

LAKE HAMILTON SCHOOL DISTRICT

K-5 HANDBOOK STUDENT CONDUCT AND DISCIPLINE

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LAKE HAMILTON SCHOOL DISTRICT

2020-2021 SCHOOL CALENDAR

Board Approved: 7.20.2020

JULY 2020						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
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AUGUST 2020						
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SEPTEMBER 2020						
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OCTOBER 2020						
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NOVEMBER 2020						
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DECEMBER 2020						
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CALENDAR KEY:	
	Teacher PD Days
	First/Last Day of School
	No School
	Parent Teacher Conferences
	Student Digital Day

IMPORTANT DATES:	
*5 Teacher PD Days will be worked before August 10.	
Aug. 10-13	On Campus Teacher PD Days
Aug. 14	Flex PD Day
Aug. 24	First Day of School
Sept. 7	Labor Day (No School)
Sept. 18	Student Digital Day
Oct. 15	Parent Teacher Conferences
Oct. 16	No School
Nov. 23-27	Thanksgiving Break
Dec. 21-Jan. 1	Christmas Break
Jan. 18	MLK Jr. Day (No School)
Feb. 11	Parent Teacher Conferences
Feb. 12	Student Digital Day
March 22-26	Spring Break
April 16	Student Digital Day
May 7	No School
May 31	Memorial Day (No School)
June 4	Last Day of School
Student Digital Days & Parent Teacher Conference Days: No students on campus.	

October 23: End of 1st Quarter
January 15: End of 2nd Quarter
March 19: End of 3rd Quarter
June 4: End of 4th Quarter

<i>Inclement weather days will be made up in this order: June 7, 8, 9, 10, 11. The Superintendent and School Board shall have the authority to amend the calendar in the event of excessive days missed.</i>
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JANUARY 2021						
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31						

FEBRUARY 2021						
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28						

MARCH 2021						
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APRIL 2021						
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MAY 2021						
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JUNE 2021						
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27	28	29	30			

A message from the principals....

Welcome to Lake Hamilton Primary, Elementary, And Intermediate School! We look forward to another year as we continue to build on the tradition of success that Lake Hamilton is noted for. We offer to you the finest in curriculum, staff, facilities, and an environment for learning that is second to none. Even though we are a large school, we strive to make it a warm, friendly place where everyone works together for the success of the student and the betterment of our school and community. It is a bright, cheerful, and happy place. This school belongs to the students and patrons on the Lake Hamilton School District and we want you to feel welcome. The staff takes great pride in this school and we hope that you will feel the same way.

The kindergarten through fifth grade years are such special years and provide the foundation for future learning. We look forward to a year full of learning, friendships, fun, and memories. We believe that maintaining an open line of communication between the school and the parents provides an excellent base for a most successful educational experience.

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

Each student is responsible for his/her own conduct at all times. Parents are responsible for teaching their children rules of acceptable conduct and for assisting the schools in maintaining a safe and orderly environment. At no time will a disruptive child be allowed to interrupt the learning of other students without disciplinary consequences.

Just as parents cannot provide a rule for every situation that may arise within the family, it's impossible to list in the Student Handbook a rule for every situation that may arise at school. Students and parents may expect principals and teachers to develop rules to meet individual school and classroom needs. Those rules must be consistent with federal and state laws and Board of Education policies and regulations.

Schools have a responsibility to inform students and parents of the school rules, and again, students have a responsibility to know and follow them.

Lake Hamilton School has been using a Student Handbook since 1987 when it was originally developed by a committee of parents, teachers, and administrators. It is revised and updated annually. If you have any questions, please do not hesitate to call the school office.

The staff of Lake Hamilton Primary, Elementary, and Intermediate Schools extend our best wishes for a most successful school year.

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WORDS AND TERMS TO KNOW

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

1. **CONTRABAND:** Any articles which are illegal or articles which a student possesses illegally.
2. **CORPORAL PUNISHMENT:** The Lake Hamilton School Board prohibits the use of corporal punishment by any employee of the District against any student.
3. **DETENTION HALL:** Students who violate school rules may be assigned to supervised study periods held during regular school hours.
4. **DUE PROCESS:** To guarantee that students will not have their rights taken away unfairly, there are established procedures that school personnel must follow. (Example: Before a student is suspended from school the principal must notify the student and his parents of the reason, and must explain the appeal procedures.)
5. **EQUAL EDUCATIONAL OPPORTUNITY:** The Board of Education believes that every child, regardless of race, creed, color, sex, cultural or economic background, or handicap, should be given the opportunity to develop and achieve to the maximum extent possible. To provide equal educational opportunity, all programs offered by schools within the District will be open to all students.
6. **EXPULSION:** The Board of Education may expel a student for a period longer than ten (10) school days for violation of the District's written discipline policies.
7. **IN-SCHOOL SUSPENSION (ISS):** In-school Suspension (ISS) is an alternative placement for students who engage in severe offenses. Students who are placed in ISS will be separated from the general student population and will not be permitted the privileges granted to students who are not assigned to ISS. If students are absent from school during the assigned suspension time, the days will be made up upon return to school.
8. **INSUBORDINATION:** The term is used to describe a state of being disobedient, resistant to authority or unwilling to follow directions.
9. **PARENT:** The term parent refers to those persons by blood relationship or through custody or guardianship proceedings have control or charge of any student in attendance in District schools.
10. **PROBATION:** School personnel may suspend punishment for a rule violation, and notify the parents and students in writing at the parent conference that the student must obey the rules for the remainder of the year under penalty of recommendation for expulsion.
11. **REASONABLE FORCE:** School personnel may apply the minimum amount of force necessary to stop or restrain a student from conducting himself in such a way that could result in his physical injury or to others.
12. **REASONABLE SUSPICION:** School personnel who have reason to believe that a search will produce evidence that a student has violated or is violating the law or school rules may conduct a search.

13. **RIGHTS AND RESPONSIBILITIES:** Students, as well as parents and school personnel, are guaranteed full rights of citizenship by the United States Constitution; and those rights cannot be denied except through due process of law. In order for others to enjoy their citizenship rights, it is necessary for students to behave in such a way that others are treated equally and with respect.
14. **SUSPENSION:** Students who are not present at school cannot benefit from the educational opportunities the school environment affords. Administrators, therefore, shall strive to find ways to keep students in school as participants in the educational process. There are instances, however, when the needs of the other students or the interests of the orderly learning environment require the removal of a student from school. The Board authorizes school principals or their designees to suspend students for disciplinary reasons for a period of time not to exceed ten (10) school days,¹ including the day upon which the suspension is imposed. The suspension may be in school or out of school.

STANDARDS OF CONDUCT

The major “rules for school living” are listed in the following pages. The order in which the punishment is used will depend upon the seriousness of the situation or, in some cases whether or not the student has broken a number of rules. Infractions will be dealt with using a variety of consequences from the minimum (conference and warning) to the maximum (expulsion). The school reserves the right to make needed adjustments in the discipline plan of individual students. Parents will be notified if their child’s discipline is altered.

Students/Parents and Grievances/Due Process

Students have the right to be immediately informed of alleged violations of standards of behavior as established by Board policy and school regulations. Students have the responsibility to know and obey school rules, to express grievances in a polite and hospitable manner, and to give parents correct information concerning misconduct. Principals and teachers have the responsibility to follow Board established procedures in disciplinary actions against students. Principals are responsible for notifying and conferring with parents and students in cases involving suspension and expulsion recommendations. Parents have the responsibility to call principals for conferences when needed.

Resolving Parent Concerns Process

Should you have a problem with a situation at our school that you feel has not been resolved by the school’s personnel, follow the process outlined below. Please remember that it is very important that you include your child’s teacher in this process.

1. Always start with the teacher or employee with whom you have a concern. You may also contact the school counselor for advice on the matter.
2. If the problem or conflict is not resolved, the next step is to contact the school principal or assistant principal.
3. If the issue cannot be solved at the school, the school principal will refer you to the Lake Hamilton District Office where your concern will be assigned to an appropriate staff person.

RULES

1. Failing to Follow Direction or Commands

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

2. Drugs and Alcohol

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

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

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

Consequences:

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

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

OR

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

Second Chance Program:

Students who have no disciplinary history of drug/alcohol violations who are recommended for expulsion for violation of district drug and alcohol policy MAY be eligible to appeal to the Superintendent of Schools for placement in the "Second Chance Program" to avoid expulsion. This request must be made directly to the superintendent by the parent or guardian and/or the student prior

to the end of the 10 day suspension. This program is designed to allow eligible students a possibility of continuing as a Lake Hamilton student under a strict disciplinary probation and with specific limitations/expectations if they meet the following:

1. The student cannot have previously been suspended or recommended for expulsion for violation of the drug/alcohol policy.
2. The parent and student must agree to be enrolled in and agree to complete participation in the school approved drug/alcohol education/intervention program. The school approved program is provided and administered by an outside agency.
3. The student agrees to participate in the drug/alcohol testing, education classes, and additional meetings outlined by the Second Chance Program providers. The program administrators will notify the school if the student fails to meet all of the requirements of their program.
4. In addition, if the student fails a drug or alcohol test administered by officials from the Garland County Juvenile Court or law enforcement, they will be considered to have violated their agreement in the "Second Chance Program."
5. The parent and student understand that there is a cost to the drug/alcohol education/intervention program. Lake Hamilton School district does not receive any financial compensation from the participants/families or the education agency providers. The family/participant agrees to completely fulfill their financial agreement with drug/alcohol education/intervention providers prior to their child completing the entire six week education/intervention program.
6. Parents and students agreeing to enrollment in the "Second Chance Program" waive the right to a hearing before the school board on the expulsion should the student fail to meet the terms of the program and be recommended for expulsion during the probationary period.

Students who meet these requirements may request Second Chance probationary status from the Superintendent of Schools prior to completing the Ten (10) Day Out of School Suspension. Parents making the request for this probationary status must contact the office of the Superintendent of Schools and arrange for a meeting with the superintendent. Those in attendance at this meeting will include the superintendent, an administrator from the student's school, a school counselor, the student, and their parent or guardian. The superintendent may, after reviewing the information provided, choose to allow the student to attend school on a probationary status for a full calendar school year, or an appropriate and/or comparable length of time as determined by the superintendent.

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

3. Truancy (Skipping School or Class)

Parents or school personnel (or both) must know and give permission for a student to be absent from school. After a student arrives at school, he must have teacher/principal permission to leave the

classroom or any other assigned learning station; students without permission will be considered truant. (Arkansas Law 80-1509; 80-1512)

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

A student may not leave campus or designated area without permission from school authorities.

5. Weapons and Dangerous Instruments

No student shall possess a weapon, display what appears to be a weapon, or threaten to use a weapon while in school, on or about school property, before or after school, in attendance at school or any school sponsored activity, en route to or from school or any school sponsored activity or event. Possession means having a weapon, as defined in this policy, on the student's body or in an area under his/her control. A weapon is defined as any knife, gun, pistol, revolver, shotgun, BB gun, rifle, pellet gun, razor, ice pick, dirk, box cutter, nunchucks, explosive, or any other instrument or substance capable of causing bodily harm. If, prior to any questioning or search by any school personnel, a student discovers that he/she has accidentally brought a weapon to school including a weapon that is in a vehicle on school grounds and the student informs the principal or a staff person immediately the student will not be considered to be in possession of a weapon. The weapon shall be confiscated and held in the office until such time as the student's parent/legal guardian shall pick up the weapon from the school's office. Repeated offenses are unacceptable and shall be grounds for disciplinary action against the student as otherwise provided for in this policy. Students found to be in possession of a firearm or weapon, as defined in this policy, on the school campus shall be recommended for expulsion for a period of not less than one year. Legal authorities will be notified. The superintendent or school board shall have the discretion to modify such expulsion recommendation for a student on a case-by-case basis.

6. Abusing (Verbally) a School Employee

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

7. Abusing (Physically) or Assaulting Another Student

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

8. Indecent Exposure or Making Sexual Advances/Sexual Contact or Sexual Harassment

A student may not deliberately expose himself or make sexual contact or attempt to make sexual contact with another person. (Arkansas Law 41-1601; 41-1604; 41-3104) 64

9. Threatening Messages (Including Bomb Threats)

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

10. Fighting

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

11. Damaging or Destroying Property, Stealing or Committing Extortion

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

12. Behaving in a Disorderly Manner

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

13. Using Profane or Abusive Language or Making Obscene Gestures

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

14. Possessing or Distributing Pornographic Materials or Inappropriate Music

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

15. Forging Names, Falsifying Information, False Accusations

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

16. Disregarding School Rules

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

17. Loitering by a Suspended or Expelled Student

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

18. Expelled Student

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

19. Loitering on an Unassigned Campus

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

20. Smoking and using Smokeless Tobacco

TOBACCO AND TOBACCO PRODUCTS 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 owned 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-pipes, or under any other name or descriptor. (Arkansas Law 82- 3701; 82-3703)

21. Public Display of Affection

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

22. Gambling

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

23. Cheating on Tests

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

24. Use of Student Overpass

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

25. Throwing Rocks or other Dangerous Objects

The prevention of student injury at school is of the utmost importance.

26. Selling and Trading

The sale or trade of any product or service by students is prohibited at school or on school buses without consent of the building principals.

27. Chewing Gum

Students are not allowed to chew gum during school hours or on the buses.

28. Toys/Technology

Students are discouraged from bringing toys/Technology to school. However, if toys/technology are brought to school they should be of such size that transportation to and from school and storage during class time would not create a problem. If a toy/technology becomes a disruptive factor at school or on the bus, the child may lose the privilege of bringing them to school. Any time a student brings a toy or technology to school, he/she runs a risk of it being broken, lost, or stolen. Please discourage your child from bringing toys/technology to school that you cannot replace.

29. Behavior Not Covered Above.

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

BULLYING

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

Definitions:

Bullying means the intentional harassment, intimidation, humiliation, ridicule, defamation, or threat or incitement or violence by a student against another student or public school employee by a written, verbal, electronic, or physical act that causes or creates a clear and present danger of:

- Physical harm to a public school employee or student or damage to the public school employee's or student's property;
- Substantial interference with a student's education or with a public school employee's role in education;
- A hostile education environment or (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, or computer, 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 is originated on school property or with school equipment, if the electronic act is directed specifically at students or school personnel and maliciously intended for the purpose of disrupting school, and has a high likelihood of succeeding in that purpose;

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

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

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

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

1. Sarcastic “compliments” about another student’s personal appearance,
2. Pointed questions intended to embarrass or humiliate,
3. Mocking, taunting or belittling,
4. Non-verbal threats and/or intimidation such as “fronting” or “chesting” a person,
5. Demeaning humor relating to a student’s race, gender, ethnicity or personal characteristics,
6. Blackmail, extortion, demands for protection money or other involuntary donations or loans,
7. Blocking access to school property or facilities,
8. Deliberate physical contact or injury to person or property,
9. Stealing or hiding books or belongings, and/or
10. Threats of harm to student(s), possessions, or others.

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 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.

DISCIPLINE

THE DISTRICT RESERVES THE RIGHT TO VARY FROM OR ADJUST THE DISCIPLINARY CONSEQUENCES ON THE INFRACTIONS LISTED ABOVE IN CERTAIN CIRCUMSTANCES.

DISCIPLINING STUDENTS WITH DISABILITIES

Students with disabilities who engage in misbehavior are subject to normal school disciplinary rules and procedures so long as such treatment does not abridge their right to a free and appropriate public education. The individualized education program (IEP) team for a student with disabilities should consider whether individual discipline procedures should be adopted for a student and include those procedures in the IEP.

All actions and procedures shall be in accordance with PL 108-446, The Individuals with Disabilities Education Act (IDEA) as revised in 2004 and Section 11 of the Arkansas Department of Education Special Education and Related Services and Program Standards.

Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination against children with disabilities, also applies to disciplinary situations.

IN-SCHOOL SUSPENSION ROUTINE

How and Where to Report for In-School Suspension:

1. Students assigned to in-school suspension are to report to the office of their building principal immediately upon arrival at school each day and stay there. Students are to have with them all books and other work material.
2. If students are absent from school during the assigned suspension time, the days will be made up upon return to school.

SUSPENSION FROM SCHOOL

Students who are not present at school cannot benefit from the educational opportunities the school environment affords. Administrators, therefore, shall strive to find ways to keep students in school as participants in the educational process. There are instances, however, when the needs of the other students or the interests of the orderly learning environment require the removal of a student from school. The Board authorizes school principals or their designees to suspend students for disciplinary reasons for a period of time not to exceed ten (10) school days,¹ including the day upon which the suspension is imposed. The suspension may be in school or out of school. Students are responsible for their conduct that occurs:

1. At any time on the school grounds;
2. Off school grounds at a school-sponsored function, activity, or event; and
3. Going to and from school or a school activity.

A student may be suspended for behavior including, but not limited to, that:

1. Is in violation of school policies, rules, or regulations;
2. Substantially interferes with the safe and orderly educational environment;
3. School administrators believe will result in the substantial interference with the safe

- and orderly educational environment; and/or
4. Is insubordinate, incorrigible, violent, or involves moral turpitude.

OUT OF SCHOOL SUSPENSION (OSS)

shall not be used to discipline a student in kindergarten through fifth (5th) grade unless the student's behavior:

1. Poses a physical risk to himself or herself or to others;
2. Causes a serious disruption that cannot be addressed through other means; or
3. Is the act of bringing a firearm on school campus.

OSS shall not be used to discipline a student for skipping class, excessive absences, or other forms of truancy.

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

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

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

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

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

1. A primary call number;
2. The contact may be by voice, voice mail, or text message.
3. An email address;
4. A regular first class letter to the last known mailing address.

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

During the period of their suspension, students serving OSS are not permitted on campus except to attend a student/parent/administrator conference.

During the period of their suspension, students serving in-school suspension shall not attend or participate in any school-sponsored activities during the imposed suspension.

Suspensions initiated by the principal or his/her designee may be appealed to the Superintendent, but not to the Board. Suspensions initiated by the Superintendent may be appealed to the Board.

EXPULSION

The Board of Education may expel a student for a period longer than ten (10) school days for violation of the District's written discipline policies. The Superintendent may make a recommendation of expulsion to the Board of Education for student conduct:

- Deemed to be of such gravity that suspension would be inappropriate;
- Where the student's continued attendance at school would disrupt the orderly learning environment; or
- Would pose an unreasonable danger to the welfare of other students or staff.

Expulsion shall not be used to discipline a student in kindergarten through fifth (5th) grade unless the student's behavior:

- Poses a physical risk to himself or herself or to others;
- Causes a serious disruption that cannot be addressed through other means; or
- Is the act of bringing a firearm on school campus.

The Superintendent or his/her designee shall give written notice to the parents or legal guardians (mailed to the address reflected on the District's records) that he/she will recommend to the Board of Education that the student be expelled for the specified length of time and state the reasons for the recommendation to expel. The notice shall give the date, hour, and place where the Board of Education will consider and dispose of the recommendation.

The hearing shall be conducted not later than ten (10) school days following the date of the notice, except that representatives of the Board and student may agree in writing to a date not conforming to this limitation.

The President of the Board, Board attorney, or other designated Board member shall preside at the hearing. The student may choose to be represented by legal counsel. Both the district administration and School Board also may be represented by legal counsel. The hearing shall be conducted in open session of the Board unless the parent, or student if age eighteen (18) or older, requests that the hearing be conducted in executive session. Any action taken by the Board shall be in open session.

During the hearing, the Superintendent, or designee, or representative will present evidence, including the calling of witnesses that gave rise to the recommendation of expulsion. The student, or his/her representative, may then present evidence including statements from persons with personal knowledge of the events or circumstances relevant to the charges against the student. Formal cross-examination will not be permitted; however, any member of the Board, the Superintendent, or designee, the student, or his/her representative may question anyone making a statement and/or the student. The presiding officer shall decide questions concerning the appropriateness or relevance of any questions asked during the hearing.

Except as permitted by policy, the Superintendent shall recommend the expulsion of any

student for a period of not less than one (1) year for possession of any firearm prohibited on school campus by law. The Superintendent shall, however, have the discretion to modify the expulsion recommendation for a student on a case-by-case basis. Parents or legal guardians of a student enrolling from another school after the expiration of an expulsion period for a weapons policy violation shall be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a weapon 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 Superintendent and the Board of Education shall complete the expulsion process of any student that was initiated because the student possessed a firearm or other prohibited weapon on school property regardless of the enrollment status of the student.

NEW HORIZONS

New Horizons is an on-campus alternative education program for Lake Hamilton students currently enrolled in Kindergarten - 12th grade. This is a non-punitive placement for students who have not found academic, social and/or behavioral success in the traditional classroom setting and would benefit from a smaller, more structured learning environment, alternate methods of instruction and behavioral intervention.

All referrals to New Horizons are made by the building administrators. Parents/Guardians/Students should contact building guidance counselors or administrators to begin the referral process.

POLICIES

EXTRA-CURRICULAR ACTIVITIES

School organizations will be permitted; however, school fraternities and secret organizations are prohibited by Arkansas school laws. Lake Hamilton students are encouraged to participate in various activities in the school and community. A variety of programs exist in the Lake Hamilton community for students to become involved. These activities are designed to foster teamwork, communication, volunteerism, leadership, athletics, character building, and relationships. Some of the activities available are: the Optimist Club athletic programs, Boy and Girl Scouts, YMCA, Grade Level Choir, Lil' Steppin'Wolves, and various after school activities provided by area churches and businesses.

All students are eligible to participate in extracurricular activities provided that they meet the requirements of the particular activity. Participation in these activities is encouraged but not mandated. Students are eligible to participate regardless of gender, race, creed, color, and grade point average. All Lake Hamilton students are notified of the existence of these organizations throughout the year and are given the opportunity to be involved in their school and community.

SEARCH AND SEIZURE

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

STUDENT VISITORS

Preschoolers and student visitors are prohibited from visiting the school during school hours. This is necessary due to disruptions that may occur and the legalities involved. Parents who wish to visit the classroom must check in at the office.

ARRIVAL AND DISMISSAL

School starts each day at 7:55. The tardy bell rings at 8:00. Students need to be at school by 7:55 unless there is an emergency. Car riders are dismissed at 3:05. Bus students will be dismissed according to the bus schedule.

Problems arise when students arrive at school too early. Regular duty teachers do not arrive until approximately 7:25. Students who arrive before that time are not supervised. Buses are scheduled to arrive between 7:30-7:55 a.m. Parents are requested to deliver their children to school after the duty teacher arrives.

ATTENDANCE PROCEDURES AND REQUIREMENTS

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

Students shall not be absent without an acceptable excuse more than ten (10) days. When a student has accumulated half of the allowable unexcused absences, his/her parent, guardian, or person in loco parentis shall be notified. Notification shall be by telephone or by regular mail.

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

Students with more than ten (10) unexcused absences may be denied promotion at the discretion of the principal after consultation with persons having knowledge of the circumstances of the absences. Excessive absences, however, shall not be a reason for expulsion or dismissal of a student.

Absences beyond the total number of days allowed may be possible if approved by the principal, but these additional absences will not be allowed except for the most compelling reasons. Parents are requested to send doctor, dentist, counseling, and other excuses to the school each time their child is absent. A written statement presented for an absence having occurred more than five (5) school days prior to its presentation will **not** be accepted.

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

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

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

EARLY CHECKOUTS/TARDIES

Parents are encouraged not to engage in the practice of picking up their child early to leave school except in emergency situations.

Early check-outs are disruptive to the entire class and affect every child in that room. Tardies and early check-outs are documented in the office.

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

Parents are also encouraged to get their children to school on time. When students arrive late, they miss a very important part of their school day and this affects their classroom performance. When a child arrives late for school, they must be signed in through the office by their parents before reporting to class. Parents are requested not to go directly to their child's room at any time.

UNDER NO CIRCUMSTANCES SHOULD A CHILD BE DROPPED OFF AT THE SCHOOL AFTER 7:55 WITHOUT BEING BROUGHT IN TO THE OFFICE BY THE PARENT AND SIGNED IN.

Habitual tardiness and/or early checkouts are serious problems. When this occurs, the parent will be notified for a conference. If the student continues to be tardy, or checked out early, the school may be compelled to notify the prosecuting attorney.

MAKE-UP WORK

Students who miss school due to an excused absence shall be allowed to make up the work they missed during their absence as outlined in district policy.

GRADING SYSTEM

Report cards are prepared at the end of each nine weeks period. Report cards are to be signed by the parent and returned to school the following day. At the end of the first and third nine weeks periods, parents are encouraged to visit the school, talk with the teacher and receive the report cards.

Progress reports are sent home in the middle of the nine week grading period. These are to be signed by the parent and returned to school the following day.

Lake Hamilton Primary Elementary and Intermediate Schools use a skilled based grading system and not letter grade. Student assessments shall be based on the mastery of specific grade level and developmentally appropriate skills as determined by approved district curriculum. Teachers will grade daily work and test on a regular basis.

STUDENT ASSESSMENT

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

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 shall be included with the student's progress reports, report cards, and other teacher/parent communication. Parent-teacher conferences are encouraged and may be held as necessary in an effort to improve a student's academic success. The possibility of retention will be discussed at these conferences as necessary.

If there is doubt concerning the promotion or retention of a student a conference between the building principal, the student's teacher(s), 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, the final decision shall rest with the principal or the principal's designee.

Regardless of the student having earned passing grades, a student who falls below grade level in literacy and/or math may be considered for retention.

Promotion/retention of students with an IEP shall be based on their successful attainment of the goals set forth in their IEP.

The final decision regarding promotion/retention is made by the classroom teacher's recommendation and the principal's approval. The Superintendent or designee may waive the decision when the student's failure was due to exceptional or extraordinary circumstances.

STUDENT DRESS CODE AND GROOMING

A student shall not practice a mode of dress, style of hair, or standard of personal grooming extreme to the point of creating a disturbance in the educational atmosphere. This includes gang related dress, paraphernalia, and colored hair gel or spray. Sagging pants will not be allowed. **No suggestive**

writing or indecent pictures will be allowed on clothing. Parents may be called to bring a change of clothes. Tops should cover the belly (no bare midriffs). Halter tops should not be worn. Shorts should be the proper size and length.

We strongly discourage students from wearing caps to school. Caps may not be worn in the buildings or classrooms and we will not be responsible if they are lost or stolen. Caps should not be worn backwards at any time. Students who refuse to abide by reasonable guidelines will be subject to disciplinary action.

USE OF TELEPHONE

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

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

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

Should a student choose to bring an electronic device to school, it must be turned off and given to the teacher. From the time of the first bell until after the last bell, students are forbidden to have them turned on for any reason (cell phones, tablets, handheld game system, cameras or similar electronic devices, as well as MP3 players, iPods and other portable music players). Such devices must be turned OFF and given to the student's teacher upon entering the classroom. Exceptions may be made by the building principal or his/her designee for health or other compelling reasons. We discourage students from bringing any form of cellular communication or electronic devices to school.

(Students bring these devices to school at their own risk. The school district and school officials are **NOT** responsible for lost, stolen or misplaced devices.)

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

Students using cell phones or other communication devices, cameras, MP3 players, iPods, and other portable music devices after the first bell and before the last bell shall have them confiscated and face disciplinary action. Use includes finding such devices in the "On" or operational mode. Confiscated cell phones and other electronic communication devices may be picked up at the school's

administration office by the student's parents or guardians. Legal Reference: A.C.A. 6-12-502(b)(3)(D)(ii)

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 statewide assessments, no electronic device, as defined in this policy, shall be accessible by a student at any time during assessment administration unless specifically permitted by a student's individualized education program (IEP) or individual health plan; this means that when a student is taking an AESAA 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 it is student's (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. A search of a confiscated device shall meet the reasonable individualized suspicion requirements of policy on SEARCH, SEIZURE, AND INTERROGATIONS.

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 that is in motion and on school property. Violation may result in disciplinary action up to and including suspension.

CLOSING OF SCHOOL UNDER EMERGENCY SITUATIONS

When schools in the Lake Hamilton District are not to be open due to inclement weather or other emergency conditions, public announcements will be made at the earliest possible time by the Superintendent of Schools through the automated calling system.

Parents and students are encouraged to wait for the call from the automated calling system and check the school website and social media pages on days that the school openings may be in question. Everyone is encouraged not to call the school offices, administrators' homes, or radio stations concerning whether schools will be open or closed. All such calls actually delay the school officials' decisions, due to the fact they cannot get in contact with the various sources of information they need in making their decision. In turn they also have a difficult time contacting the radio stations after a decision has been reached because of the number of calls coming in to the station.

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

If the schools have to close during the day due to unforeseen events, each parent should have a plan on record with their child's teacher as to where their child will go. Emergency phone numbers should be established in order that the parent can be contacted during any type of emergency. PLEASE KEEP CONTACT INFORMATION UP TO DATE WITH YOUR CHILD'S SCHOOL.

TEXTBOOKS AND OTHER SCHOOL ISSUED MATERIALS

Your child will be issued certain textbooks and other materials furnished by the District. It is imperative that each child take normal care of these materials because they must last for a certain length of time and will be issued to other students. These materials will be checked in and out by the classroom teachers and a record will be maintained. If School materials are damaged beyond normal wear and tear, or lost, the pupil is responsible for paying for the damage or loss. If the student checks out of school (withdraws) before school is out, he/she must check in his or her material to the teacher who issued the books. Unless this is done, your child's record will be incomplete and records will not be forwarded to any other school.

LOST AND FOUND

Parents are encouraged to write the child's name with a permanent marker on the inside of the coat. Numerous coats, sweaters, backpacks, and lunch boxes go unclaimed each year lost and found due to no identification.

CAFETERIA PROCEDURE AND CONDUCT

Orderly conduct is required in the cafeteria at all times. Pushing, shoving, throwing food, running and other such conduct will result in firm disciplinary action. Students are to report to and leave the cafeteria upon direction of the teacher or the one in charge.

CLASSROOM PARTIES

All classes will have two classroom parties this year: Christmas and Valentine's Day.

Parents who arrive early are requested to remain in the lobby until dismissed. At that time, they may go to the classrooms and begin preparing for the party. All "goodies" brought to school for the above-mentioned parties must be commercially produced. No homemade "goodies" are permitted. No other parties will be held unless approved by the principal. In compliance with Arkansas Rules Governing Nutrition and Physical Activity Standards in Arkansas Public Schools, parents may not bring "goodies" to school for any celebration other than those mentioned above. **NO BIRTHDAY PARTIES OR TREATS ARE ALLOWED.**

ASSEMBLIES

Various assemblies will be scheduled for the students. All assemblies will be scheduled through the principal. Students who attend assemblies are expected to conduct themselves as young ladies and gentlemen. Proper attention should be given to the program. Proper attention should be given to the presenter. Students who disrupt during an assembly will be removed.

All teachers and students are expected to attend all assemblies unless approved by the principal. Any students who have been barred from attending will report, with work materials, to an area designated by the principal and work. The students will arrive and leave the assembly area at the direction of the person in charge.

STUDENT CONDUCT AT SCHOOL SPONSORED EVENTS

Pupils are expected to display proper behavior at any school sponsored event. Failure to do so may result in detention, corporal punishment, suspension, expulsion, or he/she may be barred from other school sponsored activities. If a student is barred, the parents will be notified of the action and the reasons for taking such action. They may appeal such actions to the Superintendent.

CARE OF SCHOOL EQUIPMENT AND CAMPUS

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

STUDENT RECORDS

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

Directory information is considered to be: student's name, address, grade level, participation in activities, height and weight (if members of athletic teams) dates of attendance, honors and awards, schools attended and photograph. If parents want any or all of these items to be withheld, they must notify the school principal in writing within two weeks of receipt of this handbook. Parents who believe their rights under the law have been violated may file their complaints with the District with further appeal, if needed, to the Department of Education. Complaints should be addressed to: Family Educational Rights, Switzer Building, Room 4511, Washington, D.C. 20202.

PERMISSION TO PUBLISH POLICY

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

EMERGENCY DRILLS

Fire and tornado drills will be held on a periodic basis as prescribed by law. Each building will develop a signal system for that purpose. When the signal is given, all pupils are to rise calmly and follow the approved exit route from the room.

Each teacher will work out a system for leaving the room, such as turning off lights, and closing doors. If the building is evacuated, the pupils are to move to a distance of fifty yards or more from the building. All directions of the teacher are to be followed immediately. A pre-described signal will be given to return the students to their classes. Instructions will be given for each school building. Students who ride school buses shall also participate in emergency evacuation drills at least twice each school year. Other drills are conducted throughout the year for other emergency situations.

SUPERVISION OF STUDENTS

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

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

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

Students or others who participate in school sponsored activities after school hours will be supervised by some member of the school staff.

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

STUDENT WELFARE (Reporting Child Abuse)

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

Teachers and school officials are mandated reporters and shall immediately notify the **Child Abuse Hotline (1-800-482-5964)** if he or she has reasonable cause to suspect that a child has been subjected to child maltreatment; died as a result of child maltreatment; or died suddenly and unexpectedly.

RULES FOR ATHLETIC EVENTS

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

PARENT-TEACHER CONFERENCES

Two parent-teacher conferences will be scheduled by the Primary School each year. All parents are encouraged to schedule visits during those days and if necessary, other visits may be arranged.

HEALTH AND SAFETY

WELLNESS POLICY

The health and physical well-being of our students directly affects their ability to learn. Childhood obesity increases the incidence of adult diseases occurring in children and adolescents such as heart

disease, high blood pressure and diabetes. The increased risk carries forward into their adulthood. Research indicates that a healthy diet and regular physical activity can help prevent obesity and the diseases resulting from it. It is understood that the eating habits and exercise patterns of students cannot be magically changed overnight, but at the same time, the board of directors believes it is necessary to strive to create a culture in our schools that consistently promotes good nutrition and physical activity.

The problem of obesity and inactivity is a public health issue. The board is keenly aware that it has taken years for this problem to reach its present level and will similarly take years to correct. The responsibility for addressing the problem lies not only with the schools and Department of Education but with the community and its residents, organizations and agencies. Therefore, the district shall enlist the support of the large community to find solutions which improve the health and physical activity of our students.

In its efforts to improve the school nutrition environment, promote student health, and reduce childhood obesity, the district will adhere to the Arkansas Rules Governing Nutrition and Physical Activity Standards in Arkansas Public Schools.

The primary objective of school nursing services, as provided by the professional school nurse, is to strengthen the educational process of children and youth by assisting them to improve or adapt to their health status. The school nurse strives to promote wellness and disease prevention by early identification of hidden health problems that interfere with learning.

The school nurse is on duty during school hours. She is available to the students who become ill or injured during school hours and will contact a parent/guardian when the situation warrants. Please do not send sick or injured children to school with the intention that they will be diagnosed and treated by the nurse. The nurse is prohibited from participating in this practice. You are encouraged to contact the school nurse with any questions or concerns you might have regarding your child's health and safety at school. While the school nurse is under the supervision of the school principal, the delegation of health care duties shall be in accordance with the Arkansas Nurse Practice Act and the Arkansas State Board of Nursing Rules and Regulations Chapter Five: Delegation of Nursing Care."

SCHOOL INSURANCE

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

ILLNESS AND INJURY

First aid treatment is given by trained school personnel to students with minor injuries or when an accident occurs at school. First aid preparations used in treatment are in accordance with Red Cross First Aid as recommended by the Arkansas State Board of Education, School Health Services Program. Lake Hamilton's policy regarding sick children is to call parents to pick up children who have

a fever, diarrhea, vomiting or children who continue to feel ill after a short rest. Keeping an accurate health history, active/current phone number/s, and emergency number/s, on file for your child is essential in an emergency. Your immediate response is needed since a fever and/or vomiting usually indicate a highly contagious illness, thus the child's removal from other children is critical to prevent spread of illness. Students who have had diarrhea, vomiting, and/or a temperature of 100 degrees or more should be kept home until free from symptoms for not less than 24 hours.

COMMUNICABLE DISEASES

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

HEAD LICE (PEDICULOSIS) & BED BUGS

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

"NO NIT POLICY"

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

PERSONAL HYGIENE

An important function of the school is to teach good personal hygiene, but this important lesson begins at home. Students are expected to come to school well groomed (clean, hair combed, teeth brushed, clean clothes) and eating a wholesome breakfast. A student that lacks bladder/bowel control

that could result in increased risk of exposure to another student can be temporarily excluded from school until the appropriate program adjustments are made. A good night's sleep (at least eight hours or more) is also essential for a child to do his best academically.

SCREENINGS

THESE ARE STATE REQUIRED SCREENINGS:

- **BMI (Body Mass Index)**

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

- **HEARING AND VISION**

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

- **SCOLIOSIS**

Scoliosis (curvature of the spine) screens are done on 6th grade girls and 8th grade girls and boys. Should any abnormality be discovered, the parent/guardian will receive a referral to the physician of their choice. Parents may refuse the screening by completing an "OPT out" form and returning it to the school prior to the time of the screening. Forms giving parents the option to "OPT out" of screenings may be obtained in the School Nurses' Offices.

DIETARY SUBSTITUTIONS

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

INDIVIDUAL HEALTH CARE PLANS

Individual Health Care Plans will be developed by the nurse according to information provided by the parent and ordered by the physician for students with chronic health care needs.

ADMINISTRATION OF MEDICATION

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

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

- Other than medication used in first aid, (i.e., topical antibiotic ointment, topical anti-itch, bee sting relief, topical burn relief spray or ointment, sunscreen, antiseptic spray/wipes, hydrogen peroxide, sterile eye wash, contact lens solution, petroleum jelly, topical antifungal, cough drops, non-latex band aids), approved school personnel shall give medication to children only when prescribed by a physician or dentist (name of medication, time, and dosage to be given) and a written, signed request by the parent/guardian along with the medication that is supplied to the school. Medications may be given temporarily by a parent/guardian when the school requirements cannot be met. If any of these over the counter topical treatments cannot be used on your child you must contact the nurse in your child's building.
- The appropriate Health Care Forms must be completed by the parent/guardian and physician before any medication or procedures will be administered. These forms may be obtained from the school nurse and must be updated at least annually.
- Medication to be given by school personnel shall be brought to the school by the parent /guardian and should be picked up by the parent/guardian at the time it is discontinued. No medication will be returned to a student to transport home. A separate, properly labeled container to leave at school may be obtained from your pharmacy. Medication will not be kept from one school year to another and will be destroyed if not picked up by the last day of the school year.
- Parents should monitor their child's medication and supply additional medication to the school when necessary. It is the responsibility of the parent/guardian to provide the school with properly labeled medication containers each time there is a change in medication, dosage or time of administration. The instructions on the bottle must match the physician's order exactly or the medication cannot be given. MEDICATION TO BE GIVEN ONE (1), TWO (2) AND THREE (3) TIMES A DAY ARE NOT ADMINISTERED AT SCHOOL UNLESS SPECIFICALLY ORDERED BY THE PHYSICIAN TO BE GIVEN DURING THE SCHOOL DAY.

Anti-Opioid Administration

The school nurse for each District school shall keep anti-opioid injectors on hand. The school nurse, other school employee, volunteer, or student may administer anti-opioid in accordance with the District's procedures to a student who the school nurse, or other observer, in good faith believes is having an opioid overdose.

PRESCRIPTION MEDICATION

Prescription Medication must be supplied to the school in the container dispensed by the pharmacy which contains the name of the prescribing physician or dentist, the child's name,

name of medication, dosage and time to be given. A signed parent's request must accompany the medication.

CLASS II MEDICATION

The only Schedule II medications that shall be allowed to be brought to the school are methylphenidate (e.g. Ritalin, dextroamphetamine (Dexedrine) and amphetamine sulfate (e.g. Adderall). For the student's safety, no student will be allowed to attend school if the student is currently taking any other Schedule II medication that is permitted by this policy. Students who are taking Schedule II medications which are not allowed to be brought to school shall be eligible for homebound instruction if provided for in their IEP or 504 plan.

OVER-THE-COUNTER MEDICATION

Over-the-counter medication must be supplied to the school in the container in which it was purchased. The current physician's written order with signature and the parent's signed request must accompany over-the-counter medications. (Example: cough drops, cough syrup, Tylenol, throat spray, Tums, herbal health aids, etc.) Cannot exceed recommended dose on bottle.

MEDICATION ON FIELD TRIPS

Medication of field trips will be given by a trained volunteer if available; otherwise a parent will need to make the appropriate arrangements. School nurse does not attend field trips.

Self-administration of medication by students is not allowed except in rare circumstances (see Life Threatening Medical Conditions below). All medication will be stored in and dispensed from the school nurse's office. No prescription or over-the counter medications are to be in a student's possession at any time other than the exceptions below.

LIFE THREATENING MEDICAL CONDITIONS

If your child has been diagnosed with asthma or a life threatening allergy or diabetes, please provide the appropriate medication as prescribed by your child's physician. Minutes matter in a situation of this severity and having your child's medications immediately available could prevent a tragedy. Plan of Care and Medication Authorization forms must be completed and signed by the child's parent and physician. Forms are available from each school nurse and must be updated at least annually and when changes are required. In rare instances where life-threatening medical conditions exist; a student may need to carry their own medication (for example, asthma inhaler, epi-pen or glucagon). In these instances, the Self-Carry form attached to the Plan of Care form must be completed in its entirety, signed and on file in the school nurse office. If the student's age or ability prevents self-administration and an authorized school employee* is not available, the parent is solely responsible.

*Authorized school employee includes those school employees who have volunteered and have been trained by a professional to perform given duties.

Emergency Administration of Epinephrine

The school nurse or other school employees designated by the school nurse as a care provider who have been trained may administer an epinephrine auto-injector in emergency situations to students who, in good faith professionally believes is having a life-threatening anaphylactic reaction, who have an IHP developed under Section 504 of the Rehabilitation Act of 1973 which provides for the administration of an epinephrine auto-injector in emergency situations.

Students with a Life Threatening allergy will have a care plan and an order from a licensed health care provider to self-administer auto-injectable epinephrine and who have written permission from their parent or guardian shall provide the school nurse an epinephrine auto injector. Qualified students will be able to self-carry their epi-pen with appropriate documentation noted. It is recommended an additional epi-pen be kept in the nurse's office and required for those students who cannot self-carry. The epi- pen must be in the pharmacy labeled box and have a written doctor's prescription on the box.

Immunization Requirements Evaluation of Immunization Levels Kindergarten -12th Grades

Vaccine Requirement	Minimum number of doses required	Additional Information
Polio- OPV-Oral IPV-Inactivated	3	At least one dose administered on or after the child's 4 th birthday. Three doses are required for all Kindergarten students.
DTaP- Diphtheria/Tetanus/Acellular Pertussis DTP/diphtheria/Tetanus/Pertussis DT-Pediatric Td-Adult	4	At least 1 dose of DTaP, DTP, DT or Td must have been administered on or after the child's 4 th birthday. Four doses required for all Kindergarten students.
Tdap (Required beginning 2014)	1	For ages 11 years old and older.
MMR (M, M/R, M/M/R)	2	The first dose must have been administered on or after the child's 1 st birthday. 2 doses are required for all students.
Measles (M)	2	First dose must have been administered on or after the child's 1 st birthday. Two doses required for all students.
Mumps, Rubella (M,R)	1	One of each will be acceptable.

Hepatitis B	3	3 doses required for all students.
Varicella	2	Two doses are required for all students. A physician's history of disease is accepted in lieu of receiving a vaccine.
Hep A (Required beginning 2014)	1	Must have a dose before 1 st grade.
Meningococcal (Required beginning 2014) (MCV4)	1-2	1 st dose in 7 th grade and 2 nd dose at age 16.

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

It is the parent's responsibility to ensure the student's immunizations are up to date and to supply the school with an updated copy of your child's immunization record. Failure to provide appropriate documentation may result in removal from school.

Students who are exempt from immunization due to medical, religious or philosophical reasons must furnish the school with an Immunization Exemption Certificate from the Medical Director, Division of Communicable Disease/Immunization of the state of Arkansas. Parents must start the exemption process by calling 1-501-661-2169 and ask for an exemption application. **This must be done yearly.**

Physicals

Arkansas State Law requires all children entering kindergarten for the first time, to have a comprehensive physical examination and health assessment.

DISTRICT BUS TRANSPORTATION RULES

CONDUCT TO AND FROM SCHOOL

Students are subject to the same rules of conduct while traveling to and from school as they are while on school grounds. Appropriate disciplinary actions may be taken against commuting students who violate student code of conduct rules. The preceding paragraph also applies to student conduct while on school buses. Students shall be instructed in safe riding practices. The driver of a school bus shall not operate the school bus until every passenger is seated. Disciplinary measures for problems related to bus behavior shall include suspension or expulsion from school, or suspending or terminating the student's bus transportation privileges. *Transporting students to and from school who have lost their bus transportation privileges shall become the responsibility of the student's parent or legal guardian.*

Lake Hamilton School District provides bus transportation for those students that live too far from school to walk. The superintendent or his/her designee(s) shall annually establish the bus routes, student and driver route assignments and may modify them as needed. Regular loading and unloading stations will not be changed except by the proper school authorities. Students will be expected to be at these stations if they wish to ride the school bus. Buses will load and unload only at the designated stations.

Students who plan to ride the bus with another student must bring a note signed by a parent or guardian asking for permission to ride the bus. This note must be approved through the principal's office prior to 1:30 p.m. Students may be denied the privilege of riding a bus not assigned to them due to overcrowding, discipline concerns or reasons deemed appropriate by school administrators.

All students are expected to conduct themselves in a safe and appropriate manner while on the bus and at loading and unloading stations. *Student misconduct may result in disciplinary action, including suspension from riding the bus.* Any student causing damage to a bus will be required to pay for the damages, as well as face disciplinary action.

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

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

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

LAKE HAMILTON SCHOOL BUS RULES:

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

CONSEQUENCES OF BREAKING BUS RULES

Students who violate school bus rules and regulations are subject to disciplinary action as deemed appropriate by the building principal or designated district transportation personnel.

Bus suspensions are generally for 3, 5, and 10 days, in that order. However, depending on the seriousness of an infraction, school personnel reserve the right to move to a longer suspension.

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

SEVERE CLAUSE

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

WHERE TO GO FOR MORE INFORMATION

1. A child's teacher is the best source of information for questions about the teaching and learning activities taking place in the classroom.
2. The school principal can answer questions about the overall school program and school activities.
3. If a child becomes ill or injured and needs a teacher to come to the home for at least four(4) weeks, the school office staff will provide an application for a homebound/hospital bound teacher.
4. If a child is required to take medicine at school in order to attend school, the school nurse or school office staff will provide the forms required before the medicine may be administered by school employees.
5. If a parent wishes information about PTO call the school office.
6. For all other information refer to the district policy guide: