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**BOARD OF EDUCATION**

David Dobbs .....	President
Jeff Worlow .....	Vice President
Nathan Romine .....	Secretary
Wes Gates .....	Member
Mike Hart .....	Member

**HOXIE SCHOOL DISTRICT MISSION STATEMENT**

The Hoxie School District is committed to preparing all students to be responsible and productive citizens.

**VISITORS**

All visitors must be cleared through the administrative offices, and teachers will not allow visitors in their classes without clearance.

Parents are invited to visit the school and are encouraged to give volunteer service in the classroom, in the library, and for special events. A parent’s enthusiasm and support for the school are reflected in the student’s attitude. School policy requires all visitors to observe the courtesy of checking in at the principal’s office on arrival. Visitors will not be allowed on playground unless a specific day is assigned. Any parent desiring a conference with a teacher should schedule a time with a teacher and/or principal at a time that is convenient for both the teacher and parent.

Salesmen and other visitors are not permitted to disturb class work unless brought to a classroom by a member of the administration.

At no time will student-visitors be allowed to visit classes.

**REGULATIONS FOR COMPULSORY SCHOOL ATTENDANCE**

1. Any child, who reaches the age of 5 on or before August 1, may be enrolled in Kindergarten. No parent/guardian shall be required to enroll a child in Kindergarten.
2. 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) on or before August 1 of that year shall enroll and send the child to public, private, or parochial school, or provide a home school for the child as described in 6-15-501 et. Seq., with the following exceptions:  
(Act 1230 of 1997)
  - a. Any child, who has received a high school diploma or its equivalent as determined by the State Board of Education, is not subject to the attendance requirement.
  - b. Any parent, guardian, or other person residing within the state and having custody or charge of any child may elect for the child not to attend Kindergarten if the child or children will not be age six (6) on September 1 of that particular school year. If such an election is made, the parent, guardian or other person having custody or charge of the child must file a signed Kindergarten waiver form with the local district administrative office. Such form shall be prescribed by regulation of the Department of Education. On filing the Kindergarten waiver form, the child shall not be required to attend Kindergarten in that school year.
3. Any child who reaches the age of 6 on or before September 1, and who has not completed a Kindergarten program prior to school enrollment shall be evaluated by the school district to determine whether placement for the child shall be Kindergarten or First Grade.
4. Public schools in Arkansas shall be open and free through completion of the secondary program to all persons between the ages of five(5) and twenty-one(21).

**REQUIREMENTS FOR ENROLLMENT IN PUBLIC SCHOOL**

1. 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 Department of Education.

2. 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.
3. Prior to a child's admission to an Arkansas public school, a school district shall request one of the following:
  - 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, a military ID, or previous school records verifying that a child is 5 years of age on or before August 1, of the year the child enters Kindergarten.  
All students shall meet immunization requirements established by the State Board of Education.
  - b. All Kindergarten students are required to have a physical within 10 days after school starts.
  - c. Act 663 of 1999 creates parental responsibility for providing a false address for purposes of public school enrollment in an unauthorized school district. Any person who knowingly gives a false residential address for purpose of public school enrollment is guilty of a misdemeanor and subject to a fine not to exceed five hundred dollars (\$500.00).

### **ACT 1117 – HOME SCHOOL LAW**

In accordance with Act 1117 – Home School Law, notice must be given at the beginning of each school year, but no later than August 15 if parents choose to home school their children. Parents who decide to start home schooling at the beginning of the spring semester must notify the school by December 15. A student will not receive credit for home school courses while enrolled in Hoxie Public School. Students who are transferring from Home Schools will be tested and placed as determined appropriate by the principal and teacher involved.

### **TRANSFER STUDENTS**

Students who transfer from other accredited schools will be placed at the same grade level designated by their previous school. Students who are transferring from non-accredited schools will be tested and placed as determined appropriate by the principal and teacher involved.

### **USE OF THE TELEPHONE**

The telephones in the school offices are placed there for school business. Students will not be called to the phone except in extreme emergencies. Messages will be delivered to students by someone in the office when necessary, unless on school bus.

### **FUND RAISING PROJECTS**

No solicitations of funds, sale of tickets, charity drives, and class projects may be made without the approval of the superintendent and principal.

- (a) Schools must provide written notification of the following to parents of all elementary school students who participate in fund-raising programs:
  - (1) Student participation in fund-raising programs is voluntary;
  - (2) Students who do not participate will not forfeit any school privileges;
  - (3) Students may not participate in fund-raising programs without written parental permission returned to school authorities.
  - (4) An elementary school student who sells fund-raising merchandise door to door must be accompanied by a parent or an adult; and
  - (5) Unless the school provides supervision, parents must accept responsibility for appropriate adult supervision.
- (b) A one-page form for parental notification and permission shall be developed by the Department of Education in cooperation with school administrators and the Arkansas Congress of Parents and Teachers Associations.
- (c)
  - (1) Fund-raising companies shall incorporate a safety instructional component as part of all fund-raising programs used by school.
  - (2) A fund-raising company shall have discretion in selecting the methods used to communicate safety.

## **SCHOOL ORGANIZATIONS**

Students have the right to join an existing club and should not be restricted for membership on the basis of race, sex, national origin, or other arbitrary criteria. They must meet standards set by the sponsor.

No gang affiliation will be allowed. No “colors”, “do-rags”, “signing”, etc. will be tolerated. School fraternities and secret societies are banned in Arkansas Public Schools.

## **SCHOOL NEWSPAPER**

Students may establish and maintain a student or school newspaper if this publication is to report school news. Students have the right to editorialize. Students must refrain from printing anything which might contain obscene language or libelous matter. A teacher must serve as advisor to the students and must approve all materials. The school newspaper may only be sold in locations determined by the administration.

## **INCLEMENT WEATHER**

The School Board has ruled that the Superintendent of Schools must make the decision if school is to be changed from a normal school day due to bad weather. In case of severe weather, the official announcement for school closings and schedule changes will be made on local stations KRLW (1320 AM and 106.3 FM) and KOZY (105.3 FM) and KAIT 8 as well as through our rapid response calling system. Announcements will be made as soon as the decision can be made. Please do not call the radio stations or the school, but listen to the radio.

## **FIRE, TORNADO, LOCKDOWN/ACTIVE SHOOTER/, AND EMERGENCY EVACUATION DRILLS**

Fire drills and tornado drills are required by law and are held periodically so orderly evacuation of buildings may be accomplished.

As Hoxie is located in an area frequented by tornadoes, and violent storms, a plan has been developed to minimize the possibility of students being injured during a storm. Students will be moved to one of the safe rooms and emergency procedures will be followed.

Hoxie is located near the New Madrid Fault. A plan has been developed to minimize the possibility of students being injured during an earthquake. Earthquake drills will be held periodically to familiarize students with safety procedures to take during and after an earthquake. In the event it becomes necessary to evacuate the school, plans have been developed and drills will be conducted periodically. Instructions for each drill are posted in every room.

## **EMERGENCY PROCEDURES**

In the event of an emergency (tornado, flood, chemical spill, earthquake, etc.) the following procedures will be followed:

1. No student will be dismissed from school unless a parent/guardian comes for him/her.
2. No child will be allowed to leave with another person, even a relative or babysitter, unless we have prior written permission to that effect.
3. All parents/guardians or designated parties who come for students must have them signed out at the office or at the temporary Student Release Station. Signs will be posted at the entrance to the school if this alternate location is required.
4. Please do not call the school; we must have the line open for emergency calls.
5. Following the emergency, do not immediately drive to school. The school access route and street entrance areas must remain clear for emergency vehicles. Do turn your radio to KRLW (1320 AM or 106.3 FM) or KOZY (105.3 FM) or KAIT 8.
6. We are prepared to care for your child in times of critical situations. If you are not able to reach the school, we will care for your child here. We have a number of people with first aid certificates, and we will be in communication with various local emergency services.

## **SCHOOL BUS RULES**

1. Riding a bus is a privilege and students should appreciate the service. If a child chooses not to follow bus rules, the penalty may range from a reprimand to suspension from the bus, depending on the severity of the situation.
2. Be at the bus stop at the scheduled time. Stand back about 10 feet from the stop and wait until the bus door is opened. Do not play on the highway.
3. While loading and unloading, enter or leave the bus orderly and quickly.
4. While riding the bus, students are under the supervision of the driver and must obey him/her.
5. Students are expected to conduct themselves in a manner that will not distract the driver's attention.
6. Do not change seats while the bus is in motion. No knives or sharp objects, firearms, balloons, pets, or other living animals are allowed on the bus.
7. You are not to tamper with any of the safety devices such as door latches and fire extinguisher.
8. Pupils are not to deface the bus or any school property. Keep the bus clean and neat. No eating or smoking on the bus.
9. Do not ask the driver to let you off up town, at the store, etc. Get off at the regular stop.
10. Pupils are not to put their hands, arms, head, or bodies out the window.
11. If you must cross the road or highway in front of the bus, always wait for the driver's signal before you cross in front of the bus.
12. Students will refrain from any harsh or abusive language or use of profanity at any time they are boarding, riding, or unloading from the bus.
13. Pupils cannot ride any bus except the one assigned, unless a signed note from the parent/guardian is sent to the office by 2:00 p.m.
14. This is not intended to cover all of the rules for riding a bus. Bus drivers and administration reserve the right to pursue disciplinary action for behavior not specifically mentioned in the preceding written rules which is not conducive to the safe operation of a school bus
15. Due to the danger of balloons getting away from students while riding a school bus and getting in the driver's face we do not allow balloons on the bus.

## **HOMEWORK POLICY**

The Board of Education recognizes that a reasonable amount of study and preparation is essential for the scholastic growth of the child. It is also aware, because of the individual differences and needs of pupils, that it is unsound to require or expect all pupils to be assigned the same kind of homework in connection with the school instruction. Purposeful homework varies from day to day with each pupil, depending upon his/her educational capacity, potential, and need. Homework should supplement, complement, and reinforce classroom teaching and learning, and is not to be used as punishment of a student. Consideration should be given to the time involved in completing the assignment.

Failure to complete homework may jeopardize the effectiveness of the educational process. Students should vigorously attempt to complete all homework assignments in a timely manner. Failure to do so may affect the student's grade and disciplinary action may be taken based on specific grade level policies.

Assignments should commensurate with resources available.

## **GRADING SYSTEM**

The evaluation of student achievement is one of the important functions of the teacher. Consideration may be given to attendance, daily work, weekly tests and unit tests. All grades will reflect the student's performance in relationship to course objectives as outlined by each teacher.

A=.....	90-100	Excellent
B=.....	80- 89	Above Average
C=.....	70-79	Average
D=.....	60-69	Below Average
F= .....	0- 59	Failure
I= .....		Incomplete
S= .....		Satisfactory
U=.....		Unsatisfactory

Grade reports are due to be sent home approximately one week after each 9 weeks grading period.

*\*\*Grading scales for specific grades can be found in the appropriate grade level sections. If you have any questions regarding the grading system, feel free to make an appointment for a conference with the teacher and/or principal.*

### **DISTRIBUTION OF LITERATURE**

Students shall have the right to distribute and possess literature including, but not limited to: newspapers; magazines; leaflets; and pamphlets. One exception is that the district may prohibit a specific issue of a specific publication if there is a substantial, factual basis to believe its possession or distribution will cause, or is causing substantial disruption of school activities. Anyone desiring to distribute any type of literature must obtain the permission of the Central Office. If said literature is questionable, school board members approval will be required before said literature can be distributed. A time for distribution will be set by the principal when there will be the least amount of interruption of learning activities. Students have the right to accept or not accept the said literature.

### **SEARCH AND SEIZURE**

Personal Search- A search of a student's person should be limited to a situation in which the administration has probable cause to suspect that the student is concealing evidence of an illegal act, contraband, or has violated a school rule. Dangerous items (such as firearms, weapons, knives, etc.), controlled substances as defined by Act 590 of 1971 (as amended) and other items which may be used to substantially disrupt the educational process will be reported and transmitted to the proper authorities.

The following procedure will be observed in a search and seizure:

1. A search must be based on a reasonable suspicion that the student has violated the law or school rules, and the scope of the search must be "reasonably related to the objective of the search and not excessively intrusive in the light of the age or sex of the student and the nature of the infraction".
2. An adult witness will be present when a personal search is conducted.
3. The student shall be asked for his/her consent prior to a personal search. A search warrant should be obtained if a student objects to a personal search unless there is a probable cause to believe that a dangerous weapon (gun, knife, etc.) is being concealed.
4. AUTOMOBILES- Warrantless searches of student's automobiles are generally valid upon a showing of a probable cause.
5. A pat down search of a student's person should be done by a school official, of the same sex, with at least one adult witness present.

### **HEALTH RECORDS**

Act 244 and 633 of Arkansas Law requires all students to have complete immunization (shot) records in order to register or enroll for the current school year.

Students transferring to Hoxie must have all records up to date.

### **PUBLICITY RELEASE FORM**

Students are occasionally asked to be included in various school and/or District publicity, publications, and/or public relations activities. Before any student may participate in any such activities for the current school year, the Hoxie School District must have a Publications, Video, and Internet Consent and Release Agreement signed by that student and turned in to the office. Students who are under 18 years of age must also have his or her parent/guardian sign the form.

### **COMPUTER, NETWORK AND INTERNET POLICIES**

The Hoxie School District owns and maintains a number of computers, most of which are interconnected by a local area network. The local network is connected to the Internet through the resources of the Arkansas Public School Computer Network.

Before any student may use any computer or network resource, her or she must read, sign, and turn in to the office an Acceptable Use and Internet Safety Policy form. Students who are under 18 years of age must also have his or her parent/guardian read and sign the form. The privileges and responsibilities granted by this form only apply to the current school year. Each year every student wanting to use computer and/or network resources must first read, sign, and turn in this form.

Rules for computer use at Hoxie Public Schools:

1. Student will respect and use with care all the computer technological resources.
2. Student will secure prior approval of the certified staff before joining a news group or before subscribing to a list serve.
3. Student will keep account password private, and will log off the network after having personally logged in. All activity using the personal Internet account is the student's responsibility.
4. Student will use the computer technology in a moral and ethical manner.
5. Student is not to insert any disk into any computer with Internet access without the express permission of the Internet Supervisor.

Activity on a student's account may be periodically monitored by certified staff. The failure to follow any of the above rules may result in the loss of computer privileges and the removal of the account from the computer network.

### **HOXIE SCHOOL POLICY ON CORPORAL PUNISHMENT**

The Board of Education of the Hoxie School District #46, after meeting in regular session August 8, 1977, at 8:00 p.m., adopted the following policy on Corporal Punishment.

The Board recognizes the need for firmness in disciplinary action to deal with problems which occur in the classrooms and during other school activities, whether on or off school premises. Accordingly, the Board authorizes the administration of corporal punishment as a part of the disciplinary process.

Corporal punishment may be administered by any certified employee of the school district to any pupil for disruptive or unmanageable conduct; insubordination; profane, violent, vulgar, or insulting language, or other conduct that would tend to disrupt the educational process.

The Board directs that corporal punishment be administered according to the following requirements:

1. It will be administered by an administrator or designee and witnessed by certified employee who shall be present when the student is advised of the reason for the punishment.
2. It will not be administered in the presence of other students, nor will it be excessive.
3. Refusal to take corporal punishment may result in suspension.
4. The employee administering the corporal punishment shall prepare a written report stating the reason for the punishment and the name of the witness.
5. On request, the parent shall be informed in writing of the reasons for the punishment and the name of the witness.

### **DISCIPLINE OF HANDICAPPED**

Handicapped students who engage in misbehavior and disciplinary infractions are subject to normal school disciplinary rules and procedures so long as such treatment does not abridge the right to free, appropriate public education. When the IEP team for a handicapped student adopts a particular discipline procedure for the student and includes it in the IEP, that procedure shall be followed.

### **DEFINITIONS**

**SUSPENSION:** A suspension is defined as dismissing a student from school for any time period not exceeding 10 days.

Prior to 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. The pupil shall be given an opportunity at that time to explain his/her version of the facts to the school principal or his/her designee.

A teacher may dismiss, for disciplinary reasons, any student from class. The teacher shall, when feasible, accompany the student to the office of the principal or designee, as soon as practical, to file with the principal or designee a written statement about the infraction. The principal, or assistant principal, will determine whenever the student should be suspended. If suspension is necessary, the parent will be mailed a copy of the suspension, its duration, the manner in which the student may be readmitted to school, and the procedure for review of the suspension.

**EXPULSION:** An expulsion is defined as dismissing a student from school for more than 10 days.

The principal or designee of a school may recommend that a student be expelled from school with a loss of credit. The student should immediately be advised of the particular conduct in question. A written recommendation to the superintendent shall include a statement of the charge against the student. If the superintendent concurs with the recommendation, he/she shall schedule a hearing before the school board. Written notice shall be given to the parents of the student as to the alleged incident and the date of the hearing before the school board. At the hearing, the student may represent himself/herself or he/she may select a representative. The students/representative may hear all testimony, and the student/representative may cross-examine all witnesses. The student/representative is entitled to offer evidence in his/her favor. Permanent expulsion is appropriate only for those instances which serious bodily harm occurred or reasonably could have been expected to occur to another person.

ISS: A student may be removed from the regular class to confinement in a special room where they will work on class assignments with no socialization. Office detention will be assigned for grades K-3. This may be done by the period or the entire day. If a student is placed in ISS for more than 8 days in a semester the principal/assistant principal may upon their discretion use out of school suspension depending on the circumstances for the disciplinary action. If a student refuses to do their work or cause trouble while in ISS, that student will automatically be sent home for not more than the length of ISS or the remainder of the day. This will be at the discretion of the principal or assistant principal.

### **DUE PROCESS**

If a student and/or parent of a student involved in a disciplinary ruling wishes to contest the ruling, he or she must state the complaint in writing to the school principal asking that the ruling be changed. If the principal does not satisfactorily resolve the complaint, an appeal is possible to the superintendent, and then to the Board of Education.

### **TITLE IX**

The Hoxie School District shall be in compliance with provisions of Title IX of the Education Amendments.

### **PARENT CONFERENCES**

The Board of Education encourages parent-teacher conferences to be held at all schools on a regular bases to insure the understanding and cooperation between the parents/guardian and the respective school officials necessary for students to profit fully from all school experiences.

The Board shall require teachers to communicate personally with the parent/guardian of each student during the school year to discuss the student's academic progress. In cases where students are not performing at the level expected for their grade, teachers shall be required to communicate with the student's parent/guardian at least once per nine week period or more often if circumstances warrant. Elementary teachers shall meet with the parents/guardians of each student in their class at least once per semester through a parent/teacher conference, a telephone conference, or a home visit. If a student is to be retained at any grade level, notice of retention and the reasons for the retention shall be communicated promptly in a personal conference.

All conferences required or otherwise shall be documented by the teacher, including parental/guardian participation or non-participation.

**Hoxie School District  
602 SW Hartigan  
Hoxie, Arkansas 72433  
(870)886-2401**

**Parental Involvement Plan**

**CENTRAL OFFICE FACILITATOR CONTACT INFO: JENNIFER HUFF (870)886-2401 EXT 191  
ELEMENTARY SCHOOL FACILITATOR CONTACT INFO: JEFF BLAKE (870)886-2401 EXT. 265  
HIGH SCHOOL FACILITATOR CONTACT INFO: LAURA WRIGHT (870)886-2401 EXT. 136**

**MISSION STATEMENT:**

**The Hoxie School District will provide a quality education, providing the basis for students to become life-long learners as well as moral, ethical, and compassionate people. A partnership of staff, students, parents, and the community will prepare students to become responsible citizens and productive member of the communities in which they live in.**

**Goal 1: How will the LEA foster effective parental involvement strategies and support partnerships among school, parents, and the community to improve student achievement?**

- Develop and disseminate the district parental involvement policy. Katie Compton- School Counselor will be responsible for developing and disseminating this report.
- Coordinate parental involvement activities with those of other programs such as Head Start program, Reading First program, Early Reading First program, Even Start program, Parents as Teachers program and Home Instruction Program for Preschool Youngsters and State-run preschool programs. Linda Bartlett will be responsible for parental involvement activities for preschool.
- Establish parental involvement contact person at each of the Title I, Part A schools.
- High School Building parent facilitator/contact person Laura Wright High School English Teacher. Elem. school building parent facilitator/contact person is Jeff Blake Dean of Student.
- The Hoxie district will conduct an annual public meeting to review the effectiveness of the parental involvement policy. This meeting will be held in October, 2016. The meeting will consist of parent volunteers, and we will go over resources for parents, parent interest survey, and how we will work with parents to create a updated school parent compact. The survey will also be available at parent teacher conferences. The meeting will start at 3:45 and end when completed.
- A parental involvement committee will be created to write a policy and develop ways to implement parent activities as well as disseminate information to the community to promote parental involvement in the Title I, Part A schools.
- Ensure that parents of children with disabilities or limited English proficiency have the same access as other parents including information in a language and form they can understand.
- Involve parents in the process of school review and improvement under Section 1116 of ESEA.

**Goal 2: How will the district provide coordination, technical assistance, and other support necessary to assist participating schools in planning and implementing effective parental involvement?**

- Committee members and administrators will conduct ongoing site visits to each school periodically to observe parental involvement practices.
- Provide materials and training not otherwise available to assist parents in supporting their child's academic achievement.
- Provide training the help the parents better understand the Common Core standards that their child is being taught.

- The committee will work on ways to enhance the awareness and skills of teachers, pupil service personnel, principals, and staff in reaching out to, communicating with, and working with parents as equal partners.
- It will be the responsibility of the parent involvement liaison for each school to ensure, to the extent possible, that information is sent home in a language and form parents can understand.
- Provide information on adult literacy training available in the community.
- Provide a copy of the school policy at each school for parents to view as well as provide a copy to each parent.
- Each school's parent involvement liaison will be responsible for the monitoring of each Title I, Part A school to ensure that each school performs the following tasks: Developing parental involvement policy, offer flexible meeting times, provide information to parents about the school's program, include parent information guide, and develop and use the School-Parent Compact
- Provide training for parents in working with their child to improve academic achievement, to include training on the phone notification system in order to have real-time access to their child's attendance and achievement.
- Reinforce parenting skills to support the acquisition of academic skills and their application in real-life situations for parent use.
- Encourage parents to visit/volunteer at school by assisting staff in developing volunteer opportunities as well as training staff to encourage and build volunteer efforts.
- Encourage parent participation through innovative scheduling of activities through strategies such as holding meetings at a variety of times, such as morning and evening, in order to maximize the opportunities for parents to participate in school-related activities.
- Coordinate and integrate parental involvement strategies and staff training with the Readiness Coalition Committee.
- Convene annual school meeting to inform parents of their school's participation in the development of the parental involvement policy and their right to be involved.

**Goal 3: How will the district build the school's capacity for strong parental involvement?**

- Information will be provided via the district website, local newspaper, and newsletters to participating parents in such areas as national, state, and local education goals, including parents' rights as defined in Title I, Part A.
- The parent involvement committee will assist in the development of parent engagement groups at each school.
- Encourage the formation of partnerships between schools and local businesses that includes roles for parents.
- Provide resources for parents to learn about child development, child rearing practices, and academic strategies that are designed to help parents become full partners in the education of their child.
- Annually the committee will send parent surveys relating to the improving of school effectiveness.
- Approve reasonable and necessary expenses associated with parental involvement activities.
- The committee will provide any reasonable support for parental involvement at the request of participating Title I, Part A schools.

**Goal 4: How will the district conduct, with the involvement of parents, ongoing evaluation of the content and effectiveness of the parental involvement policy as it relates to strategies for increasing parental participation and identifying barriers to greater participation?**

- Surveys will be mailed annually to parents which will include questions that help to identify barriers to parental involvement. Surveys will also be conducted during parent teacher conferences in the computer lab. The Superintendent will be responsible for send surveys and collecting data.
- The committee will provide an opportunity for the parents to assist in the development of the evaluation procedures, including analysis of data collected.

- Develop procedures for collecting parent participation documentation through sign-in lists for workshops, meetings, and conferences; schedules; brochures; meeting notes; and other means as appropriate throughout the school year.
- The district will use finding and recommendations from the committee based on the evaluation process to:
  - Make recommendations to each participating school for parental involvement policy revision. Committee members Jeff Blake and Jennifer Huff will be responsible for making recommendations.
  - Provide suggestions for designing school improvement policies, as they relate to parental involvement.

**Goal 5: How will the district involve parents in the joint development of the district Title I Application under section 1112 (ACSIP)?**

- Recruit parents to serve on district ACSIP committee to develop the Title I Application. The committee will question faculty to obtain names of parents that seem to be very involved with their child's education. Letters will be sent home to also ask for parents to volunteer to serve on the parent involvement committee.
- Recruit parents for a district Parent Advisory Committee
- Encourage the formation of partnerships between the district and local businesses that includes roles for parents.
- Involve parents through an annual survey to improve district effectiveness.

**Begin Day with Period of Silence**

All public schools in the state shall observe a one (1) minute period of silence at the beginning of each school day. During the period of silence a student may, without interfering with or distracting other students: reflect, pray or engage in a silent activity. A teacher or school employee in charge of a public school classroom shall ensure that all students remain silent and do not interfere with or distract another student during the period of silence. *Act 576 of 2013*

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## ADMINISTRATION

Radius Baker	Superintendent
Tracy Gates	Principal
Jeff Blake	Dean of Students
Katie Compton	Counselor
Andrea Vancil	Counselor

## BOARD OF EDUCATION

David Dobbs .....	President
Jeff Worlow .....	Vice President
Nathan Romine .....	Secretary
Wes Gates .....	Member
Mike Hart .....	Member

## ATTENDANCE POLICY

Regular attendance is essential for promotion and success in your school work. It is the student's responsibility to see that his/her work is made up after being absent. All make-up work should be done within one day for each day missed. When a child is absent (for more than 2 days) a parent or guardian should contact the school for missed work assignments. When a potential absence is known ahead of time, prearrangements should be made by the parents, teacher and child for classroom work to be made up. Administration and office staff are available to assist with the arrangement and pickup of makeup work. Students must have a note for the absence to be excused.

### 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 upon his/her return to school.

Professional notes may include:

1. The student's illness or when attendance could jeopardize the health of other students.
2. 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.
3. Death or serious illness in their immediate family;
4. Observance of recognized holidays observed by the student's faith;
5. Attendance at an appointment with a government agency; (court)
6. Attendance at a medical appointment;
7. Exceptional circumstances with prior approval of the principal;
8. Participation in an FFA, FHA, or 4-H sanctioned activity;
9. Participation in the election poll worker's program for high school students.
10. 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.
11. Absences granted, at the Superintendent's discretion, to seventeen (17) year-old students who join the Arkansas National Guard while in eleventh grade to complete basic combat training between grades eleven (11) and twelve (12).
12. Absences for students excluded from school by the Arkansas Department of Health during a disease outbreak because the student has an immunization wavier or whose immunizations are not up to date.
13. Students who are assigned in school suspension shall not be counted absent for those days.
14. 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.

Additional excused absences may be granted by the Superintendent and or designee. The number of additional excused absences shall be at the discretion of the superintendent or the designee.

- A student will be allowed 10 days of excused/unexcused absence per semester before prosecution. Before the student accumulates the maximum number of unexcused absences allowed by this policy, the student's parent, guardian or person in loco parentis, may petition the administration for special arrangements to

address the student's absences. Such an agreement will be put in writing and signed by both parent and administration.

- A student with a documented IEP or 504 Plan that addresses excessive absenteeism as it relates to their handicapping condition, will be considered for a special agreement to cover those absences.

The parent, guardian or in loco parentis will be notified by mail upon the accumulation of one-half (1/2) the number of allowable absences. The parent, guardian or in loco parentis will be notified upon the accumulation of the maximum number of allowable absences. At that time, they will be made aware that the next absence will result in notification to the office of the Prosecuting Attorney unless special arrangements have been made through the school administration.

This policy is in accordance with Act 6-18-209 of 2011 as amended by Act 1322 of 2013.

### **TARDINESS/EARLY CHECKOUTS**

A student shall be prompt in arriving at school and to class. Students must arrive at school and be prepared to begin class by 8:00 a.m. or they will be considered tardy. After 10 tardies it will count as 1 unexcused absence. The office will determine if a tardy is excused or unexcused. For a tardy to be excused, the parent must either accompany the student to the office to present the excuse or send a written note with the child to the office explaining the reason for the tardy. Office personnel will make a determination based on the excuse given. If no excuse accompanies the child, the tardy will be automatically deemed unexcused. It is also important for a student to remain in class until the final dismissal bell rings. If a child is checked out early for a purpose that is deemed "unexcused", that incident will count the same as an unexcused tardy. An accumulation excessive unexcused tardies and/or early check outs can result in the issue being turned over to the Office of the Prosecuting Attorney.

### **Dyslexia Screening**

A school district shall screen each student in grades K—2 and others required by the Department of Education rules using the Dynamic Indicators of Basic Early Literacy Skills (DIBELS). Dyslexia Coordinator is Tami Watson and 504 Coordinator is Katie French. This will be done to determine if there are any indicators that a child may need further testing, or interventions do to the possibility of a condition called Dyslexia. *Act 1294 of 2013*

### **ELEMENTARY GRADING SCALE**

#### **KINDERGARTEN, FIRST, SECOND AND THIRD GRADES**

These grades will use the State Standard Grading Scale as listed below. Each Report Card will reflect the Reading level that the student has achieved as well as the Reading Level that the student is expected to have achieved at that time period. DIBELS testing results will be given on the report cards per parent request.

\* Dynamic Indicators of Basic Literacy Skills

#### **STATE STANDARD GRADING SCALE**

A=.....	90-100
B=.....	80- 89
C=.....	70-79
D=.....	60-69
F= .....	59--Below

#### **FOURTH AND FIFTH GRADES**

These grades follow the State Standard Grading Scale listed below.

#### **STATE STANDARD GRADING SCALE**

A=.....	90-100
B=.....	80- 89
C=.....	70-79
D=.....	60-69
F= .....	59--Below

## **HOMEWORK POLICY**

The Board of Education recognizes that a reasonable amount of study and preparation is essential for the scholastic growth of the child. It is also aware, because of the individual differences and needs of pupils, that it is unsound to require or expect all pupils to be assigned the same kind of homework in connection with the school instruction. Purposeful homework varies from day to day with each pupil, depending upon his/her educational capacity, potential, and need. Homework should supplement, complement, and reinforce classroom teaching and learning, and is not to be used as punishment of a student. Consideration should be given to the time involved in completing the assignment.

Failure to complete homework may jeopardize the effectiveness of the educational process. Students should vigorously attempt to complete all homework assignments in a timely manner. Failure to do so may affect the student's grade based on specific grade level policies and disciplinary action may be taken.

## **STUDENT DRESS**

Each student is expected to dress appropriately while attending school. First period/ Homeroom teacher and or administrator will make the call on dress code to begin the day. The dress of a student shall in no way cause interruption of the proper pursuit of learning to himself/herself or others. We agree that there are physical differences between K – 3 students and 4 - 6 students. There is a separate dress code for K – 3 students and one for 4 – 6 students listed below.

- Should it be determined a child is dressed inappropriately, the school will attempt to provide adequate clothing for the remainder of the school day. However, should the school not have appropriate clothing items on hand, the child may be sent home to change clothes.

### **K-3 Dress Code**

The following items of appearance and wearing apparel will **not** be permitted:

- A. Bare feet
- B. Bare midriff, sides, or back.
- C. Unbuttoned shirts/blouses are not permitted unless a shirt is worn underneath
- D. Caps, hats, headdress in the building
- E. Indecent dress Clothes that display:
  1. Profanity
  - 2 Suggestive language
  - 3 Drugs, alcohol or tobacco advertisements
- F. Shorts and miniskirts will be permitted with the following guidelines:
  1. Shorts and miniskirts must be no more than 7 inches from the middle of the knee.
  2. Bike shorts and leggings can be worn but must be covered by legal length short, skirt, or dress. Teachers and Administration discretion.
  3. Students should be dressed in proper clothing that is dictated by the weather. If students are not dressed properly then they could be held in for recess.

**4 – 6 grade students will follow the same dress code as the High School Students follow. Pg. 56-57**

## **CLOSED CAMPUS**

As directed by the Hoxie School Board, our campus is closed. Once a student arrives on campus, he/she may not leave the campus without first being checked out in the office by a parent or authorized adult.

## **DROP-OFF AND PICK-UP**

Parent: Please drop your child off no earlier than 7:30 a.m. Kindergarten, First, Second, and Third Grade students should be dropped off at the crosswalk by the playground and should enter the building using the door to the Kindergarten and First Grade wing. Please drop off your Fourth, Fifth and Sixth grade students at the end of the football field by the corner of Alice and Gibson Streets. Children will be in the Safe Room (after 7:30) and have the option of eating breakfast until 7:50 a.m. The purpose of this procedure is to improve the supervision of our students who may arrive before 7:45 a.m., the time our faculty is required to be in their classrooms. School begins at 7:55 a.m.

Parents picking up children at the end of the day need to remain outside the building until 3:15 p.m. This allows instruction to continue until the end of the day. Please do not check your child out early unless it is absolutely necessary as instruction continues until the end of the day.

### **WITHDRAWAL FROM SCHOOL**

Students who are dropping from school, for any reason, must pick up a withdrawal sheet from the principal's office. This withdrawal sheet will be presented to the teacher involved, as well as the librarian. When completed, it must be returned to the principal's office for a signature and taken with the child to his/her new school.

### **PLAYGROUND**

A student's physical growth is an important aspect of their overall development. Students participate in weekly physical activity classes and daily recess. Proper behavior is essential for safe play during recess time. Rules for playground are as follows:

1. No fighting or initiating a fight.
2. No play fighting, wrestling or karate.
3. No contact games that involve excessive roughness.
4. No abusive or vulgar language on the playground or elsewhere at school.
5. Rock or dirt throwing is prohibited.
6. No skateboards or skates are allowed at school.
7. No playing near water or in ditches.
8. Sitting on top of monkey bars or other playground equipment and climbing on fences is prohibited.
9. No standing or jumping from swings and no going down slides head first.

Other regulations may be implemented due to extenuating circumstances or that may be specific to certain grade levels.

Children will go outside to the playground at recess time providing the wind-chill factor is above 32°F and will remain inside if it is below. If the heat is above 98°F or the index is over 103°F then the student's will remain inside Parents should monitor the weather forecasts and send their children to school dressed appropriately for weather conditions.

### **FIELD TRIPS**

Off campus field trips are an integral part of a child's education. All possible steps are taken to ensure students safety while on field trips. Permission slips are sent home before a field trip and should be signed and return with their Parent's Signature or the student will not be permitted to attend the field trip. All school trips will be governed by the same rules and regulations as if the students were at school. Students may be denied privilege of attending field trips if their past behavior indicates they may post a safety concern to themselves or other students.

Participation will be at the discretion of the faculty and administration of Hoxie Elementary School.

### **TEXTBOOKS**

Textbooks are furnished by the state of Arkansas for the use of students attending the public schools of Arkansas. Proper care of these books is the responsibility of the students to whom they are issued. A charge will be made for all textbooks lost or damaged beyond the normal wear during the school year.

### **EXTRA-CURRICULAR ACTIVITIES**

Students at Hoxie Elementary School are able to participate in extracurricular activities. These are optional and certain criteria are required for participation. Included in these activities are football, volleyball, and basketball for 5<sup>th</sup> and 6<sup>th</sup> grade students. These students must have a physical examination from a medical doctor prior to being allowed to participate. Students also must maintain a 2.0 grade point average. Science Club is an option for 5<sup>th</sup> and 6<sup>th</sup> grade boys and girls. Science Club members must maintain a "B" average in science and participate in the school science fair. A "Gifted and Talented" pull-out program is available to select students in grades 4-6. GT students must exhibit a high academic level of achievement and exemplary classroom behavior.

## **CAFETERIA**

The Hoxie Cafeteria serves well-balanced meals each day, and is in compliance with the guidelines for the provision of free and reduced meals. For those who prefer, a salad line is in operation for students in grades five and six not wishing to eat the regular menu. All students are expected to conduct themselves properly in the cafeteria.

1. All lunch litter to be deposited in waste basket.
2. Food trays are not to be taken from the cafeteria.
3. Trays and utensils are to be returned to the deposit window.
4. Tables and floors should be left clean for others.
5. When finished, students should exit through designated doors and may not reenter.
6. Students cannot charge extras.

Students may not have vendor food delivered for lunch. Only guardians may eat lunch with their student. Visitors pass must be worn and visible at all times.

## **PROGRESS REPORTS**

At each five weeks grading period, parents are notified (by a report) of their child's progress-to-date in each subject.

## **PROMOTION – RETENTION POLICY**

The Hoxie Public School District will use the following guidelines when considering promotion and retention in the elementary school.

- A. Factors contributing to promotion are:
1. Achievement: Students must master basic grade level skills and demonstrate acceptable performance on required course work.
  2. Special Students: Students identified as slow learners and/or students who have qualified to receive special services (any special education and/or additional reading/math services) should be given consideration for promotion.
  3. Tardiness: Students who have an excess number of tardies miss instruction. This could be a factor in determining promotion.
- B. Factors contributing to retention are:
1. Achievement: Students may need to be retained if they do not master basic grade level skills and demonstrate acceptable performance of required course work.
  2. Absenteeism: Students may need to be retained if they are absent an excessive number of days during the school year.
  3. Principal/teacher/parent/counselor judgment: Consideration must be made for individual cases pertaining to the student's best interest.
  4. Special Promotion/Retention: School records will reflect when promotion/retention is the result of a special consideration.
  5. The school will make the final decision for promotion and retention as each individual case is in need of review.

## **REMEDIATION POLICY**

Act 35 of 2003 requires that any student grades 1-6 who does not meet satisfactory proficiency levels on the state standardized testing program will be entered into a mandatory remediation program. Any student who qualifies for the program but does not participate shall be retained.

## **SMART CORE AND CORE CURRICULUM**

Beginning with the 2004-2005 school year all 7<sup>th</sup> grade students will be placed in either the Smart Core or the Core curriculum. Parents will need to sign a form indicating which curriculum they want their child placed in. You may switch the curriculum at any time by contacting the administration and counselor. Secondary counselors will meet with students and parents sometime in the spring of their 6<sup>th</sup> grade year.

## **LIBRARY MEDIA CENTER POLICIES**

It is the function of the school library media center to provide books, periodicals, audiovisuals and other resource materials that are necessary to implement the educational programs of the school. The materials are selected from all forms of media available for the interest, vocabulary, maturity, and ability levels of all students within the school served.

At the current time, students may only check out books. The remainder of the collection is utilized by the teaching staff to enhance the curriculum. Parents are encouraged to be informed of what books their students are checking out. The Confidentiality Law (Act 903) passed in 1989, prohibits the library media specialist from giving out specific titles to anyone without the student's permission. Parental involvement with library books will eliminate potential problems in this area. If the parent or legal guardian signs the Media Release Form then that person is releasing their child's picture to the media.

Students in First through Sixth Grade are allowed to check out library books weekly. Kindergarten students utilize library books in their classroom only; however, they do have weekly scheduled class periods where they are instructed in book handling and taught to appreciate the value of books. Exceptions are made for the case of natural disasters (fires, flood, tornadoes, etc.)

The library media specialist must sign the check-out form before records can be mailed to the new school district. The form will not be signed unless all books checked out by a student have been returned.

Hoxie Elementary School Library Media Center has on file a form that is to be filled out by any parent or community member with an objection to any book or other audiovisual. A committee of school personnel will be formed if an objection is recorded with a school. All parents are encouraged to remember that it is the responsibility of the library media center to provide a wide range of materials to meet the needs of all groups represented in the school district. Parents have the right to request their children not check out those materials found objectionable by the parent. The library media specialist makes every attempt to be informed of the materials checked out by the students, but parents need to keep in mind the large population of students served by the media center. It would be impossible for the media specialist to know what book each student checks out. Final responsibility must rest with the parent. Parents should make their beliefs known to their children so that the student can make a selection that the parent finds appropriate.

### **PERSONAL ITEMS**

Students are encouraged to use school provided equipment for their own safety and the protection of their personal property. Students are not allowed to bring any item to school that will distract their attention from the daily educational program. These items include radios, toys, knives, and cap guns, playing cards, baseball cards, video games, Fidget Spinners, Fidget Cubes, Flask, Energy Drinks, and other personal items of this type. The school is not responsible for the loss or destruction of personal items. Students may bring electronic reading devices on specific days designated. (BYOD Policy)

### **STUDENT CONDUCT**

The violation of a rule will occur whether the conduct takes place on the school grounds, at any time, off the school grounds at a school supervised activity, function or event, or on route to and from school.

Any student who had knowledge of, conspired with, or was an accomplice in the perpetration of misconduct will also be punished. Students will be punished in the event they dare or encourage other students to violate any student code of conduct.

Any suspect violation of state or federal laws will be reported to the local or federal authorities.

#### **Rule #1—Disregard of Directions or Commands (Insubordination)**

A student shall comply with reasonable directions of commands of a teacher, instructional assistant, substitute teacher, principal, school bus driver, administrative personnel, or any other authorized personnel.

- 1<sup>st</sup> Warning
- 2<sup>nd</sup> 1 day ISS/Corporal Punishment (Office Detention K-3)
- 3<sup>rd</sup> 3 days ISS/Corporal Punishment (Office Detention K-3)
- 4<sup>th</sup> OSS (days to be determined)/Parent Conference 5<sup>th</sup> – Maximum – Possibility of expulsion

#### **Rule #2—Disruption and Interference With School**

- A. No student shall occupy any school building or properties with the intent to deprive others of its use.
- B. No student shall prevent or attempt to prevent, the consenting or continued function of any school class activity, or lawful meeting or assembly on the school campus.
- C. No student shall continuously and intentionally make noise or action in any other manner so as to

interfere seriously with his or her teacher's ability to conduct the class or any other activity.

- a. 1<sup>st</sup> Warning
- b. 2<sup>nd</sup> 1 day ISS/Corporal Punishment (Office Detention K-3)
- c. 3<sup>rd</sup> 3 days ISS/Corporal Punishment (Office Detention K-3)
- d. 4<sup>th</sup> OSS (days to be determined)/Parent Conference
- e. 5<sup>th</sup> Maximum – Possibility of expulsion

### **Rule #3--Immorality**

A student shall not deliberately commit indecent exposure/indecent images in school or on school grounds, nor shall a student make improper sexual advances toward another person

- a. 1<sup>st</sup> Warning
- b. 2<sup>nd</sup> 1 day ISS/Corporal Punishment (Office Detention K-3)
- c. 3<sup>rd</sup> 3 days ISS/Corporal Punishment (Office Detention K-3)
- d. 4<sup>th</sup> OSS (days to be determined)/Parent Conference
- e. 5<sup>th</sup> Maximum – Possibility of expulsion

### **Rule #4—Fireworks**

The possession or use of any form of fireworks at school is prohibited.

- a. 1<sup>st</sup> Warning
- b. 2<sup>nd</sup> 1 day ISS/Corporal Punishment (Office Detention K-3)
- c. 3<sup>rd</sup> 3 days ISS/Corporal Punishment (Office Detention K-3)
- d. 4<sup>th</sup> OSS (days to be determined)/Parent Conference
- e. 5<sup>th</sup> Maximum – Possibility of expulsion

### **Rule #5—Firearms or Other Weapons**

A student shall not possess, handle or transmit a knife (including any and all pocket knives), razor blade, box cutter, ice pick, explosives, pistol, rifle, shotgun, pellet gun, or any other object that might reasonably be considered a weapon or dangerous instrument. Act 1282 of 1999 prohibits firearms on school property, school buses or school bus stops.

Penalty: Act 567 of 1995 requires that students who bring firearms or weapons upon school campus shall be expelled from school for no less than one (1) calendar year. The superintendent shall have the discretion to modify such expulsion on a case by case basis.

Disciplinary action for voluntary reporting and surrendering items not considered weapons, brought on campus accidentally will be at the discretion of the building principal.

### **PARENTAL RESPONSIBILITY FOR MINORS IN POSSESSION OF A FIREARM**

Act 1149 of 1999 – When a parent of a minor knows that the minor is in illegal possession of a firearm in or upon the premises of a public or private school, in or on the school's athletic stadium or other facility or building where school sponsored events are conducted, or public park, playground or civic center, and the parent or guardian fails to prevent the possession or fails to report the possession to the appropriate school or law enforcement officials, the parent shall be guilty of a Class B misdemeanor.

Act 1150 of 1999 requires parents to sign a statement acknowledging that the parents have read and understand current laws regarding the possibility of parental responsibility for allowing a child to possess a weapon on school property. This statement will be signed when the student is readmitted in any school following the expiration of the expulsion. The principal shall report, within a week, to the Department of Education the name, current address and social security number of any student who is expelled for possessing a firearm or other prohibited weapon on school property or committing other acts of violence.

The expulsion shall be noted on the student's permanent school record. A registry of these expelled students will be kept by the Department of Education and shall be available to any school principal in the state.

### **RULE #6—Hand-held Pointers**

Act 1408 of 1999 prohibits the possession of hand-held laser pointers by minors. School personnel will deliver to

local authority any hand-held laser confiscated from a student.

**Rule #7—Gambling**

Students will refrain from games of chance such as dice, cards, coin pitching, etc., where the winner collects the loser’s stake (money).

- a 1<sup>st</sup> Warning
- b 2<sup>nd</sup> 1 day ISS/Corporal Punishment (Office Detention K-3
- c 3<sup>rd</sup> 3 days ISS/Corporal Punishment (Office Detention K-3)
- d 4<sup>th</sup> OSS (days to be determined)/Parent Conference
- e 5<sup>th</sup> Maximum – Possibility of expulsion

**Rule #8—Physical Abuse or Assault of School Staff or Other Students**

A student shall not cause or attempt to cause physical injury or behave in such a way as could reasonably cause physical injury to a school employee, fellow student, or any other individuals. (Act 1243 of 1997)

- a 1<sup>st</sup> Corporal Punishment/ISS (2 days) (K-2 Corporal Punishment/ Sent Home)
- b 2<sup>nd</sup> Corporal Punishment/ ISS (3 days) (K-2 Corporal Punishment/ Sent Home)
- c 3<sup>rd</sup> OSS (3 days) and Parent Conference
- d 4<sup>th</sup> Maximum – Possible Expulsion

Act 1520 requires school principals to report all threats of violence or acts of violence on school property to the school superintendent and to the appropriate local law enforcement agency.

**Rule #9—Using, Offering For Sale or Selling Beer, Alcoholic Beverages and/or Controlled Substances**

When and Where Applicable

This Policy applies to any student who is on school property, who is in attendance at school or at a school activity (including any student who has left the campus for any reason and who returns to the campus or school sponsored activity), or whose conduct at any time or in any place interferes with or obstructs the educational process or operation of the school district.

**Prohibited Activities**

Upon verification by local law enforcement or school authorities, or admission by the student, or substantial evidence, any student possessing, or under the influence (legal intoxication not required) of alcohol or drugs as revealed by appropriate medical tests is in violation of this policy.

**Prohibited Substances and Paraphernalia**

Prohibited substances shall include any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, huffing of any object or substance, or other controlled substance as defined in Act 590 of 1971 of the State of Arkansas (as amended), or any beverage containing alcohol or an intoxicant of any kind. ANY AMOUNT of alcohol or drugs consumed or in possession by a student will be in violation of the drug and alcohol policy. Any student who knowingly possesses or uses drugs, drug paraphernalia, (i.e. clips, pipes, containers, etc.) used in connection with drugs, will be in violation of this policy.

**Penalties**

1. The student will be expelled for one semester with a provision to re-enter school after ten (10) days if enrolled in a counseling service. The counseling service will be at the student’s own expense and must be approved by the school superintendent. Upon readmission, continued enrollment in school shall be contingent upon completion of the alcohol/drug counseling program. The student will be restricted from attending or participating in any extracurricular activities for ninety (90) school days or the remainder of the semester, whichever is longer.
2. The student will be expelled for one (1) semester.

**Rule #10—Damage or Destruction of School Property**

A student shall not cause, or attempt to cause, damage to school property nor steal, or attempt to steal property. The

Hoxie School District will recover damages of the destroyed property from the student. Parents of minor students (under 18) will be liable for damages caused by said minor.

- a. 1<sup>st</sup> 1 day ISS/Corporal Punishment (Office Detention for K-3)
- b. 2<sup>nd</sup> 3 days ISS/Corporal Punishment (Office Detention for K-3)
- c. 3<sup>rd</sup> OSS (Days to be determined)/ Parent Conference
- d. 4<sup>th</sup> Maximum – Possible Expulsion

Restitution for damages will be made at all levels.

#### **Rule #11—Theft and Extortion**

A student shall not cause, or attempt to cause, damage; steal, or attempt to steal, property of another; obtain, or attempt to obtain, something (of value) from another person either by physical force or threat (illegal acts). It is recommended that all items brought to school be marked for identification, names, etc.

- a. 1<sup>st</sup> Warning
- b. 2<sup>nd</sup> 1 day ISS/Corporal Punishment (Office Detention K-3)
- c. 3<sup>rd</sup> 3 days ISS/Corporal Punishment (Office Detention K-3)
- d. 4<sup>th</sup> OSS (days to be determined)/Parent Conference
- e. 5<sup>th</sup> Maximum – Possibility of expulsion

#### **Rule #12—Fighting**

The use of physical violence upon another student by a student will result in punishment.

- a. 1<sup>st</sup> 1 day ISS/Corporal Punishment (Office Detention K-3)
- b. 2<sup>nd</sup> 3 days ISS/Corporal Punishment (Office Detention K-3)
- c. 3<sup>rd</sup> OSS (days to be determined)/Parent Conference
- d. 4<sup>th</sup> Maximum – Possibility of expulsion

#### **Rule #13—Profanity**

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

- a. 1<sup>st</sup> Warning
- b. 2<sup>nd</sup> 1 day ISS/Corporal Punishment (Office Detention K-3)
- c. 3<sup>rd</sup> 3 days ISS/Corporal Punishment (Office Detention K-3)
- d. 4<sup>th</sup> OSS (days to be determined)/Parent Conference
- e. 5<sup>th</sup> Maximum – Possibility of expulsion

#### **Rule #14--Smoking or Smokeless Tobacco**

Hoxie School students shall not use or possess smoking or smokeless tobacco in any school area (including the buses).

- a. 1<sup>st</sup> Corporal Punishment/ISS (2 days) (K-2 Corporal Punishment/ Sent Home)
- b. 2<sup>nd</sup> Corporal Punishment/ ISS (3 days) (K-2 Corporal Punishment/ Sent Home)
- c. 3<sup>rd</sup> OSS (3 days) and Parent Conference
- d. 4<sup>th</sup> Maximum – Possible Expulsion

Act 1555 of 1999 states any person violating this rule shall be guilty of a misdemeanor and, upon conviction thereof, shall be punished by a fine of not less than ten dollars (\$10.00) nor more than one hundred dollars (\$100.00).

#### **Rule #15—Disorderly Conduct**

A student shall not engage in behavior which provides a situation in which instruction or activities of other students are adversely affected.

- a. 1<sup>st</sup> Warning
- b. 2<sup>nd</sup> 1 day ISS/Corporal Punishment (Office Detention K-3)
- c. 3<sup>rd</sup> 3 days ISS/Corporal Punishment (Office Detention K-3)
- d. 4<sup>th</sup> OSS (days to be determined)/Parent Conference
- e. 5<sup>th</sup> Maximum – Possibility of expulsion

#### **Rule #16—Electronic Communication**

Hoxie School prohibits students from being in visible possession of cell phones or other similar communication devices. Any student who has a cell phone or other electronic device turned on or in view of other students during school hours will have the phone confiscated. The parents will be notified and will have to pick up the phone in the

office.

- a. 1<sup>st</sup> Warning
- b. 2<sup>nd</sup> 1 day ISS/Corporal Punishment (Office Detention K-3)
- c. 3<sup>rd</sup> 3 days ISS/Corporal Punishment (Office Detention K-3)
- d. 4<sup>th</sup> OSS (days to be determined)/Parent Conference
- e. 5<sup>th</sup> Maximum – Possibility of expulsion

**Rule #17—Terroristic Threatening**

If a student threatens to cause death, serious injury, or substantial property damage with the intent to scare or intensely frighten another person, this will be considered terroristic threatening. Terroristic threatening is a Class D felony; but if the threat is to cause physical harm or property damage, then it is a Class A misdemeanor. ACA 5-13-301

- a. Minimum Penalty: Parent Contact
- b. Maximum Penalty: Expulsion

Act 1520 requires school principals to report all threats of violence or acts of violence on school property to the school superintendent and to the appropriate local law enforcement agency.

**Rule #18—Indecent Exposure and Sexual Advances**

A student will not deliberately commit indecent exposure in school or on school grounds, nor will a student make improper sexual advances toward another person, nor will a student make crude comments to another person.

- a. 1<sup>st</sup> Warning
- b. 2<sup>nd</sup> 1 day ISS/Corporal Punishment (Office Detention K-3)
- c. 3<sup>rd</sup> 3 days ISS/Corporal Punishment (Office Detention K-3)
- d. 4<sup>th</sup> OSS (days to be determined)/Parent Conference
- e. 5<sup>th</sup> Maximum – Possibility of expulsion

**Rule #19—Conspirators or Persons Having Knowledge of Misconduct by Other Students**

Any student who had knowledge of, conspired with, or was an accomplice in the perpetration of any misconduct will be punished. Students will also be punished in the event they dare or encourage other students to violate any student code of conduct.

- a. 1<sup>st</sup> Warning
- b. 2<sup>nd</sup> 1 day ISS/Corporal Punishment (Office Detention K-3)
- c. 3<sup>rd</sup> 3 days ISS/Corporal Punishment (Office Detention K-3)
- d. 4<sup>th</sup> OSS (days to be determined)/Parent Conference
- e. 5<sup>th</sup> Maximum – Possibility of expulsion

**Rule #20—Cheating in any form is strongly discouraged. The following penalties will be enacted.**

- a. 1<sup>st</sup>-1 day ISS – no credit on assignment or test
- b. 2<sup>nd</sup> 3 days I.S.S. – no credit on assignment
- c. 3<sup>rd</sup> 5 days OSS – no credit on assignment
- d. 4<sup>th</sup> Recommended expulsion (one semester)

**Rule #21—Behavior Not Covered**

Hoxie School 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 specific in the preceding written notes.

Penalties for Infraction of Student Discipline Policies:

1. Reprimand
2. Loss of Privileges (recess, activities, travel, etc.)
3. Student/Parent/Teacher/Principal conference and/or parental contact
4. Corporal Punishment
5. In-School Suspension
6. Suspension
7. Expulsion

**ANTI-BULLYING POLICY**

Hoxie Elementary School in compliance to Arkansas State Law 681 will not tolerate “bullying” on school property, at school sponsored or sanctioned events whether at school or away from school, on school buses, at designated school bus stops, or by any electronic device (ex: cell phone, computer, etc.) that results in the substantial disruption of the orderly operation of the school or educational environment. Bullying is a term of harassment that includes

physical, verbal, or psychological intimidation over time that creates an ongoing pattern of harassment and abuse. 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: stealing or hiding books or belongings, threats of harm to student(s), possessions, or others, sexual harassment, as governed by policy 3.26.

Any person witnessing acts that fit the above definition is to report those acts to any teacher, administrator, or counselor. Upon receipt of the report, an administrator will conduct an investigation to determine the parties involved and the validity of the report. Upon concluding that the report is warranted, the administrator will contact the parties involved and depending on the circumstances and severity of the problem, exercise appropriate disciplinary action. Measures will be taken to insure the person or persons who file a complaint are not subject to acts of retaliation or reprisal in any form by the offending parties. Any student who attempts to retaliate in any way against another student who reported the offense will be subject to disciplinary actions.

- a. Minimum Penalty: Parent Contact
- b. Maximum Penalty: Expulsion

### **STUDENT SCHOOL RECORDS AND EDUCATION RECORDS**

Parents (or students over 18 years of age) have the right to inspect his/her child's educational records (Provisions of the Family Educational Rights and Priority Act of 1974 shall apply) (Public Law 93-380).

### **MEDICATION POLICY**

1. The medication must be in the original container with the child's name on the prescription.
2. No over-the-counter drugs will be given at school by a teacher, as school personnel are not trained to determine when medications are needed, and this is a form or prescribing.
3. Permission for long term medication must be renewed at the beginning of each semester.

### **COMMUNICABLE DISEASES**

If a child develops a disease or condition that is apparently going unchecked or may be contagious, the school may send that child home until it has been resolved or a doctor states his belief that it is of no danger to the other children. In order to prevent any communicable diseases, the school encourages daily cleanliness. (Parents will be contacted if their child has head lice and further action may be taken by administration if the child is repeatedly having head lice.) Students who are out of school because of a contagious condition are not allowed to attend school related activities after school hours.

### **SEXUAL HARASSMENT POLICY**

It is the policy of the Hoxie School District that none of its students will be subjected to sexual harassment by any school employee, student, substitute, volunteer, or visitor.

Any person who alleges sexual harassment by any school employee, student, substitute, volunteer, or visitor in the district may register the complaint with the principal or the staff members' immediate supervisor. If the complaint involves the principal, the complaint may be made to the superintendent of schools.

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**Hoxie High School P.O. Box 240  
602 SW Hartigan  
Hoxie, Arkansas 72433  
870 - 886 - 4254**

**ADMINISTRATION**

Radius Baker .....Superintendent  
Kelly Gillham ..... HS Principal  
Tom Sears ..... Dean of Students  
Donna Pinkston..... Counselor  
Andrea Vancil ..... Counselor

**BOARD OF EDUCATION**

David Dobbs ..... President  
Jeff Worlow ..... Vice President  
Nathan Romine ..... Secretary  
Wes Gates .....Member  
Mike Hart .....Member

**CLOSED CAMPUS**

As directed by the Hoxie School Board, our campus is closed. Once a student arrives on campus, he or she may not leave the campus without checking out in the office. A student may check out on the approval of authorized personnel in the principal's office. A parent or person designated by the parents must come to the office in person and check a student out between 11:25 a.m. and 12:40 p.m. unless it can be proved it is an emergency situation.

Students cannot have vendor food delivered for lunch. The high school cafeteria is closed to visitors during junior high and senior high lunch except for parents, guardians, and grandparents. They must check in the high school office and be wearing a visible visitors pass.

**ABSENTEE POLICIES**

Regular attendance is essential for promotion and success in your school work. It is the student's responsibility to see that his/her work is made up after being absent.

All make-up work should be done within one day for each day missed.

When a child is absent (for more than 2 days) a parent or guardian should contact the school for missed work assignments. When a potential absence is known ahead of time, prearrangements should be made by the parents, teacher and child for classroom work to be made up. Administration and office staff are available to assist with the arrangement and pickup of makeup work.

A student will be allowed 10 days of unexcused absence per semester. Before the student accumulates the maximum number of unexcused absences allowed by this policy, the student's parent, guardian or person in loco parentis, may petition the administration for special arrangements to address the student's absences. Such an agreement will be put in writing and signed by both parent and administration. In order to be an excused, a student must turn in a doctor's note to the high school office.

A student with a documented IEP or 504 Plan that addresses excessive absenteeism as it relates to their handicapping condition, will be considered for a special agreement to cover those absences.

The parent, guardian or in loco parentis will be notified by mail upon the accumulation of one-half (1/2) the number of allowable absences. The parent, guardian or in loco parentis will be notified upon the accumulation of the maximum number of allowable absences. At that time, they will be made aware that the next absence will result in notification to the office of the Prosecuting Attorney unless special arrangements have been made through the school administration. This policy is in accordance with Act 6-18-209 of 2011.

**LATE ARRIVAL**

Students must check in at the office if they arrive after school has begun. At 8:01am or later, students must check in through the office before going to class. Any student who misses more than 10 minutes of a class, will be counted absent for that class period.

**RETENTION POLICY / CLASSIFICATION OF STUDENTS**

For a student to pass from one grade to the next, the following credits must be obtained:

Beginning with class of 2013-2014:

9 <sup>th</sup> to 10 <sup>th</sup> grade	5 credits .....	6 credits
10 <sup>th</sup> to 11 <sup>th</sup> grade	10 credits .....	12 credits
11 <sup>th</sup> to 12 <sup>th</sup> grade	15 credits .....	18 credits
Graduation	22 credits .....	24.5 credits

7<sup>th</sup> and 8<sup>th</sup> grade – Students must make a passing grade in 3 of the 4 following classes for the year: Math, English, Science, Social Studies

**REMEDIATION POLICY**

Students in grades K-12 who do not demonstrate proficiency on the ACT or ACT Aspire shall participate in a remediation program specific to identified deficiencies. This is to be done to comply with Act 35 of 2003.

- Students in grades three through eight (3-8) identified as not READY on the ACT Aspire and who fail to participate in the subsequent academic improvement plan shall be retained and shall not be promoted to the next grade until
  - A) The student is deemed to have participated in an academic improvement plan.
- Or
  - B) The student passes the benchmark assessment for the current grade level in which the student is retained.
- Any student required to take the ACT Aspire that is identified as not meeting the READY levels for a particular assessment shall participate in his or her remediation activities as required in his or her individualized academic improvement plan in the school year based on the assessment results.

**EXEMPTION POLICY**

**Grades 9-11:** Students are exempt if they have an A or B average with 3 or less absences in the course and no more than 2 disciplinary referrals to the office for the semester. With a C average they must have perfect attendance and no more than 2 disciplinary referrals for the semester.

**Grade 12:** Students are exempt if they have an A or B average with 6 or fewer absences in the course and no more than 2 disciplinary referrals to the office for the semester. With a C average they must have 3 or less absences, with no more than 2 disciplinary referrals for the semester.

Cases involving students with diagnosed chronic and/or life-long illnesses, or a death in the immediate family, may be considered for exemption on an individual basis. (Immediate family is father, mother, brother, sister, grandfather, and grandmother).

Smart Core Informed Consent Form  
(Graduating Class of 2016 and After)

Name Of Student: \_\_\_\_\_  
Name Of Parent/Guardian: \_\_\_\_\_  
Name Of District: \_\_\_\_\_  
Name Of School: \_\_\_\_\_

Smart Core is Arkansas’s college- and career-ready curriculum for high school students. College and career readiness in Arkansas means that students are prepared for success in entry-level, credit-bearing courses at two-year and four-year colleges and universities, in technical postsecondary training, and in well-paid jobs that support families and have pathways to advancement. TO be college and career ready, students need to be adept problem solvers and critical thinkers who can contribute and apply their knowledge in novel contexts and a variety of situations. Smart Core is the foundation for college and career readiness. All students should supplement additional rigorous coursework within their career focus.

Parents or guardians may waive the right for a student to participate in Smart Core and instead to participate in the Core curriculum. The parent must sign the separate Smart Core Waiver Form to do so.

SMART CORE CURRICULUM

**English—4 units**

- English 9<sup>th</sup> grade
- English 10<sup>th</sup> grade
- English 11<sup>th</sup> grade
- English 12<sup>th</sup> grade or Transitional English 12

**Mathematics—4 units** (or 3 units of math and 1 unit of Computer Science\*) At least one Math unit must be taken in Grade 11 or Grade 12.

- Algebra I (or Algebra A and Algebra B—Grades 7-8 or 8-9)
- Geometry (or Geometry A & Geometry B—Grades 8-9 or 9-10)
- Algebra II
- Fourth Math—Advanced Topics are Modeling in Mathematics, Algebra III, Calculus, Computer Science and Mathematics, Linear Systems and Statistics, Transitional Math Ready, Mathematical Applications and Algorithms, Pre-Calculus or and Advanced Placement mathematics—Comparable concurrent credit college courses may be substituted where applicable.

**Science—3 units with lab experience** (or 2 units with lab experience and 1 unit of Computer Science\*)

- Biology—1 unit (All students must have 1 unit in Biology, IB Biology, ADE Approved Biology Honors or Concurrent Credit Biology.)
- Physical Science, Chemistry, or Physics--2 units

**Social Studies—3 units**

- Civics-1/2 unit
- World History-1 unit
- U.H. History-1 unit
- Other Social Studies-1/2 unit

**Oral Communications—1/2 unit**

**Physical Education—1/2 unit**

**Health and Safety-1/2 unit**

**Economics—1/2 unit (may be counted toward Social Studies or Career Focus)**

**Fine Arts—1/2 unit**

**Career Focus—6 units**

**\*Computer Science—(optional)** A flex unit of Computer Science and Mathematics, Essentials of Computer Programing, AP Computer Science, or IB Computer Science may replace the 4<sup>th</sup> math requirement or the 3<sup>rd</sup> science requirement. Two distinct units of the computer science courses listed above may replace the 4<sup>th</sup> math requirement and the 3<sup>rd</sup> science requirement. If the 4<sup>th</sup> math requirement and the 3<sup>rd</sup> science requirement have been met through other coursework, any of the computer science courses listed above may be used for career focus credit.

Beginning with the entering 9<sup>th</sup> grade class of the 2014-15 school year, each high school student shall be required to take at least one digital learning course for credit to graduate. (Act 1280 or 2013)

By signing this form, I acknowledge that I have been informed of the requirements and implementation of the Smart Core Curriculum and am choosing the Smart Core Curriculum for my child.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Official Signature

\_\_\_\_\_  
Date

(Graduating Class of 2016 and After)

Name Of Student: \_\_\_\_\_  
 Name Of Parent/Guardian: \_\_\_\_\_  
 Name Of District: \_\_\_\_\_  
 Name Of School: \_\_\_\_\_

Smart Core is Arkansas’s college- and career-ready curriculum for high school students. College and career readiness in Arkansas means that students are prepared for success in entry-level, credit-bearing courses at two-year and four-year colleges and universities, in technical postsecondary training, and in well-paid jobs that support families and have pathways to advancement. TO be college and career ready, students need to be adept problem solvers and critical thinkers who can contribute and apply their knowledge in novel contexts and a variety of situations. Smart Core is the foundation for college and career readiness. All students should supplement additional rigorous coursework within their career focus.

Failure to complete the Smart Core Curriculum for graduation may result in negative consequences such as conditional admission to college and ineligibility for some scholarship programs.

Parents or guardians may waive the right for a student to participate in Smart Core and instead to participate in the Core curriculum. By signing this Smart Core Waiver Form, you are waiving you student’s right to Smart Core and are placing him or her in the Core Curriculum

SMART CORE CURRICULUM

**English—4 units**

- English 9<sup>th</sup> grade
- English 10<sup>th</sup> grade
- English 11<sup>th</sup> grade
- English 12<sup>th</sup> grade or Transitional English 12

**Mathematics—4 units** (or 3 units of math and 1 unit of Computer Science\*)

- Algebra I (or Algebra A and Algebra B—each may be counted as one unit of the 4 unit requirements)
  - Geometry (or Geometry A & Geometry B—each may be counted as one unit of the 4 unit requirement)
- (All math units must build on the base of algebra and geometry knowledge and skills.)

**Science—3 units with lab experience** (or 2 units with lab experience and 1 unit of Computer Science\*)

- Biology—1 unit (All students must have 1 unit in Biology, IB Biology, ADE Approved Biology Honors or Concurrent Credit Biology.)
- Physical Science, Chemistry, or Physics—at least 1 unit
- Other ADE approved science

**Social Studies—3 units**

- Civics-1/2 unit
- World History-1 unit
- U.H. History-1 unit
- Other Social Studies-1/2 unit

**Oral Communications—1/2 unit**

**Physical Education—1/2 unit**

**Health and Safety-1/2 unit**

**Economics—1/2 unit (may be counted toward Social Studies or Career Focus)**

**Fine Arts—1/2 unit**

**Career Focus—6 units**

\***Computer Science—(optional)** A flex unit of Computer Science and Mathematics, Essentials of Computer Programing, AP Computer Science, or IB Computer Science may replace the 4<sup>th</sup> math requirement or the 3<sup>rd</sup> science requirement. Two distinct units of the computer science courses listed above may replace the 4<sup>th</sup> math requirement and the 3<sup>rd</sup> science requirement. If the 4<sup>th</sup> math requirement and the 3<sup>rd</sup> science requirement have been met through other coursework, any of the computer science courses listed above may be used for career focus credit.

(Comparable concurrent credit may be substituted where applicable.)

Beginning with the entering 9<sup>th</sup> grade class of the 2014-15 school year, each high school student shall be required to take at least one digital learning course for credit to graduate. (Act 1280 or 2013)

*By signing this form, I acknowledge that I have been informed of the requirements and implementation of the Smart Core Curriculum and am choosing to waive the Smart Core Curriculum for my child. I understand the potential negative consequences of this action as outlined on this form.*

\_\_\_\_\_  
 Parent/Guardian Signature                      Date                      \_\_\_\_\_  
 School Official Signature                      Date

## **WITHDRAWAL FROM SCHOOL**

Students who are dropping school for any reason must pick up a withdrawal sheet from the principal's office. This withdrawal sheet will be presented first to the counselor, then to the teachers involved, as well as the assistant principal or principal. When completed, it must be returned to the principal's office.

## **GUIDANCE AND COUNSELING**

The school counselor will meet with students for individual interviews and to help them with problems concerning personal, educational and vocational needs. Students should begin considering career choices and post-high school educational training early in their high school careers. Information about colleges, vocational technical schools, and special interest schools is available in the counselor's office.

Financial aid information is available for those planning to seek additional training. Students who are interested in Federal Grant Programs, Scholarship Programs, Work Study Programs, and Arkansas sponsored State Scholarships should contact the guidance counselor.

The counselor is responsible for the testing program in the school. ACT and ACT Aspire are given to students as required by law. ACT registration forms are available as most colleges require that students seeking admission take these tests.

Developmental guidance is offered as time permits.

## **TRANSCRIPTS**

Parents (or students more than 18 years of age) have the right to inspect his or her children's educational records. (Provision of the Family Educational Rights and Priority Act of 1974) will apply.

## **HONOR ROLL**

Each quarter the Hoxie School is proud to post a list of students who have earned all "A's" or "A's & B's"). These students need congratulations and special recognition for this academic success.

## **LIBRARY MEDIA CENTER**

It is the function of the school library media center to provide books, periodicals, audiovisuals and other resources necessary to implement the educational programs of the school. The materials are selected from all forms of media available for the interest, vocabulary, maturity and ability levels of all students within the population served. Parents are encouraged to be informed of what books their students are checking out. Parental involvement with library books will eliminate potential problems in this area.

High school students are allowed to check out books at any time. Books are checked out for a one-week period unless prior arrangements have been made. It is the policy of the school that all books must be returned or paid for before the final report card will be issued. Exceptions are made for in the case of natural disasters (fire, floods, tornadoes, etc.).

Hoxie School has a form on file that is to be completed and signed by any parent or community member with an objection to any book or other audiovisual material. A Committee of school personnel will be formed if an objection is recorded with the school. All parents are encouraged to remember that it is the responsibility of the library media center to provide a wide range of materials to meet the needs of all groups represented in the school district. Parents have the right to request their children not check out those materials found objectionable by the parent. The library media specialist makes every attempt to be informed of the materials checked out by the students, but parents need to keep in mind the large population of students served by each media center. It would be impossible for the media specialist to know what book each student checks out. Final responsibility must rest with the parent. Parents should make the beliefs known to their children so that the student can make a selection that the parents consider appropriate.

The library should be regarded as a place for study, research, and leisure time for reading. It is the responsibility of each student to help make it a suitable place to work and study. The following rules apply:

1. Study hall privilege: Students come to the library with library pass only. Students who cause problems by loud talking, etc., will be sent out.
2. No food or drink is allowed in the library.

3. All students must clear with the library before receiving his or her final report card. This means all fines, books, and magazines must be accounted for.
4. Students are allowed to check out books at any time. Books can only be checked out for a two-week period unless prior arrangements have been made.

### **LOCKERS**

Locker assignments are made through each homeroom teacher. Locker rental will be \$2.00 per school year. Locks may be rented for \$3.00 per school year. Locks must be returned at the end of the school year or student will be charged the price of the lock. Students must use a school lock for their locker. Books and other articles are not to be left on the floor in front of the lockers or on top. Large amounts of money or items of personal value should not be brought to school. Students may not share lockers. Student lockers are a part of the school building and, as such, are under the supervision and jurisdiction of the school. Student lockers may be searched by school officials at any time whenever there is reason to believe that something of illegal nature is contained inside. Lockers will also be inspected at the close of school for possible damage. A fee will be charged if any damage is found.

### **FIRE DRILLS, TORNADO, AND LOCKDOWN/ACTIVE SHOOTER EXERCISES**

Fire, tornado drills and active shooter drills are required by law and are held periodically so orderly evacuation of buildings may be accomplished without panic. Instructions are posted in each room. The fire alarm consists of the ringing of the special fire alarm BUZZER or a series of short rings over the bell system. When the alarm is sounded, move immediately into your designated area. Walk quickly out of the building without your books. No talking or visiting is allowed. Students are to remain together by class so the instructor may account for all students.

### **EXTRA-CURRICULAR ACTIVITIES**

Hoxie High School is a member of the Arkansas Activities Association and has agreed to adhere to all its bylaws. Our teams compete in the District 3AAA Conference. Students will not be allowed to participate in any school activity (athletics, concerts, plays, dances, etc.) unless they are present for a minimum of 4 periods on the day of the activity. Unusual circumstances could occur in this case, which would allow the principal to alter this rule as she/he see fit.

At the present time, the following extracurricular activities are offered at HHS: Science Club, Beta Club, Student Council, Library Club, FFA, FCCLA, HOSA, FBLA, Concert Choir, Band, Cheerleaders, Dance Team, Flag Corps, Girls and Boys Basketball, Junior and Senior Boys Football, Cross Country, Boys and Girls Track, Girls Volleyball, Girls Softball, Boys Baseball, Boys and Girls Golf, Robotics, East lab and Weight Team.

Membership on these teams and clubs is an integral part of training and a learning experience. Through these activities, you will have an opportunity to develop your leadership abilities, compete in contests, and participate in social functions.

In addition to the AAA rules, your sponsors and coaches may prescribe additional regulations and rules that must be followed in order to be eligible for participation in any respective extracurricular activity. Parents will be notified (in writing) of these expectations before the season/events begin. Violation of any of these standards may be cause to suspend the student from further participation and/or loss of any award earned.

#### **Requirements for representing school and/or field trips:**

1. All work is to be made up in accordance with school regulations.
2. If work is not made up:
  - a. Student is to be reported to the office, where a record will be kept.
3. Students who are failing classes or students who are in violation of the attendance policy may not be allowed to attend extra-curricular activities during the school day.

#### **School Dances:**

Any date for a dance must be currently enrolled and in good standing at their high school. This rule could be waived for prom at the discretion of the administration.

## COLLEGE OR CAREER VISITATIONS

Seniors will be allowed one college and one career day visitation per year. Seniors must get a signed form from the counselor's office. The absence will be excused provided the principal verifies the visitation. The principal or the assistant principal must approve the visit at least one day prior to the visit. The number of students that can have a college or career day on the same day will be limited to 3. If a student does not provide proof of taking a college or career day, that student will forfeit their remaining college or career day whichever it may be. Juniors who are invited for a college visit for potential scholarships in athletics, band, or academics, may also be excused with principal and/or vice-principal approval. Rules of documentation still apply.

## STUDENT GRADES

All grades will reflect the student's performance in relationship to course objectives as outlined by the teacher. The following grading scale will be used in grades 7 through 12.

- A—100-90
- B—89-80
- C—79-70
- D—69-60
- F—59-0
- I—Incomplete

## GRADING SCALES

Regular Classes (4 pt. scale)	ADE Honors, IB & AP Classes (5pt. scale)
A=4	A=5
B=3	B=4
C=2	C=3
D=1	D=2
F=0	F=0

## INCOMPLETE GRADES

A student may receive an incomplete (I) on his or her report card for various reasons (illness, failure to turn in required work, etc.) These must be completed by the next grading period or they will turn into an "F".

## HOMEWORK

Homework grades during a nine week grading period will reflect twenty percent of the total grade. Therefore the test given in a nine week grading period will count no more than eighty percent of the grade.

## PROGRESS REPORT

At each mid-grading period, parents are notified by mail with an up to date grade report of each their child's classes.

## GRADUATION REQUIREMENTS

Credits—17 required and 7 electives ..... 24 Total

- credits, ENGLISH
- 3 credits, SOCIAL STUDIES
  - ½ of Civics or Gov't, 1 U.S. History and 1 World History
- 4credits, MATH
- 3 credits, SCIENCE
- ½ credit, PHYSICAL EDUCATION – No activity may be substituted
- ½ credit, HEATH EDUCATION
- ½ credit, FINE ARTS
- 1 credit, in any COMPUTER COURSE
- ½ credit, ORAL COMMUNICATIONS

Note: 24 credits will be required for graduation, 17 required and 7 electives.

1 credit may be an ACTIVITY CREDIT (office aide, teacher's aide, and athletics) used towards (24) credits for graduation, one time only.

In addition to fulfilling the requirements for graduation, each candidate must practice and attend Commencement exercises. STUDENTS NOT MEETING THE REQUIRED (or 24) credits or not completing the required remediation will not be allowed to take part in the commencement exercise.

Financial Literacy must be imbedded in a course and a student must have this to graduate beginning with 2019 graduates.

ACT 478 - Beginning in the 2018-2019 school year, in order to receive a high school diploma a student will be required to pass the civics portion of the naturalization test. The Arkansas Department of Education (ADE) is currently working on a digital course assignment that will allow the student to take the exam as well as provide remediation in identified areas and retake as needed. The ADE's goal is to have this available for schools to use beginning in January 2018. The graduation requirement does not begin until the 2018-2019 school year.

Once a student has received an academic credit for a subject, he or she will not receive credit again for the subject as part of the 23, (or 24) required.

**Note**—A student may graduate early regardless of grade level, when the requisite number of credits is earned.

**Note**—A required course is any course that is required to fulfill the Standards of the State of Arkansas for graduation. Example: English, Math, Science, etc.

**Note**—An elective course is any course that the student chooses in an area of interest that also counts toward the graduation requirement. Example: Agri., Science & Tech., and Family Consumer Science.

**Note**—To be a completer a student must earn in at least 3 units in a vocational department.

One elective credit will be given to students that participate in the mentorship program. Mentorship will be for one period only.

### **HONOR GRADUATE / VALEDICTORIAN / SALUTATORIAN**

To be considered for Valedictorian or Salutatorian, a student must first meet the GPA and course requirements and must also have attended Hoxie High School for the last two years, or 3 out of 4 years, including the entire senior year. AP Language, AP Literature, Pre-Calculus, AP Calculus, AP US History, AP Art, AP Chemistry or AP Biology.

Note: Beginning with the class of 2018, Valedictorian, Salutatorian, High Honor, and Honor Graduates must take 9 of the following 22 classes: Pre-AP English 9, Pre-AP English 10, Pre-AP Physical Science Pre-AP Chemistry, Pre-AP World History, Pre-AP Geometry, Pre-AP Pre-Cal/Trig, AP Art, AP Literature, AP Language, AP Calculus, AP US History, AP Chemistry and AP Biology. College/Concurrent Courses: Composition I, Composition II, World Literature I, World Literature II, College Algebra, Computer Business Applications, Psychology, Sociology.

- Mathematics—Four units of math including Algebra I & II, Geometry, AP Calculus, Pre-Calculus, or a higher level Math course.
- Science—Three units including Physical Science & Biology and one of the following: Chemistry or Physics
- English—Four units with emphasis on writing skills (not to include courses such as speech, drama, journalism, etc.)
- Social Studies – Three units, including one of U.S. History, ½ of Civics, and one of World History (not to include courses in practical arts)
- Foreign Language – One unit in one foreign language beginning with the graduating class of 2018

An Honor student must have a 3.33 G.P.A. or above; a High Honor student must have a 3.67 G.P.A. or above and meet other requirements as stipulated in the handbook.

A student enrolling at Hoxie School as a senior, due to a school closure, may be considered to be an honor graduate if all course and GPA requirements are met and he/she attends Hoxie School for the entire senior year.

### **ADVANCED PLACEMENT / WEIGHTED CLASSES**

All students taking an AP course must by law take the Advanced Placement test administered by the College Board and Educational Testing Service. AP classes will be on a 5-point grading scale if the student takes the appropriate test and the teacher is appropriately trained.

### **COLLEGE COURSE CONCURRENT CREDIT**

1. Students 9-12 may attend college classes during the school days 1<sup>st</sup> period or 8<sup>th</sup> period on Monday,

- Wednesday, & Friday. On Tuesday and Thursday, they may take a college class 8<sup>th</sup> period only.
2. 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.
    - a. 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 or private institution shall be entitled to receive both high school and college grades and credit (credit earned by CLEP examination may not be counted as high school credit) toward graduation, as outlined in these regulations
    - b. Students must comply with applicable enrollment or graduation requirements of the public high school.
    - c. Three semester hours of college credit taken by a student in grades 9-12 at a publicly supported community college, technical college or four-year college or university or private institution shall be the equivalent of one unit of high school credit.
    - d. College credit earned at a publicly supported community college, technical college or four-year college or university or private institution by an eligible student shall be counted by the high school toward graduation, including credit earned during summer terms.
    - e. All costs of a higher education course taken for concurrent college credit are the student's responsibility.

### **SCHEDULE CHANGES**

The only schedule changes that will be considered are the following situations.

1. Courses needed for graduation
  2. Balancing classes
  3. Ability grouping (teacher recommendation)
  4. Scheduling error on the part of the school
  5. Duplication courses
  6. Medical reasons (substantiated by doctor's note)
  7. Courses needed for entrance into college
  8. Failure of a course
- A student may change class schedules without receiving an F up to the 5<sup>th</sup> day after the start of the semester.
  -

### **CAFETERIA**

The Hoxie cafeteria serves well balanced meals each day, and is in compliance with guidelines for the provision of free and reduced meals. A salad line is in operation for students not wishing to eat the regular menu. All students are expected to conduct themselves properly in the cafeteria or will lose the privilege of going to the cafeteria. Running to the cafeteria or breaking in line may result in the student being served last for the remainder of the semester and/or other disciplinary action. A duty teacher will expect the following conduct:

1. All lunch litter to be deposited in waste basket.
2. Food trays are not to be taken from the cafeteria.
3. Trays and utensils are to be returned to the deposit window.
4. Tables and floors should be left clean for others.
5. When finished, students should exit through designated doors and may not reenter.
6. Students cannot charge extras.

Students may not have vendor food delivered for lunch. The high school cafeteria is closed to visitors during junior high and senior high lunch.

### **USE OF THE DRUG DOG**

The primary purpose for using the dog is to serve as a deterrent against drugs being brought on the school campus. It is hoped that very few students will have to be subjected to suspensions, expulsion, or legal action.

The County Sheriff's Department will make unannounced visits to the secondary school. The school officials will be notified of the visit upon arrival at the school. A school official will accompany the handler during the sniffing search of the lockers and automobiles. The sniff search will take place while students are in class so that students will not be exposed to the dog and the instructional program will not be disrupted.

Should a suspicious locker or automobile be identified, the affected student will be notified before a search is

conducted. The student will be advised of his rights. Every effort will be made to protect students from embarrassment. The search of a locker or automobile, if possible, will be conducted while other students are not present. The investigating interview will be conducted in the privacy of the school official's office with the school official present, and the parent or guardian of the student, if possible.

Any illegal substances secured during a search will be used as evidence in applying school district policies for suspension or expulsion. Students will be turned over to law enforcement officials.

The principals may call for a search when reasonable suspicion exists that a quantity of illegal substance is present in a specific location. In such cases the student will be arrested and prosecuted in addition to being suspended or recommended for expulsion if any illegal substance is found.

### **AREA VO-TECH**

The Area Vocational Technical High School at Jonesboro is designed for eleventh and twelfth grade students who have the interest and ability to benefit from courses in vocational-technical education. Students trained in this vocational-technical training program will be prepared for entry level employment in various business and industries. Enrolled students will spend a half day studying their selected subject in the Vo-Tech School while completing the academic courses required to graduate from their home school in the afternoons.

Because transportation to Jonesboro is costly, students are expected to ride the bus provided for them. The bus will leave the school parking lot at 8:45a.m. each day and return at approximately 12:05a.m. No student will be permitted to drive his or her car to Jonesboro. If you miss the bus, you missed a day at Vo-Tech.

### **STUDENT DRIVING AND PARKING**

Since it is a privilege to park on the school grounds, regulations will be strictly enforced. Violations of the motor vehicle rules and regulations will result in the loss of driving privileges and/or suspension from school. Students must obey the following regulations:

1. Student must have a valid driver's license.
2. The speed limit in the parking area and streets around school is 5-15 MPH.
3. Reckless driving is prohibited. All state and local driving rules will be enforced.
4. Students will park in the parking lot in an acceptable space.
5. School buses and pedestrians have the right-of-way around school grounds.
6. The parking lot is off limits during school hours.
7. Student vehicles may be subject to search if there are reasonable reasons to suspect illegal items inside.
8. Students are not to sit in cars once they arrive on campus.

### **ENROLLMENT**

After ten (10) days of a semester have passed, a student cannot enter Hoxie High School unless he or she has been enrolled in another school during the current semester. A student must enroll in seven (7) academic courses. No more than one study hall is allowed.

Act 633 and 1999 creates parental responsibility for providing a false address for purposes of public school enrollment in an unauthorized school district. Any person who knowingly gives a false residential address for purposes of public school enrollment is guilty of a misdemeanor and subject to a fine not to exceed five hundred dollars (\$500.00).

### **TEXTBOOKS**

Textbooks are furnished by the State of Arkansas for use by students attending the public schools in Arkansas. Proper care of these books is the responsibility of the student to whom they are issued. A charge will be made for all textbooks lost or damaged, beyond normal wear during the school year.

### **DROPPING/TRANSFERRING SPORTS -MISSED CLASSES**

1. If an athlete decides to quit one sport, he/she cannot start another sport until the end of the season of the sport he/she has quit. An athlete has until the first scheduled game to decide whether to or not to stay in the sport without penalty.
2. Students must attend school one half of the school day in order to be eligible to participate in an athletic event on the same evening, unless the building principal excuses the absence for emergency

situations.

### **CORRESPONDENCE COURSES**

Correspondence credit will be allowed for graduation at HHS, provided the courses have previously been taken and failed. Courses must be approved by the counselor and principal prior to enrollment.

### **DUTIES OF THE HOXIE HIGH SCHOOL STUDENT**

Public school attendance is a privilege dependent upon compliance with laws of the state of Arkansas, rules and regulations of the Arkansas Board of Education, and the rules and regulations of the Hoxie Board of Education.

1. Comply with rules and regulations of the Hoxie School District
2. Submit to the authority of the teachers of the school.
3. Display proper conduct to and from school, on school grounds, and on school buses.
4. Abstain from gambling, immorality and profanity, and the use of alcoholic beverages and narcotics on the school grounds and at school sponsored events.
5. Refrain from damaging, defacing, or destroying school property.
6. Be diligent in study. To be diligent in study, a student will:
  - a. Complete all assigned work on time
  - b. Pay attention as required by the teachers
  - c. Exhibit good citizenship
  - d. Do that caliber of work consistent with his individual ability and grade level
  - e. Cooperates with teachers and other students
  - f. Be regular and punctual in attendance
7. The students must, upon request, identify himself to proper school authorities in the school building, on school grounds, or at school sponsored events.
8. Dress in accordance with the school rules (See Dress & Grooming).

### **Consequences for Abuse of Computer or Internet Privileges**

Students who abuse the computers and Internet privileges the following consequences will apply:

1. 1st 1 day of ISS or corporal punishment
2. 2<sup>nd</sup> 3 days ISS and user rights revoked for the remainder of the semester

### **BULLYING POLICY**

Hoxie High School in compliance to Arkansas State Law 681 and Act 115 of 2007 will not tolerate “bullying” or threat of physical violence while students are at school, on school equipment or property, in school vehicles, on school buses, at designated school bus stops, at school sponsored activities, at school sanctioned events, or by any electronic acts (whether or not it originated on school property or with school equipment) that results in the substantial disruption of the orderly operation of the school or educational environment. 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 causes or creates a clear and present danger of: physical harm, substantial interference, hostile environment, or substantial disruption.

Any person witnessing acts that fit the above definition is to report those acts to any teacher, administrator or counselor. Upon receipt of the report, an administrator will conduct an investigation to determine the parties involved and the validity of the report. Upon concluding that the report is warranted, the administrator will contact the parties involved, including parents, and depending on the circumstances and severity of the problem exercise minimum or maximum disciplinary action.

Any person who files a bullying complaint will not be subject to retaliation or reprisal in any form.

Anyone who retaliates will be subject to disciplinary action.

- a. Minimum Penalty: Verbal Warning
- b. Maximum Penalty: Expulsion

### **SCHOOL BUS BEHAVIOR**

If any student violates the district school bus policy on page 6, the following consequences will occur: The punishment and/or legal action will reflect the severity of the violation and is at the discretion of the administrator.

### **STUDENT CONDUCT BEHAVIOR CODE**

The violation of a rule will occur whether the conduct takes place on the school grounds, at any time; off the school

grounds at a school supervised activity, function or event; or in route to and from school. Below each rule is a standardized list of disciplinary actions to be taken. Normally this will be adhered to in alphabetical order after each occurrence. Any student who is serving out of school suspension is not allowed to participate or attend any school activity on/off campus while suspended.

The administration may exercise more extreme action in severe situations where a student has been involved in other rule infractions. Corporal punishment and/or detention may be used for any of the following infractions in accordance with the corporal punishment policy. Also, the principal may offer a work program or in school suspension in lieu of first suspension.

Any student who had knowledge of, conspired with, or was an accomplice in the perpetration of misconduct will also be punished. Students will be punished in the event they dare or encourage other students to violate any student code of conduct. Any suspected violation of state or federal laws will be reported to the local or federal authorities. Punishment will be given at the discretion of the Principal/Asst. Principal, and may range from a verbal warning to recommendation of expulsion.

### **RULE #1--Disregard of Directions or Commands (Insubordination)**

A student will comply with reasonable directions or commands of a teacher, substitute teacher, teacher aide, principal, administrative personnel, school bus driver, or any other authorized personnel.

- A. 1 day of ISS/Corporal Punishment
- B. 3 days I.S.S.
- C. 4 days I.S.S.
- D. 5 days O.S.S.
- E. Recommended Expulsion (365 days)

### **RULE #2—Drug and Alcohol Policy**

Because the use of drugs, alcohol, and other chemicals among young people has become a major problem in our country and because the use and availability of these substances to students interfere with the educational process, this policy was adopted. This policy is designed to help eliminate the influence of drugs, alcohol, and other chemicals within the school environment. It is designed to act as punishment and deterrent as well as protection for the students.

This policy applies to any student who is on school property, who is in attendance at school or at a school activity (including any student who has left the campus for any reason and who returns to the campus or school sponsored activity) or whose conduct at any time or in any place interferes with or obstructs the educational process or operation of the school district.

Possessing or being under the influence (legal intoxication not required) of any prohibited substance is a violation of this policy. Verification may be by local law enforcement or school authorities, admission by the student, substantial evidence, or medical tests.

#### **PROHIBITED SUBSTANCE AND PARAPHERNALIA**

Prohibited substance will include any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or other controlled substance as defined in Act 590 of 1971 of the State of Arkansas, as amended, or any beverage containing alcohol or an intoxicant of any kind. ANY AMOUNT of alcohol or drugs consumed or in possession by a student will be a violation of the drug and alcohol policy. The possession or use of drug paraphernalia, i.e., clips, pipes, containers, etc., used in connection with drugs, will be a violation of this policy. Any item intended to be representative of a drug or any item designed as counterfeit and/or look-alike drugs will be considered an illegal drug, and any student using or possessing such substances will be in violation of the drug and alcohol policy.

#### **PENALTIES**

Any student engaging in any of the situations listed above will be subject to one of the following penalties dependent upon the circumstances and at the discretion of the administration:

1. The student will be suspended for 10 days, provided he/she enrolls in and completes a drug/alcohol abuse program. The counseling service will be at the student's own expense and must be approved

by the school superintendent. Upon readmission, continued enrollment in school will be contingent upon completion of the alcohol/drug-counseling program. The student will be restricted from attending or participating in any extracurricular activities for the remainder of the year or one full year.

2. The student will be recommended for expulsion for the remainder of the year or for one full year.

Any student in violation of the alcohol/drug policy a second time during grades seven (7) through twelve (12) will be recommended for expulsion for the remainder of the year or for one full year.

### **AUTHORIZED USE**

All medications, prescription and/or non-prescription are to be checked into the principal's office before school. All prescription medications must have a written doctor's statement specifying the type of medication and instructions for usage or be contained in the original container. Any student found to possess any medications whether prescription or non-prescription in their possession without having checked them through the principal or nurses office will be subject to the following penalties.

- A. 1<sup>st</sup> offence – 3 days ISS
- B. 2<sup>nd</sup> offence – 5 days OSS
- C. 3<sup>rd</sup> offence – 10 days OSS
- D. 4<sup>th</sup> offence – Recommended Expulsion (365 days)

### **RULE #3--Truancy**

A student will not be absent from school without parents' and/or school authorities' prior knowledge and consent. After arrival on campus, a student absent from his or her assigned learning station without proper permission (class cutting) will be considered truant.

- A. Choice of corporal punishment or 1 day of ISS
- B. 3 days of ISS
- C. 3 days OSS
- D. Recommended expulsion for the remainder of the semester or 1 full year.

### **RULE #4—Weapons, Dangerous Instruments and Contraband**

A student shall not possess, handle or transmit a knife, including any and all pocket knives, razor blade, box cutter, ice pick, explosives, pistol, rifle, shotgun, pellet gun, or any other object that might reasonably be considered a weapon or dangerous instrument. Act 1282 of 1999 prohibits firearms on school property, school buses or school bus stops.

Penalty: Act 567 of 1995 requires that students who bring firearms or weapons upon school campus shall be expelled from school for no less than one (1) calendar year. The superintendent shall have the discretion to modify such expulsion on a case by case basis.

Disciplinary action for voluntary reporting and surrendering items not considered weapons, brought on campus accidentally will be at the discretion of the building principal.

### **PARENTAL RESPONSIBILITY FOR MINORS IN POSSESSION OF A FIREARM**

Act 1149 of 1999 – When a parent of a minor knows that the minor is in illegal possession of a firearm in or upon the premises of a public or private school, in or on the school's athletic stadium or other facility or building where school sponsored events are conducted, or public park, playground or civic center, and the parent of the guardian fails to prevent the possession or fails to report the possession to the appropriate school or law enforcement office, the parent shall be guilty of a Class B misdemeanor.

Act 1150 of 1999 requires parents to sign a statement acknowledging that the parents have read and understand current laws regarding the possibility of parental responsibility for allowing a child to possess a weapon on school property. This statement will be signed when the student is readmitted in any school following the expiration of the expulsion. The principal shall report, within a week, to the Department of Education the name, current address and social security number of any student who is expelled for possessing a firearm or other prohibited weapon on school property or committing other acts of violence. The expulsion shall be noted on the student's permanent school record. A registry of these expelled students will be kept by the Department of Education and shall be

available to any school principal in the state.

**RULE #5—Hand-Held Laser Pointers**

Act 1408 of 1999 prohibits the possession of hand-held laser pointers by minors. School personnel will deliver to local authorities any hand-held laser confiscated from a student.

**RULE #6—Physical Abuse or Assault by a Student on a School Employee**

A student who commits assault and/or battery upon a member of the faculty or staff of the Hoxie Schools will be recommended for:

- A. Expulsion (365 days)

Act 1520 requires school principals to report all threats of violence or acts of violence on school property to the school superintendent and to the appropriate local law enforcement agency.

**RULE #7—Threat of Physical Violence/Fighting**

The threat of physical violence and fighting of one student upon another or any terroristic threats toward one or more individuals will result in punishment ranging from:

- A. Detention to suspension
- B. 5 days OSS

If it can be proved to the satisfaction of the Principal/Assistant Principal that a student involved in a fight acted only in order to defend himself, his punishment will be determined at the discretion of the principal/assistant principal.

*NOTE:--The student that starts a fight will be suspended.*

- C. Recommended Expulsion

Any student, who instigates a fight by carrying messages, name-calling, threats, etc., whether verbal, written, or electronic, will be considered a participant and will be punished.

Any student who videos or possesses a video of a fight will be considered a participant and will be punished.

Whenever the principal or other person in charge has direct knowledge or has received information leading to a reasonable belief that a student has committed a felony on school property or while under school supervision or has committed any other crime involving an act of violence against a teacher, school employee, or student, the principal or the person in charge will immediately report the incident to the superintendent of the school district. The superintendent, or his designee, will report the incident to the appropriate local law enforcement agency for investigation.

Act 1520 requires school principals to report all threats of violence or acts of violence on school property to the school superintendent and to the appropriate local law enforcement agency where they can receive a ticket.

**RULE #8—Indecent Exposure and Sexual Advances**

A student will not deliberately commit indecent exposure in school or on school grounds, nor will a student make improper sexual advances toward another person.

A student will not have indecent images on electronic devices or in hard copy.

- A. 3 days of I.S.S.
- B. 5 days OSS up to recommended expulsion and user rights revoked for remainder of the semester or school year
- C. Recommendation for expulsion (365 days)

**RULE #9—Theft and Extortion**

A student will not cause or attempt to cause damage, steal or attempt to steal the property of another, obtain or attempt to obtain something (of value) from another person by either physical force or threat. (Illegal acts) It is recommended that all items brought to school be marked for identification; names, etc.

- A. Restitution and up to 3 days I.S.S.
- B. Restitution and up to 5 days of OSS
- C. Restitution and recommended expulsion (one semester)

**RULE #10—Damage, Destruction or Theft of School Property**

A student will not cause or attempt to cause damage to school property nor steal or attempt to steal property. The Hoxie School District will recover damages for the student of destroyed school property. Parents of minor students

less than 18 will be liable for damages caused by said minor.

- A. restitution, and up to 3 days out of school suspension
- B. restitution, 5 days out of school suspension
- C. restitution and recommended expulsion for (365) days

**RULE #11—Disorderly Conduct**

A student will not engage in behavior which produces a situation in which instruction or activities of other students are adversely affected.

- A. Conference/warning
- B. 1 day of ISS/corporal punishment
- C. 3 days I.S.S.
- D. 3 days O.S.S.
- E. Recommended expulsion

**RULE #12—Profanity**

A student will not use abusive, vulgar or irreverent language on the school campus at any time (nor make vulgar signs or gestures.)

- A. 1 day of ISS /corporal punishment
- B. 3 days I.S.S.
- C. 3 days O.S.S.
- D. Recommended expulsion (one semester)

**RULE #13—Tobacco Use or Possession of Tobacco Products**

Hoxie School feels the need to inform, educate and empower people about their health by having a tobacco free school environment. This tobacco policy is instituted for the safety of our school. Tobacco prevention programs are contained throughout our K-12 curriculum and parental encouragement is necessary for success.

Arkansas Law 61-21-609 prohibits all forms of tobacco, paraphernalia (lighters & matches will be considered paraphernalia) or clothing supporting tobacco use. Hoxie strictly enforces this law. An alternative to suspension for 1<sup>st</sup> offenders would be required attendance in a tobacco education and/or tobacco cessation program offered by the school counselor's office.

Procedures of this policy will be constant with state and federal laws. The tobacco policy will be communicated to all students and parents/guardians through the student handbook upon enrollment.

- A. 1<sup>st</sup> offense – 3 days Out of School Suspension & notification of law enforcement
- B. 2<sup>nd</sup> offense – 5 days Out of School Suspension and notification of law enforcement
- C. 3<sup>rd</sup> offense – Recommended expulsion for remainder of the semester or 1 full semester

Failure to comply with this policy will result in a misdemeanor conviction punishable by a fine or no more than \$100.00.

**RULE #14—Loitering in Bathroom**

Students will not loiter in bathrooms. There is no reason for students to remain in the bathroom unless they are using them.

- A. 1 day ISS or corporal punishment
- B. 3 days I.S.S.
- C. 3 days OSS
- D. Recommended expulsion (one semester)

**RULE #15—Setting Off Fireworks or Stink Bombs at School**

Students will not be allowed to bring or set off fireworks or stink bombs at school or activities that cause a disruption of the education process. (Nuisance items)

- A. 3 days I.S.S.
- B. 5 days OSS
- C. Recommended expulsion (365 days)

**RULE #16—Forgery of Passes and/or Falsification of General Information (Failure to Have Proper Pass)**

A student will not forge another person's name to any pass, library card, or student scheduling information, nor falsify telephone numbers and addresses on general information forms and school passes; a student will have proper passes

and admit slips.

- A. parent notification
- B. 1 day ISS/ corporal punishment
- C. 3 days suspension
- D. 5 days suspension
- E. Recommended expulsion (one semester)

**RULE # 17: Unexcused Tardiness**

A student will be prompt in arriving at school and to class.

- More than 15 minutes late to first period = 1 absence;
- 2<sup>nd</sup> - 8<sup>th</sup> periods late more than 10 minutes = 1 absence.
  - A. 1<sup>st</sup> & 2<sup>nd</sup> tardies = Warning from teacher
  - B. 3<sup>rd</sup> tardy = Lunch detention, if detention is skipped student will have 1 day of ISS
  - C. 4<sup>th</sup> tardy = student sent to the office for choice of 1 day of ISS or corporal punishment
  - D. 5<sup>th</sup> & 6<sup>th</sup> tardies = 1 day of ISS
  - E. 7<sup>th</sup> tardy = 2 days of ISS
  - F. 8<sup>th</sup> tardy = 3 days of ISS
  - G. 9<sup>th</sup> tardy = 3 days OSS
  - H. Over 10 tardies = Recommended expulsion for remainder of the semester

This starts over at the beginning of each 9 weeks grading period.

**RULE # 18--Student Dress and Grooming**

A student will not practice a mode of dress, style of hair, or standard of personal grooming extreme to the point of creating a disturbance of the educational atmosphere. Students who refuse to abide by reasonable guidelines and conform to the dress code will be subject to disciplinary action at the discretion of the administrator. Extreme dress code violations will be sent home. (Miniskirts fall in that category.)

The matter of personal grooming and attire, cleanliness, and safety fall within the public charge since the conduct pattern of any particular group reflects the inner maturity, training, ideals and, to some extent, the goals of the individuals involved. Grooming and attire of themselves would be of small consequence otherwise.

The following items of appearance and wearing apparel will **not** be permitted:

- A. Articles of clothing with spikes, chains, spiked jewelry, etc.
- B. Bare feet, house shoes, pajamas and blankets
- C. Bare midriff/side and back (This will be checked by student standing in a normal standing position with hands and arms held to the side.)
- D. Unbuttoned shirts, low-cut blouses, and no cleavage etc.
- E. No Sleeveless shirts, spaghetti straps and halter tops, cold shoulder shirts
- F. Transparent/see through apparel, fishnet
- G. No head covering of any type is to be worn in the school buildings while school is in session. This includes but is not limited to hoods, bandanas and hats. Hats are not allowed in classrooms.
- H. Miniskirts, short shorts, leggings or jeggings; indecent dress
- I. Clothes that display
  - 1) Profanity
  - 2) Suggestive language,
  - 3) Drugs, alcohol, or tobacco advertisements

Shorts will be permitted with the following guidelines:

- 1. Shorts must be no more than 6 inches from the top or the knee cap. No part of the shorts can be more than 6 inches from the top of the knee.
- 2. Bike shorts, leggings, and capris leggings can be worn but must be covered by legal length shorts or skirts.
- J. Pants with holes more than 6 inches from the top of the knee cap.
- K. Pants must be worn above the hips (no sagging).

**Students who violate the dress code must change or spend the day in ISS.**

**RULE # 19—Persistent Disregard for School Rules**

A student who persists in acts of misconduct after reasonable efforts have been made by the school to secure the student's adherence to the established rules will be recommended for expulsion. Efforts toward behavior modification will be made prior to this recommendation.

**RULE # 20—Cheating**

Cheating in any form is strongly discouraged. The following penalties will be enacted.

- A. 1 day ISS – no credit on assignment or test
- B. 3 days I.S.S. – no credit on assignment
- C. 5 days OSS – no credit on assignment
- D. Recommended expulsion (one semester)

**RULE # 21: Loitering by Suspended Student**

A student who has been suspended and has been provided a written notification that, because of an act of misbehavior, he or she is prohibited from being in a school building or on the school campus or at school activities for a specified period of time will not enter such buildings or school facilities.

- A. Warning
- B. Student will be arrested and charges in accordance with Arkansas Law (Act 75 of 1971).

**RULE # 22—Violation of Parking and Driving Regulations**

A student using any type of vehicle (motorcycle, auto, or truck) as means of transportation to and from school will not violate the rules and regulations set forth by Hoxie High School.

- A. Warning/probation
- B. 1 day Suspension of privilege
- C. 5 days suspension of privilege
- D. Recommended Expulsion (365 days)

**RULE # 23—Gambling**

Students will refrain from games of chance, such as dice, coin pitching, where the winner collects the loser's stake (money).

- A. 1 day of ISS
- B. 3 days ISS
- C. 3 days OSS
- D. Recommended expulsion (365 days)

**RULE # 24—Non-Diligence of Study**

A student is expected to be diligent in his or her studies. To be diligent, a student will: (a) complete all assigned work on time; (b) pay attention as required by the teachers; (c) equip themselves with the necessary materials and/or equipment; (d) cooperate with teachers and other students.

- A. Conference with administrator and or counselor
- B. 1 day I.S.S and conference with parent
- C. 2 days I.S.S.
- D. 3 days O.S.S.
- E. Recommended Expulsion (365 days)

**RULE # 25—Public Display of Affection (cuddling, kissing, etc.)**

Public display of affection is not appropriate behavior at school. Failure to comply with reasonable expectations of school staff will lead to disciplinary action. (Displays of affection beyond hand holding are not appropriate.)

- A. Lunch Detention
- B. 1 day I.S.S.
- C. 3 days O.S.S.
- D. Recommended expulsion (365 days)

**RULE #26—Behavior Not Covered**

Hoxie High School 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.

### **HALLWAYS**

1. Following direction of staff.
2. Do not run in the halls.
3. Always walk on the right side of the hallway.
4. Students must have a pass when in hallways during class hours.
5. Keep hands and feet to yourself.
6. Do not enter anyone else's locker.
7. No tussling allowed.

\*Violation of these rules will result in disciplinary action.

### **FOOD AND DRINK**

Students will not be allowed to take food out of the cafeteria unless given permission by the teacher on duty or administrator. Opened food and drinks are not allowed in the buildings until after 4:00 p.m. except in designated areas, which include: the student center, cafeteria, and outdoors. Open food or drink items in restricted areas will be confiscated. Students are to exit the cafeteria during lunch through the front doors only. Written permission from the teacher is required to go to Art, Choir, or Band. All trash is to be placed in proper containers. Food and drinks may be allowed in the building as a reward for good class performance but must be approved by the administration.

Consequences:

- |    |                         |   |
|----|-------------------------|---|
| A. | 1 <sup>st</sup> offense | choice of corporal punishment, or 1 day of ISS. |
| B. | 2 <sup>nd</sup> offense | 2 days of ISS                                   |
| C. | 3 <sup>rd</sup> offense | 3 days ISS                                      |
| D. | 4 <sup>th</sup> offense | 1 day out of school suspension                  |
| E. | 5 <sup>th</sup> offense | 3 days out of school suspension                 |

Exceptions: Club meetings, classroom activities with prior administrator approval, or medical problems with proper documentation.

### **NUISANCE ITEMS**

Students will not be permitted to bring to school items such as playing cards, trading cards, traditional cameras, or other items that may distract from the learning environment, unless specifically needed for class related assignment or due to health problems. These exceptions must be pre-approved by the administration.

- A. Item(s) will be confiscated and warning will be issued.
- B. Item(s) will be confiscated and choice of 1 corporal punishment or 1 day of ISS.

## **CELL PHONES**

Students may not use cell phones in the classroom unless they have permission from the classroom teacher. Students are NOT allowed to take photos and /or videos with their cell phone during school hours.

- A. 1<sup>st</sup> offense
  - i. Phone will be confiscated and returned at the end of the day. Student will receive a verbal warning.
- B. 2<sup>nd</sup> offense
  - i. Phone will be confiscated and parent must pick up the phone after school hours. 1 day of ISS or corporal punishment
- C. 3<sup>rd</sup> offense
  - i. Phone will be confiscated and parent conference must be held after school hours. 2 day I.S.S.
- D. 4<sup>th</sup> offense
  - i. Phone will be confiscated and phone kept until a parent conference can be held. 1 day O.S.S
- E. 5<sup>th</sup> offense
  - i. 3 days O.S.S. and conference with parent.

**Note**—If continually cell phone violation occurs, the result could and may end up in an expulsion of the student.

**Note**—Any student who videos or possesses a video of a fight will be considered a participant and will be punished.

## **ALTERNATIVE SCHOOL POLICY**

Alternative school is available to Hoxie High School Students. Admittance into the alternative school is dependent upon approval by the A.L.E. committee.

## **SENIOR PRIVILEGES**

1. Off campus lunch: Seniors may go off campus for lunch with the following conditions – ONLY on the second Thursday of the month unless finals are on that day. Must not have 6 or more unexcused absences for the semester.
2. Exemption from semester tests – Seniors with an A or B in a class may be exempt from the semester test if they desire to be AND miss less than 6 days in that class. A senior may also be exempt with a C average if they miss 3 or fewer days. Any senior who qualifies for exemption must also have no more than 2 disciplinary referrals for the semester.
3. Seniors are released for lunch 5 minutes early every day by a senior bell at 12:00 pm.
4. Prom: Students must attend school the Friday before Prom in order to be able to attend Prom on Saturday.

Seniors are NOT allowed to check out for lunch. For their safety we have a closed campus policy for all students. All seniors must realize these privileges are not a right and can be taken away at the discretion of the administration.

Hoxie School District Media Release Form  
2017 - 2018 School Year

Publications, Video, Internet Consent and Release Agreement

Students who attend school in the Hoxie School District are occasionally asked to be a part of school and/or District publicity, publications and/or public relations activities, in order to guarantee student privacy and ensure your agreement for your student to participate, the District asks that you sign this form and return a form to the school for each of your students.

The form referenced below indicates approval for the student's name, picture, art, written work, voice, verbal statements or portraits (video or still) to appear in school publicity or District publications, videos or on the District's website. For example, pictures and articles about school activities may appear in local newspapers or district publications. These pictures and articles may or may not personally identify the student. The pictures and/or videos may be used by the Hoxie School District in subsequent years.

AGREEMENT

*Student and Parent/Guardian release to the Hoxie School District the student's name, picture, art, written work, voice, verbal statements, portraits (video or still) and consent to their use by the Hoxie School District.*

The Hoxie School District agrees that the student's name, picture, art, written work, voice, verbal statements, portraits (video or still) shall only be used for public relations, public information, school or district promotion, publicity, and instruction.

The Student and the Parent/Guardian understand and agree that:

- No monetary consideration shall be paid;
- Consent and release have been given without coercion or duress;
- This agreement is binding upon heirs and/or future legal representatives;
- The photo, video or student statements may be used in subsequent years.
- If the Student and Parent/Guardian wish to rescind this agreement they may do so at any time with written notice.

The Hoxie School District has no control of and cannot be held responsible for media use of pictures/statements taken by persons who are not employed by the Hoxie School District.

**ALMA MATER**

*O the GREEN and the WHITE overall  
May we rise to the sky ne'er to fall,  
May the world look to them in their flight  
They're the colors, for which we fight,  
We're the students of dear ole HHS The school that is always the  
best,  
We have stood every trial, every test  
With all our might  
The GREEN and WHITE  
Will reign forever!*

Smart Core Informed Consent Form  
Hoxie School District, PO Box 240, Hoxie, AR 72433

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

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

I have been informed of the Smart Core curriculum and required course of study for graduation as well as the optional Core curriculum and course of study for graduation. This document indicates my choice of curriculum and course of study for graduation for the above named student.

**Failure to complete the Smart Core curriculum for graduation may result in negative consequences such as conditional admission to college and ineligibility for scholarship programs. Mark the choice selected with a checkmark:**

**I select Smart Core Curriculum (22 Units) \_\_\_\_\_**

**English – 4 units (years)**

English 9<sup>th</sup> Grade

English 10<sup>th</sup> Grade

English 11<sup>th</sup> Grade

English 12<sup>th</sup> Grade

**Oral Communications – ½ unit (1/2 year)**

**Mathematics – 4 units (years)**

Algebra I or Algebra A & B (grades 7-8 or

8-9)

Geometry or Investigating Geometry or Geometry A & B

Algebra II

Choice of: Transitions to College Math, Algebra III or an Advanced Placement

Mathematics

(Comparable concurrent credit college courses may be substituted where applicable) **Natural Science – 3 units (years) with lab experience chosen**

**from:**

Physical Science

Biology or Applied Biology/Chemistry

Chemistry

Physics or Principles of Technology I or II or PIC Physics

**Social Studies – 3 Units (years)  Civics or Civics/American Govt.**

World History

U. S. History

**Physical Education – ½ unit (1/2 year)**

**Health and Safety – ½ unit (1/2 year)**

**Fine Arts – ½ unit (1/2 year)**

**Career Focus – 6 Units**

**I select Core Curriculum (22 Units) \_\_\_\_\_**

**English – 4 units (years)**

English 9<sup>th</sup> Grade

English 10<sup>th</sup> Grade

English 11<sup>th</sup> Grade

English 12<sup>th</sup> Grade

**Oral Communications – ½ unit (1/2 year)**

**Mathematics – 4 units (years)**

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.

\*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 – 3 units (years)**

At least one (1) unit of Biology

A Physical Science

**Social Studies – 3 units (years)**

Civics or government, ½ unit

World History 1 unit

U.S. History 1 unit

**Physical Education – ½ unit (1/2 year)**

**Health and Safety – ½ unit (1/2 year)**

**Fine Arts – ½ unit (1/2 year)**

\_\_\_\_\_  
**Parent/Guardian Signature/Date**

\_\_\_\_\_  
**School Official Signature/Date**