

# **HILLCREST SCHOOL DISTRICT**



## **2019-2020 STUDENT HANDBOOK**

### **HANDBOOK HILLCREST SCHOOL DISTRICT**

# 2019-2020

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**Greg Crabtree  
Superintendent**

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**Mickel Smith, High School Principal  
Shawn Rose, Elementary Principal**

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## **HILLCREST BOARD OF EDUCATION**

**David Scott Durham \* Brent Glenn \* Phillip Penn  
Danny Morgan \* Dean Parsley  
Roger Randolph \* Craig Whitmire**

## **Hillcrest School District Phone Numbers**

<b>Hillcrest Administrative Building</b>	<b>870-376-5416</b>
<b>Hillcrest Elementary</b>	<b>870-376-5416</b>
<b>Hillcrest Elementary Fax</b>	<b>501-421-9068</b>
<b>Hillcrest High School</b>	<b>870-376-5416</b>
<b>Hillcrest High School Fax</b>	<b>501-421-9068</b>

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## **PLEDGE OF ALLEGIANCE**

**The Pledge of Allegiance shall be recited during the first class period of each school day. Students who choose to participate shall do so by facing the flag with their right hands over their hearts, or in an appropriate salute if in uniform, while reciting the Pledge. Students who choose not to participate shall be quiet while either standing or sitting at their desks.**

**Students shall not be compelled to recite the Pledge, but students who choose not to recite the Pledge shall not disrupt those students who choose to recite the Pledge.**

**Students who choose not to recite the Pledge shall not be subject to any comments, retaliation, or disciplinary action.**

**Dear Parent/Guardian:**

**Welcome to the 2019-2020 school year at Hillcrest School District. This handbook has been prepared for the purpose of outlining to you our expectations in regard to student behavior. From it, you will better understand the policies and procedures of the Hillcrest School District.**

**Students, parents/guardians, and teachers participate yearly in making revisions to the high school handbook. The Hillcrest School Board officially approved this handbook for the 2019-2020 school year. It is impossible to list all rules and guidelines for students; therefore, this is not meant to be an inclusive list. Hillcrest Schools reserve the right to pursue disciplinary or legal action for behaviors not covered inside which are subversive to good order and discipline in the school, even though such behaviors are not specified in this handbook.**

**The students of Hillcrest Schools are expected to follow the rules established by the Hillcrest Board of Education. Following the rules will help all students develop necessary and useful skills for the future. Students, remember that success is proportional to effort. We challenge you to do your very best.**

**You are asked to read the handbook; then sign a statement of receipts to be returned and filed in the principal's office, where it will be kept on file. All parents/guardians are required to do so (Act 104 of 1983) in order to complete their child's registration.**

**Please visit with us whenever you can. The cooperation of school patrons, based upon knowledge of school policies and procedures, will result in a more efficient and successful program.**

**Hillcrest District Principals**

## **PREFACE**

The administration, board of education, students, and faculty have prepared or reviewed this handbook in an effort to assist students and parents/guardians in becoming more familiar with the policies, regulations, requirements, and activities of the Hillcrest School District. This handbook, when properly used, can help students enjoy more fully the school and the opportunity it affords.

To insure that students and parents/guardians understand the contents of this handbook, each student and his/her parent or guardian are required to sign a receipt of this handbook, as well as the Internet agreement if you want your child to have access to the Internet at school. Both forms are located among the last pages of this handbook, and they were placed in your child's registration packet.

## **PHILOSOPHY**

The Hillcrest School District is maintained to contribute to the general education of students and to prepare students for continuing successfully their education in institutions of higher learning. The school's aim is to provide students with specific skills, knowledge, and abilities needed on the job and to give students a general education in developing understanding, so they may live successfully in a democratic society. Hillcrest recognizes the rights and privileges of all people and tries to give fair and impartial treatment to everyone.

This school believes that every individual can contribute something worthwhile to the group. Therefore, we rely on the sound judgment of the faculty, student body, and parents/guardians to maintain and promote our school program.



## Hillcrest School District 2019-2020 School Calendar

August 5 - 9	Teacher In-service
August 13	Begin 1 <sup>st</sup> 9 weeks
September 2	<b>Labor Day (no school)</b>
September 19	Parent-Teacher Conference
October 11	End 1 <sup>st</sup> 9 weeks (44 days)
October 14	Begins 2 <sup>nd</sup> Quarter
November 11	<b>Deer Day</b>
November 25-29	<b>Thanksgiving Break</b>
December 20	End of 2 <sup>nd</sup> 9 weeks (42 days)
Dec. 23- Jan. 1	<b>Christmas Break</b>
January 2	Begins 3 <sup>rd</sup> Quarter
March 11	End 3 <sup>rd</sup> 9 weeks (50 days)
March 12	Begins 4 <sup>th</sup> Quarter
March 19	Parent-Teacher Conference
March 23-27	Spring Break
April 10	<b>Good Friday</b>
May 2	High School Graduation
May 15	End of 4 <sup>th</sup> Quarter 9 weeks (42 days)
<b>May 18, 19, 20, 21, 22, 26, 27, 28, 29</b>	<b>Snow Days</b>

## STATEMENT OF DISCLOSURE

Hillcrest School District of Lawrence County, Arkansas, complies with and enforces all regulations of Title VI of the Civil Rights Act of 1964 (Race), Title IX Educational Amendments of 1972 (Sex), and Section 504 Rehab. Act of 1973

**(Handicap), concerning admission, treatment of students, and employment of personnel. As outlined in these entitlements, Hillcrest Public School does not discriminate and provides equal access and opportunity regardless of sex, race, religion, color, creed, or handicap in the educational programs and activities that it operates or administers.**

## **RIGHTS AND RESPONSIBILITIES**

**Students have the responsibility to pursue their education in a manner that shows respect for other students, school employees, parents/guardians, and other citizens. Each student is responsible for his or her own conduct at all times. Only through the combined efforts of everyone, can the schools operate in a smooth and most effective manner.**

## **RESIDENCE REQUIREMENTS**

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

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

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

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

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

**In order for a person under the age of eighteen (18) years to establish a residence**

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

Under instances prescribed in A.C.A. 6-18-203, a child or ward of an employee of the district or of the education co-op to which the district belongs may enroll in the district, even though the employee and his/her child or ward reside outside the district.

## **SCHOOL CHOICE**

### **Standard School Choice**

#### **Exemption**

The Hillcrest School District is under an enforceable desegregation court order/court-approved desegregation plan regarding the effects of past racial segregation in student assignment and has submitted the appropriate documentation to the Arkansas Department of Education (ADE). As a result of the desegregation order/desegregation plan, the Hillcrest School District is exempt from the provisions of the Public School Choice Act of 2015 (Standard School Choice) and the Arkansas Opportunity Public School Choice Act of 2004 (Opportunity School Choice). The Hillcrest School District shall notify the superintendents of each of its geographically contiguous school districts of its exemption. The exemption prohibits the Hillcrest School District from accepting any school choice applications from students wishing to transfer into or out of the Hillcrest School District through standard school choice or Opportunity School Choice.

#### **Definition**

“sibling” means each of two (2) or more children having a common parent in common by blood, adoption, marriage, or foster care.

#### **Transfers Into the District**

#### **Capacity Determination and Public Pronouncement**

The board of directors will adopt a resolution containing the capacity standards for the Hillcrest School District. The resolution will contain the acceptance determination criteria identified by academic program, class, grade level, and individual school. The school is not obligated to add any teachers, other staff, or classrooms to accommodate choice applications. The Hillcrest School District may only deny a Standard School Choice application if the Hillcrest School District has a lack of capacity by the Hillcrest School District having reached ninety percent (90%) of the maximum student population in a program, class, grade level, or school building authorized by the Standards or other State/Federal law.

The Hillcrest School District shall advertise in appropriate broadcast media and either print media or on the Internet to inform students and parents in adjoining districts of the range of possible openings available under the School Choice program. The public pronouncements shall state the application deadline and the requirements and procedures for participation in the program. Such pronouncements shall be made in the spring, but in no case later than March 1.

### Application Process

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

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

The superintendent will consider all properly-submitted applications for School Choice. By July 1, the superintendent shall notify the parent and the student's

resident district, in writing, of the decision to accept or reject the application.

### **Accepted Applications**

Applications which fit within the Hillcrest School District's stated capacity standards shall be provisionally accepted, in writing, with the notification letter stating a reasonable timeline by which the student shall enroll in the Hillcrest School District by taking the steps detailed in the letter, including submission of all required documents. If the student fails to enroll within the stated timeline, or if all necessary steps to complete the enrollment are not taken, or examination of the documentation indicates the applicant does not meet the Hillcrest School District's stated capacity standards, the acceptance shall be null and void.

A student, whose application has been accepted and who has enrolled in the Hillcrest School District, is eligible to continue enrollment until completing his/her secondary education. Continued enrollment is conditioned upon the student meeting applicable statutory and Hillcrest School District policy requirements. Any student who has been accepted under choice and who either fails to initially enroll under the timelines and provisions provided in this policy or who chooses to return to his/her resident district voids the transfer and must reapply if, in the future, the student seeks another school choice transfer. A subsequent transfer application will be subject to the capacity standards applicable to the year in which the application is considered by the Hillcrest School District.

A present or future sibling of a student who continues enrollment in this Hillcrest School District may enroll in the Hillcrest School District by submitting a Standard School Choice application. Applications of siblings of presently enrolled choice students are subject to the provisions of this policy including the capacity standards applicable to the year in which the sibling's application is considered by the Hillcrest School District. A sibling who enrolls in the Hillcrest School District through Standard School Choice is eligible to remain in the Hillcrest School District until completing his/her secondary education.

Students whose applications have been accepted and who have enrolled in the district shall not be discriminated against on the basis of gender, national origin, race, ethnicity, religion, or disability.

### **Rejected Applications**

The Hillcrest School District may reject an application for a transfer into the Hillcrest School District under Standard School Choice due to a lack of capacity. However, the decision to accept or reject an application may not be based on the student's previous academic achievement, athletic or other extracurricular ability, English proficiency level, or previous disciplinary proceedings other than a

current expulsion.

An application may be provisionally rejected if it is for an opening that was included in the Hillcrest School District's capacity resolution, but was provisionally filled by an earlier applicant. If the provisionally-approved applicant subsequently does not enroll in the Hillcrest School District, the provisionally-rejected applicant could be provisionally approved and would have to meet the acceptance requirements to be eligible to enroll in the district.

Rejection of applications shall be in writing and shall state the reason(s) for the rejection. A student whose application was rejected may request a hearing before the State Board of Education to reconsider the application which must be done, in writing to the State Board within ten (10) days of receiving the rejection letter from the Hillcrest School District.

Any applications that are denied due to the student's resident district reaching the three percent (3%) limitation cap shall be given priority for a choice transfer the following year in the order that the Hillcrest School District received the original applications.

#### Transfers Out of the District

All Standard School Choice applications shall be granted unless the approval would cause the Hillcrest School District to have a net enrollment loss (students transferring out minus those transferring in) of more than three percent (3%) of the average daily membership on October 15 of the immediately-preceding year. By December 15 of each year, ADE shall determine and notify the Hillcrest School District of the net number of allowable choice transfers. For the purpose of determining the three percent (3%) cap, siblings are counted as one student, and students are not counted if the student transfers from a school or district in:

Academic Distress under either A.C.A. & 6-15-430©(1) or A.C.A. & 6-18-227;  
or

Facilities Distress under A.C.A. & 6-21-812.

If, prior to July 1, the Hillcrest School District receives sufficient copies of requests from other districts for its students to transfer to other districts to trigger the three percent (3%) cap, it shall notify each district the Hillcrest School District received Standard School Choice applications from that it has tentatively reached the limitation cap. The Hillcrest School District will use confirmations of approved choice applications from receiving districts to make a final determination of which applications it received that exceeded the limitation cap and notify each district that was the recipient of an application to that effect.

## **Facilities Distress School Choice Applications**

There are a few exceptions from the provisions of the rest of this policy that govern choice transfers triggered by facilities distress. Any student attending a school district that has been identified as being in facilities distress may transfer under the provisions of this policy, but with the following four (4) differences:

- The receiving district cannot be in facilities distress;
- The transfer is only available for the duration of the time the student's resident district remains in distress;
- The student is not required to meet the June 1 application deadline; and
- The student's resident district is responsible for the cost of transporting the student to this District's school.

## **Opportunity School Choice**

### **Transfers into or Within the District**

For the purposes of this section of the policy, a "lack of capacity" is defined as when the receiving school has reached the maximum student-to-teacher ratio allowed under federal or state law, the ADE Rules for the Standards of Accreditation, or other applicable rules. There is a lack of capacity if, as of the date of the application for Opportunity School Choice, ninety-five percent (95%) or more of the seats at the grade level at the nonresident school are filled.

Unless there is a lack of capacity at the District's school or the transfer conflicts with the provisions of a federal desegregation order applicable to the Hillcrest School District, a student who is enrolled in or assigned to a school classified by the ADE to be in academic distress is eligible to transfer to the school closest to the student's legal residence that is not in academic distress. The student's parent or guardian, or the student if over the age of eighteen (18), must successfully complete the necessary application process by July 30 preceding the initial year of desired enrollment.

Within thirty (30) days from receipt of an application from a student seeking admission under this section of the policy, the superintendent shall notify in writing the parent or guardian, or the student if the student is over eighteen (18) years of age, whether the Opportunity School Choice application has been accepted or rejected. The notification shall be sent via First-Class Mail to the address on the application.

If the application is accepted, the notification letter shall state the deadline by which the student must enroll in the receiving school or the transfer will be null and void.

If the Hillcrest School District rejects the application, the Hillcrest School District

shall state in the notification letter the specific reasons for the rejection. A parent or guardian, or the student if the student is over eighteen (18) years of age, may appeal the Hillcrest School District's decision to deny the application to the State Board of Education. The appeal must be in writing to the State Board of Education via certified mail, return receipt requested, no later than ten (10) calendar days, excluding weekends and legal holidays, after the notice of rejection was received from the Hillcrest School District.

A student's enrollment under Opportunity School Choice is irrevocable for the duration of the school year and is renewable until the student completes high school or is beyond the legal age of enrollment. This provision for continuing eligibility under Opportunity Choice does not negate the student's right to apply for transfer to a district other than the student's assigned school or resident district under the Standard School Choice provisions of this policy.

The Hillcrest School District may, but is not obligated to provide transportation to and from the transferring district.

#### **Transfers out of, or within, the Hillcrest School District**

If a Hillcrest School District school or the Hillcrest School District has been classified by the ADE as being in academic distress, the Hillcrest School District shall timely notify the parent, guardian, or student, if the student is over eighteen (18) years of age, as soon as practicable after the academic distress designation is made of all the options available under Opportunity Choice. The Hillcrest School District shall offer the parent or guardian, or the student if the student is over eighteen (18) years of age, an opportunity to enroll the student in any public school or school district that has not been classified by the ADE as a public school or school district in academic distress.

Additionally, the Hillcrest School District shall request public service announcements to be made over the broadcast media and in the print media at such times and in such a manner as to inform parents or guardians of students in adjoining districts of the availability of the program, the application deadline, and the requirements and procedures for nonresident students to participate in the program.

#### **School Choice Capacity Resolution**

Whereas:

- The Board of Directors of the Hillcrest School District has approved by a vote of the Board, the following capacity resolution for school choice applicants for the 2015-2016 school year under the provisions of Policy 4.5--SCHOOL CHOICE and applicable Arkansas law.
- Applicants, whose applications meet the provisions of Policy 4.5—SCHOOL CHOICE, will be sent a provisional acceptance notification



letter which will give instructions on the necessary steps and timelines to enroll in the Hillcrest School District. Provisional acceptance shall be determined prior to July 1 with a final decision to be made by July 1 based on the district's available capacity for each academic program, class, grade level, and individual school.

- Applications that are not received on or before May 1, or to a student's resident district that has declared itself exempt due to an existing desegregation order, or, the acceptance of which would exceed the applicant's resident district's statutory limitation on student transfers out of its district will not be accepted.
- The district reserves to itself the ability to determine, based on an examination of student records obtained from the prior district, and other information, whether any student would require a different class, course or courses, program of instruction or special services than originally applied for. If such an examination determines that capacity has been reached in the appropriate class, course or program of instruction, or that additional staff would have to be hired for the applicant, the Hillcrest School District shall rescind the original provisional acceptance letter and deny the choice transfer for that student.
- The district reserves to itself the ability to decline to accept under school choice any student whose acceptance would require the district to add additional staff, for any reason.

**THEREFORE, let it be resolved that these shall constitute the School Choice openings at the beginning of the School Choice enrollment period for the school year 2015-2016.**

**Hillcrest School Board President and Secretary**

**Sample of a School Choice Acceptance Letter**

**Dear Parent's Name:**

**I am pleased to inform you that the application you submitted for student's name has been accepted pending enrollment of student's name by insert date; however, failure to enroll student's name by this date will render this offer of acceptance null and void.**

**I look forward to welcoming student's name as part of the Hillcrest School District Screamin' Eagles.**

**Once your child has enrolled in school with us this coming school year, student's name will be eligible to continue enrollment in the district until completing high school or is beyond the legal age of enrollment, provided the student meets the applicable statutory and Hillcrest School District policy requirements all other**

Hillcrest School District students must meet (with the exception of residence in the Hillcrest School District) to continue Hillcrest School District enrollment. This information is contained in the student handbook.

**Please Note:** The Hillcrest School District has no control over when a student's resident district might reach its statutory limit on allowable transfers out of its district. While we consider it unlikely, there is always the possibility that we could be forced to withdraw this acceptance if the resident district determines it reached its statutory cap for transfers out of its district prior to your student's application date to our District. You will be notified immediately should that rescission of acceptance be necessary. We apologize for this unavoidable uncertainty.

Respectfully,

## **ENTRANCE REQUIREMENTS**

To enroll in a school in the Hillcrest School District, the child must be a resident of the district as defined in district policy (4.1 RESIDENCE REQUIREMENTS), meet the criteria outlined in policy 4.40—HOMELESS STUDENTS or in policy 4.52—STUDENTS WHO ARE FOSTER CHILDREN, be accepted as a transfer student under the provisions of policy 4.4, or participate under a school choice option and submit the required paperwork as required by the choice option.

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

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

The district, working with other individuals and agencies shall, unless the presiding court rules otherwise, ensure that the foster child remains in his/her school of origin, even if a change in the foster child's placement results in a residence that is outside the district. In such a situation, the district will work

**with DHS to arrange for transportation to and from school for the foster child to the extent it is reasonable and practical.**

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

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

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

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

**Every parent, guardian, or other person residing within the State of Arkansas having custody or charge of any child age five (5) through seventeen (17) years on or before August 1 of that year shall enroll and send the child to a public, private, or parochial school or provide a home school for the child.**

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

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

**Any child may enter first grade in a district school if the child will attain the age of six (6) years during the school year in which the child is seeking enrollment and**

**the child has successfully completed a kindergarten program in a public school in Arkansas.**

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

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

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

**Prior to the child's admission to a Hillcrest School District 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 (1) of the following documents indicating the child's age: a birth certificate; a statement by the local registrar or county recorder certifying the child's date of birth, an attested baptismal certificate, a passport, an affidavit of the date and place of birth by the child's parent or guardian, United States military identification, or 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. The board of education reserves the right, after a hearing before the board, not to allow any person who has been expelled from another district to enroll as a student until the time of the person's expulsion has expired.**
- 4. In accordance with Policy 4.57—IMMUNIZATIONS, the child shall be age-appropriately immunized or have an exemption issued by the Arkansas Department of Health.**

#### **Uniformed Services Member's Children**

**For the purposes of this policy:**

**“active duty members of the uniformed services” includes members of the National Guard and Reserve on active duty orders pursuant to 10 U.S.C. Section 1209 and 1211;**

**“uniformed services” means the Army, Navy, Air Force, Marine Corps, Coast Guard as well as the Commissioned Corps of the National Oceanic and Atmospheric Administration, and Public Health Services; “veteran” means: a person who served in the uniformed services and who was discharged or released there from under conditions other than dishonorable.**

**“Eligible child” means the children of:**

- **active duty members of the uniformed services;**
- **members or veterans of the uniformed services who are severely injured and medically discharged or retired for a period of one (1) year after medical discharge or retirement; and**
- **members of the uniformed services who die on active duty or as a result of injuries sustained on active duty for a period of one (1) year after death.**

**An eligible child as defined in this policy shall:**

- 1. be allowed to continue his/her enrollment at the grade level commensurate with his/her grade level he/she was in at the time of transition from his/her previous school, regardless of age;**
- 2. be eligible for enrollment in the next highest grade level, regardless of age if the student has satisfactorily completed the prerequisite grade level in his/her previous school;**
- 3. enter the district’s school on the validated level from his/her previous accredited school when transferring into the district after the start of the school year;**
- 4. be enrolled in courses and programs the same as or similar to the ones the student was enrolled in his/her previous school to the extent that space is available. This does not prohibit the district from performing subsequent evaluations to ensure appropriate placement and continued enrollment of the students in the courses and/or programs.**
- 5. be provided services comparable to those the student with disabilities received in his/her previous school based on his/her previous Individualized Education Program (IEP). This does not preclude the district school from performing subsequent evaluations to ensure appropriate placement of the student;**
- 6. make reasonable accommodations and modifications to address the needs of an incoming student with disabilities, subject to an existing 504 or Title II Plan, necessary to provide the student with equal access to education. This does not preclude the district school from performing subsequent evaluations to ensure appropriate placement of the student;**
- 7. be enrolled by an individual who has been given the special power of attorney for the student’s guardianship. The individual shall have the power to take all other actions requiring parental participation and/or consent;**
- 8. be eligible to continue attending district schools if he/she has been placed under the legal guardianship of a non custodial parent living outside the district by a custodial parent on active military duty.**

**A.C.A. 6-4-302 defines both “uniformed services” and “active duty.”**

## **ADMISSION, PLACEMENT, AND RECORDS**

**Prior to a child’s admission to an Arkansas public school, a school district shall request the parent, guardian, or other responsible person to furnish the child’s Social Security number and shall inform the parent, guardian, or other responsible person that, in the alternative, they may request that the school district assign the child a nine-digit number designated by the Arkansas State Department of Education.**

**Prior to a child’s admission to an Arkansas public school, the parent, guardian, or responsible person shall provide the school district with one (1) of the following documents indicating the child’s age: 1) a birth certificate, 2) a statement by the local registrar or county recorder certifying the child’s date of birth, 3) an attested baptismal certificate, 4) a passport, 5) an affidavit of the date and place of birth by the child’s parent or guardian, 6) previous school records; or 7) a United States military identification.**

**Prior to a child’s admission to an Arkansas public school, 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. Any student expelled from another district will be admitted only at the discretion of the administration and the board of education.**

**A student must provide evidence of proper immunization records within thirty (30) calendar days from the date of enrollment, or the student will be suspended until records are provided.**

**A student enrolled in the district who has an immunization exemption may be removed from school during an outbreak of a disease for which the student is not vaccinated at the discretion of the Arkansas Department of Health. The student may not return to the school until the outbreak has been resolved, and the student’s return to school is approved by the Arkansas Department of Health.**

**Students transferring to the Hillcrest School District from another school district must present their report cards from their previous school and other information reflecting their classification. The student’s transcripts and cumulative folder will be requested by Hillcrest Schools from the school formerly attended by the student. A transfer student will be classified and enrolled on a temporary basis until confirmation of classification is received from the previous school. Foster children will be immediately enrolled, with or without records.**

**Students who are categorized with a behavioral disability in another state will follow the IEP from that state until the district can conduct a new evaluation and develop a new IEP.**

# **ABSENCES**

If any student's Individual Education Program (IEP) or a 504 Plan conflicts with this policy, the requirements of the student's IEP or 504 Plan takes precedence.

Education is more than the grades students receive in their courses. Important as that is, students' regular attendance at school is essential to their social and cultural development and helps prepare them to accept responsibilities they will face as an adult. Interactions with other students and participation in the instruction within the classroom enriches the learning environment and promote a continuity of instruction which results in higher student achievement.

In recognition of the need for students to regularly attend school, the district's policy governing student absences are as follows:

## **Excused Absences**

Excused absences are those where the student was on official school business or when the absence was due to one of the following reasons and the student brings a written statement to the principal or designee upon his/her return to school from the parent or legal guardian stating such reason. A written statement presented for an absence having occurred more than five (5) school days prior to its presentation will not be accepted.

1. The student's illness or when attendance could jeopardize the health of other students. A maximum of six (6) such days are allowed per semester unless the condition(s) causing such absences is of a chronic or recurring nature, is medically documented, and approved by the principal;
2. Death or serious illness in their immediate family (parents/guardians, grandparents, siblings, aunts/uncles);
3. Observance of recognized holidays observed by the student's faith;
4. Attendance at an appointment with a government agency;
5. Attendance at a medical appointment;
6. Exceptional circumstances with prior approval of the principal;
7. Participation in an FFA-, FHA-, or 4-H-sanctioned activity;
8. Participation in the election poll workers program for high school students;
9. Absences granted to allow a student to visit his/her parent or legal guardian who is a member of the military and been called to active duty, is on leave from active duty, or has returned from deployment to a combat zone or combat support posting. The number of additional excused absences shall be at the discretion of the superintendent or designee.
10. Absences granted, at the superintendent's discretion, to seventeen- (17) year-old students who join the Arkansas National Guard while in eleventh (11<sup>th</sup>) grade to complete basic combat training between grades eleven (11) and twelve (12).

**11. Absences for students excluded from school by the Arkansas Department of Health during a disease outbreak because the student has an immunization waiver or whose immunizations are not up to date.**

**Students who serve as pages for a member of the General Assembly shall be considered on instructional assignment and shall not be considered absent from school for the day the student is serving as a page.**

**It is the Arkansas General Assembly's intention that students having excessive absences be given assistance in obtaining credit for their courses. Excessive absences may, however, be the basis for the denial of course credit, promotion, or graduation.**

### **Unexcused Absences**

**Absences not defined above or not having an accompanying note from the parent or legal guardian, presented in the timeline required by this policy, shall be considered as unexcused absences. Students with ten (10) unexcused absences in a course in a semester may not receive credit for that course. At the discretion of the principal after consultation with persons having knowledge of the circumstances of the unexcused absences, the student may be denied promotion or graduation. Excessive absences shall not be a reason for expulsion or dismissal of a student.**

**When a student has five (5) unexcused absences, his/her parents, guardians, or persons in loco parentis shall be notified. Notification shall be by telephone by the end of the school day in which such absence occurred or by regular mail with a return address sent no later than the following school day.**

**Whenever a student exceeds ten (10) unexcused absences in a semester, the Hillcrest School District shall notify the prosecuting authority and the parent, guardian, or persons in loco parentis shall be subject to a civil penalty as prescribed by law.**

**At any time prior to when a student exceeds the number of unexcused absences permitted by this policy, the student, or his/her parent, guardian, or person in loco parentis may petition the school or district's administration for special arrangements to address the student's unexcused absences. If formal arrangements are granted, they shall be formalized into a written agreement which will include the conditions of the agreement and the consequences for failing to fulfill the agreement requirements. The agreement shall be signed by the student, the student's parent, guardian, or person in loco parentis, and the school or district administrator, or designee.**

**Students who attend in-school suspension shall not be counted absent for those days.**



**Days missed due to out-of-school suspension or expulsion shall be unexcused absences.**

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

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

## **Asbestos**

**The Hillcrest School District Buildings contain some asbestos materials, however the district has a Management Plan to safely control the asbestos. This plan can be viewed at the administration office during normal business hours.**

## **STUDENT TRANSFERS**

**The Hillcrest School District shall review and accept or reject requests for transfers, both into and out of the district, on a case-by-case basis at the July and December regularly-scheduled board meetings.**

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

## **TRANSFER FROM NON-ACCREDITED SCHOOLS AND HOME SCHOOLS**

**Any student transferring from homeschool or a school that is not accredited by**

the Arkansas Department of Education to a Hillcrest School District school shall be evaluated by Hillcrest School District staff to determine the student's appropriate grade placement.

The board of education reserves the right, after a hearing before the board, not to allow any person who has been expelled from another district to enroll as a student until the time of the person's expulsion has expired.

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

#### **General Requirements**

- 1. The parent/guardian shall provide current standardized achievement test results, or the local school shall administer an achievement test currently used by the district.**
- 2. The parent/guardian shall provide the school with a list of textbooks used by the student and a list of the courses taught.**

#### **Specific Requirements**

- 1. The local school shall administer a battery of examinations, either standardized or district-developed examinations, when deemed necessary for placement or determination of credits.**
- 2. A placement conference shall be held for any student who scores below grade level on any section of the required achievement test. Conference participants shall include an administrator, counselor, the parent/guardian, and other personnel deemed necessary. Based on the data presented during the conference, the school administrator shall determine the class and grade placement. The school shall retain the option to reconsider placement at any time during the school year.**
- 3. Each student enrolled in a home school must be tested each year by May 1, using a standardized test approved by the Arkansas Department of Education. A copy of the test must be given to the school at the time of registration.**
- 4. In the event that a student who has received home school instruction has not passed an approved standardized test, he/she will be tested at the school before permanent grade placement is assigned. The school counselor will administer the district-approved test, and it will be scored at the district level.**
- 5. The maximum credits that will be accepted for each year in attendance in home school cannot exceed the number of credits earned by a student enrolled in the Hillcrest High School during a regular school year.**

6. Students who receive home instruction will not have letter grades entered on their permanent records. When they enroll, "Homeschooling" will be written in the attendance and grade section on the record. Courses will be listed with a "cr" in the space provided for a grade.
7. Rank in class and grade point average will be determined only by credits earned while attending an accredited high school.
8. A student must attend an accredited public or private school for a minimum of four (4) semesters to be considered for an honor graduate. Summer school may not substitute for a regular semester.
9. A student must meet all graduation requirements for the Hillcrest School District to receive a diploma.
10. A copy of the Hillcrest policy will be given to the parents or legal guardians when they apply for home schooling.

## **TRANSFER FROM AN ACCREDITED SCHOOL**

Any student transferring from a school accredited by the Department of Education to a school in this district shall be placed into the same grade the student would have been in had the student remained at the former school. Any grades, course credits, and/or promotions received by a student while enrolled in the Division of Youth Services system of education shall be considered transferable in the same manner as those grades, course credits, and promotions from other accredited Arkansas public educational entities.

## **VISITORS**

All visitors to the campus must first check with the office before going to the classrooms. Students must have the principal's permission in advance before bringing a visitor to school. Parents/Guardians are encouraged to visit the school and to consult with teachers about the progress of their children. Please make an appointment first. As a safety factor, all visitors are asked not to go to classrooms without first clearing your visit through the main office in the administration building.

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

### **CONTACT BY PARENTS**

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

### **CONTACT BY NON-CUSTODIAL PARENTS**

If there is any question concerning the legal custody of the student, the custodial parent shall present documentation to the principal or his/her designee establishing the parent's custody of the student. It shall be the responsibility of

**the custodial parent to make any court-order “no contact” or other restrictions regarding the non-custodial parent known to the principal by presenting a copy of a file-marked court order. Without such a court order on file, the school will release the child to either of his/her parents. Non-custodial parents who file with the principal a date stamped copy of current court orders granting visitation may eat lunch, volunteer in their child’s classroom, or otherwise have contact with their child during school hours and the prior approval of the school’s principal. Such contact is subject to the limitations outlined in Policy 4.16, Policy 6.5, and any other policies that may apply.**

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

**CONTACT BY LAW ENFORCEMENT, SOCIAL SERVICES, OR BY COURT ORDER**

**State Law requires that Department of Human Services employees, local law enforcement, or agents of the Crimes Against Children Division of the Department of Arkansas State Police, may interview students without a court order for the purpose of investigating suspected child abuse. In instances where the interviewers deem it necessary, they may exercise a “72-hour hold” without first obtaining a court order. Except as provided below, 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 Hillcrest School District makes a report to any law enforcement agency concerning student misconduct or if access to a student is granted to a law enforcement agency due to a court order, the principal or the principal’s designee shall make a good faith effort to contact the student’s parent, legal guardian, or other person having lawful control by court order, or person acting in loco parentis identified on student enrollment forms. The principal or the principal’s designee shall not attempt to make such contact if presented documentation by the investigator that notification is prohibited because a parent, guardian, custodian, or person standing in loco parentis is named as an alleged offender of the suspected child maltreatment. This exception applies only to interview requests made by a law enforcement officer, an investigator of the Crimes Against Children Division of the Department of Arkansas State Police, or an investigator or employee of the Department of Human Services.**

**In instances other than those related to cases of suspected child abuse, principals must release a student to either a police officer who presents a subpoena for the student, or a warrant for arrest, or to an agent of state social**

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

#### **CONTACT BY PROFESSIONAL LICENSURE STANDARDS BOARD INVESTIGATORS**

Investigators for the Professional Licensure Standards Board may meet with students during the school day to carry out the investigation of an ethics complaint.

## **TEXTBOOKS**

Textbooks are issued to all students at no cost. If textbooks are lost or damaged, a charge will be assessed. This charge must be paid before grades or report cards will be released.

## **PARENTAL/COMMUNITY INVOLVEMENT**

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

1. involve parents and the community in the development and improvement of Title I programs for the school.
2. have a coordinated involvement program where the involvement activities of the school enhance the involvement strategies of other programs such as Head Start, HIPPY, Parents as Partners, Parents as Teachers, ABC, ABC for School Success, area Pre-K programs, and Even Start.
3. explain to parents and the community the state's content and achievement standards, State and local student assessments and how the school's curriculum is aligned with the assessments, and how parents can work with the school to improve their child's academic achievement.
4. provide parents with the materials and training they need to be better able to help their child achieve. The school may use parent resource centers or other community-based organizations to foster parental involvement and

- provide literacy and technology training to parents.
5. educate school staff, with the assistance of parents, in ways to work and communicate with parents and to know how to implement parent involvement programs that will promote positive partnerships between the school and parents.
  6. keep parents informed about parental involvement programs, meetings, and other activities they could be involved in. Such communication shall be, to the extent practicable, in a language the parents can understand.
  7. find and modify other successful parent and community-involvement programs to suit the needs of our school.
  8. train parents to enhance and promote the involvement of other parents.
  9. provide reasonable support for parental involvement activities as parents may reasonably request.

To help promote an understanding of each party's role in improving student learning, Hillcrest School shall develop a compact that outlines the responsibilities of parents, students, and the school staff in raising student academic achievement and in building the partnerships that will enable students to meet the state's academic standards.

Hillcrest School shall convene an annual meeting, or several meetings at varying times if necessary to adequately reach parents of participating students, to inform parents of the school's participation in Title I, its requirements regarding parental involvement, and the parent's right to be involved in the education of their child.

Hillcrest School shall, at least annually, involve parents in reviewing the school's Title I program and parental involvement policy in order to help ensure their continued improvement.

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

Act 1423 of 2013 requires each school to place a parent-friendly summary of the parent involvement plan as a supplement to the student handbook. The parent has to sign a receipt acknowledging receipt of the summary and return the signed form to the school where the student is enrolled.

## **NUTRITION AND WELLNESS POLICY**

The Hillcrest School District will enforce the Child Nutrition Act of 2004. These guidelines are for the purpose of following the regulation.

- Sack/Box lunches

- Students may bring a sack/box lunch to school.
- Students are encouraged to bring money for milk to accompany the sack/box lunch.
- Students will not bring extra food to share with classmates.
- District-Wide School Events (at which foods of minimal nutritional value may be served, such as snacks, candy, soda, etc.)
  - Halloween
  - Christmas
  - Valentine Day
  - Easter
  - Following Achievement Tests (3 Events)
  - Activities (Fall Carnival, PTA Fundraiser, etc.) (2 Events)

All foods brought to the school must be prepared in a commercial food service establishment. Events are to be district-wide. No individual class celebrations may be held outside of those listed, including birthday parties.

- Fundraisers (Clubs), General Guidelines
  - Clubs are encouraged to sell non-food items for fundraisers. (Cookie dough is acceptable, because it is prepared at home.)
  - Food coupons may not be sold or used as rewards in school.
  - Foods of minimal nutritional value (snacks, sodas, popcorn) will not be sold by teachers to students in the classroom.

## **ACCIDENTS AND ILLNESSES**

Any accident or illness at school needs to be reported to the teacher on duty or the principal's office immediately. Injured or ill students will not be sent home without contact with a parent, guardian, or adult who will take responsibility for the student's care and safety. The school assumes no financial responsibility for treatment of injuries, and school personnel may not dispense internal medicines (aspirin, etc.) except on order of a physician or parent/guardian. Parents/Guardians must give written authorization for school personnel to give prescribed medications.

## **HEAD LICE POLICY**

The Hillcrest School District has a "No Live Bug" Policy. Periodic head lice checks will be conducted by the school nurse or designee. If lice bugs are found, the parent/guardian will be contacted to pick up their child, as he/she will not be allowed to ride the school bus. The child must be treated before coming back to school. At that time, the nurse or designee will recheck the student. The child must be free of live bugs and the majority of nits. If live bugs are found, the child will return home with the parent/guardian. The child must be "nit free" within five (5) days of being treated.

## **HOSPITAL/HOUBOUND INSTRUCTION**

A legal student, as defined in Act 591 of 1987, can be considered for hospital/homebound instruction when it is deemed necessary by the school administration. Students may apply for hospital/homebound instruction by obtaining an application from the superintendent's office or at the school principal's office. Students or their parents or guardians are to request in writing their desire to be considered hospital/homebound.

The application shall contain a statement from the attending physician stating the need for hospital/homebound instruction and the approximate length of time the student is to be hospitalized or home-bound.

If a student receives hospital/homebound status, a committee of the student's teachers, the school's counselor, and the school's principal will meet to design an educational plan for the student. The appropriate program for the student will begin on the 11th day the student is absent and shall be re-evaluated every 10 school days. The committee will review the case every 30 days to update and determine if there is a need for continued status as a hospital/homebound student. Tests will be given at intervals determined by the student's educational plan committee.

## **ASTHMA INHALER USE IN SCHOOL GUIDELINES FOR IMPLEMENTATION OF ACT 1694 OF 2005**

Act 1694 of 2005 requires school districts to allow students to carry and use prescription asthma inhalers and auto-injectable epinephrine while in school, at on-site, school-sponsored activities, and at off-site, school-sponsored activities.

### **Introduction**

Public Law 108-377 passed by the 108<sup>th</sup> Congress in 2004 found the following:

- Asthma is a chronic condition that requires lifetime, ongoing medical intervention.
- In 2001, 6,300,000 children under age 18 had asthma.
- In 2000, there were 728,000 emergency department visits for children under age 18.
- In 2000, there were 214,000 hospitalizations of children under age 18.
- In 2000, there were 223 pediatric deaths from asthma.
- The Centers for Disease Control (CDC) reports that asthma is a common cause of school absence and accounts for approximately 14,000,000 times missed school days annually.
- School districts must have medication policies that are developed with the safety of all students as a priority.



## Section I

### *Authorization*

- **It is recommended that schools have a written policy to address specific building procedures and requirements for students carrying an asthma inhaler or auto-injectable epinephrine, or both, while in school, at an on-site, school-sponsored activity, or at an off-site school activity.**
- **Appropriate school staff is encouraged to participate in an asthmatic awareness training or professional development.**
- **The parent or guardian of a student who needs to carry an asthma inhaler or auto-injectable epinephrine, or both, shall provide the school with written authorization for the student to carry an asthma inhaler or auto-injectable epinephrine, or both, on his/her person for use while in school, at an on-site, school-sponsored activity, or at an off-site, school-sponsored activity.**
- **A medical doctor, nurse practitioner, or physician's assistant may complete the written authorization.**
- **The written authorization will contain the following:**
  - **Student's name**
  - **Date of birth**
  - **Age**
  - **ID number**
  - **Parent's information**
  - **Address**
  - **Emergency contact information**
  - **Medication (for asthma): name of medication prescribed, dosage, time to be administered, (for rescue medication, interval between inhalations), condition for which medication is prescribed (routine medication or rescue medication), possible side effects and their management, prescriber's name, phone number, signature and date of order**
  - **Instructions to follow after administration of rescue medication**
  - **Specific adverse reactions to be aware of**
  - **Allergies including potential triggers necessitating use of epinephrine**
  - **Parent/Guardian signature as part of official request to allow for self-administration**
  - **Parent/Guardian signature to allow nurse to contact prescriber**
  - **Prescriber will identify if student needs to carry medication with him/her at all times**
  - **The authorization shall be valid only for the duration of the school year at the school that the student is currently attending at the time the authorization is obtained.**
  - **The authorization must be renewed yearly.**

- **If the student transfers to another school during the school year, a new authorization must be obtained in order for the student to carry an asthma inhaler or auto-injectable epinephrine, or both, on his/her person.**

## **Section II**

### *Medical Documentation*

- **All medical documentation provided to the school with regard to a student who carries an asthma inhaler or auto-injectable epinephrine, or both, shall be kept on file at the school the student attends in a location that is readily accessible in the event of an asthma or anaphylaxis emergency.**
- **A copy of the medical documentation, the individualized health care plan and any related orders should be kept on file in the nurse's office in the student's individual health appraisal record, as well as in the building office in a locked file cabinet.**

## **Section III**

### *Parent Responsibilities*

- **The parent or guardian of a student who needs to carry an asthma inhaler or auto-injectable epinephrine, or both, shall provide the school with appropriate medical documentation which shall include: evidence that the asthma inhaler or auto-injectable epinephrine, or both, have been prescribed by a health care practitioner with prescriptive privileges (in compliance with Arkansas law) and a completed authorization form as outlined in Section I.**
- **The parent will participate in the preparation of an individualized health care plan for the student in accordance with Act 6-18-1005.**
- **The parent or guardian shall supply the student's asthma inhaler or auto-injectable epinephrine, or both.**
- **The parent will notify school officials of any change in the student's medication or dosage.**

## **Section IV**

### *Student Responsibility*

- **The student must competently demonstrate the skill level necessary to use and administer the asthma inhaler or auto-injectable epinephrine, or both.**
- **The student is responsible for immediately reporting to the school nurse and the school administrator (or their designee) following use of asthma inhaler, auto-injectable epinephrine, or both, and any side effects or reactions for school documentation.**
- **Any student who does not demonstrate reliable behavior while carrying**

their emergency medication will lose this privilege, and the medication will be kept in the health office.

## Section V

### *School Nurse*

- The school nurse, in accordance with Act 6-18-1005 and any related rules, will complete an individualized health care plan for the student.
- The school nurse will observe the student demonstrate the skill level necessary to use and administer the asthma inhaler or auto-injectable epinephrine, or both.
- The school nurse will recommend to the school administrator that the student who can competently demonstrate the skill level necessary to use and administer the asthma inhaler or auto-injectable epinephrine, or both, be allowed to self-administer in accordance with the provisions of Act 6-18-707.

## Section VI

### *Storage/Supply*

- The student's asthma inhaler(s) or auto-injectable epinephrine, or both, shall be transported in the original prescription-labeled container.
- It is recommended that the parent or guardian of a student carrying an asthma inhaler or auto-injectable epinephrine, or both, provide the school with an additional asthma inhaler or auto-injectable epinephrine, or both, to be available in the event of an asthma or anaphylaxis emergency, which shall be immediately available to the student.
- The parent or guardian of a student carrying an asthma inhaler or auto-injectable epinephrine, or both, may provide the school with supplementary appropriate medication in the event of an asthma or anaphylaxis emergency, which shall be immediately available to the student in an emergency.

## Section VII

### *Option To Choose To Not Self-Administer*

- A student with asthma is not required by this section or any related rule or school procedure to carry the student's asthma inhaler or auto-injectable epinephrine, or both, on his/her person.
- If a student with asthma does not formally request to carry an asthma inhaler or auto-injectable epinephrine, or both, on his/her person, the student's parent or guardian shall provide the school with appropriate medication in the event of an asthma or anaphylaxis emergency, which shall be immediately available to the student in an emergency.

## Section VIII

### *Penalty*

- A student is prohibited from sharing, transferring, or in any way diverting his/her own medication to any other student.
- Any student using an inhaler without authorization according to the provisions of Act 6-18-707 shall be subject to disciplinary measures according to the local board of education policies for drug abuse.

## Section IX

### *Definitions*

- “Medication” means a drug as that term is defined in Act 21 U.S. C. 321(g) of the Federal Food, Drug, and Cosmetic Act as in existence on January 1, 2005.
- “Medication” includes inhaled bronchodilators and auto-injectable epinephrine.
- “Self-administration” means a person’s discretionary use of a medication pursuant to a prescription or written direction from a licensed health care practitioner: medical doctor, nurse practitioner, or physician’s assistant.
- “Auto-injectable epinephrine” refers to an epipen (adult or junior) that is prescribed for a specific student.
- Anaphylaxis, or anaphylactic shock, is a systemic allergic reaction that can cause death within minutes. Appropriate emergency treatment is an injection of epinephrine.

# STUDENT INSURANCE

Your school officials have accepted a voluntary group insurance policy for the benefit of the students, teachers, and other school personnel. A premium envelope, which explains the provisions of the policy, will be given to you during the first week of school. Please take this envelope home and let your parents/guardians read it. If you are interested in the policy, fill out the information needed on the envelope and retain the detachable portion for your future reference. Return the envelope with the premium enclosed to your child's teacher.

If you are injured and you feel that your injury is covered by the policy, it is your responsibility to take the following steps in order that a claim may be filed:

- A. Report the accident immediately to the teacher in charge.
- B. Pick up an insurance claim form from the superintendent’s office.
- C. Take the insurance claim form to the doctor and have him/her fill in the portion that applies to the doctor or hospital.
- D. The doctor will then mail the form to the insurance company.

After the school has filled out the insurance claim form, it is between the policyholder and the insurance company as to what is paid or is not paid. The school offers this insurance only as an accommodation to the students of Hillcrest Schools. Neither the school nor any school official is compensated for this service.

## **SAFETY DRILLS AND CRISES PROCEDURES**

As a safety precaution and in accordance with state school laws, fire, tornado, bomb, and earthquake instructions and procedures are posted in all classrooms, offices, halls, and places of assembly. To insure understanding of instructions and procedures, drills will be held periodically. The signal for a fire and bomb drill will be a remind app. notification initiated by Admin. When an alarm is sounded, students should walk rapidly, but not run, from the classrooms. No talking or pushing will be tolerated. Room monitors should close windows and follow the room lines. The last person out of the door should make sure the lights are out and the door is closed, but not locked.

The signal for a tornado drill will be a remind app. notification initiated by Admin. . The classroom teacher will signal earthquake drills. Students will drop and cover their heads, until the teacher signals it is safe to leave the building.

## **EMERGENCY DRILLS**

All schools in the district shall conduct fire drills at least monthly. Tornado drills shall also be conducted not fewer than three (3) times per year with at least one each in the months of September, January, and February. Students who ride school buses, shall also participate in emergency evacuation drills at least twice each school year.

The district shall annually conduct an active shooter drill and school safety assessment for all district schools in collaboration with local law enforcement and emergency management personnel. students will be included in the drills to the extent that is developmentally appropriate for the age of both the students and grade configuration of the school. Drills may be conducted during the instructional day or during non-instructional time periods.

Other types of emergency drills may also be conducted to test the implementation of the district's emergency plans in the event of violence, terrorist attack, natural disaster, other emergency. Students shall be included in the drills to the extent practicable.

Smart911 is required to provide a way for schools to geofence the school campus

and provide and manage floor plans and other documents to assist emergency responders when they automatically display during a 911 call. By September 1, 2015, schools must provide floor plans and pertinent emergency contact information for the statewide Smart911 system and are required to keep the information up to date.

The purpose of the training is to allow participants to:

- Discuss simulated emergency situations in a low-stress environment;
- Clarify the roles and responsibilities of individuals and the logistics of handling an emergency on the school campus; and
- Identify areas in which the school safety plan should be modified.

There are so many facets of responding to a school intruder/shooting incident that it's difficult to know when your planning has dealt with all the contingencies. A good resource on active shooter drills is the "I Love You Guys" Foundation, which was created by the parents of the victims of the school shooting at Platte Canyon High School in Colorado to develop a protocol to advance school safety. The Foundation has free materials for districts that can be a big help when developing protocols and training for both personnel and students. A description of the Foundation's recommended protocol and the materials can be found at <http://iloveuguids.org/srp.html>. Some of this site's information could also be applied to the emergency plans required by statute and this policy.

## **CLOSED CAMPUS**

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

## **SCHOOL LUNCHES AND BREAKFASTS**

The Hillcrest Public School cafeterias strive to serve well-balanced nutritious meals to all students.

The Hillcrest School District allows students to charge up to a total of \$50.00. Students who have any accumulated charges will be given charge reminders at the end of each month. This will allow any student a full month's charges. After \$50.00 worth of charges have been accumulated in any student account, a letter will be sent home to parents requesting payment.

Elementary students cannot charge or purchase additional a la carte items or meals (as per AR Department of Education, Child Nutrition Section). All other

students may charge a la carte items and extra meals within accordance of the charge policy, with the exception of a free-status student (not in elementary) who is only allowed extra items/meals on a cash basis.

Students with outstanding debts from the previous term will begin the present term with one (1) week to pay outstanding debts. If the debt is not paid, the student will go to a cash-only status. The students will be notified by mail before the beginning of school of the balance due and the new policy. Adopted by the Hillcrest Board of Education - May 23, 2016.

**Lunch**

Full Price - \$2.25 (K-6)

Full Price - \$2.25 (7-12)

Reduced Price - \$0.40

**Breakfast**

Full Price - \$1.25

Reduced Price - \$0.30

## **FOOD SHARING AND ITS REMOVAL FROM FOOD SERVICE AREA**

### **Food Sharing Table**

In an effort to reduce wasted food and to provide students access to healthy foods when possible, the Hillcrest School District shall have in the cafeteria a food-sharing table located at the end of the service line. Prior to leaving the service line, students may place on or retrieve items from the table, at no additional charge, any of the following:

- Raw whole fruit traditionally eaten without the peel (e.g. bananas and oranges);
- Raw whole fruit traditionally eaten with the peel provided the fruit is wrapped to prevent contamination (e.g. apples and grapes);
- Raw whole vegetables provided the vegetable is wrapped to prevent contamination (e.g. carrot sticks);
- Milk; and
- Juice.

Fruits and vegetables to be shared are to be placed into a designated container on the table. Milk and juice to be shared are to be placed in an ice-filled cooler. Milk and juice may not be taken by another student unless the carton is unopened and was completely covered by ice while in the cooler. A student may not return to the table to place an item for sharing after the student has left the service line.

At all times, the sharing table will be under the supervision of the food service staff. Remaining items should be discarded at the end of the meal period, and no item may remain on the table for longer than four (4) hours.

### **Removing Food Items From the Food Service Area**

At the end of the meal period, a student may leave the cafeteria with up to one (1) school-provided whole fruit or whole vegetable food item. Students may not remove from the cafeteria milk, juice, or any other item requiring a temperature-controlled environment.

Except for food service workers as required by their job duties, Hillcrest School District employees may only remove school-provided food items from the food service area when required by a 504 plan or a student's IEP.

## **USE OF TELEPHONE**

No student will be permitted to use the telephone except with permission from the office. Students will not be called from the classroom to answer the telephone; however, messages from parents/guardians will be delivered between classes. Classes will be interrupted only in case of an emergency.

## **SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS FOR THE CLASS OF 2019 AND THEREAFTER**

All students are required to participate in the Smart Core curriculum unless their parents or guardians, or the students if they are 18 years of age or older, sign a *Smart Core Waiver Form* to not participate. While Smart Core is the default option, both a *Smart Core Informed Consent Form* and a *Smart Core Waiver Form* will be sent home with students prior to their enrolling in seventh grade, or when a 7-12 grade student enrolls in the district for the first time, and there is not a signed form in the student's permanent record. Parents must sign one of the forms and return it to the school so it can be placed in the students' permanent records. This policy is to be included in student handbooks for grades 6-12, and both students and parents must sign an acknowledgement they have received the policy. Those students not participating in the Smart Core curriculum will be required to fulfill the Core curriculum or the requirements of their IEP (when applicable) to be eligible for graduation. Counseling by trained personnel shall



be available to students and their parents or legal guardians prior to the time they are required to sign the consent forms.

While there are similarities between the two curriculums, following the Core curriculum may not qualify students for some scholarships, and admission to certain colleges could be jeopardized. Students initially choosing the Core curriculum may subsequently change to the smart core curriculum, providing they would be able to complete the required course of study by the end of their senior year. Students wishing to change their choice of curriculums must consult with their counselor to determine the feasibility of changing paths.

This policy, the Smart Core curriculum, and the courses necessary for graduation shall be reviewed by staff, students, and parents at least every other year to determine if changes need to be made to better serve the needs of the district's students. The superintendent, or his/her designee, shall select the composition of the review panel.

Sufficient information relating to Smart Core and the district's graduation requirements shall be communicated to parents and students to ensure their informed understanding of each. This may be accomplished through any or all of the following means.

- Inclusion in the student handbook of the Smart Core curriculum and graduation requirements;
- Discussion of the Smart Score curriculum and graduation requirements at the school's annual public meeting, PTSC meetings, or a meeting held specifically for the purpose of informing the public on this matter;
- Discussions held by the school's counselors with students and their parents; and/or
- Distribution of a newsletter(s) to parents or guardians of the district's students.

The first year of this policy's implementation, all employees required to be licensed, as a condition of their employment, shall receive training regarding this policy, so that they will be able to help successfully implement it. In subsequent years, administrators, or their designees, shall train newly-hired employees required to be licensed, as a condition of their employment, regarding this policy. The district's annual professional development shall include the training required by this paragraph.

### **Graduation Requirements**

The number of units students must earn to be eligible for high school graduation is to be earned from the categories listed below. A minimum of 22 units are required for graduation for a student participating in either the Smart Core or Core curriculum. In addition to the 22 units required for graduation by the Arkansas Department of Education, the district requires an additional 0 units to graduate for a total of 22 units. The additional required units may be taken from

any electives offered by the district. There are some distinctions made between Smart Core units and Graduation units. Not all units earned toward graduation necessarily apply to Smart Core requirements.

### **DIGITAL LEARNING COURSES**

The Hillcrest School District shall offer one or more digital learning course(s) through one or more Hillcrest School District provider(s) as either a primary or supplementary method of instruction. The courses may be in a blended learning, online-based, or other technology-based format. In addition to the other graduation requirements contained in this policy, students are required to take at least one (1) digital learning course for credit while in high school.

Personal and Family Finances for the graduation class of 2021 and thereafter.  
In the ninth (9<sup>th</sup>), tenth (10<sup>th</sup>), eleventh (11<sup>th</sup>), or twelfth (12<sup>th</sup>) grade, all students shall cover the Personal and Family Finance Standards by receiving credit.

**SMART CORE: Sixteen (16) units**

**English: four (4) units – 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup>**

**Oral Communications: one-half (1/2) unit**

**Mathematics: four (4) units (all students under Smart Core must take a mathematics course in grade 11 or 12 and complete Algebra II.)**

- 1. Algebra I or Algebra A & B\* which may be taken in grades 7-8 or 8-9;
- 2. Geometry or Investigating Geometry or Geometry A & B\* which may be taken in grades 8-9 or 9-10;

**\*A two-year algebra equivalent or a two-year geometry equivalent may each be counted as two units of the four-unit requirement for the purpose of meeting the graduation requirement, but only serve as one unit each toward fulfilling the Smart Core requirement.**

- 3. Algebra II; and
- 4. The fourth unit may be either:
  - A math unit beyond Algebra II: this can include Pre-Calculus, Calculus, AP Statistics, Algebra III, Advanced Topic and Modeling in Mathematics, Mathematical Applications and Algorithms, Linear Systems and Statistics, or any of several IB or Advanced Placement math courses

**(Comparable concurrent credit college courses may be substituted where applicable);**

**or**

- one unit of computer science chosen from ADE Essentials of Computer Programming, ADE Computer Science and Mathematics, AP Computer Science, IB Computer Science, or other options approved by ADE.

**Natural Science: a total of three (3) units with lab experience chosen from One unit of Biology; and either:**

**Two units chosen from the following three categories (there are acceptable options listed by the ADE for each):**

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

One unit from the three categories above and one unit of computer science chosen from ADE Essentials of Computer Programming, ADE Computer Science and Mathematics, AP Computer Science, IB Computer Science, or other options approved by ADE.

**Social Studies: three (3) units**

- Civics one-half (1/2) unit
- World History – one unit
- American History – one unit

**Physical Education: one-half (1/2) unit**

**Health and Safety: one-half (1/2) unit**

**Economics – one-half (1/2) unit—dependent upon the licensure of the teacher teaching the course, this can count toward the required three (3) social studies credits or the six (6) required Career Focus elective credits.**

**Fine Arts: one-half (1/2) unit**

**CAREER FOCUS: Six (6) units**

All career focus unit requirements shall be established through guidance and counseling based on the student's contemplated work aspirations. Career focus courses shall conform to the curriculum policy of the district and reflect state curriculum frameworks through course sequencing and career course concentrations where appropriate.

A student who enlists in a branch of the United States Armed Forces or the National Guard through the military delayed entry program, the National Guard Split Training Option, or other similar early entry program and completes basic training before graduating from high school shall receive two (2) units of the Career Focus graduations requirements.

The Smart Core and career focus units must total at least twenty-two (22) units to graduate. Additionally, the district requires 0 units for a total of 22 units to graduate which may be taken from any electives offered by the district.

**CORE: Sixteen (16) units**

**English: four (4) units – 9, 10, 11, and 12**

**Oral Communications: one-half (1/2) unit**

**Mathematics: four (4) units**

- Algebra or its equivalent\*-1 unit

- Geometry or its equivalent\* -1 unit
- All math units must build on the base of algebra and geometry knowledge and skills.
- (Comparable concurrent credit college courses may be substituted where applicable)
- One unit of computer science chosen from ADE Essentials of Computer Programming, ADE Computer Science and Mathematics, AP Computer Science, IB Computer Science, or other options approved by ADE may be substituted for a math credit beyond Algebra I and Geometry

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

**Science: three (3) units**

- at least one (1) unit of Biology or its equivalent; and

Two units chosen from the following three categories:

- Physical Science;
- Chemistry;
- Physics; or

One unit from the three categories above and one unit of computer science chosen from ADE Essentials of Computer Programming, ADE Computer Science and Mathematics, AP Computer Science, IB Computer Science, or other options approved by ADE.

**Social Studies: three (3) units**

- Civics: one-half (1/2) unit
- World History: one (1) unit
- American History: one (1) unit

**Physical Education: one-half (1/2) unit**

**Note:** While one-half (1/2) unit is required for graduation, no more than one (1) unit may be applied toward fulfilling the necessary units to graduate.

**Health and Safety: one-half (1/2) unit**

**Economics: one-half (1/2) unit**—dependent upon the licensure of the teacher teaching the course, this can count toward the required three (3) social studies credits or the six (6) required Career Focus elective credits.

**Fine Arts: one-half (1/2) unit**

**CAREER FOCUS: Six (6) units**

All career focus unit requirements shall be established through guidance and counseling based on the student's contemplated work aspirations. Career focus

courses shall conform to the curriculum policy of the district and reflect state curriculum frameworks through course sequencing and career course concentrations where appropriate.

A student who enlists in a branch of the United States Armed Forces or the National Guard through the military delayed entry program, the National Guard Split Training Option, or other similar early entry program and completes basic training before graduating from high school shall receive two (2) units of the Career Focus graduation requirements.

## **REPORTING THE PERFORMANCE OF STUDENTS**

It shall be the policy of the board to require all teachers to communicate personally with the parent(s) or guardian(s) of each student during the school year to discuss the student's academic progress.

Hillcrest Schools will conduct the first parent/teacher conferences at mid nine weeks on Thursday, September 17, 2015. The second parent/teacher conferences will be on Thursday, March 10, 2016. All parents/guardians are asked to please come and have conferences with their children's teachers.

A mid-quarter report of students with failing or near-failing grades will be mailed to parents/guardians. Parents/Guardians are encouraged to confer with teachers any time they have concerns. Such conferences should be scheduled with the teacher during the teacher's preparation time or after school. Report cards will be handed out to students at the end of each nine-weeks grading period.

## **RETENTION**

A student must achieve the minimum requirements set forth by the State Department of Education in the Arkansas Frameworks to be promoted to the next grade level.

## **STUDENT PROMOTION AND RETENTION**

A disservice is done to students through social promotion and is prohibited by state law. The district shall, at a minimum, evaluate each student annually in an effort to help each student who is not performing at grade level. Parents or guardians shall be kept informed concerning the progress of their student(s). Notice of a student's possible retention or required retaking of a course shall be included with the student's grades sent home to each parent/guardian or the student if 18 or older. Parent-teacher conferences are encouraged and may be

held as necessary in an effort to improve a student's academic success.

Any grades, course credits, and/or promotions received by a student while enrolled in the Division of Youth Services system of education shall be considered transferable in the same manner as those grades, course credits, and promotions from other accredited Arkansas public educational entities.

Promotion or retention of students, or their required retaking of a course shall be primarily based on the following criteria. If there is doubt concerning the promotion or retention of a student or his/her required retaking of a course, a conference between the building principal, the student's teacher(s), counselor, a 504/special education representative (if applicable), and the student's parents shall be held before a final decision is made. The conference shall be held at a time and place that best accommodates those participating in the conference. The school shall document participation or non-participation in required conferences. If the conference attendees fail to agree concerning the student's placement or receipt of course credit, the final decision shall rest with the principal or the principal's designee.

Beginning with the 2018-2019 school year, each student shall have a student success plan (SSP) developed by school personnel in collaboration with the student's parents and the student that is reviewed and updated annually. A student's SSP shall use multiple academic measures to personalize learning in order for students to achieve their grade-level expectations and individual growth. The SSP will identify if the student is in need of additional support or acceleration. Academic measures to be used in creating and updating a student's SSP shall include, but are not limited to:

- Statewide student assessment results;
- Subject grades;
- Student work sample; and
- Local assessment scores;

By the end of grade eight (8), the student's SSP shall:

- Guide the student along pathways to graduation;
- Address accelerated learning opportunities
- Address academic deficits and interventions; and
- Include college and career planning components.

Based on a student's score on the college and career assessment:

- The student's SSP will be updated in order to assist the student with college and career readiness skills, course selection in high school, and improved academic achievement' and
- Provide a basis for counseling concerning postsecondary preparatory programs.

An SSP shall be created:

- By no later than the end of the school year for students in grade eight (8) or below who enrolls in the District during the school year; or

- **As soon as reasonably possible for students in grade nine (9) or above who enrolls in the District at the beginning or during the school year.**

**A student's individualized education program (IEP) may act in the place of the student's SSP if the IEP addresses academic deficits and interventions for the student's failure to meet standards-based academic goals at an expected rate or level and included a transition plan that addresses college and career planning components. Promotions/retentions or graduation of students with IEP shall be based on their successful attainment of the goals set forth in their IEP.**

**Such remediation shall not require the student to pass a subsequent college and career readiness measurement in order to graduate from high school.**

**In addition to the possibility of retention or withholding of course credit, students who either refuse to sit for a state assessment or attempt to boycott a state assessment by failing to put forth a good faith effort on the assessment as determined by the assessment administrator/proctor, or whose parents do not send their student to school on the dates the assessments are originally administered or scheduled as make-up days shall not be permitted to participate in any non-curriculum related extracurricular activity, including school dances, prom, homecoming, senior events, and may be prevented from walking or participating in graduation exercises. The student shall remain ineligible to participate until the student takes the same or a following state-mandated assessment, as applicable, or completes the required remediation for the assessment the student failed to put forth a good faith effort on. The superintendent or designee may wave this paragraph's provisions when the student's failure was due to exceptional or extraordinary circumstances. Students falling under the provisions of this paragraph shall be permitted to attend curriculum-related field trips occurring during the school day.**

## **SCHOOL-SPONSORED TRIPS**

- 1. Field trips are defined as any activity that does not occur in the classroom except for normal daily routines, such as lunch, recess, etc.**
- 2. Field trips are an extension of the regular classroom and afford opportunities for educational and/or social interaction, enrichment of individual personal resources and wholesome competition.**
- 3. Field trips are regular school days.**
- 4. Off-campus field trips require the following: (a) map or explanation of route to be followed; (b) destination; (c) list of students taking trip; and (d) parental permission slips. The required information must be in the principal's office prior to departure.**
- 5. The principal will approve all field trips.**

**All school rules apply on school trips. Problems on trips may result in cancellation of the trip or future trips. Students who cause problems on a trip may lose their privilege of attending future trips.**

**A teacher will be in charge of all students who participate in a school trip away from school. No student will be dismissed from the teacher's supervision until the students have returned to school. Only if a parent/guardian is present may the teacher transfer custody to that parent/guardian. Under no circumstances may the teacher release the student to the custody of anyone other than the parent/guardian until the group has returned to school.**

## **PROCEDURES FOR STUDENTS RIDING SCHOOL BUSES**

- 1. Students are under the supervision of the driver and must obey the driver at all times.**
- 2. Students are considered to be in school when they are on the school bus. All rules that are enforced at school will be enforced on the bus.**
- 3. When boarding the bus, students must stand back ten (10) feet from the designated stop and wait until the door is opened before moving toward the bus. Drivers will not move the bus until the student is seated. Drivers are required to refer students to the principal in writing when the boarding procedure is not followed.**
- 4. When exiting the bus, the student must never walk toward the rear of the bus. If students must cross the road, this must be done with care and always in front of the bus where the driver can supervise the crossing. The driver will not move the bus from the stop until the student is at least ten (10) feet from the bus and clearly visible to the driver.**
- 5. Students must be at the designated stop on time in the morning. Drivers are instructed to stop at all designated stops, and they will not leave students who are within sight of the driver. However, the driver will refer students who are repeatedly late to the principal in writing. Students may lose their bus-riding privileges if they are repeatedly late or absent at the stop.**
- 6. Students must conduct themselves in a manner that will not distract the attention of the driver or disturb other riders. They must remain seated, unless the driver gives them permission to move about the bus. They must never put hands, arms, heads, or bodies out the windows. Students must be reasonably quiet and keep their hands to themselves.**
- 7. No food or drinks will be allowed on the bus. No pets or other live animals will be transported on the bus.**
- 8. The driver will assign students to seats. If a student refuses to sit in the assigned seat, he/she will be referred in writing to the principal and may lose bus-riding privileges.**
- 9. Students must never tamper with any safety device or equipment, including the fire extinguishers and emergency exit doors.**
- 10. Vandalism and destruction of property will require restitution by the parents/guardians.**

**When students do not obey these rules, the driver will correct the student. If the problem continues, the driver will report the student to the principal on a form provided by the district. The principal will use the following guidelines to**



administer consequences. However, these are only guidelines. The principal may exercise discretion when there are extenuating circumstances.

**Penalty - Loss of Privilege - Suspension**

The driver for each incident that is referred to the principal must initiate a disciplinary report. A copy is mailed or sent home to the parent/guardian with the student. A completed copy is returned to the driver, and a copy is kept in the student's record.

## **CORPORAL PUNISHMENT**

Reasonable discipline may include the administration of corporal punishment to a student in the exercise of sound discretion by a certified employee, provided that corporal punishment shall not be excessive or unduly severe.

Corporal punishment will be administered only after other alternatives, including but not limited to counseling, have been tried and failed. It will be administered according to the following procedures:

1. Only certified personnel will administer corporal punishment with administrative approval.
2. It will not be administered in the presence of other students or in a spirit of malice or anger, nor will it be excessive.
3. Before corporal punishment is administered, the student should be advised of the rule and infraction for which the student is being punished in the presence of the witness. If the student claims innocence, the certificated employee will permit the student to state his/her position that shall be considered prior to punishment. School officials are not required to conduct formal hearings prior to corporal punishment.
4. Refusal to submit to corporal punishment will result in after-school detention or out-of-school suspension for up to three (3) days.
5. An attempt to contact a parent/guardian will be made prior to corporal punishment. Parents/Guardians will be notified when their son or daughter has received corporal punishment.

## **SUSPENSION**

A suspension, as defined by law, is dismissing a student from school for any period not exceeding ten (10) days. A student must be accorded the minimum due process requirements.

### **STUDENT RIGHTS CONCERNING SUSPENSION:**

1. Prior to any suspension, the school principal or his/her designee shall advise the student in question of the particular misconduct of which he/she is accused, as well as the basis for the accusation.
2. The pupil will be given an opportunity at that time to explain his/her version of

the facts to the school principal.

3. Written notice of suspension and the reason(s) for the suspension will be given to the pupil and mailed to the parent/guardian.

4. Any parent, legal guardian, or person acting as a parent will have the right to appeal to the superintendent.

**EXPULSION:** School districts may expel students from school using the following guidelines. An expulsion is defined as dismissing the student from school for the remainder of the current semester or for one year when the infraction involves a weapon. Expulsion will be used in those instances in which serious bodily harm occurred or reasonably could have occurred to another person or where the student possesses drugs or weapons. Prior to expulsion, the following will occur:

1. The student will be advised of the particular conduct in question.

2. The district will notify in writing the student's parents, legal guardian, or person acting as a parent and state the charges against the student and the district's intended action.

3. The district will hold a full evidentiary hearing before the school board to consider whether or not the student should be expelled.

4. At the hearing, the student may represent himself/herself or he/she may select a representative.

5. The student/representative may hear all testimony, and the student and/or representative may cross-examine all witnesses.

6. The student/representative will be allowed to offer evidence in his/her favor.

**NOTE:** Only the school board may expel a student from school on concurrence of the principal/superintendent through due process proceedings. The board of education may expel a student for the remainder of the semester or for the remainder of the year or permanently.

## **BULLYING**

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

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

**Definitions:**

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

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

**Physical harm to a public school employee or student or damage to the public school employee's or student's property;**

**Substantial interference with a student's education or with a public school employee's role in education;**

**A hostile educational environment for one (1) or more students or public school employees due to the severity, persistence, or pervasiveness of the act; or**

**Substantial disruption of the orderly operation of the school or educational environment.**

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

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

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

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

**Necessary cessation of instruction or educational activities;**

**Inability of students or educational staff to focus on learning or function as an educational unit because of a hostile environment;**

**Severe or repetitive disciplinary measures are needed in the classroom or during educational activities; or**

**Exhibition of other behaviors by students or educational staff that substantially interfere with the learning environment.**

## **CYBERBULLYING OF SCHOOL EMPLOYEE**

**Cyberbullying definition- Any form of communication or posting content by electronic act that is ent with the purpose to harass, intimidate, defame, incite violence to or threaten a student, public school employee, or person with whom the other students or public school employee is associated.**

**Cyberbullying of school employees is expressly prohibited and includes, but is not limited to:**

- a. building a fake profile or website of the employee;**
- b. posting or encouraging others to post on the Internet private, personal, or sexual information pertaining to a school employee;**
- c. posting an original or edited image of the school employee on the Internet;**
- d. accessing, altering, or erasing any computer network, computer data program, or computer software, including breaking into a password-protected account or stealing or otherwise accessing passwords of a school employee; making repeated, continuing, or sustained electronic communications, including electronic mail or transmission, to a school employee;**
- e. making, or causing to be made, and disseminating an authorized copy of data pertaining to a school employee in any form, including without limitation the printed or electronic form of computer data, computer programs, or computer software residing in, communicated by, or produced by a computer or computer network;**
- f. signing up a school employee for a pornographic Internet site; or**
- g. without authorization of the school employee, signing up a school employee for electronic mailing lists or to receive junk electronic messages and instant messages.**

**Cyberbullying definition- Any form of communication or posting content by electronic act that is ent with the purpose to harass, intimidate, defame, incite violence to or threaten a student, public school employee, or person with whom the other students or public school employee is associated.**

**Examples of “bullying” may also include, but are not limited to, a pattern of**

behavior involving one or more of the following:

1. Sarcastic comments “compliments” about another student’s personal appearance or actual or perceived attributes,
2. Pointed questions intended to embarrass or humiliate,
3. Mocking, taunting, or belittling,
4. Non-verbal threats and/or intimidation such as “fronting” or “chesting” a person,
5. Demeaning humor relating to a student’s race, gender, ethnicity or actual or perceived attributes,
6. Blackmail, extortion, demands for protection money or other involuntary donations or loans,
7. Blocking access to school property or facilities,
8. Deliberate physical contact or injury to a person or property,
9. Stealing or hiding books or belongings, and/or
10. Threats of harm to student(s), possessions, or others,
11. Sexual harassment, as governed by Policy 4.27, is also a form of bullying,
12. Teasing or name-calling based on the belief or perception that an individual is not conforming to expected gender roles (Example: “Slut”) or conduct or is homosexual, regardless of whether the student self-identifies as homosexual (Examples: “You are so gay.” “Fag” “Queer”).

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

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

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

Notice of what constitutes bullying, the district’s prohibition against bullying, and the consequences for students who bully shall be conspicuously posted in every classroom, cafeteria, restroom, gymnasium, auditorium, and school bus.

Parents, students, school volunteers, and employees shall be given copies of the

notice.

Copies of this policy shall be available upon request. Legal Reference: A.C.A. 6-18-514.

The penalty for bullying:

- A. Minimum of warning to maximum of expulsion;
- B. Three (3) days suspension to maximum of expulsion;
- C. Five (5) days suspension to maximum of expulsion.

## **PROHIBITED CONDUCT**

Students and staff require a safe and orderly learning environment that is conducive to high student achievement. Certain student behaviors are unacceptable in such an environment and are hereby prohibited by the board.

Prohibited behaviors include, but shall not be limited to the following:

1. Disrespect for school employees and failing to comply with their reasonable directions or otherwise demonstrating insubordination;
2. Disruptive behavior that interferes with orderly school operations;
3. Willfully and intentionally assaulting or threatening to assault or physically abusing any student or school employee;
4. Possession of any weapon that can reasonably be considered capable of causing bodily harm to another individual;
5. Possession or use of tobacco in any form on any property owned or leased by any public school;
6. Willfully or intentionally damaging, destroying, or stealing school property;
7. Possession of any paging device, beeper, or similar electronic communication devices on the school campus during normal school hours unless specifically exempted by the administration for health or other compelling reasons;
8. Possession, selling, distributing, or being under the influence of an alcoholic beverage, any illegal drug, unauthorized inhalants, or the inappropriate use or sharing of prescription or over-the-counter drugs, or other intoxicants, or anything represented to be a drug;
9. Sharing, diverting, transferring, applying to others (such as needles or lancets), or in any way misusing medication or any medical supplies in their possession;
10. Inappropriate public displays of affection;
11. Cheating, copying, or claiming another person's work to be his/her own;
12. Gambling;
13. Inappropriate student dress;
14. Use of vulgar, profane, or obscene language or gestures;
15. Truancy;
16. Excessive tardiness;

17. Engaging in behavior designed to taunt, degrade, or ridicule another person on the basis of race, ethnicity, national origin, sex, or disability;
18. Possess, view, distribute or electronically transmit sexually explicit or vulgar images or representations, whether electronically, on a data storage device, or in hard copy form;
19. Hazing, or aiding in the hazing of another student;
20. Gangs or gang-related activities, including belonging to secret societies of any kind, are forbidden on school property. Gang insignias, clothing, “throwing signs” or other gestures associated with gangs are prohibited;
21. Sexual harassment;
22. Bullying; and
23. Operating a vehicle on school grounds while using a wireless communication device.

The board directs each school in the Hillcrest School District to develop implementation regulations for prohibited student conduct consistent with applicable board policy, state and federal laws, and judicial decisions.

## **STUDENT DRESS AND GROOMING**

The Hillcrest Board of Education recognizes that dress can be a matter of personal taste and preference. At the same time, the district has a responsibility to promote an environment conducive to student learning. This requires limitations to student dress and grooming that could be disruptive to the educational process because they are immodest, disruptive, unsanitary, unsafe, could cause property damage, or are offensive to common standards of decency. The following regulations have been established:

1. No clothing which is considered SKIN TIGHT or transparent will be allowed. Shorts will be allowed if they are no shorter than three (3) inches from the knee.
2. Halters, tank tops, sleeveless T-shirts, and other scanty attire will not be permitted in Grades 4-12.
3. Clothing with any vulgar language, pictures, or liquor advertisements will not be permitted.
4. Sunglasses are not to be worn in the buildings.
5. Hair must be kept clean and hygienically safe. The administration has the right to question or inspect a student for cleanliness or health reasons at any time.
6. Students are prohibited from wearing, while on the school grounds during the school day and at school-sponsored events, clothing that exposes underwear, buttocks, or the breast of a female. This prohibition does not apply, however to a costume or uniform worn by a student while participating in a school-sponsored activity or event. Legal References: A.C.A. 6-18-502(c)(1) and A.C.A. 6-18-503(c).

# **SEARCHES, SEIZURES, AND INTERROGATIONS**

The Hillcrest School 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 and individualized suspicion to believe such student or property contains illegal items or other items in violation of board policy or dangerous to the school community. School authorities may seize evidence found in the search and disciplinary action may be taken. Evidence found which appears to be in violation of the law shall be reported to the appropriate authority.

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

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

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

State Law requires that Department of Human Services employees, local law enforcement, or agents of the Crimes Against Children Division of the Department of Arkansas State Police, may interview students without a court order for the purpose of investigating suspected child abuse. In instances where the interviewers deem it necessary, they may exercise a "72-hour hold" without first obtaining a court order. Other questioning of students by non-school personnel may 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 Hillcrest School District makes a report to any law enforcement agency concerning student misconduct or if access to a student is granted to a law enforcement agency due to a court order, the principal or the principal's designee shall make a good-faith effort to contact the student's parent, legal guardian, or other person having lawful control by court order, or person acting in loco parentis on student enrollment forms. The principal or the principal's designee



shall not attempt to make such contact of presented documentation by the investigator that notification is prohibited because a parent, guardian, custodian, or person standing in loco parentis is named as an alleged offender of the suspected child maltreatment. This exception applies only to interview requests made by a law enforcement officer, an investigator of the Crimes Against Children Division of the Department of Arkansas State Police, or an investigator or employee of the Department of Human Services.

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

Staff are strongly cautioned and advised that to search a student requires individualized suspicion, which requires the staff member(s) involved to have:

1. A good reason to believe that a specific student likely possesses an illegal or forbidden item in violation of board policy; and
2. The belief that the student possesses the item exists both prior to and at the time of the search.

Searches lacking such good-faith belief about a particular student are not permitted; this includes routine suspicionless personal searches of all students and random suspicionless personal searches of students or groups of students. (This is distinct and different from random suspicionless drug testing of students who participate in extracurricular or athletic events, which the United States Supreme Court permits.) Using a metal detector or "wanding" a student constitutes a search. Extraordinary circumstances must exist for a large group of students to be justifiably subjected to a personal or electronic search, such as a credible belief that any one of a number of students might possess something very dangerous (e.g. a gun or a knife). Searching all students to ensure that non-lethal contraband, such as an electronic device, is not possessed would certainly not pass legal muster; this is true regardless of whether or not testing is occurring. Failure to meet these constitutional requirements could lead to serious legal liability on the part of the district.

## **SEARCHES**

A personal search should be limited to situations in which the administration has probable cause to believe that a student is concealing evidence of an illegal act

or contraband, or has violated a school rule. A personal search includes emptying pockets and purses. It does not include the removal of clothing. Dangerous items (such as firearms, weapons, knives), controlled substances, or other items, which may be used to substantially disrupt the educational process, will be removed from the student's possession and will be turned over to the proper authorities. An adult witness will be present whenever personal searches are conducted. A school official of the same gender will do a pat-down search.

A search of student lockers shall be conducted upon receipt of information that the search would produce evidence indicating the student has violated the law or school rules.

A search of a student's person is limited to a situation in which the administration has reasonable suspicion that the search will produce evidence indicating that the student has violated the law or school rules.

A. An adult witness will be present during a personal search.

B. A school official of the same gender will do a pat-down search.

Searches of automobiles will be conducted if the administration has reasonable suspicion that the search will produce evidence of violation of the law or school rules.

"Sniff dogs" may be used in public hallways or autos in public lots.

## **HANDICAPPED DISCIPLINE POLICY**

Handicapped students who are engaged in misbehavior are subject to normal school disciplinary rules and procedures so long as such treatment does not abridge the right to a free and appropriate public education. The individual education plan (IEP) team for the handicapped student should consider whether particular discipline procedures should be adopted for that student and included in the IEP. Handicapped students may be excluded from school only in emergencies and only for the duration of the emergency. In no case should a handicapped student be excluded for more than ten (10) days in a school year. After an emergency suspension is imposed on a handicapped student, an immediate meeting of the student's IEP team should be held to determine the cause and effect of the suspension with a view toward assessing the effectiveness and appropriateness of the student's placement and toward minimizing the harm from the exclusion.

## **VOLUNTEERING AND STUDENT MANAGEMENT**

Volunteers shall understand they are not to physically touch any student to discipline the student. The volunteer will sign a sheet acknowledging their understanding of the role a volunteer plays in the school setting. The district encourages people in the community to volunteer in the schools for the betterment of the students; however, it is the duty of certified personnel to

discipline the students.

## **EMERGENCY CLOSINGS**

When school is not in session or must be dismissed early due to inclement weather or any emergency condition, the superintendent will make public announcements. Listen to KAIT-TV or KFIN radio station. In addition, the administration will send a message via telephone using the School Reach Software.

## **PROBLEM RESOLUTION**

Any parental concerns relating to the education of a child should be directed to the school at the following levels, with the intention of resolving the problem:

1. The staff directly involved with the student in the area of concern
2. The principal at the particular school:  
Hillcrest Elementary  
Hillcrest High School
3. The Superintendent
4. The Hillcrest School Board

## **DUE PROCESS**

If a student and/or parent/guardian of a student involved in a disciplinary action or in any policy problem wishes to contest a ruling, condition, or circumstance imposed by an instructor or school staff member, the following procedures should be used by the person(s) filing the complaint. Most complaints are normally oral; however, any party to a complaint may at any time address a complaint in writing and request a response in that form.

1. The aggrieved party must first address the complaint to the person or party who originally took the action upon which the first complaint is based. The person shall reconsider his/her action and give decision to the aggrieved person or party within an agreed amount of time.
2. If the complainant is not satisfied with the decision, the complaint must be directed to the immediate superior of the person who took the initial action. If the complaint was directed toward an instructor, the immediate supervisor would be the principal.
3. If the complaint is directed toward the principal, the immediate supervisor would be the superintendent of schools. If the complaint is not resolved at this level, the complaint could be directed to the board of education. The principal will review the original action within an agreed amount of time and render a decision or suggest a solution that might be mutually acceptable to all parties.

4. If the complaint is not resolved at this point, the complainant(s) may seek further appeal made to the board of education through regular channels provided by the superintendent for appealing or addressing the board.

**Note:** Only the school board may expel a student from school. The board of education may expel a student for the remainder of the semester or for the remainder of the year or permanently.

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

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

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

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

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

**official in performing his or her tasks.**

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

**In addition to releasing PII to school officials without permission, the Hillcrest School District may disclose PII from the education records of students in foster care placement to the student's caseworker or to the caseworker's representative without getting prior consent of the parent (or the student if the student is over eighteen (18)). For the Hillcrest School District to release the student's PII without getting permission:**

- The student must be in foster care;**
- The individual to whom the PII will be released must have legal access to the student's case plan; and**
- The Arkansas Department of Human Services, or a sub-agency of the Department, must be legally responsible for the care and protection of the student.**

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

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

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

**If there exists a court order which directs that a parent not have access to a student or his/her records, the parent, guardian, person acting in loco parentis, or an agency of the Department of Human Services must present a file-marked copy of such order to the building principal and the superintendent. The school will**

**make good-faith efforts to act in accordance with such court order, but the failure to do so does not impose legal liability upon the school. The actual responsibility for enforcement of such court orders rests with the parents or guardians, their attorneys and the court which issued the order.**

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

**Unless the parent or guardian of a student (or student, if above the age of eighteen (18) objects, "directory information" about a student may be made available to the public, military recruiters, post-secondary educational institutions, prospective employers of those students, as well as school publications such as annual yearbooks and graduation announcements. "Directory information" includes, but is not limited to, a student's name, address, telephone number, electronic mail address, photograph, date and place of birth, dates of attendance, his/her placement on the honor roll (or the receipt of other types of honors), as well as his/her participation in school clubs and extracurricular activities, among others. If the student participates in inherently public activities (for example, basketball, football, or other interscholastic activities), the publication of such information will be beyond the control of the Hillcrest School District. "Directory information" also includes a student identification (ID) number, user ID, or other unique personal identifier used by a student for purposes of accessing or communicating in electronic systems and a student ID number or other unique personal identifier that is displayed on a student's ID badge, provided the ID cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identify, such as a personal identification number (PIN), password or other factor known or possessed only by the authorized user.**

**A student's name and photograph will only be displayed on the district or school's web page(s) after receiving the written permission from the student's parent or student, if over the age of 18.**

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

**The right to opt out of the disclosure of directory information under the Family Educational Rights and Privacy Act (FERPA) does not prevent the Hillcrest School District from disclosing or requiring a student to disclose the student's name, identifier, or institutional email address in a class in which the student is enrolled.**

**Parents and students over the age of 18 who believe the district has failed to comply with the requirements for the lawful release of student records may file a complaint with the U.S. Department of Education (DOE) at: Family Policy Compliance Office – U.S. Department of Education – 400 Maryland Avenue, SW – Washington, DC 20202.**

# **HILLCREST ELEMENTARY SCHOOL MR. SHAWN ROSE, PRINCIPAL**

**180 School Street  
P.O. Box 70  
Lynn, AR 7244**

## **ELEMENTARY SCHOOL CURRICULUM**

### **KINDERGARTEN**

The kindergarten curriculum shall be a developmental and readiness program that includes the basic skills for kindergarten as determined by framework guides.

### **GRADES ONE THROUGH SIX**

The core curriculum for grades one through six shall encompass all types of learning experiences and provide for differences in rates of learning among children. It shall emphasize mastery of competencies and skills in the following required areas: (A) Language Arts, (B) Mathematics, (C) Science, (D) Social Studies, (E) Information Skills (Dictionary, Maps, Computers, etc.), (F) Fine Arts, (G) Physical Education, (H) Listening, and (I) Thinking.

Grades assigned to students in a course will only reflect the extent to which a



student has achieved the expressed objectives and educational goals of each class.

## **GRADING SCALE**

The grading scale for grades 1-6 will be: 90-100 an A, 80-89 a B, 70-79 a C, 60-69 a D, and 59 and below an F.

Kindergarten students will be graded according to a mastery checklist of skills required for each nine weeks.

## **HOMEWORK POLICY**

An assignment is to be completed by the next day, unless otherwise stated. Work turned in after the due date will not receive credit. When a student knows that he/she will be absent or must leave school early, homework should not be submitted early. It should be turned in upon returning to school.

## **MAKE-UP WORK AND TESTS**

If a student misses a class assignment or test, he/she is responsible for turning in the assignment or for taking the test on the day he/she returns to school. If the assignment or test was announced during the absence, the student should make arrangements with the teacher on the day of his/her return to finish an assignment or take a test as soon as possible, but not to exceed three (3) days, unless special arrangements are made with the teacher and principal. All the responsibility for make-up work is left to the student.

Parents/Guardians: It is recommended that if your child is sick for several days, that you call, come by, or ask another student to get your child's assignments.

## **PERFECT ATTENDANCE**

Perfect attendance certificates are given to students who have no absences. A student will be counted tardy if he or she is not in the classroom after the first bell to begin the school day rings. Students will also be counted tardy if they leave ten (10) minutes before the afternoon bell to dismiss school rings. Any student with four (4) or more tardy will not be eligible for perfect attendance.

Perfect attendance for the year will be given to students who have perfect attendance for all four (4) of the nine (9)-weeks grading periods. Any student who has accumulated four (4) or more tardies in a nine (9)-weeks grading period will not be considered for the perfect attendance award.

## **TARDIES**

Promptness is an important character trait that district staff is encouraged to

model and to help develop in our school's students. At the same time, promptness is the responsibility of each student. Students who are late to class show a disregard for both the teacher and their classmates, which compromises potential student achievement.

Tardiness will be excused **ONLY** when the student is not at fault. Teachers will list students with unexcused tardy in e-school each morning. All tardy in excess of five (5) minutes must be referred to the principal's office. Teachers will keep a record of tardy for their own classes. Teachers have the authority to decide if the tardy is excused or unexcused.

Any unexcused tardy may result in In School Suspension or After School Detention, or other disciplinary action, if the administration feels the situation warrants such action. In addition to (or instead of) the above, the normal procedure will be to follow the policy listed below:

When a student receives a total of four (4) tardy the parents will be notified. Students may be considered tardy if they are not in their seats when the tardy bell rings. The only exception to this rule will be in the classes where normal procedures do not require the students to be seated to start the class or they are waiting to receive their breakfast.

## **HONOR ROLL**

Students must have no grade lower than A to be on the All A Honor Roll. A student must have no grade lower than B to be on the General Honor Roll. A grade of a C in any subject will keep the student off the honor roll.

Certificates or special plaques will be issued at the end of the year to students who remain on the honor roll for every nine-weeks grading period.

## **GRADUATION AND HONOR GRADUATES**

Graduation exercises for kindergarten and the sixth grade will be scheduled close to the end of the school year.

In order to be eligible for valedictorian, a student must have attended Hillcrest Schools in the fourth, fifth, and sixth grades. Honor graduates must have a 3.25 G.P.A. or better.

Grade point averages (G.P.A.) will be calculated by using grades from fourth grade through the end of the third quarter of the sixth grade. The GPA will be calculated using the 11 nine-week grades through the third quarter of the 6<sup>th</sup> grade year. The G.P.A. will be calculated by using the following scale: A=4 Points; B=3 Points; C=2 Points; D=1 Point; and F=0 Points.

Classroom work will be graded by the following scale: A=90-100; B=80-89; C=70-79; D=60-69; F=59 and below.

Ushers for the sixth grade graduation will be selected using grade point averages (G.P.A.). The students who hold the top eight G.P.A.s in the fifth grade will determine the identities of the eight ushers. Substitutes, if necessary, will be selected by the next highest G.P.A. Grade point averages will be calculated using grades from grade two through the end of the third quarter of the fifth grade.

## **DISCIPLINE**

The minimum penalty for student misconduct will be a verbal warning, and the maximum penalty will be expulsion by the school board and/or legal action, dependent upon the severity and frequency of the misconduct.

The following policies describe the district's expectations concerning student conduct and specify the consequences of violating school rules. As the need arises, school officials may adopt additional policies regulating student conduct. New laws or new case law may dictate a change in school rules and punishment of students who break the rules.

In extreme cases of misconduct, prudent judgment may dictate that school officials accelerate the step process and remove a student from the mainstream.

Discipline policies will be reviewed annually to ensure that they are consistent with state and federal law, developing case law, and Department of Education guidelines.

Parents/Guardians, teachers, or students may request a hearing to consider revision of student discipline policies or particular provisions of the policies by contacting the principal of the school that the policies affect or govern.

### **I. STUDENT DISCIPLINE AND SCHOOL SAFETY (AR Code Annotated 6-18-502)**

#### **A. Threatening or assaulting school employees:**

Arkansas law requires recommendation of expulsion for one year.

#### **B. Possession by students of any firearm or weapon:**

Recommendation to superintendent of expulsion for a period of one year.

#### **C. Possession, use, selling, or contributing to others any drugs or alcoholic beverages on school property:**

**Penalty: Suspension-Expulsion**

**D. Possession by a student of any paging device, beeper, or similar electronic communication device on the school campus; except for students granted an exemption for health or other compelling reasons:**

**Penalty: Confiscation-Suspension**

**E. Willfully or intentionally damaging, destroying, or stealing of school property:**  
**Penalty- Suspension/Restitution-Expulsion/Restitution**

**F. Hillcrest Tobacco And/Or Possession Policy:**

The Hillcrest School District will enforce Arkansas Laws 5-27-227 and 6-21-609. These laws state that it is unlawful for a minor (someone under 18) to possess, purchase, or use any cigarettes or other tobacco products. Furthermore, smoking or use of tobacco by anyone on the school campus (buildings and grounds), on school buses or in other vehicles, as well as school-sponsored events, both on and off campus, is unlawful.

**Penalty-Suspension-Expulsion**

**G. Failure to obey instructions, defiance, or insubordination: A student must comply with directions or commands of all school district employees or substitutes.**

**Penalty- Warning-Suspension**

**H. Disrespect to school employees:**

**Penalty- Warning-Suspension**

**I. Fighting:**

**Penalty- Suspension-Expulsion**

**J. Profanity, obscenity, vulgar gestures:**

**Penalty- Warning-Suspension**

**K. Truancy:**

**Penalty- Detention-Suspension**

L. Dishonesty, cheating on school work:

Penalty- Conference/Zero On Assignment-Suspension

M. Grabbing or touching another student in private areas; public display of affection; indecent exposure of self or pulling down clothing of another student to expose him/her:

Penalty- Detention-Suspension

N. Threatening another student's life:

Penalty- Suspension-Expulsion

O. Laser Pointers: Possession or use of laser pointers of any kind on school grounds or any other school activity.

Penalty – Confiscation-Suspension

P. Cell Phones: Any student found with a cell phone during school hours will have the phone confiscated. The phone will only be returned to a parent or guardian.

Q. Gang Activity – Anything threatening done by a group of students will be considered bullying. See Bullying Policy.

#### **MISBEHAVIOR NOT SPECIFICALLY LISTED:**

The Hillcrest School District reserves the right to pursue disciplinary or legal action for misbehavior that would harm the educational process, even though such behavior is not specified in the preceding written rules. A safe and orderly environment is essential to the educational process.

A telephone call or conference with parents/guardians may be used to correct misbehavior and inform parents/guardians, even if it is not listed as a remedy on the first, second, or third offense.

Students may be suspended or expelled (by board action) for immorality, refractory conduct, insubordination, infectious disease, habitual uncleanness, or other conduct that would tend to impair the discipline of the school or harm the other pupils.

## **GUM CHEWING**

Students will not be allowed to chew gum while on the school campus during regular school activities.

## **VIDEO GAMES, MUSIC PLAYERS, TOYS, CARDS**

Since there is little time between classes and at lunch for the use of music players and/or video games, please do not bring them to school. No toys or other playthings are to be brought to school without approval of the classroom teacher. NO collectable cards of any kind are allowed. This includes Poke-mon, baseball, basketball, etc.

## **INDECENT EXPOSURE, SEXUAL ADVANCES, SEXUAL HARASSMENT, AND OTHER FORMS OF HARASSMENT**

A student shall not deliberately commit indecent exposure in school or on school grounds; nor shall a student make a physical advance or sexually (or otherwise) harass another person. Consequences will depend on the severity of the situation.

Penalty- Corporal Punishment-Expulsion

## **LIBRARY**

Teachers who take committees or classes to work in the library shall be responsible for the conduct of these groups, along with the librarian.

Students must pay the cost of a lost or damaged library books.

## **EXTRACURRICULAR ACTIVITIES**

1. Extracurricular activities are important and will be supported in the school program.
2. Extracurricular activities will be controlled to limit classroom interruptions during instructional time and to limit student absences.
3. Grades will not be used to limit student participation in extracurricular activities.
4. Age requirements may be used when participating in county events.

# **HILLCREST NEW TECH HIGH SCHOOL**

# MR. MICKEL SMITH, PRINCIPAL

146 South Main St.  
P.O. Box 50  
Strawberry, AR 72469

## BELL SCHEDULE

	Monday	Tuesday	Wednesday	Thursday	Friday
7:55-8:40	Flight 1	Flight 1	Flight 1	Flight 1	Flight 1
8:44-9:00	Homeroom	Homeroom	Homeroom	Homeroom	Homeroom
9:04 - 10:01	Flight 2	Flight 2	Flight 2	Flight 2	Flight 3
10:05-11:02	Flight 3	Flight 3	Flight 3	Flight 5	Flight 5
11: 02 - 11:32 lunch or 11:06 -11:51 5th period	Flight 4	Flight 4	Flight 4	Flight 4	Flight 4
11:36- 12:21 5th period or 11:51 - 12:21 Lunch	Flight 4	Flight 4	Flight 4	Flight 4	Flight 4
12:25-1:22	Flight 5	Flight 5	Flight 6	Flight 6	Flight 6
1:26- 2:23	Flight 6	Flight 7	Flight 7	Flight 7	Flight 7
2:27 - 3:12	Flight 8	Flight 8	Flight 8	Flight 8	Flight 8



## **LOCKERS**

The district makes available school lockers for storage of books and other articles necessary for personal use during the school day. There is no charge for lockers. The student will be issued a locker by the principal or his designee. The locker is to be kept neat and orderly at all times. Students are not to write on the inside or outside of any locker. Lockers are the property of the school and are subject to inspection by school authorities as they feel it may be necessary to insure compliance of school rules.

The school does not provide locks for lockers. However, students may choose to purchase their own locks, in which case they are to leave an extra key in the office. Failure to leave an extra key in the office may result in the lock being cut, at the student's expense, if school officials need to get inside a locker for any reason.

## **STUDENT CLASSIFICATION**

Senior - a student having completed fourteen (14) units;

Junior - a student having completed nine (9) units;

Sophomore - a student having completed four (4) units.

## **HONOR ROLL**

Students must have no grade lower than A to be on the All A's Honor Roll. A student must have no grade lower than B to be on the General Honor Roll. A grade of a C in any subject will keep the student off the honor roll.

Certificates or special plaques will be issued at the end of the year to students who remain on the honor roll for every nine-weeks grading period.

## **HONOR GRADUATES**

Students who have successfully completed the minimum core of courses recommended for preparation for college as defined by the State Board of Higher Education and the State Board of Education and have a cumulative GPA of 3.25 will be designated as honor students. The GPA shall be derived from specified courses taken in public schools in Grades Eight (8) through Twelve (12).

## **VALEDICTORIAN AND SALUTATORIAN**

The honor graduate with the highest GPA who has been enrolled in a public school in Grades 9 through 12 and in Hillcrest for four (4) semesters shall serve as the valedictorian of his/her graduating class.

The honor graduate with the second highest GPA who has been enrolled in a public school in Grades 9 through 12 and in Hillcrest High School for four (4)

semesters shall serve as the salutatorian of his/her graduating class.

Students with an IEP or #504 Plan are included to the extent that the courses that they have taken and successfully completed meet requirements of their IEP for graduation, regardless of whether or not they meet the course requirements established by the State Board of Education and Higher Education for preparation for college.

## **PROMOTION AND RETENTION FOR GRADES 7 AND 8**

Decisions pertaining to promotion or retention of students in Grades 7 and 8 are the responsibility of the school and will be done at the end of the school year. Assessment data includes competency test scores, standardized test scores, subject matter mastery test scores, and observations of teachers and parents or guardians.

It is recommended that students in Grades 7 and 8 pass at least three (3) units of their core subjects (Math, Social Studies, English, and Science) to be promoted.

Exceptions can be made upon approval of a committee of teachers, the counselor and the building principal. The school district's decision will be final.

## **ADVANCED PLACEMENT/INTERNATIONAL BACCALAUREATE AND CONCURRENT CREDIT**

Any student who is enrolled in Grades 9-12 in an Arkansas public school shall be eligible to enroll in a publicly-supported community college, technical college, or four-year college or university in accordance with the rules and regulations adopted by the college or university.

Any public school student in Grades 9-12 who enrolls in and successfully completes a course(s) offered by such a college, technical college or university shall be entitled to receive both high school and college grades and credit (credits earned by CLEP examination may not be counted as high school credit) toward graduation, as outlined in these regulations. Students must comply with applicable enrollment or graduation requirements of the public high school.

Three semester hours of college credit taken by a student in Grades 9-12 through a publicly-supported community college, technical college or four-year college or university shall be the equivalent of one (1) unit of high school credit.

**College credit earned at a publicly-supported community college, technical college, or four-year college or university by an eligible student shall be counted by the high school toward graduation, including credit earned during summer terms.**

**All costs of higher education courses taken for concurrent college credit are the student's responsibility.**

**Students will also be provided an opportunity for Advanced Placement courses. Some AP courses may be offered by distance learning. An accredited institution will only provide these courses. All AP and IB teachers will be appropriately trained.**

**Credit earned at an institution of higher learning will count as an elective credit, unless prior approval from the administration is granted to allow the course to replace a specific district requirement.**

**The grading scale for advanced placement and IB courses is: A=5; B=4; C=3; D=2; and F=0. A STUDENT MUST TAKE THE AP EXAM OR THE IB EXAM TO GET WEIGHTED CREDIT.**

## **SCHEDULE CHANGES**

**Schedule changes must be made through the counselor's and principal's offices during the first five (5) days of the semester that school is in session. Students should:**

- 1. go to the counselor to discuss changes and pick up change form;**
- 2. get approval from the teachers of classes (adding and dropping);**
- 3. get an approval signature from the principal;**
- 4. get an approval signature from parent/guardian;**
- 5. return completed change form to the counselor.**

## **GRADING SYSTEM**

**Grades assigned to students for performance in a course will reflect only the extent to which a student has achieved the expressed objectives of each course.**

**A comprehensive semester examination will be given each semester. Students may be exempt for each of the semesters. The semester exam will count 20% of the semester grade. A nine week test will be given the first and third nine weeks. The nine week exam will count 20% of the nine weeks grade. A student must have a (B) average, have no more than four (4) absences in that class, and have a (B) for conduct in the class to be exempt. Also, any student who has had**

disciplinary action taken by the principal's office must take all semester tests. All fees must be paid before a student may be exempt from any test and before report cards are handed out or other records can be released. Teachers will conduct reviews for final tests before making the exemption announcements. A student with exempt status who wishes to take the test to improve his/her average may do so; however, the test score may not lower the final grade.

The grading scale is: A=90-100; B=80-89; C=70-79; D=60-69; F=59 and below.

## **HOMEWORK POLICY**

An assignment is to be completed by the next day, unless otherwise stated. Work turned in after the due date will not receive credit. When a student knows he/she will be absent or must leave school early, homework should not be submitted early. It should be turned in upon returning to school.

## **EXTRACURRICULAR ACTIVITIES – SECONDARY SCHOOLS**

Each school in the district shall post on its website its schedule of interscholastic activities, including sign-up, tryout, and participation deadlines, at least one semester in advance of those activities. A hard copy of the schedule shall be available upon request.

The board believes in providing opportunities for students to participate in extracurricular activities that can help enrich the student's educational experience. At the same time, the board believes that a student's participation in extracurricular activities cannot come at the expense of his/her classroom academic achievement. Interruptions of instructional time in the classroom are to be minimal, and absences from class to participate in extracurricular activities shall not exceed one per week per extracurricular activity (tournaments expected.) Additionally, a student's participation in, and the district's operation of, extracurricular activities shall be subject to the following policy. All students meeting this policy's criteria are eligible for extracurricular activities.

### **Definitions:**

**Extracurricular activities** are defined as: any school-sponsored program where students from one or more schools meet, work, perform, practice under supervision outside of regular class time, or are competing for the purpose of receiving an award, rating, recognition, or criticism, or qualification for additional competition. Examples include, but are not limited to, interscholastic athletics, cheerleading, band, choral, math, or science competitions, and club activities.

**Academic courses** are those courses for which class time is scheduled, which can be credited to meet the minimum requirements for graduation, which is

taught by a teacher required to have state certification in the course, and has a course content guide which has been approved by the Arkansas Department of Education. Any of the courses for which concurrent high school credit is earned may be from an institution of higher education recognized by the Arkansas Department of Education. If a student passes an academic course offered on a block schedule, the course can be counted twice toward meeting the requirement for students to pass four (4) academic courses per semester as required by this policy.

Supplemental improvement program is an additional instructional opportunity for identified students outside of their regular classroom and meets the criteria outlined in the current Arkansas Activities Association Handbook.

A student and the parent or legal guardian of the student shall sign and return an acknowledgement of receipt and review of an information sheet regarding signs and symptoms of sudden cardiac arrest before the student may participate in an athletic activity and before each school year the student participates in an athletic activity.

#### **ACADEMIC REQUIREMENTS: Junior High**

A student promoted from the sixth to the seventh grade automatically meets scholarship requirements. A student promoted from the seventh to the eighth grade automatically meets scholarship requirements for the first semester. The second semester eighth-grade student meets the scholarship requirements for junior high if he/she has successfully passed four (4) academic courses the previous semester, three (3) of which shall be in the core curriculum areas specified by the Arkansas Department of Education's Standards of Accreditation of Arkansas Public Schools.

The first semester ninth-grade student meets the scholarship requirements for junior high if he/she has successfully passed four (4) academic courses the previous semester, three (3) of which shall be in the core curriculum areas specified by the Arkansas Department of Education's Standards of Accreditation of Arkansas Public Schools.

The second semester ninth-grade student meets the scholarship requirements for junior high if he/she has successfully passed (4) academic courses the previous semester which count toward his/her graduation requirements.

Ninth-grade students must meet the requirements of the senior high scholarship rule by the end of the second semester in the ninth grade in order to be eligible to participate in the fall semester of their tenth-grade year.

#### **ACADEMIC REQUIREMENTS: Senior High**

In order to remain eligible for competitive interscholastic activity, a student must

have passed (4) academic courses the previous semester and either:

- 1) Have earned a minimum Grade Point Average of 2.0 from all academic courses the previous semester; or
- 2) If the student has passed four (4) academic courses the previous semester but does not have a 2.0 GPA, the student must be enrolled and successfully participating in a supplemental instruction program to maintain their competitive interscholastic extracurricular eligibility.

#### **STUDENTS WITH AN INDIVIDUAL EDUCATION PROGRAM**

In order to be considered eligible to participate in competitive interscholastic activities, students with disabilities must pass at least four (4) courses per semester as required by their individual education program (IEP).

#### **ARKANSAS ACTIVITIES ASSOCIATION**

In addition to the foregoing rules, the district shall abide by the rules and regulations of the Arkansas Activities Association (AAA)-governing interscholastic activities. AAA provides catastrophic insurance coverage for students participating in AAA-governed extracurricular activities who are enrolled in school. As a matter of district policy, no student may participate in an AAA-governed extracurricular activity, unless he or she is enrolled in a district school, to ensure all students are eligible for AAA catastrophic insurance.

## **EXTRACURRICULAR ACTIVITY ELIGIBILITY FOR HOME-SCHOOLED STUDENTS**

Each school in the district shall post on its website its schedule of interscholastic activities including sign-up, tryout, and participation deadlines, at least one semester in advance of those activities. A hard copy of the schedule shall be available upon request.

Home-schooled students whose parents or guardians are legal residents of the school district will be permitted to pursue participation in an interscholastic activity in the student's resident school zone as permitted by this policy. Although not guaranteed participation in an interscholastic activity, home-school students who meet the provisions of this policy, AAA rules, and applicable Arkansas statutes shall have an equal opportunity to try out and participate in interscholastic activities without discrimination. The district shall abide by this policy and by the rules contained in the Arkansas Activities Association (AAA) handbook governing interscholastic activity participation of students who are home-schooled. Areas of eligibility criteria, such as a student's age and semesters of eligibility, are the same for home-schooled and traditional students and are governed by the current AAA handbook.

**Home-schooled student means a student legally enrolled in an Arkansas home school and who meets or has met the criteria for being a homeschooled student, as established by A.C.A. 6-15-503.**

**Interscholastic activity means an activity between school subject to regulations of the Arkansas Activities Association that is outside the regular curriculum of the school district, such as an athletic activity, fine arts program, or a special interest group or club.**

**The parent of any student wishing to participate in an interscholastic activity shall mail or hand deliver a completed application form 5.19.2F to his/her child's school's principal before the sign-up, tryout, or participation deadline established for traditional students. The superintendent shall approve those applications which meet the enrollment application requirements identified in this policy and AAA rules and shall deny those that don't meet the requirements.**

**Approved applications shall apply only for the semester in which the student enrolls in the student's resident school zone. The student shall regularly attend the class in which the student is enrolled beginning no later than the eleventh (11<sup>th</sup>) day of the semester in which the student's interscholastic activity participation is desired. If the student's desired interscholastic activity begins prior to the first day of the semester in which the student is enrolled, to maintain eligibility the student must attend the practices for the interscholastic activity to the same extent as is required of traditional students.**

**A homeschooled student whose application has been approved; who has met the tryout criteria; and who has been selected to participate in the interscholastic activity shall meet the following criteria that also apply to traditional students enrolled in the school:**

- **Standards of behavior and codes of conduct;**
- **Attend the practices for the interscholastic activity to the same extent as is required of traditional students;**
- **Required drug testing;**
- **Permission slips, waivers, physical exams; and**
- **Participation or activity fees.**

**A student whose application for eligibility to participate in an interscholastic activity is accepted is required to enroll in no more than one course in the district's school where the student is intending to participate in an interscholastic activity. Home-schooled students shall meet the same enrollment criteria as are required for traditional students in policies 4.1—Residence Requirements and 4.2—Entrance Requirements, and the parent or guardian shall sign a form acknowledging receipt and understanding of the school's student handbook and be bound by the applicable portions thereof.**

If the student's desired interscholastic activity is associated with a specific class or course that meets during the school day that the traditional students of the district are required to take, the home-schooled student shall take the required class or course to be eligible for the interscholastic activity.

If the student's desired interscholastic activity is not associated with a specific class or course that meets during the school day, to be eligible to participate in the student's desired interscholastic activity, the home-schooled student shall enroll in a class or course that is age and grade appropriate for the student.

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

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

#### **Arkansas Activities Association**

In addition to the foregoing rules, the district shall abide by the rules and regulations of the Arkansas Activities Association (AAA) governing interscholastic activities. AAA provides catastrophic insurance coverage for students participating in extracurricular activities who are enrolled in school. As a matter of district policy, no student may participate in an extracurricular activity unless he or she is enrolled in a district school, to ensure all students are eligible for AAA catastrophic insurance. A.C.A. 6-15-509

## **FUND RAISING**

The principal must approve all fund-raising projects by clubs or organizations. Events, which involve the selling of merchandise to residents of the area, should be limited as much as possible.

The students are responsible for any merchandise or money collected for items. All monies should be collected and turned in daily to prevent loss. All funds collected should be deposited daily with the school clerk or bookkeeper.

At present, all classes or organizations are limited to one (1) major sales project, except FBLA, FFA, and the Jr. Class.

## **DISCIPLINE**

The minimum penalty for student misconduct will be a verbal warning, and the maximum penalty will be expulsion by the board and/or legal action dependent upon the severity and frequency of the misconduct.

**HILLCREST TOBACCO USE AND/OR POSSESSION POLICY:** The Hillcrest



School District will enforce Arkansas Laws 5-27-227 and 6-21-609. These laws state that it is unlawful for a minor (someone under 18) to possess, purchase, or use any cigarettes or other tobacco products. Furthermore, smoking or use of tobacco by anyone on the school campus (buildings and grounds), on school buses or in other vehicles, as well as school-sponsored events, both on and off campus, is unlawful.

Smoking or use of tobacco or products containing tobacco in any form (including, but not limited to, cigarettes, cigars, chewing tobacco, and snuff) in or on any real property or leased by a district school, including school buses owned or leased by the district, is prohibited. Students who violate this policy may be subject to legal proceedings in addition to student disciplinary measures.

With the exception of recognized tobacco cessation products, this policy's prohibition includes any tobacco or nicotine delivery system or product. Specifically, the prohibition includes any product that is manufactured, distributed, marketed, or sold as e-cigarettes, e-cigars, e-pips, or under any other name or descriptor. A.C.A. 6-21-609

**DAMAGE, DESTRUCTION, OR THEFT OF PROPERTY:** A student shall not cause or attempt to cause damage to or attempt to steal or steal school property or public or private property while under the jurisdiction of the school. The school district will require restitution from any student who destroys school property. Parents of any minor student under the age of eighteen (18) living with parents may be liable for damages.

**PENALTY:** Detention and Restitution – Expulsion

## **ALCOHOLIC BEVERAGES AND OTHER ILLICIT DRUGS**

Possession, use, delivery, transfer, or sale of alcoholic beverages and controlled substances (illegal drugs) on school property is prohibited by federal, state, and local laws.

**PENALTY:** Ten (10)-Day Suspension - Expulsion

The Hillcrest School District will provide a drug and alcohol prevention education program in Grades K-12. The program shall include, but not be limited to:

1. Participation in and promotion of Red Ribbon Week;
2. Instruction about the effects of drugs and alcohol on the human body;
3. Activities designed to improve self-esteem;
4. A random drug-testing program in Grades 7-12.

## **PHYSICAL ABUSE OR ASSAULT ON AN EMPLOYEE**

Willfully and intentionally assaulting or threatening to assault or abuse any teacher, principal, superintendent, or other employee of a school system will

result in a recommendation for expulsion. The principal will recommend expulsion of the person committing the assault, and the authorities will be notified.

## **INSUBORDINATION OR DEFIANCE**

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

**PENALTY:** Warning and Corporal Punishment – Suspension

## **TRUANCY**

**PENALTY:** After-School Detention – ISS ( In school Suspension)

## **FIGHTING**

**PENALTY:** Suspension - Expulsion

The instigator may receive harsher punishment. There may be some unusual circumstances where one party may be deemed completely responsible.

## **PROFANITY, OBSCENITY, VULGAR GESTURES**

A student shall not use abusive, vulgar, or irreverent language on the school campus or at school activities at any time, nor shall a student make vulgar signs or gestures.

**PENALTY:** After-School Detention – Expulsion (See Act 125 of 1979)

## **DISHONESTY, CHEATING**

Students who are caught cheating on tests or schoolwork will be subject to the following disciplinary action by their teachers. A zero will be given on the assignment or test. Students who assist others in cheating (showing test answers or homework assignments) will be given the same punishment. If a student is caught cheating additional times, the student will be given a zero, and the office will administer the following punishment:

**PENALTY:** No Credit on Assignment – Suspension

## **WEAPONS AND DANGEROUS INSTRUMENTS**

No student shall possess a weapon, display what appears to be a weapon, or threaten to use a weapon while in school, on or about school property, before or after school, in attendance at school or any school-sponsored activity, in route to or from school or any school-sponsored activity, off the school grounds at any

**school bus stop, or at any school-sponsored activity or event. Military personnel, such as ROTC cadets, acting in the course of their official duties, are exempted.**

**A weapon is defined as any firearm; knife; razor; ice pick; dirk; box cutter; nunchucks; pepper spray; mace; or other noxious spray; explosive; Taser or other instrument that uses electrical current to cause neuromuscular incapacitation; or any other instrument or substance capable of causing bodily harm. For the purposes of this policy, “firearm” means any device designed, made, or adapted to expel a projectile by the action of an explosive or any device readily convertible to that use.**

**Possession means having a weapon, as defined in this policy, on the student’s body or in an area under his/her control. If a student discovers prior to any questioning or search by any school personnel that he/she has accidentally brought a weapon, other than a firearm, to school on his/her person, in a book bag/purse, or vehicle on school grounds, and the student informs the principal or a staff person immediately, the student will not be considered to be in possession of a weapon, unless it is a firearm. The weapon shall be confiscated and held in the office until such time as the student’s parent/legal guardian shall pick up the weapon from the school’s office. Repeated offenses are unacceptable and shall be grounds for disciplinary action against the student, as otherwise provided for in this policy.**

**Except as permitted in this policy, students found to be in possession on the school campus of a firearm shall be recommended for expulsion for a period of not less than one year. The superintendent shall have the discretion to modify such expulsion recommendation for a student on a case-by-case basis. Parents or legal guardians of students expelled under this policy shall be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a firearm on school property. Parents or legal guardians shall sign a statement acknowledging that they have read and understand said laws prior to readmitting the student. Parents or legal guardians of a student enrolling from another school after the expiration of an expulsion period for a firearm policy violation shall also be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a firearm on school property. The parents or legal guardians shall sign a statement acknowledging that they have read and understand said laws prior to the student being enrolled in school.**

**The mandatory expulsion requirement for possession of a firearm does not apply to a firearm brought to school for the purpose of participating in activities approved and authorized by the district that include the use of firearms. Such activities may include ROTC programs, hunting safety, or military education, or before- or after-school hunting or rifle clubs. Firearms brought to school for such purposes shall be brought to the school employee designated to receive such**

firearms. The designated employee shall store the firearms in a secure location until they are removed for use in the approved activity.

The district shall report any student who brought a firearm to school to the criminal justice system or juvenile delinquency system by notifying local law enforcement.

Act 7446 of 2013. A.C.A. 5-73-119 trumps the more lenient US DOE Guidelines relating to a student's accidental possession of a firearm on campus. Consequently, the leniency provisions of the policy for students who inadvertently bring a weapon to school cannot be extended to a firearm.

## **DRIVING AND/OR PARKING VIOLATIONS**

Students must be licensed to drive a vehicle to school, and they must also submit to random drug testing. Students who drive automobiles to school should drive very carefully around the school area, both during regular school hours as well as at after-school events. To help insure the safety of drivers, passengers, and other students, students should follow the following rules:

1. Must complete a student parking form and submit a copy of their driver's license.
2. Shall exhibit courteous driving behavior and shall observe the laws.
3. Students are allowed to park only in the designated student parking areas.
4. Excessive speed, hazardous driving, or loudness on or near the school grounds constitutes unsafe driving.
5. May not allow other students to ride in or on their vehicle in an unsafe manner.
6. May not allow other students to ride home with, unless parents give notification to the principal.
7. Upon arrival at school, shall depart from their vehicles immediately. We suggest that vehicles be locked upon arrival at school. If a student needs to return to his/her vehicle during the day, the principal must grant permission.
8. Park only in designated area as directed by the administration.

Failure to drive in a safe and responsible way will result in the following:

**PENALTY: Loss of Driving Privilege – Suspension**

## **POSSESSION AND USE OF CELL PHONES AND OTHER ELECTRONIC DEVICES**

Students are responsible for conducting themselves in a manner that respects the rights of others. Possession and use of any electronic device, whether

**district or student owned, that interferes with a positive, orderly classroom environment does not respect the rights of others and is expressly forbidden.**

**To protect the security of state originated tests that are administered as part of the Arkansas Comprehensive, Testing, Assessment and Accountability Program (ACTAAP), no electronic device as defined in this policy shall be accessible by a student at any time during test administration unless specifically permitted by a student's IEP or individual health plan. This means that when a student is taking an ACTAAP assessment, the student shall not have his/her electronic device in his/her possession. Any student violating this provision shall be subject to this policy's disciplinary provisions.**

**As used in this policy, "electronic devices" means anything that can be used to transmit or capture images, sound, or data.**

**Misuse of electronic devices includes, but is not limited to:**

- 1. Using electronic devices during class time in any manner other than specifically permitted by the classroom instructor;**
- 2. Permitting any audible sound to come from the device when not being used for Reason #1 above;**
- 3. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, or wrongfully obtaining test copies or scores;**
- 4. Using the device to take photographs in locker rooms or bathrooms;**
- 5. Creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person.**

**Use of an electronic device is permitted to the extent it is approved in a student's individualized education program (IEP) or it is needed in an emergency that threatens the safety of students, staff, or other individuals.**

**Before and after normal school hours, possession of electronic devices is permitted on the school campus. The use of such devices at school-sponsored functions outside the regular school day is permitted to the extent and within the limitations allowed by the event or activity the student is attending.**

**The student and/or the student's parents or guardians expressly assume any risk associated with students owning or possessing electronic devices. Students misusing electronic devices shall have them confiscated. Confiscated devices may be picked up at the school's administration office by the student's parents or guardians. Students have no right of privacy as to the content contained on any electronic devices that have been confiscated.**

**Students who use school-issued cell phones and/or computers for non-school purposes, except as permitted by the district's Internet/computer use policy, shall be subject to discipline, up to and including suspension or expulsion. Students are forbidden from using school-issued cell phones while driving any vehicle at**

any time. Violation may result in disciplinary action up to and including expulsion.

No student shall use any wireless communication device for the purposes of browsing the Internet; composing or reading emails and text messages; or making or answering phone calls while driving a motor vehicle which is in motion and on school property. Violation may result in disciplinary action up to and including suspension.

A.C.A. 27-51-1603 makes it illegal for anyone under the age of eighteen (18) to use a wireless communication device for any purpose while operating a motor vehicle. Additionally, A.C.A. 27-51-1609 prohibits the use of a “wireless handheld telephone” while in a school zone for any purpose when that use is not hands free. While the policy language exceeds the statutory prohibitions, we believe the language is important for the protection of students, employees, and the public.

## **POSSESSION OF ELECTRONIC DEVICES**

Students will not be permitted to bring to school such items as radios, CD players, playing cards, laser pointers, beepers, paging devices, etc. that may distract from the learning environment, unless specifically needed for health or other compelling reasons.

First Offense – Three (3) days of In-School Suspension or Corporal Punishment – Parents pick up

Second Offense – Three (3) days of In-School Suspension – Parents pick up

Third Offense – Five (5) days of In-School Suspension – Parents pick up

## **CELL PHONES**

Students will be allowed to use cell phones between class periods and at lunch time. Students will not be allowed to use cell phones during instruction time. If a student has a cell phone out during instruction time, the phone will be picked up by the instructor and brought to the principal’s office. First Offense: Student may pick up the phone at the end of the day. Second Offense: A parent/guardian must pick up the cell phone. Third Offense: After-school or suspension.

## **PUBLIC DISPLAY OF AFFECTION**

**PENALTY:** Warning – Expulsion

## **BALL GAMES**

All students are required to stay inside the gym at all games (home and away). Students will not be allowed to leave the gymnasium at a ballgame, unless they receive permission from the principal. Permission will only be given if there is justification. If a student leaves without permission, he/she must immediately leave the school campus and may not return. No loitering will be allowed. Students should remember that when guests are present, or they are the guests, they are to be on their best behavior and show courtesy and good manners. State law requires that no tobacco products, drugs, or alcohol are to be possessed or used by students at school, including school events, such as ballgames. Students who attend school-sponsored events under the influence of alcohol or drugs will be disciplined by the same rules as if they were at school. Ball players are expected to ride the bus to and from ball games, unless they ride with a parent/guardian.

## **TERRORISTIC THREATENING**

Any statement that involves a threat of weapons or violence will be interpreted in a literal manner. Under Arkansas Law, such threats are considered terroristic threatening, which is a serious criminal offense. Law enforcement officials will be notified immediately, and the student could be expelled from the Hillcrest School District. Terroristic threats- are threats to kill or to cause serious physical injury to another person.

**PENALTY:** Suspension – Expulsion

## **ABUSE, ASSAULT, OR THREATENED ABUSE BY A STUDENT**

Students are to keep their hands to themselves and treat teachers and fellow students with respect and courtesy. A student who commits abuse, assault, or threatened assault will face disciplinary action and may also face a criminal charge. By law, local law enforcement must be notified whenever a felony or an act of violence may have been committed on campus. The student may be recommended for expulsion.

**PENALTY:** Suspension – Expulsion

## **INDECENT EXPOSURE, SEXUAL ADVANCES, SEXUAL HARASSMENT, AND OTHER FORMS OF HARASSMENT**

A student shall not deliberately commit indecent exposure in school or on school grounds; nor shall a student make a physical advance or sexually (or otherwise) harass another person. Consequences will depend on the severity of the situation.

**PENALTY: Suspension - Expulsion**

## **MISBEHAVIOR NOT SPECIFICALLY LISTED**

The Hillcrest School District reserves the right to pursue disciplinary or legal action for behavior which is subversive to good order and discipline in the school, even though such behavior is not specified in the preceding written rules.

## **AFTER-SCHOOL DETENTION**

After-school detention will be held from 3:15 p.m. to 4:45 p.m. Parents or guardians will be notified before the student serves detention. Parents or guardians will be responsible for transportation. Failure to report to after-school detention will result in an out-of-school suspension.

## **ALTERNATIVE LEARNING ENVIRONMENT**

State law requires every school district within the state to include in its discipline policies, provisions for placement of a student with disciplinary, socially dysfunctional, or behavioral problems not associated with a handicapping condition in an alternative learning environment provided by the district. The alternative environment will be established according to Arkansas Code 6-18-502 and according to the guidelines set forth by the Arkansas Department of Education. Questions about placement in the alternative school should be directed to the high school principal.

## **APPEARANCE AND DRESS CODES**

We recognize that among those rights retained by the people under our Constitutional form of government is the freedom to govern one's personal appearance. However, when dress and grooming substantially disrupt the learning process, it becomes a matter subject to school authority.

Students are expected to present an appearance at school and at all school functions (including ball games) that maintains a reasonable degree of modesty and dignity. These guidelines apply not only to school hours but also to all school-sponsored activities. Students whose clothing does not meet the school guidelines will be required to change before attending school-sponsored trips. Accordingly, the following regulations have been established:

1. No transparent clothing, halter-tops, tank tops, or sleeveless shirts will be allowed.
2. Shorts will be allowed if they are no shorter than three (3) inches above the knee.
3. Vulgar language/pictures, liquor or tobacco advertisements will not be



permitted on clothing.

4. **Sunglasses are not to be worn in the buildings.**
5. **Skintight clothing and bare midriffs will not be allowed.**
6. **Baggy or loose-fitting pants must be worn at the waist, and they must be belted.**
7. **Students who wear revealing or unacceptable clothing (including bare midriffs) to formal events may be asked to leave the premises.**
8. **The only display of body piercing permitted at school or at any school activity will be in the ears. This includes the use or wearing of emblems, insignias, or other symbols that can cause disruption or interference with the operation of the school.**
9. **Pursuant to the dress code, no holes are to be in clothing in areas that are required to be covered.**

The following action will be taken if a student is found in violation of the dress code:

**PENALTY: Required to Change – Expulsion**

## **STUDENT WAIVER POLICY FOR FINANCIAL HARDSHIP**

Students in grades nine through twelve (9-12) shall be required to schedule and attend a full school day. In rare instances, students may be granted waivers from the mandatory attendance requirement, if they would experience proven financial hardship if required to attend a full day of school. For the purpose of this policy, proven financial hardships is defined as harm or suffering caused by a student's inability to obtain or provide basic life necessities of food, clothing, and shelter for the student or the student's family. The superintendent shall have the authority to grant such a waiver, on a case-by-case basis, only when convinced the student meets the definition of proven financial hardships.

## **PROCEDURES FOR MAKE-UP WORK AND TESTS**

Students who miss school due to an excused absence shall be allowed to make up the work they missed during their absence under the following rules:

1. **Students are responsible for asking the teachers of the classes they missed what assignments they need to make up.**
2. **Teachers are responsible for providing the missed assignments when asked by a returning student.**
3. **Students are required to ask for their assignments on their first day back at school or their first class day after their return.**
4. **Make-up tests are to be rescheduled at the discretion of the teacher, but**

- must be aligned with the schedule of the missed work to be made up.
5. Students shall have one class day to make up their work for each class day they are absent.
  6. Make-up work which is not turned in within the make-up schedule for that assignment shall receive a zero.
  7. Students are responsible for turning in their make-up work without the teacher having to ask for it.
  8. Students who are absent on the day their make-up work is due must turn in their work the day they return to school whether or not the class for which the work is due meets the day of their return.
  9. As required/permitted by the student's Individual Education Program or 504 Plan.

Work may not be made up for credit for unexcused absences unless the unexcused absences are part of a signed agreement as permitted by policy. Out-of-school suspensions are unexcused absences.

Work missed while a student is expelled from school may not be made up for credit, and students shall receive a zero for missed assignments.

In lieu of the timeline above, assignments for students who are excluded from school by the Arkansas Department of Health during a disease outbreak are to be made up as set forth in Policy 4.57—IMMUNIZATIONS.

## **TARDIES**

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

Tardiness will be excused only when the student is not at fault. Teachers will list students with unexcused tardy on their absentee slip each period. All tardy in excess of five (5) minutes must be referred to the principal's office. Teachers will keep a record of tardy for their own classes. Teachers have the authority to decide whether a tardy is excused or not excused.

Any unexcused tardy may result in corporal punishment or other disciplinary action, if the teacher or administration feels the situation warrants such action. In addition to (or instead of) the above, the normal procedure will be to follow the policy listed below:

In the same class each semester

- 3 unexcused tardy—semester test in that class
- 4 unexcused tardy—parental notification

**5 unexcused tardy—take all semester tests (regardless of grades or number of days absent)**

**Any unexcused tardy in excess of five (5) shall be considered as reason for suspension or other disciplinary action.**

**Combined tardy in all classes**

**The above applies to each individual class. When a student receives a total of four (4) unexcused tardy in combination from all classes, the parents will be notified. When a student receives a total of five (5) unexcused tardy, he will have to take all semester tests. Students may be considered tardy if they are not in their seats when the tardy bell rings. The only exception to this rule will be in the classes where normal procedures do not require the students to be seated to start the class. Exceptions to the above rule (such as sharpening pencils, talking to the teacher, etc.) will be left to the discretion of the teacher in charge.**

**Students who arrive late to school must sign in at the principal's office. Students who miss more than twenty (20) minutes of a class period will be marked as an absence. Students with three (3) tardy in a grading period will be assigned after-school detention. Each tardy, after three (3), will result in an additional day of after-school detention.**

## **CHECK-OUT PROCEDURES**

**If a student must leave school during regular school hours, a parent or guardian must call the principal's office and explain why the student should be excused. Students will not be allowed to place a call to the parent/guardian asking for permission to leave. The parent/guardian must initiate the call. No student will be dismissed without permission of a parent/guardian. It is recommended that parents/guardians not allow their son or daughter to check out of school, unless he/she is sick or a family emergency exists. A student who leaves the school grounds without permission from the principal or designee will be considered truant. Students must have parent/guardian permission before leaving school.**

## **STUDENT ORGANIZATIONS/EQUAL ACCESS**

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

- 1. The meeting is to be voluntary and student initiated;**
- 2. There is no sponsorship of the meeting by the school, the government, or its agents or employees;**
- 3. The meeting must occur during non-instructional time;**
- 4. Employees or agents of the school are present at religious meetings only**

- in a non-participatory capacity;
5. The meeting does not materially and substantially interfere with the orderly conduct of educational activities within the school; and
  6. Non-school persons may not direct, conduct, control, or regularly attend activities of student groups.

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

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

# **HILLCREST SCHOOL DISTRICT HANDBOOK AND CONSENT FORMS**

## **EQUAL EDUCATIONAL OPPORTUNITY**

**No student in the Hillcrest School District shall, on the grounds of race, color, religion, national origin, sex, age, or disability be excluded from participation in, or denied the benefits of, or subjected to discrimination under any educational program or activity sponsored by the Hillcrest School District. The Hillcrest School District has a limited open forum granting equal access to the Boy Scouts of America and other youth groups.**

**Inquiries on non-discrimination may be directed to Mr. Greg Crabtree at 870-528-3856, Extension 228.**

For further information on notice of non-discrimination or to file a complaint, visit <http://wdcrobcop01.ed.gov/CFAPPS/OCR/contactus.cfm>; for the address and phone number of the office that serves your area, or call 1-800-421-3481.

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

Name of Parent/Guardian \_\_\_\_\_

Date \_\_\_\_\_

### HILLCREST SCHOOL DISTRICT

P. O. Box 50  
146 South Main Street  
Strawberry, AR 72469

P.O. Box 70  
180 School Street  
Lynn, AR 72440

### ACCEPTANCE STATEMENT

I, \_\_\_\_\_, have received this handbook and the school's policies and procedures of operation.

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

\_\_\_\_\_  
Name of Parent

\_\_\_\_\_

\_\_\_\_\_

Signature of Student (Grades 7-12)

Signature of Parent

\_\_\_\_\_

Date

\_\_\_\_\_

Date

**Note: Tear out and return this form to your teacher.**

**INTERNET POLICY  
HILLCREST SCHOOLS  
ACCEPTABLE USE AND INTERNET SAFETY  
POLICY**

The Hillcrest School District is pleased to make access to the Internet available to students. The district is providing access only for educational purposes. Use of the computer network and Internet is a privilege, not a right. Teachers, administrators, and other staff will make reasonable efforts to supervise student use of the network and Internet access. However, in order for the school district

to be able to continue to make Internet access available, all students must take responsibility for appropriate use of this access. We require that students and parents or guardians read, accept, and sign the following rules for acceptable online behavior:

1. Students are responsible for good behavior on the Internet just as they are in school. General school rules for behavior and communications apply.
1. 2. Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files will always be private.

The following are not permitted:

2. Transmitting or displaying offensive or harassing messages or pictures;
3. Using obscene, vulgar or threatening language and/or harassing, insulting, or attacking others;
4. The transmission, viewing, or downloading of pornographic materials;
5. Damaging computers, computer systems, or computer networks;
6. Violating copyright laws;
7. Using another's password;
8. Trespassing in another's folders, work, or files;
9. Intentionally wasting limited resources, including through the use of "chain letters" and messages broadcasted to mailing lists or individuals;
10. Employing the network for commercial purposes;
11. Revealing the personal address or phone number of yourself or any other person without permission from the instructor;
12. Uploading, downloading or installing ANY software without permission
13. from the supervising teacher or system administrator.

Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian. Users should never give out private or confidential information about themselves or others on the Internet. This would include names, phone numbers, addresses, credit card numbers, and Social Security numbers.

The school district will utilize filtering software and monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing inappropriate materials. No user shall have any expectation of privacy regarding computer use or Internet access. Violators of this policy may result in a loss of access. The district may also take additional



disciplinary action against those who violate the policy.

Students and parents/guardians will be given an opportunity to sign a policy agreement form. Those students and parents/guardians who agree to comply with the terms of this policy will be granted access.

## **ONLINE HIGH SCHOOL POLICIES**

### **OVERVIEW**

Hillcrest New Tech High School (HNTHS) offers high school learners the option to enhance their academic learning by providing them the opportunity to register for Internet-based (online) high school courses. Online high school courses are an excellent way for a student to supplement their academic learning by providing additional educational opportunities not available within the HNTHS learning environment. Students have up to 18 weeks from the time of registration to complete a semester course. Students can complete the course in less than 18 weeks. Full-year courses are broken down into two semesters.

Due to the uniqueness of online Internet-based high school instruction, certain standards are expected of students enrolling in these courses. This contract is intended to make both the student and parents aware of these standards.

### **COMMITMENT TO ACADEMIC INTEGRITY AND SUCCESS**

Students taking an Internet-based instructional student course shall be committed to doing well in this course and will adhere to the following expectations:

1. Students will dedicate one class period a day for each online course taken and give forth the effort that is needed to stay on pace and complete this course successfully.
2. Student understands that logging in and submitting no work whatsoever does not constitute activity.
3. Student understands that failure to meet benchmarks will result in academic warnings and he/she may be dropped from the course.
4. Student understands he/she will be responsible for any course fees for failing the course, needing extended time, or dropping a course after the deadline (based on the provider).
5. Student is expected to communicate frequently with his/her online teacher and respond to ALL emails sent to him/her. If he/she does not communicate at least once a week, my district will be notified.
6. Student understands that if he/she is inactive, the online provider reserves the right to begin the drop process.
7. Student understands all work will be his/her own work. I will not use parts of any other person's efforts.
8. Student realizes that this course has the same work as a full-semester high school course and may require study and homework time.

## **ACADEMIC BENCHMARKS AND WARNING LEVELS**

**Online instructional courses are 18 weeks in length. Students are expected to adhere to the following benchmarks in order to stay on, or ahead of, pace and successfully complete the course. Failure to meet a benchmark will result in warnings and/or being dropped from the course, which is determined by the online provider and not the Hillcrest School District. Students dropped will receive no credit and will be responsible for repayment of the course.**

**The Hillcrest School District has set up the following benchmarks to help learners in completing their coursework assigned by their online classes:**

**1. Benchmark – 5 Weeks. Explanation – Student is at least 20-25% complete with the course. Student status is On Pace – Passing.**

**Policy – Failure to meet Benchmark will result in a written warning to learner and guardian and possible drop from class.**

**2. Benchmark – 9 Weeks. Explanation – Student is at least 45-50% complete with the course. Student status is On Pace – Passing.**

**Policy – Failure to meet Benchmark will result in a written warning to learner and guardian and possible drop from class.**

**3. Benchmark - 15 Weeks. Explanation – Student is at least 70-75% complete with the course. Student status is On Pace – Passing.**

**Policy – Failure to meet Benchmark will result in a written warning to learner and guardian and possible drop from class.**

**4. Benchmark – 18 Weeks. Explanation – Student has completed the course. Student has passing mark.**

**Policy – Failure to meet Benchmark will result in a written warning to learner and guardian and possible drop from class**

## **PAYMENT**

**HNTHS will cover the upfront cost of the tuition for all Internet-based high school courses. The student will incur no upfront cost. Failure to meet benchmarks and/or successfully complete the course on time with a passing grade will result in the student incurring the cost of the course based on the online provider payment policy.**

**HILLCREST SCHOOL DISTRICT**  
**STUDENT INTERNET AGREEMENT**

I have received the Internet Contract, Acceptable Online Behavior policy. I understand it, and I agree to comply with it.

\_\_\_\_\_  
Student's Name (Please Print)                      Student's Signature                      Date

**PARENT/GUARDIAN INTERNET AGREEMENT**

As the parent or legal guardian of the above-named student, I have received, understand, and agree that my child shall comply with the terms of the Internet Contract, Acceptable Online Behavior policy. I hereby give permission for my child to use email account and access the school district's computer network and the Internet.

\_\_\_\_\_  
Parent/Guardian Name (Please Print)                      Parent/Guardian Signature                      Date

**HILLCREST NEW TECH HIGH SCHOOL**  
**TECHNOLOGY INFORMATION**

**INTRODUCTION**

The goal of the Hillcrest School District is to provide the best education possible to all students by preparing them to be both college and career ready. The

**Hillcrest 1:1 Technology Initiative provides all students with the technology tools needed to prepare them to be both college and career ready. The Hillcrest School District has the opportunity to provide its students with a tool to help actively engage all students in their learning.**

### **ISSUING COMPUTERS TO STUDENTS**

**A laptop, carrying case, and charger will be assigned to individual students. All serial numbers will be recorded, and this will stay with the student for the remainder of the school year in which it was issued, or until the student withdraws from school. Students are responsible for bringing the laptops to school, taking them home each day, and charging them for use the next day. The laptops are not to be left unsupervised at school or at home in unsecured locations.**

### **TERMS OF MACBOOK LOAN**

**The parent(s)/guardian(s) and student must sign the agreement in order for the student to be issued a MacBook.**

**The Hillcrest School District will issue a MacBook to students in Grades 7-12 upon compliance with the following:**

- **Submission of signed Student Acceptable Use of Technology Agreement**
- **Submission of signed Student/Parent Laptop Agreement**

**Students may be subject to loss of privileges, disciplinary action and/or legal action in the event of intentional damage and/or violation of policies and guidelines as outlined in the Student/Parent Netbook Handbook as well as the Hillcrest School District Acceptable Use Policy.**

**A student's possession of the MacBook terminates no later than the first day of final exams, unless there is a reason for earlier termination determined by the principal.**

### **TRANSPORTING COMPUTERS**

**The Hillcrest School District will supply each student with a carrying case for his or her assigned computer. This case is designed to protect the computer and accessories assigned to the student.**

- **Any time a computer is transported, even between classes, the computer must be in a case provided to the student.**
- **Computers must remain in their cases when students are being transported on a bus.**
- **All laptop and components are to be carried in the school-provided laptop carrying case at all times. Do not put laptops, without the school-provided carrying case, in another bag.**

- If the computer remains in the provided case, the case with the computer in it can be carried in a larger backpack or messenger bag.
- Laptops should always be shut down or placed in standby mode/hibernate mode before being placed in the carrying case in order to prevent hard drive damage.
- Always close the lid before moving or carrying the laptop.
- Do not leave the laptop in a vehicle.
- Carefully unplug all cords, accessories, and peripherals before moving the laptop or placing it into the case.
- Do not overload the laptop carrying case since this is likely to cause damage to the laptop. Textbooks, notebooks, binders, pens, pencils, etc. are not to be placed in the laptop carrying case.

## **SKINS**

Students are not only allowed to put a skin on their MacBook, but they are encouraged to use a hard shell case for additional protection. Hard shell cases for the 13" MacBook Air can be purchased through many online retailers and can be plain or customized for your student's preference. The hard shell case will encase the entire MacBook and add an additional layer of protection.

## **LOANING EQUIPMENT TO OTHERS**

Students may not lend laptops or laptop components to others for any reason. This includes other family members. Parents/Legal guardians may use the laptops to assist their child who is assigned the laptop with homework or school assignments, to check their student's grades, and/or to communicate with teachers regarding their child.

## **POWER MANAGEMENT**

It is the student's responsibility to recharge the laptop battery so it is fully charged at the beginning of each school day. Power outlets may not be accessible in classrooms for recharging.

Uncharged batteries or failure to bring the laptop to class will not be an acceptable excuse for late or incomplete work or inability to participate in class activities.

When charging the laptop, make sure cords are out of the way to avoid anyone tripping over them.

All students are required to carry their chargers (AC adapter) to school to recharge the battery if necessary.

Protect the laptop by using a surge protector whenever possible.

## **CONSERVING BATTERY POWER**

- 1) Use standby mode or hibernate mode throughout the day.

- 2) Dimming the brightness of the screen will extend battery run time.
- 3) For prolonged periods of inactivity, shut down the laptop.
- 4) Do not drain the battery down to 0%. Keep a well-charged battery at all times and plug in when needed.

### **STUDENT STORAGE/SAVING FILES**

Students are responsible for maintaining and backing up their files and documents. Any files saved to the laptop hard drive may be lost in the event of a hardware failure or may be removed during maintenance. At the end of the school year, all student files on the laptop hard drive will be deleted.

Students may back up to external devices, such as a thumb drive, or students may back to “cloud” storage on the web, such as Google Drive. If the student laptop crashes and files are lost, it is the student’s responsibility to have the files saved elsewhere. Please note: “the computer crashed” is not an acceptable excuse for late assignments.

### **ACCESS/MEDIA CENTER/LIBRARY**

Students will be allowed access to the Internet at school through the school’s network, and every attempt will be made to supervise and filter content students may access.

If available, students may also access the Internet outside school by connecting to a wireless network. Student’s access to content outside the school network will not be filtered. Parents are encouraged to supervise their child’s use of the laptop. If a parent suspects any inappropriate activity, he or she may contact the principal’s office and have our technical staff examine the content on the laptop to determine if students are accessing inappropriate content.

Hillcrest School District recognizes that all students may not have access to a wireless Internet connection outside school, so the library hours at Hillcrest Elementary School and Hillcrest New Tech High School will be extended at least one day per week to allow students access to the Internet. A schedule of extended library hours will be sent home with students and posted on the school website at [hillcrest.k12.ar.us](http://hillcrest.k12.ar.us).

### **DAY USERS**

The Hillcrest School District created our 1:1 Laptop Initiative to allow all students access throughout the school day and beyond to the latest technology that will help prepare them for a technology-driven world. To have the greatest influence on our students’ education, the Hillcrest School District recommends that parents allow their students to take their assigned laptops home.

The district also understands that some parents may not want their students to bring their assigned laptops home. In this event, the student will be a “Day User”, and students will check-out their laptop at the beginning of the day and

check it back in at the end of the day.

Students will also be assigned a “Day User” status if they demonstrate that they are not responsible with their laptop. The determination to change a student’s status to a “Day User” status will be at the discretion of the school administration.

## **EMAIL AND INTERNET USE**

### **Email and other Digital Communications Accounts**

Students are provided an email account by the school. Email correspondence will be used for educational purposes only. Electronic communication coming from or going to the school-issued email account can and will be monitored to make sure the terms of the acceptable use policy (AUP) are being followed.

Digital communications etiquette by all students using all school-provided communications accounts, sites, or applications including, but not limited to, wikis, blogs, forums, interactive video conferencing, podcasts, vodcasts, online training, online courses, and online collaboration sites.

## **INTERNET USE**

As required by the Children’s Internet Protection Act (CIPA), an Internet filter is maintained by the district for school use on the laptop. Filtering not only restricts access to unacceptable sites, but also restricts access to inappropriate materials of all kinds. Hillcrest School District cannot guarantee that access to all inappropriate sites will be blocked. *No filter is as reliable as adult supervision!* Log files are maintained on each laptop with a detailed history of all sites accessed. It is the responsibility of the user to appropriately use the laptop, network, and the Internet. Hillcrest School District will not be responsible for any harm suffered while on the network or the Internet.

There is no way for the Hillcrest School District to effectively filter content while students are using their device at home; therefore, parents must be aware of their students’ computer activity. *Adult supervision is the most effective means of filtering content from the Internet.*

Students are required to notify a teacher or administrator if they access information or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.

## **INTERNET SAFETY**

As a part of the Hillcrest School District curriculum, students will be instructed about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms. Lessons will also be provided to create an environment free of cyberbullying in compliance with Arkansas State Law.

**Students must:**

- 1) Immediately report any unauthorized activity on the network or Internet.**
- 2) Notify a teacher immediately if you accidentally access an inappropriate site.**
- 3) Never read someone else's email or open their files or folders without permission.**
- 4) Never use or transmit anything with racist, abusive, threatening, demeaning, slanderous, objectionable, sexually explicit, or inflammatory content.**
- 5) Never arrange to meet an Internet contact in person.**
- 6) Observe all copyright laws; do not claim authorship of work copied from a website or from any other source; accurately cite sources of information.**
- 7) Protect your user account by keeping your password secure and logging off or locking when not at the computer. All email, network, and Internet activity is the responsibility for the individual whose account is logged in to the computer at the time of the activity. If your account is logged in, you are responsible. Keep any passwords a secret!**
- 8) Protect personal information. Never give full name, addresses, phone numbers, passwords, and social security numbers for yourself and others. Use a "code name" that does not identify you personally to online viewers/organizations you do not know.**
- 9) Avoid online sites and materials that do not support the curriculum or are otherwise inappropriate for educational use.**

**MONITORING AND SUPERVISION**

**Hillcrest School District engages students in an Internet Safety program and instructs students in making appropriate choices regarding Internet use, content evaluation and web site selection. The Hillcrest School District also takes technical measures to filter Internet access to protect students from inappropriate content. School district personnel supervise student use of technical resources, including Internet browsing. These measures are in place to protect students and to help them become informed consumers of Internet content. However, no technical measure or human supervision is fail-safe. While we are committed to protecting our students, we acknowledge students may access inappropriate content, intentionally or accidentally. Ultimately it is the responsibility of the student to practice Internet safety measures and use the resources to access appropriate educational resources.**

**Hillcrest School District does not recommend that students use laptops in an unsupervised or isolated setting while off campus. Hillcrest School District recommends students use laptops in plain view of parents, guardians, or other family members.**



**Students will provide access to the laptop and any accessories assigned to them upon request by the school or district. A search of the laptop and student files may be conducted if there is suspicion that any policies, procedures, or guidelines have been violated.**

**While at school, Hillcrest School District technology coordinators have the ability to remotely monitor student computer use.**

## **PRIVACY**

**There is no expectation of privacy regarding the contents of computer files or communication using any school-owned computer or network. Hillcrest School District reserves the right to investigate, review, monitor, and restrict information stored on or transmitted via Hillcrest School District's equipment. Parents, guardians, and students do not have the right or expectation of privacy for any use of school-owned laptops, computers, or other equipment.**

**School-system personnel may conduct an individual search of the laptop, files, music, videos, emails, or other related items. The district will cooperate fully with local, state, or federal officials in investigations of suspected illegal activities conducted through district-owned computer systems.**

## **PASSWORDS**

**Students should log in only under their assigned username and password. Students should not share their passwords with other students. Students in Grades 4-12 will be required to change their password twice a school year: once at the beginning of the 1<sup>st</sup> quarter and again at the start of the 3<sup>rd</sup> quarter.**

## **LAPTOP INSPECTIONS**

**Students may be randomly selected to provide the laptop for inspection.**

**Students with damaged laptops who fail to report the damage will be subject to additional fines and disciplinary action.**

## **STUDENT RESPONSIBILITIES**

**Students are responsible at all times for the laptops, whether at school or off campus. The student assigned the laptop is responsible for all use of the laptop. Unsupervised laptops will be confiscated by staff and taken to the Media Center. Students must see an administrator in order to receive the unsupervised laptop. Disciplinary action may be taken for repeat offenders. Students are required to bring the laptop to school each day with a fully-charged battery. Students must bring the laptop to all classes, unless specifically instructed not to do so by their teacher. A laptop left at home is not an acceptable excuse for not submitting work; a reduction in a grade may be given. A lost document is not an excuse for late or missing work. Students**

leaving laptops at home will be required to complete assignments using alternate means determined by the teacher. Students will not be given the use of a loaner laptop if he or she leaves the laptop at home; however, the student will have access to desktop computers in the classroom. Disciplinary action may be taken for students who repeatedly leave a laptop at home.

Users are responsible for their actions and activities involving school-owned computers, networks, and Internet services, and for their files, passwords, and accounts on school-owned equipment. Students must ask for assistance if they do not know how to operate technology that is required in a class. Students are responsible for their ethical and educational use of all computer hardware and software. Students should monitor all activity on their account(s) and report anything suspicious to a teacher. Students who identify or know about a security problem are required to communicate the security problem to their teacher without discussing it with other students.

The right to use a laptop at home is a privilege. If students do not adhere to Hillcrest School District's Responsible Use of Technology and Internet Safety Agreement, all board policies and the guidelines in this Student Laptop Handbook, the privilege to use the laptop at home may be restricted or eliminated. The same rules and expectations for student conduct also apply to student use of computers. Intentional misuse or neglect can result in loss of laptop use, disciplinary action, and/or fines for any needed repairs or maintenance. The school principal will have final authority to decide appropriate disciplinary action if students are found to be responsible for any unacceptable activity.

#### **UNACCEPTABLE BEHAVIOR**

Unacceptable conduct includes, but is not limited to, the following:

- 1) Using the network for illegal activities, including copyright violations;
- 2) Accessing online sites or materials that do not support the curriculum or are inappropriate for school purposes while on campus;
- 3) Downloading inappropriate materials, viruses, or software;
- 4) Using or possessing hacking or file-sharing software, including keystroke loggers, batch files, or applications used to bypass laptop or network security;
- 5) Gaining unauthorized access anywhere on the network including attempting to log onto the Internet, network, servers, routers, switches, printers, or firewalls as a system administrator;
- 6) Using the laptop or network for financial gain, advertising, or political influence;
- 7) Vandalizing or tampering with equipment, files, software, system performance, or other network equipment;
- 8) Attempting to repair, remove, or install computer hardware or software;
- 9) Opening the computer to access internal parts;

- 10) Causing network congestion or interfering with the work of others, including sending chain emails or broadcast messages;
- 11) Subscribing to mailing lists, mass emails, games, or other services that cause network congestion;
- 12) Intentionally wasting finite Internet or network resources, including downloading files, streaming music, videos, or games or installing, activating, or creating programs that interfere with the performance of the network, Internet, or computer hardware;
- 13) Revealing, sharing, or posting personal information including full names, addresses, phone numbers, social security numbers, driver's license numbers, or passwords for yourself or others;
- 14) Invading the privacy of others;
- 15) Using another person's username or password, or allowing another to access your account using your username or password;
- 16) Pretending to be someone else when sending or receiving messages;
- 17) Using email other than the school-issued email account, on school-owned equipment;
- 18) Forwarding or distributing inappropriate email messages;
- 19) Engaging in harassment or transmitting obscene messages, pictures, websites, or other files including racist, terrorist, abusive, sexually explicit, vulgar, threatening, stalking, demeaning, slanderous, or any other inflammatory content;
- 20) Utilizing sites to sell or purchase written papers, book reports, and other student work, or to commit any act of plagiarism;
- 21) Using unauthorized technology to gain advantage on assessments by providing or receiving information not allowed by the instructor or that is unavailable to other students;
- 22) Assisting, observing, or joining any unauthorized activity using the laptop, network, or Internet;
- 23) Accessing or attempting to access Internet sites not approved by a district/teacher which may include non-educational chat rooms, instant messaging, or social networking sites and may include Myspace, Facebook, YouTube and other sites that could distract from engagement in academic and school-related pursuits;
- 24) Attempting to disable or circumvent Hillcrest School District's Internet content filter and firewall, or attempting to use proxies to access sites that would otherwise be restricted;
- 25) Falsifying permission or identification information;
- 26) Copying or modifying files, data, or passwords belonging to others, or using technology to circumvent doing your own work for your courses;
- 27) Knowingly placing a computer virus on a computer or network (additionally, legal charges may be filed);
- 28) Writing, drawing, painting, defacing, or placing stickers or labels on school-owned laptops or laptop accessories, or causing other intentional damage;

- 29) Attempting to alter data or the configuration of a computer or the files of another user is considered an act of vandalism and is subject to disciplinary action;
- 30) Presence of images of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, or gang-related symbols are subject to disciplinary action;
- 31) Cyberbullying in any form is unacceptable. Students will not engage in any cyberbullying activity, which may include efforts to harass, threaten, torment, embarrass, or intimidate students or school staff through the use of a computer. In situations in which cyberbullying originates from off-campus conduct, but is brought to the attention of school officials, any disciplinary action will be based upon whether the conduct is determined to be materially and substantially disruptive of the school environment or have a direct and immediate effect on school safety or on maintaining order and discipline in the schools. Discipline for cyberbullying will be handled on a case-by-case basis as deemed appropriate by the school principal. In addition, if a criminal act has been committed, it will be reported to local law enforcement.
- 32) Students will comply at all times with board policies, the Responsible Use of Technology and Internet Safety Agreement, and this Laptop Handbook.

## **CONSEQUENCES**

Consequences for non-compliance with the policies and procedures in these documents include disciplinary actions and financial responsibility. Any failure to comply may immediately end the student's right to access the laptop, or other devices or services. The student will also be subject to disciplinary action as set out in the Hillcrest School District Student Code of Conduct. The school principal will have authority to decide appropriate consequences regarding non-compliance.

## **TECHNICAL SUPPORT AND REPAIRS**

Technical support/Help Desk is only available during school hours from 8:00 a.m. to 3:00 p.m. If a student has a technical problem at home, he or she should document the problem as completely as possible recording any error messages, exactly what the student was doing at the time, and the software being used when the problem occurred. With teacher permission, the student should report the problem to the IT Director during operating hours. All repairs will be performed or managed by school-district personnel. Parents, guardians, students, or teachers are not allowed to attempt repairs themselves or contract with any other individual or business to repair any school-owned computer equipment. Every effort will be made to repair or replace the laptop in a timely fashion.

Services provided include the following:

- Hardware or software maintenance and repairs

- User account support
- Operating system and software support
- Hardware support
- Updates and software installations
- Warranty repairs
- Managing laptop tracking service
- Basic troubleshooting

#### **HELP DESK PROCEDURES**

1. Student identifies a problem.
2. With teacher permission and a pass, the student **MUST** bring the laptop, bag, and charger to the IT Director in the IT Building.
3. The IT Director will assess the issue with the laptop and will determine if the problem may be fixed while the student waits.
4. If the problem requires time to repair, then the IT Director will fill out a “Service Ticket” with as much diagnostic information as necessary. The student will be issued a day-user device until his/her laptop is repaired.
5. When the laptop is fixed, the IT Director will notify the student that his or her laptop has been fixed. It is the student’s responsibility to return the day-user device prior to receiving his or her original assigned laptop.

#### **DAMAGE, LOSS OR THEFT**

In case of theft, vandalism, and other criminal acts, the student or parent **MUST** file a police report within 48 hours of the occurrence.

Incidents happening off campus must be reported to the police by the parent and a copy of the report be brought to the school by the next business and/or school day.

- Student will be charged the full price of the computer or repairs if deliberately damaged or vandalized.
- If damage is negligent, student may be responsible for the reasonable cost of repair or replacement costs.
- If a transfer to another school takes place, you will have 24 hours to return the computer to its home school.
- Seniors must clear all records and pay all fees before participating in graduation.
- Parents/Students are responsible for reasonable cost of repair or replacement, whichever is lesser, for deliberately damaged computers.

#### **WHAT HAPPENS IF YOU DAMAGE YOUR LAPTOP?**

**FIRST INCIDENT:** If the damage was not deliberate, the student/guardian will pay the \$50 fee for damages. If the laptop can be repaired, it will be repaired

and reissued to the student, as long as he/she has paid their \$50. If the laptop cannot be repaired, then the student will be issued a different computer, as long as he/she has paid their \$50 and another computer is available. Until the \$50 is paid, the student will be issued a day-user device with limited access.

**SECOND INCIDENT:** If the damage was not deliberate and the student has a first incident occurring the current school year, the laptop will be repaired with the parent or student absorbing the cost. Until the cost to repair the laptop is paid, the student will be issued a day user device.

**THIRD INCIDENT:** If any further damage to the laptop occurs, the parents or students will be responsible for the full cost of purchasing a new laptop. The student will automatically become a day user.

#### **STUDENT WORK FOR REPAIRS PROGRAM**

If a student damages his or her laptop and cannot afford either the cost of the insurance, cost of repairs, or the maximum \$500.00 replacement cost, the student may work with maintenance and custodial crews after school. The students will be credited the hourly minimum wage rate of \$8.05 per hour worked toward the repair of their laptop or device. Students will be allowed to work a maximum of two hours per day.

There are a limited number of slots to work with custodial and maintenance crews. Students will be allowed to work on a first-come-first-serve basis. Students must sign up daily to work with the custodial and maintenance crews. A sign-up sheet will be available in the Hillcrest New Tech office.

#### **REPOSSESSION**

If you do not timely and fully comply with all the terms of this Agreement and the Parent/Student Technology Handbook, including the timely return of the property, the district shall be entitled to declare you in default and come to your place of residence, or other location of the property, to take possession of the property.

#### **PARENT EXPECTATIONS**

1. The school system will provide Internet content filtering, while your son/daughter is here at school; however, these filters will not follow them to your home network.
2. Monitor student use of the laptop and Internet at home.
3. Ensure that your child understands and adheres to laptop and Internet policies and guidelines set forth in the 1:1 Laptop Handbook.
4. *Sign a copy of the 1:1 Laptop Agreement that you will find at the end of this handbook or through the online digital signature page on the*

*school's website.*

5. If the device is intentionally damaged or after the first damage incident, parents will reimburse the school district per school policy for any costs incurred due to misuse, neglect, damage, or loss, including theft, if not otherwise covered by warranty or insurance, up to the full replacement cost of the laptop.
6. Review Hillcrest School District's Responsible Use of Technology and Internet Safety Agreement and this 1:1 Laptop Handbook with your child.
7. Assist your child who is assigned the laptop with homework and school assignments. The purpose of the 1:1 Laptop Initiative is to help students learn. Student use of the laptop for learning is the most important priority of the 1:1 Laptop Initiative.
8. Insure the return of the laptop and all accessories in good working condition at the end of the current school year or before the student withdraws from school.

## **STUDENT EXPECTATIONS**

I promise to...

- .be responsible for my laptop at all times.
- .secure my laptop in a locker when not using my laptop for class.
- .carry and store my laptop in the laptop case provided by the district at all times.
- .report technical problems with my laptop to the IT Director.
- .backup critical files regularly in the cloud with Google Drive or Dropbox and/or a portable USB drive.
- not share my login password with anyone.
- not loan my laptop or any laptop component to another student for any reason.
- not change the standardized software already loaded on the laptop.
- not change any of the settings on the computer.
- not download music, videos, games, or programs, other than those used during instruction.
- not delete any files or folders that I did not create, because deletion of certain files can affect the performance of the laptop and can interfere with my ability to complete class work which may affect my grade.
- .not use my laptop while riding on the bus.

## **COMPUTER TIPS FOR PARENTS**

Computers are a resource or tool. Hillcrest School District strives to prepare all students for a future in the global workplace. Our children will be faced with computer and Internet distractions in everything they do in the world today, and the Hillcrest School District is preparing them to stay focused and handle those distractions.

Parents are still in control and have the ability to:

1. Communicate with your children and set computer limits. Here are some examples:

**I will not give out personal information, such as my address, telephone number, parent's work address/telephone number, or the name and location of my school without my parent's permission.**

- **I will tell my parents right away if I come across any information that makes me feel uncomfortable.**
  - **I will never agree to get together with someone I “meet” online without first checking with my parents. If my parents agree to the meeting, I will be sure that it is in a public place, and I will bring my mother or father along.**
  - **I will never send a person my picture or anything else without first checking with my parents.**
  - **I will not respond to any messages that are mean or that in any way makes me feel uncomfortable. It is not my fault if I get a message like that. If I do, I will tell my parents right away, so they can contact the principal's office.**
  - **I will talk with my parents, so that we can set up rules for going online. We will decide upon the time of day that I can be online, the length of time I can be online, and the appropriate areas for me to visit. I will not access other areas or break these rules without their permission.**
- 2. Limit the hours during the day that your child is on the computer.**
  - 3. Physically monitor student activity on the computer. We encourage parents to have their student's login and password in order to monitor their child's computer profile, as well as their assignments. If students refuse to share, their password can be reset at a parent's request.**

**To parents and guardians,**

**At Hillcrest School District, we use G Suite for Education, and we are seeking your permission to provide and manage a G Suite for Education account for your child. G Suite for Education is a set of education productivity tools from Google, including Gmail, Calendar, Docs, Classroom, and more used by tens of millions of students and teachers around the world. At Hillcrest School District, students will use their G Suite accounts to complete assignments, communicate with their teachers, if applicable, additional services offered by G Suite for Education, and learn 21st century digital citizenship skills.**

**The notice below provides answers to common questions about what Google can and can't do with your child's personal information, including:**

- **What personal information does Google collect?**
- **How does Google use this information?**
- **Will Google disclose my child's personal information?**
- **Does Google use student personal information for users in K-12 schools to target advertising?**



- **Can my child share information with others using the G Suite for Education account?**

**Please read it carefully, let us know of any questions, and then sign below to indicate that you’ve read the notice and give your consent. If you don’t provide your consent, we will not create a G Suite for Education account for your child.**

**I give permission for Hillcrest School District to create/maintain a G Suite for Education account for my child and for Google to collect, use, and disclose information about my child only for the purposes described in the notice below.**

**Thank you, Brad Brannon**

**Technology Director**

---

**Full name of student**

---

**Printed name of parent/guardian**

---

**accounts.**

**Using their G Suite for Ed Signature of parent/guardian**

**Date**

*[G Suite for Education Notice to Parents and Guardians - Google recommends not editing this section except for replacing highlighted text with your school’s info]*

## **G Suite for Education Notice to Parents and Guardians**

**This notice describes the personal information we provide to Google for these accounts and how Google collects, uses, and discloses personal information from students in connection with these ucation accounts, students may access and use the following “Core Services” offered by Google (described at [https://gsuite.google.com/terms/user\\_features.html](https://gsuite.google.com/terms/user_features.html)):**

- **Gmail (including Inbox by Gmail)**
- **Calendar**

- Classroom
- Contacts
- Drive
- Docs
- Forms
- Groups
- Keep
- Sheets
- Sites
- Slides
- Talk/Hangouts
- Vault

[Include this section if your school provides access to Additional Services -- learn more about what Additional Services are, and how they differ from Core Services, in the Help Center at <https://support.google.com/a/answer/6356441>] In addition, we also allow students to access certain other Google services with their G Suite for Education accounts. Specifically, your child may have access to the following “Additional Services”:

- YouTube
- Google Maps

Google provides information about the information it collects, as well as how it uses and discloses the information it collects from G Suite for Education accounts in its G Suite for Education Privacy Notice. You can read that notice online at [https://gsuite.google.com/terms/education\\_privacy.html](https://gsuite.google.com/terms/education_privacy.html) You should review this information in its entirety, but below are answers to some common questions:

### **What personal information does Google collect?**

When creating a student account, Hillcrest School District may provide Google with certain personal information about the student, including, for example, a name, email address, and password. Google may also collect personal information directly from students, such as telephone number for account recovery or a profile photo added to the G Suite for Education account.

When a student uses Google services, Google also collects information based on the use of those services. This includes:

- device information, such as the hardware model, operating system version, unique device identifiers, and mobile network information including phone number;

- log information, including details of how a user used Google services, device event information, and the user's Internet protocol (IP) address;
- location information, as determined by various technologies including IP address, GPS, and other sensors;
- unique application numbers, such as application version number; and
- cookies or similar technologies which are used to collect and store information about a browser or device, such as preferred language and other settings.

### **How does Google use this information?**

**In G Suite for Education Core Services, Google uses student personal information to provide, maintain, and protect the services. Google does not serve ads in the Core Services or use personal information collected in the Core Services for advertising purposes.**

**In Google Additional Services, Google uses the information collected from all Additional Services to provide, maintain, protect and improve them, to develop new ones, and to protect Google and its users. Google may also use this information to offer tailored content, such as more relevant search results. Google may combine personal information from one service with information, including personal information, from other Google services.**

### **Does Google use student personal information for users in K-12 schools to target advertising?**

**No. For G Suite for Education users in primary and secondary (K-12) schools, Google does not use any user personal information (or any information associated with an G Suite for Education Account) to target ads, whether in Core Services or in other Additional Services accessed while using a G Suite for Education account**

### **Can my child share information with others using the G Suite for Education account?**

**We may allow students to access Google services such as Google Docs and Sites, which include features where users can share information with others or publicly. When users share information publicly, it may be indexable by search engines, including Google.**

### **Will Google disclose my child's personal information?**

**Google will not share personal information with companies, organizations and individuals outside of Google unless one of the following circumstances applies:**

- **With parental or guardian consent. Google will share personal information with companies, organizations or individuals outside of Google when it has parents' consent (for users below the age of consent), which may be obtained through G Suite for Education schools.**

- **With Hillcrest School District. G Suite for Education accounts, because they are school-managed accounts, give administrators access to information stored in them.**
- **For external processing. Google may provide personal information to affiliates or other trusted businesses or persons to process it for Google, based on Google’s instructions and in compliance with the G Suite for Education privacy notice and any other appropriate confidentiality and security measures.**
- **For legal reasons. Google will share personal information with companies, organizations or individuals outside of Google if it has a good-faith belief that access, use, preservation or disclosure of the information is reasonably necessary to:**
  - **meet any applicable law, regulation, legal process or enforceable governmental request.**
  - **enforce applicable Terms of Service, including investigation of potential violations.**
  - **detect, prevent, or otherwise address fraud, security or technical issues.**
  - **protect against harm to the rights, property or safety of Google, Google users or the public as required or permitted by law.**

**Google also shares non-personal information -- such as trends about the use of its services -- publicly and with its partners.**

### **What choices do I have as a parent or guardian?**

**First, you can consent to the collection and use of your child’s information by Google. If you don’t provide your consent, we will not create a G Suite for Education account for your child, and Google will not collect or use your child’s information as described in this notice.**

**If you consent to your child’s use of G Suite for Education, you can access or request deletion of your child’s G Suite for Education account by contacting [jeremy.woodward@eagles1.k12.ar.us](mailto:jeremy.woodward@eagles1.k12.ar.us). If you wish to stop any further collection or use of your child’s information, you can request that we use the service controls available to limit your child’s access to features or services, or delete your child’s account entirely. You and your child can also visit <https://myaccount.google.com> while signed in to the G Suite for Education account to view and manage the personal information and settings of the account.**

### **What if I have more questions or would like to read further?**

**If you have questions about our use of Google’s G Suite for Education accounts or the choices available to you, please contact [insert contact information for the school administrator]. If you want to learn more about how Google collects, uses, and discloses personal information to provide services to us, please review the [G Suite for Education Privacy Center](https://www.google.com/edu/trust/) (at <https://www.google.com/edu/trust/>), the [G Suite for Education Privacy Notice](https://gsuite.google.com/terms/education_privacy.html) (at [https://gsuite.google.com/terms/education\\_privacy.html](https://gsuite.google.com/terms/education_privacy.html)), and the [Google Privacy](#)**

**Policy** (at <https://www.google.com/intl/en/policies/privacy/>).

The Core G Suite for Education services are provided to us under **Google's Apps for Education agreement** (at [https://www.google.com/apps/intl/en/terms/education\\_terms.html](https://www.google.com/apps/intl/en/terms/education_terms.html)) [if school/district has accepted the Data Processing Amendment (see <https://support.google.com/a/answer/2888485?hl=en>), insert: and the **Data Processing Amendment** (at [https://www.google.com/intl/en/work/apps/terms/dpa\\_terms.html](https://www.google.com/intl/en/work/apps/terms/dpa_terms.html))].

## STUDENT LAPTOP AGREEMENT

(A signed copy of this form must be turned in to a school designee at the Parent/Student Orientation.)

1. I understand the laptop is the property of the Hillcrest School District and is assigned to me.
2. I will use the laptop appropriately for school purposes.
3. I will care for the laptop assigned to me and not leave it unsupervised or in unsecured locations.
4. I will not loan the laptop, charger, and/or case to another individual.
5. I will charge the laptop battery before each school day.
6. I will not use the laptop near food or drinks.
7. I will not disassemble any part of the laptop or attempt any repairs.
8. I will report any issues concerning the laptop to the IT Director.
9. I will carry the laptop in the carrying case provided by the school.
10. I will not place stickers, drawings, markers, etc. on the laptop. I will not deface the serial number or inventory sticker on the laptop.
11. I understand that the laptop and its contents may be inspected at any time, because they are school property.
12. When requested, I agree to return the laptop, carrying case, power cord, charger, charger cable, and any other accessories assigned to me in good working condition.
13. I will follow the policies, procedures, and guidelines outlined in the Hillcrest Parent/Student Laptop Handbook and Responsible Use of Technology and Internet Safety Agreement at all times.

Student Name (Please Print) \_\_\_\_\_

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

Parent Name (Please Print) \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

# HILLCREST SCHOOL DISTRICT ACCEPTABLE USE OF TECHNOLOGY POLICY

Name \_\_\_\_\_ School \_\_\_\_\_ Grade \_\_\_\_\_

Hillcrest School District agrees to allow the student identified above (“student”) to use the district’s electronic media to access the Internet under the following terms and conditions:

**Conditional Privilege:** The student’s use of the district’s access to technology and the Internet is a privilege conditioned on the student’s abiding by this agreement. The student agrees to follow the Acceptable Use of Technology Policy.

**Acceptable Use:** The student agrees that in using the district’s Internet access he/she will obey all Federal and State laws and regulations. Internet access is provided as an aid to students to enable them to promote their education.

**Penalties for Improper Use:** If the student violates this agreement and/or the “Acceptable Use of Technology Policy” and/or misuses the Internet, the student shall be subject to disciplinary action.

**Misuse includes, but is not limited to:**

- a. using the Internet for any activities deemed lewd, obscene, vulgar, or pornographic as defined by prevailing community standards;
- b. using abusive or profane language in private messages on the system; or using the system to harass, insult, or verbally attack others;
- c. posting anonymous messages on the system;
- d. using encryption software;
- e. wasteful use of limited resources provided by the district, including paper;
- f. causing congestion of the network through lengthy downloads of files;
- g. vandalizing data of another user;
- h. obtaining or sending information which could be used to make destruction devices, guns, weapons, bombs, explosives, or fireworks;
- i. gaining or attempting to gain unauthorized access to resources or files;
- j. identifying oneself with another person’s name or password or using an account or password of another user without proper authorization.
- k. using the network for financial or commercial gain without district permission;
- l. theft or vandalism of data, equipment, or intellectual property;
- m. invading the privacy of individuals;
- n. using the Internet for any illegal activity, including computer hacking and copyright or intellectual property law violations;
- o. introducing a virus to, or otherwise improperly tampering with the system;
- p. degrading or disrupting equipment or system performance;
- q. creating a web page or associating a web page with the district without proper authorization;
- r. attempting to gain access or gaining access to student records, grades, or files of students not under their jurisdiction;
- s. providing access to the district’s Internet access to unauthorized individuals;
- t. taking part in any activity related to Internet use which creates a clear and present danger of substantial disruption of the orderly operation of the district or any of its schools;
- u. making unauthorized copies of computer software;
- v. improper use of computers using instructional time.

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

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

# **RANDOM DRUG TESTING POLICY**

## **Hillcrest New Tech High School**

The Hillcrest School District recognizes that chemical abuse or misuse is a significant health and safety problem for students. The purpose of this policy is to deter chemical abuse or misuse by allowing all students the opportunity to participate in a random drug-testing program.

**Scope:** The provisions of this policy apply to all students in the Hillcrest School District in grades seven through twelve (7-12) who sign and whose parent/guardian signs a consent form. All students who wish to participate in extracurricular activities and/or those who wish to drive and park a motor vehicle on the campus will be required to participate in the drug testing program. The district will contract with a qualified drug and alcohol testing company to periodically and randomly select participating students in grades seven through twelve (7-12) who must provide a urine specimen for urinalysis testing.

**Definitions:** Illegal drugs are drugs, or the synthetic or generic equivalent or derivative of drugs, which are illegal under federal, state, or local laws including, but not limited to, marijuana, heroine, hashish, cocaine, hallucinogens, depressants, and stimulants not prescribed for the user. Illegal drugs include steroids that are not prescribed by a physician or are prescribed by a physician and not used as authorized by the doctor or the manufacturer.

**Extracurricular Activities** are defined as school-sanctioned activities other than regular classroom instruction.

A **follow-up test** is a second test given twenty-one (21) calendar days after the initial test, because a student initially tested positive.

A **split specimen** is an additional sample collected during the initial test which is used when the student or parent/guardian challenges the validity of the initial test results.

**Consent Form:** No student will be allowed to participate in any extracurricular activity or be granted driving/parking privileges on campus until the consent form has been signed by the student and the parent/legal guardian and returned to the principal. All students and parents/guardians will be encouraged to sign a consent form authorizing the school to test for drug/alcohol use.

**Cost:** The cost of the initial test given as a result of the random selection process will be paid by the school district. The follow-up tests for those students testing



positive will be paid by the school district. Additional testing requested by the parents/guardians or student challenging the validity of the initial or follow-up test results will be at the parent's/guardian's expense.

**Selection:** Each student will be assigned an identification number (Social Security number), and the testing agency will be given a list of the ID numbers. They will not be told the names of the students. The testing agency will select the dates for testing and the identification numbers. The dates will not be known by the administration in advance. Tests will be administered once a month on the average. There will be two random selections. One will include 7-9 students, and the other will include 10-12 students. The number of students tested will be approximately 33% of the students in Grades 7-12 who have signed a consent form. If any student whose number is drawn is absent on the testing day, an alternate identification number will be selected, and the selection process will continue. Any student who has signed the consent form and is selected for testing, but then refuses to submit to a random test, will remain at the testing site until school officials have contacted the parent/guardian. If the parents/guardians are able to persuade the student to submit to the test, then the testing will be done. If the student persists, the refusal will be treated as a positive result, and the consequences will be the same as for a positive result.

**Positive Test Results:** When positive results are received from the testing agency, the principal will notify the student's parent/legal guardian as soon as possible and schedule a conference to explain the results. The student or parent/guardian may request that the split sample be tested at his/her expense. Such request must be made within twenty-four (24) hours of notification of the positive results. The specimen used for the additional test will be from the original split sample taken during the random sampling. (The initial sample taken at the testing site will be divided into two separate containers and sealed at the collection site).

Initial counseling (including referrals, resources, and information on chemical abuse) will be made available to the parent/guardian by the district. Further outside counseling and rehabilitation for the student will be strongly recommended. The additional counseling/rehabilitation will be at the expense of the parent/guardian. The student will be placed on confidential probation until the next testing date, at which time a follow-up test will be administered at the district's expense. In the meantime, the student will be allowed to continue to participate in extracurricular activities and retain vehicle driving/parking privileges, if the parents/guardians agree. However, the school district will not be responsible for injury or other health problems due to the student's misuse or abuse of drugs/alcohol during the probationary period.

If the follow-up test produces negative results, the probation will be lifted. If the follow-up test produces positive results, the parents/guardians will be notified at once, and the student will not be allowed to continue in extracurricular activities or have vehicle driving/parking privileges on campus. To regain eligibility for

participation in extracurricular activities and regain driving/parking privileges for the next school year, a student must have a negative result on a test administered by the Hillcrest School District's testing agency.

**Testing Procedures:** To ensure proper testing procedures, the United States Department of Health Services Standards as defined by the National Institute of Drug Abuse certified laboratories will be followed.

1. All initial urine specimens will be taken at a location designated by the principal.
2. The agent and administrator will positively identify the student.
3. The agent will ask the student to remove any unnecessary outer garments that might conceal items that could be used to tamper with or adulterate the urine specimen.
4. The student will wash and dry his/her hands prior to providing the specimen.
5. Only one student at a time will be allowed in the collection area.
6. Students will be assured individual privacy in the collection area.
7. After the specimen has been collected, the agent will continue with chain of custody procedures and will determine if the specimen contains at least 45 milliliters of urine.
8. The agent, administrator, and student being tested will keep the specimen in view at all times prior to its being sealed and labeled.
9. The student will observe the tamper-proof seal. The agent will place the identification label securely on both bottles. It will contain the date and the ID number. The student's name will not appear on the specimen label, but the student will be required to initial both seals.
10. The student and the agent will sign the chain of custody form.
11. Refusal to submit to test, results in the student being classified as a positive test result.

Ethyl alcohol will be tested by using a breathalyzer. The cutoff level will be four one-hundredths of one percent (.04%) by weight of alcohol in the student's breath. Any reading above the cutoff level will be considered a positive result for alcohol.

**Records:** All records concerning chemical abuse testing will be maintained by the principal in a separate file. The records will not be kept in a student's regular file. Only the principal will have access to the files. The files on each student tested will be destroyed upon graduation or twelve (12) months after termination of enrollment. The student and his/her parent/legal guardian may obtain a copy of the student's chemical abuse testing records upon written request. Information in these files will not be released to local authorities, unless required through a court ordered

**HILLCREST SCHOOL DISTRICT**

**HILLCREST HIGH SCHOOL**

**STUDENT SUBSTANCE TESTING CONSENT FORM**

Student Participant \_\_\_\_\_  
(Print Name)

**CUSTODIAL PARENT/LEGAL GUARDIAN**

\_\_\_\_\_  
(Print Name) (Print Name)

I/We, custodial parent/legal guardian of the above-named student participant, understand the student substance testing policy. I/We understand that participation in this substance testing program is required if the student participates in any extracurricular activity, with the understanding that he/she is subject to a random substance screen. I/We agree to abide by, comply with, and give consent for our child's participation in the school's substance testing program.

**CUSTODIAL PARENT/LEGAL GUARDIAN**

\_\_\_\_\_  
(Signature) (Signature)

Date \_\_\_\_\_

I, the above-named student participant, understand the student substance testing policy. I understand that participation in this substance testing program is required if I participate in any extracurricular activity, with the understanding that I am subject to a random substance screen. I agree to participate, abide by, and comply with the school's substance testing program.

Student \_\_\_\_\_ Date \_\_\_\_\_  
(Signature)

# EPINEPHRINE EMERGENCY ADMINISTRATION CONSENT FORM

Student's Name (Please Print): \_\_\_\_\_

This form is good for school year 2015-2016. This consent form must be updated any time the student's medication order changes and must be renewed each year and/or any time a student changes school.

My child has an IHP developed under Section 504 of the Rehabilitation Act of 1973 which provides for the administration of epinephrine in emergency situations. I hereby authorize the school nurse or other school employee certified to administer auto-injectable epinephrine in emergency situations when he/she believes my child is having a life-threatening anaphylactic reaction.

The medication must be in the original container and be properly labeled with the student's name, the ordering provider's name, the name of the medication, the dosage, frequency, and instructions for the administration of the medication (including times). Additional information accompanying the medication shall state the purpose for the medication, its possible side effects, and any other pertinent instructions (such as special storage requirements) or warnings.

Date of Physician's order: \_\_\_\_\_

Circumstances under which Epinephrine may be administered:

\_\_\_\_\_

\_\_\_\_\_

Other instructions:

\_\_\_\_\_

I acknowledge that the district, its board of directors, and its employees shall be immune from civil liability for damages resulting from the administration of auto-injector epinephrine in accordance with this consent form, district policy, and Arkansas law.

Parent or Legal Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# GLUCAGON AND/OR INSULIN ADMINISTRATION CONSENT FORM

Student's Name (Please Print): \_\_\_\_\_

This form is good for school year 2015-2016. This consent form must be updated any time the student's medication order changes and renewed each year and/or any time a student changes schools.

The school has developed an individual health plan (IHP) acknowledging that my child has been diagnosed as suffering from diabetes. The IHP authorizes the school nurse to administer Glucagon or insulin to my child in an emergency situation.

In the absence of the nurse, trained volunteer district personnel may administer to my child in an emergency situation:

Glucagon \_\_\_\_\_

Insulin \_\_\_\_\_

I hereby authorize the school nurse to administer Glucagon and insulin to my child, or, in the absence of the nurse, trained volunteer district personnel designated as care providers, to administer the medication(s) I selected above to my child in an emergency situation. I will supply the medication(s) I selected above to the school nurse in the original container properly labeled with the student's name, the ordering provider's name, the name of the medication, the dosage, frequency, and instructions for the administration of the medication (including times). Additional information accompanying the medication shall state the purpose for the medication, possible side effects, and any other pertinent instructions (such as special storage requirements) or warnings.

I acknowledge that the district, its board of directors, its employees, or an agent of the district, including a healthcare professional who trained volunteer school personnel designated as care providers shall not be liable for any damages resulting from his/her actions or inactions in the administration of Glucagon or insulin in accordance with this consent form and the IHP.

Parent or Legal Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# HILLCREST SCHOOL DISTRICT INFORMED CONSENT TO COUNSEL

I, \_\_\_\_\_ (student), agree to be counseled by the school counselor at the Hillcrest School District.

I (both parent and student) understand that a critical part of the counseling relationship is the establishment and maintenance of a trusting and confidential relationship between the counselor and the student.

I (as parent) will honor the counselor/student privilege of confidentiality and know that the counselor will always encourage a strong line of communication between the student and his/her parents(s), teacher(s), and other stakeholders in the student's life. I understand that the best interest of the student is the core focus of any interaction between the counselor and student.

I (the student) understand and have been told that all of my counseling sessions will remain confidential, except when certain legal restrictions arise and confidentiality cannot be maintained. These cases include: (a) any form of child abuse (neglect, physical, and/or sexual), (b) danger to one's self (i.e. suicide), and (c) danger to others (homicide, threat to injure someone, etc.).

I (the student) also understand that the counselor may choose to consult with other professionally competent mental health professionals about my case. If consultation occurs, in no way will the student's identification be revealed.

I have read and understand the above statements regarding confidentiality, consultation, and counseling. I agree to have my child be counseled by the school counselor. I may contact him/her at any time to talk with him/her regarding my child and that I may withdraw this consent at any time through a written letter to the counselor.

Parent's or Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

## MEDICAID AND/OR PRIVATE INSURANCE BILLING

# CONSENT FORM

In compliance with the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. & 123g; 34 CFR Part 99)

I, \_\_\_\_\_, give permission for my child  
(Parent/Guardian Name)

\_\_\_\_\_ 's personally identifiable  
(First and Last Name)

information/student education records to be disclosed to a Third Party Billing Agent for the purpose of billing Medicaid and/or private insurance.

\_\_\_\_\_  
Printed Name of Parent/Guardian

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

\_\_\_\_\_  
Date Signed

## Hillcrest School Parent Teacher Student Contract

### As a parent/guardian I will:

3. Show respect and support for my child, the teachers, and the school.
4. Support the school's policies
5. Provide a quiet place for study and supervise homework.
6. Keep a watch on my student's grades and behavior through Echo, Eschool, email, etc.
7. Communicate with the school regularly, including attending parent-teacher conferences.
8. Talk with my child each day about his/her school learning and activities.
9. Participate in decisions relating to my child's education.

### As a student I will:

10. Attend school regularly and be on time to class.
11. Adhere to the school wide norms of conduct.
12. Accept responsibility for my own actions.
13. Make the effort to do my best to learn.
14. Complete and turn in classroom and homework assignments on time.
15. Be actively involved and collaborate in learning and group work.

### As a school faculty and staff at Hillcrest High School will:

16. Involve parents in decisions regarding their child's education by way of committees and opportunities to volunteer.
17. Initiate frequent communication to inform parents of student progress.
18. Hold two parent teacher conferences/year.
19. Facilitate student learning of high quality curriculum designed to meet Arkansas standards.
20. Instill a skill set of critical thinking, problem solving, collaboration and communication.