaviors are not permitted:

Students who use technology to violate other policies will be subject to discipline for misuse of technology as well as the policy violation. Example: A student sends a threatening e-mail message to another student. The student would be disciplined for misusing technology as well as threatening another student.

1. Seeking to gain unauthorized access to the district resources or the resources of connected networks. Attempts at hacking across networks may result in criminal prosecution.
2. Distribution, accesses, or displays of offensive or obscene material, or any engagement in activities that would cause offense on the grounds of race, creed, or gender.
3. Use of obscene or offensive language.
4. Harass, insult, or attack others that would cause offense on the ground of race, creed, or gender.
5. Causing physical damage, internal or external to equipment, including computers, computer systems or networks. The user will be responsible to pay in full for any such damage caused.
6. Destroy the integrity of computer based information.
7. Violation of copyright laws.
8. Share passwords or use another person's password.
9. Compromise the privacy of other users by trespassing in folders, work, or files.
10. Engage in activities that waste limited resources such as people, networks, and computers, or otherwise cause disruption or denial of service to other users.
11. Employ the network for commercial purposes.
12. Contravene the laws of the state.

BUS TRANSPORTATION RULES OF CONDUCT – School buses are operated by the school for the purpose of transporting students who live too great a distance to walk to and from school. The buses will run as nearly on schedule as possible.

The drivers have the same authority and responsibility on the bus that teachers have in the classroom. The bus driver has the authority to assign seats or to move any student to any seat on the bus. Pupils are under the supervision of the bus driver and are responsible to him/her for their conduct. Bad conduct on buses is to be reported by the bus driver to the principal. Students who continually cause trouble while riding a bus may have their privilege removed.

1. Be at the bus stop at the scheduled time. Stand back about ten feet from the bus stop and wait until the door is opened before moving closer to the bus. Do not play on the road or highway while waiting on the bus.
2. While waiting on the bus, pupils must remain in a safe place away from traffic.
3. While loading or unloading, enter and leave the bus orderly and quickly. Do not try to get on or off the bus while it is moving. Enter and leave the bus by the front door ONLY, except in an emergency.
4. Students are expected to conduct themselves in a manner that will not distract attention from their driver or disturb other riders on the bus.
5. Seating on the bus will be assigned. Changing seating may be done only with the permission of the driver.
6. You are not to tamper with any of the safety devices such as door latches, fire extinguishers, etc.
7. Pupils are not to put their hands, arms, heads, or bodies outside the windows.
8. Students are not to deface the bus or any school property. Do not write on the bus, or cut seats, etc. Do not throw paper or objects on the floor of the bus. No tobacco of any form may be used while riding a bus. Keep aisle of bus clear of books, lunches, and coats, etc. No food or drink is allowed on a bus.
9. Do not ask the driver to let you off the bus at the store or to get mail out of the mailbox.
10. If a pupil must cross the highway to enter a bus, wait until the bus has come to a complete stop and the driver has signaled for you to cross in front of the bus.
11. Pupils who must cross the road after leaving the bus in the afternoon must go to a point on the shoulder of the road ten feet in front of the bus. Cross the highway only after the driver has signaled you to do so.
12. Bus students will be subject to all conduct regulations that pertain on campus or in the classroom while being offered transportation, and all children shall be held responsible for their conduct in going to and from school if it affects school organization and school morale.
13. While riding the bus students are under the supervision of the driver and must obey the driver at all times.
14. Do not leave the buses without the driver's consent, except on arrival at home or at school.
15. Permission must be obtained from the principal to visit the buses after they are parked at school.
16. Those students who do not normally ride that bus must obtain written permission from the principal to ride home on a different bus.

Unsatisfactory bus conduct will result in the following:

Bus drivers will report students who fail to obey bus rules to the principal. The following policy of unsatisfactory bus conduct will then apply:

1. **First Offense:** Explanation of bus rules to students, warning about unacceptable behavior, report of behavior given to parents. Students guilty of serious infractions may be suspended from bus privileges for a specified period of time.

2. **Second Offense:** students may be administered corporal punishment or other punishment deemed appropriate by the administration. Students guilty of serious or repeated infractions may be suspended from bus privileges for a specified period of time.

3. **Third Offense:** Corporal punishment and/or suspension of bus riding privileges for a specified time. Parents notified. An unsatisfactory bus conduct report will be mailed to the parents after each visit to the principal. In a serious or emergency situation, students may be removed from the bus transportation at any time.

COMPLAINT AND GRIEVANCE PROCEDURES

Step One- The problem, complaint, or grievance will first be presented to the building principal where the grievance originated. If the individual is unsatisfied with the principal's solution, then the individual may request to present the grievance to the superintendent of schools.

Step Two- If satisfaction, in the opinion of the individual is not forthcoming through the expertise of the superintendent; the individual may petition the Board of Education for a hearing concerning the grievance.

Step Three- To petition a hearing before the Board of Directors, the individual must write a letter to the President of the Board of Directors, in care of the superintendent and a copy to the superintendent. This letter must be sent ten (10) days prior to the next regular meeting and it must name the names of the persons involved and specifically state the grievance. If the complaint is of an immediate nature, the individual may request a special meeting from the President of the Board of Directors and the President may or may not comply with the request.

VII. STUDENT PUBLICATIONS

Any student publication must be approved by the administration before it is published.

- a. **School Pictures** - The school has a professional photographer come into the school and make school pictures once in the fall and once in the spring. If the fall pictures are found to be unsatisfactory by the principal and the photographer, the student has the option to have the pictures retaken. The fall picture will be used in the yearbook, and if the student is dissatisfied with his/her picture they may request that it not be placed in the yearbook. There are no retakes on spring pictures. Students may order a package of pictures from both fall and spring sittings. Seniors must take senior pictures with the school contracted photographer in order to have their picture appear on the senior composite picture.
- b. **Yearbook** - Each year, our school sponsors a yearbook for its students. Any student wishing to reserve a yearbook must place an order with the provider by the required deadline.

VIII. APPENDIX

- c. **Consent to Release Information (Medicaid)**
- d. **Consent to Release Information (Insurance)**
- e. **Consent to Release Information (3rd Party)**
- f. **Waiver Prohibiting Release of Information**
- g. **Acknowledgment of Receipt of Handbook**

HANDBOOK ACKNOWLEDGEMENT RECEIPT

Please detach and return to the Principals Office within one week of the start of school. Handbook acknowledgments must be returned before a student can participate in any extra-curricular activity.

I have read this handbook and agree to abide by all rules and regulations herein described. I also understand that these rules and regulations have been formally adopted by the Board of Directors of the Hartford Public Schools.

Date _____

Signature of Parent/Guardian

Printed name of Parent/Guardian

Signature of Student

Printed name of Student

Physical Address P.O. Box / Street

City State Zip

Home Phone

Work Phone

Please make certain that the address and phone number(s) are current. It is the intent of Hartford High School to have on file the most current information possible on each of its students.

APPENDIX A

**Parental Consent to Release of Personal Identifiable Information
2011-2012 School Year**

I. Student Name: _____

II. Student Social Security#: _____

III. Student Identification #: _____

Primary Care Physician Name: _____

Medicaid Information:

III. **Is your child covered by Medicaid** Yes No

IV. **If yes, please list the corresponding number:** _____

***When the child was enrolled in the Medicaid program, parental consent to bill for services was received from the parent/guardian. ***

Parental Permission Information for the Release Personal Identifiable Information:

Under the Family Education Rights and Privacy Act (FERPA), parental permission is required in order to release student personal identifiable information to agencies not identified in the Act. This permission grants the Hartford Public Schools the ability to release these records for the purposes of billing Medicaid. The information that may be released includes: student's name, student's date of birth, student social security number, student evaluation and referral information, IEP goals, and progress notes. The parent has the right to revoke this permission at any time.

Please check the following that apply:

- A) _____ I give permission to the local education agency to access Medicaid to receive reimbursement for healthcare services delivered to my child in the school. The local education agency can release education records each time that they access Medicaid for the purpose(s) of determining eligibility, billing for services, and/or completing audit/review requests.
- B) _____ I do not give my permission for the local education agency to access Medicaid for healthcare services delivered to my child in the school.
- C) _____ My child is not covered by private insurance.
- D) _____ My child is covered by private insurance (please see next page)

_____ Date: _____
Parent or Guardian Signature

_____ Date: _____
Local Education Agency Official

APPENDIX B

Parental Consent to Release of Personal Identifiable Information
Third Party Liability Section

This section should only be completed if section D of the previous page is checked and if the student is covered by private insurance.

Information Related to Billing Third Party Insurance:

Title 42 Code of Federal Regulations (CFR), Part 433, Subpart D, Third Party Liability requires that all third party sources must be utilized before reimbursement can be made by Medicaid. Part B of the Individuals with Disabilities Education Act (IDEA) prohibits a public agency from requiring parents, where they would incur a financial cost, to use insurance proceeds to pay for services that must be provided to a child with disabilities under the “free appropriate public education” requirements of these statutes. IDEA does not create exceptions to Title 42 CFR, Part 433, Subpart D. All Medicaid providers should attempt to exhaust third party liability prior to making claims to Medicaid, including schools districts and education service cooperatives (ESC).

Private Insurance Information:

V. Insurance company: _____

Address: _____

Phone: _____

Name of Policy Holder: _____

Policy Holder date of birth: _____

Social Security #: _____

VI. Policy Number: _____

VII. Group Number: _____

Please circle one choice below:

Yes No I give permission to the Hartford Public Schools to bill my private insurance for healthcare services delivered in the school.

_____ Date: _____
Parent or Guardian Signature

_____ Date: _____
Local Education Agency Official

APPENDIX C

PERMISSION TO PUBLISH PICTURES OF STUDENTS IN PRINT AND BROADCAST MEDIA PROGRAMS OF THE SCHOOL

The Hartford Public Schools hold as significant the privacy and security of all our students and their families. Each year we must obtain permission from a parent or guardian (or a student if they have attained the age of 18 or more) to use their name or picture in a variety of print and broadcast media.

I give my permission to the Hartford Public Schools to publish the student's name and likeness in any print or broadcast media deemed acceptable and safe by the school.

I do not give my permission for my student's name or likeness to be published in any print or broadcast media.

Signature of Parent/Guardian

Date: _____

Printed name of Parent/Guardian

Date: _____

Printed name of Student

APPENDIX D

WAIVER PROHIBITING THE RELEASE OF DIRECTORY INFORMATION TO OUTSIDE REQUESTING PARTIES

The Hartford Public Schools are required by law to provide certain directory information to outside parties such as college and military recruiters. Parents/Guardians of students or students who have attained the age of 18 or more have the right to request such information not be transmitted to these outside parties.

I request the Hartford Public Schools not release information to requesting third parties except as listed on this document.

Signature of Parent/Guardian Date: _____

Printed name of Parent/Guardian Date: _____

Printed name of Student

**SCHOOL DISTRICT
CONTACT PHONE NUMBERS**

Teresa Ragsdale, Superintendent 639-5002
Angie Michael, Bookkeeper 639-2910
Brenda Ackerson, High School Principal 639-2239
David Lee, Elementary Principal 639-2831
Marilyn Teague, School Nurse 639-2821
School Lunch Program 639-2525
Gladys Rink, High School Counselor 639-2900
Carolyn Harris, Elementary Counselor 639-2831
Bonnie Cravey, Lunchroom Supervisor 639-2983

