



# Haas Hall Academy

## Scholar/Parent Handbook 2018.2019

Approved: July 25, 2018

Every Scholar, Every Day – College Bound!

Haas Hall Academy Fayetteville	Haas Hall Academy Bentonville	Haas Hall Academy @ The Jones Center	Haas Hall Academy @ The Lane
LEA 72-40-700	LEA 04-43-700	LEA 72-40-706	LEA 72-40-709
Starr Scholar Center 3880 N Front St Fayetteville, AR 72703 (479) 966.4930 (479) 966.4932 - fax	2600 SE J Street Bentonville, AR 72712 (479) 268.3424 (479) 250-9292 - fax	922 E Emma Suite Springdale, AR 72764 (479) 419.5443	121 W Poplar St Rogers, AR 72756 (479) 899.6602

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**Haas Hall Academy School Calendar 2018.2019**

Month	Date	Event
August	6, 7, 8	Professional Development
	9	School Begins
	31	Adam Mendonça Day (No Classes)
September	3	Labor Day Holiday (No Classes)
	12, 13	Parent/Faculty/Scholar Conferences (Classes in Session)
	26	PPSAT Administration (Grades 7-11)
	28	James Underwood Day (No Classes)
October	10	PSAT/NMSQT Administration (grades 7-11) – First Qtr. Ends (43 days)
	11	Second Quarter Begins
	18	Sam Lipson Day (No Classes)
	19	Jade DeSpain Day (No Classes)
November	8	Parent/Faculty/Scholar Conferences (Classes in Session)
	14	Rebecca Moll Day (Classes in Session)
	21, 22, 23	Thanksgiving Holiday (No Classes)
December	21	End of Second Quarter (47 Days)/End of First Semester (90 Days)
December 22, 2018, through January 6, 2019, Christmas Holiday (No Classes)		
January	7	Brian Gauch Day (No Classes/Faculty Present)
	8	Third Quarter Begins
	21	Martin Luther King Jr. Day (No Classes)
February	6, 7	Parent/Faculty/Scholar Conferences (Classes in Session)
	15	Jonah Hyman Day (No Classes)
	18	Antonio Thomas Day (No Classes)
	26	2018-2019 Admissions Lottery Drawing
March	12	New Scholar Orientation
	13	End of Third Quarter (44 Days)
	14	Paul Jung Day (No Classes)
	15	Claire Scott Day (No Classes)
	18, 19, 20, 21, 22	Spring Break (No Classes)
	25	Fourth Quarter Begins
April	11	Scholar Scheduling Conferences (Classes in Session)
	19	Connor Fritsch Day (No Classes)
	22	Dr. Martin W. Schoppmeyer, Sr. Day (No Classes)
May	27	Memorial Day (No Classes)
	28	Baccalaureate and Graduation Ceremonies
	31	End of Fourth Quarter (47 Days)
	31	End of Second Semester (91 Days)/End of 2018.2019 Term (181 Days)
June	3, 4, 5, 6, 7	Professional Development/Emergency Snow Make-up Days
*[Includes five (5) emergency days]		
Staff Development, 9 Days Conferences, 7 Days Days in Session, 181 Faculty in School, 190 Days	Adam Mendonca Day, Labor Day, James Underwood Day, Sam Lipson Day, Jade DeSpain Day, Thanksgiving Holiday (3 days), Christmas Holiday (11 days), Brian Gauch Day, Martin Luther King Jr Day, Jonah Hyman Day, Antonio Thomas Day, Paul Jung Day, Claire Scott Day, Spring Break (5 Days), Connor Fritsch Day, Dr. Martin W. Schoppmeyer, Sr., Memorial Day – Total: 33 Days	





### **Haas Hall Academy Crest**

The colors of the Haas Hall Academy seal are Haas blue and gold. Haas blue represents truth and loyalty and gold symbolizes generosity and elevation of the mind. The seal's crest is equally divided into four parts. In the upper left hand corner, the ermine spot is emblematic of a mark of dignity. In the upper right hand corner, the Fleur-de-lis illustrates purity. In the lower left hand corner is a mastiff, the official mascot of Haas Hall Academy. The mastiff, among the strongest of canines signifies courage, vigilance and loyalty. In the lower right hand corner is the peacock feather that represents beauty, power and knowledge. The motto "veritas et sapientia" denotes truth and wisdom.

### **Mission Statement**

To provide an aggressive alternative to the traditional learning environment for scholars with high intensity of purpose seeking an aggressive, rigorous, college preparatory curriculum focusing in the engineering, technology, mathematics and science fields, enabling them to succeed at the nation's prestigious universities and to become pillars of their communities.

### **Vision Statement**

Every Scholar, Every Day – College Bound!

### **Haas Hall Academy Contact Numbers**

Fayetteville Campus  
(479) 966.4930

Bentonville Campus  
(479) 966.4930

Rogers Campus  
(479) 966.4930

Springdale Campus  
(479) 966.4930

### **Equal Educational Opportunity**

In recognition of the importance of assuring equality of opportunity through the elimination of discriminatory practices, it shall be the policy of Haas Hall Academy to fully comply with Titles VI, VII, and IX of the Civil Rights Act of 1964, with the Age Discrimination Act (ADA), and with Title V of the Rehabilitation Act of 1973.

### **The Family Education Rights & Privacy Act of 1974 (F.E.R.P.A.)**

The Family Education Rights & Privacy Act of 1974 (F.E.R.P.A.) limits the information about a scholar's academic record that may be disclosed without the scholar's written permission to directory information. Directory information is defined as:

- Scholar's name;
- Address;
- Telephone number;
- Data and place of birth;
- Classification;
- Participation in officially recognized activities and sports;
- Weight and height of members of athletic teams;
- Dates of attendance;
- Honors and awards received;
- Most recent educational institutions attended by the scholar;
- E-mail address;
- Photographs.

Each parent, legal guardian, persons in loco parentis or eligible scholar has the right to refuse to permit the release or any of all of the above information. If the parent, legal guardian, persons in loco parentis or eligible scholar wishes to restrict the release of the directory information, he/she must inform the Superintendent's office in writing within thirty (30) calendar days of receipt of this notice. An eligible scholar is one who has reached the age of 18.

Parents, guardians or persons in loco parentis of scholars may have access to scholar records as provided by the Family Educational Rights and Privacy Act of 1974 (F.E.R.P.A.). This act allows for the inspection of the content of records and for the right of the parent, guardian or persons in loco parentis to challenge anything contained within the records that they consider being inaccurate or misleading.

The person making the request is also entitled to the opportunity to receive an interpretation of the records. Requests to view such records must be made in writing to the Superintendent. Requests shall be compiled as soon as administratively possible within forty-five (45) days of the request. The request should include a specification of the exact information sought. A small charge may be made to cover photo-copying costs.

### **Residency Requirements**

Haas Hall Academy is an open-enrollment public charter high school. Any scholar living in the state of Arkansas may attend.

### **Entrance Requirements**

Haas Hall Academy's curriculum is an accelerated college preparatory academic program going into greater depth than is normally found in similar high school courses. Accredited by the Arkansas Department of Education, Haas Hall Academy holds membership in The College Board, the Science National Honor Society and the National Honor Society.

Every semester, all scholars are required to take full schedules of academic courses from the aggressive, directed curriculum. As a microcosm of a university, scholars at Haas Hall Academy earn a full Carnegie unit of academic credit per semester. During a calendar year, our scholars

earn an equivalent of two years of academic credit towards graduation. Most scholars take higher education courses while enrolled at Haas Hall Academy.

The restricted offerings required of all scholars parallel the requirements of largely private preparatory schools. Haas Hall Academy produces a truly educated graduate prepared for the academic challenges that will await them in their higher educational pursuits.

The parent, guardian, or other responsible person shall furnish the child's social security number, or if they request, the district will assign the child a nine (9) digit number designated by the department of education. The parent, guardian, or other responsible person shall provide the district with one (1) of the following documents indicating the child's age:

- A birth certificate;
- A statement by the local registrar or a county recorder certifying the child's date of birth;
- An attested baptismal certificate;
- A passport;
- An affidavit of the date and place of birth by the child's parent or guardian;
- Previous school records; or
- Military Identification.

The parent, guardian, or other responsible person shall indicate on school registration forms whether the child has been expelled from school in any other school district or is a party to an expulsion proceeding. The child shall be age appropriately immunized from poliomyelitis, diphtheria, tetanus, pertussis, red measles, rubella, mumps, hepatitis B, varicella and other diseases as designated by the Arkansas State Department of Health, or have an exemption issued by the Arkansas State Department of Health. Proof of immunization shall be by a certificate of a licensed physician, public health department or the military service acknowledging the immunization.

Legal References: A.C.A. § 6-18-201 (c); A.C.A. § 6-18-207; A.C.A. § 6-18-208; A.C.A. § 6-18-702; A.C.A. § 6-15-504 (f).

### **Preface**

The Constitution of the United States, through the Bill of Rights and subsequent amendments, gives all persons' certain rights. The United States Supreme Court has declared that scholars do not shed these constitutional rights by walking through the school door.

Scholars are protected by the Constitution and that responsibility for protection applies to boards of education as it does to other individuals and agencies. The state legislature gives school boards rule-making authority regarding scholar behavior, but such authority is balanced by the Constitution and the courts.

### **Scholars Have the Right to:**

- Pursue, through study and self-application, a quality education at public expense and to attain personal goals through participation in the entire school program;
- Participation in school activities without being subject to unlawful discrimination on any basis. Where access to participation in programs of activities is on a competitive basis, each scholar has the right to compete on an equal basis;

- Express views or protest symbolically, so long as the manner of expression does not interfere with the orderly operation of the school or the rights of others;
- Participate in patriotic exercises or refrain from participating;
- Be secure in their persons, papers, and effects against unreasonable searches and seizures; have privacy in regard to their personal possessions, unless there is reasonable suspicion that the scholar is concealing materials prohibited by the law.

**Scholars Have the Responsibility to:**

- Attend classes daily, be on time to all classes, and obey school rules;
- Foster good human relations within the school by practicing courtesy and tolerance in their dealings with each other and members of the school staff, and to respect the dignity and worth of other individuals;
- Refrain from libel, slanderous remarks, and obscenity in verbal and written expression including those in cyberspace;
- Develop tolerance of the viewpoint and opinions of others: recognize the right of other individuals to form different points of view and to dissent in an orderly and respectful manner.

**Discipline Policies**

Scholar Behavior Penalties for Infraction of Scholar Discipline Policies

All scholars are expected to conduct themselves at all times in a manner that will contribute to the best interest of the school system and not infringe on the rights of others. The following activities are considered improper conduct and will subject the scholar to disciplinary action.

Listed below each rule is a set of disciplinary actions to be taken. Under normal circumstances, this list will be adhered to in the order shown. However, the gravity and severity of the rule infraction may cause the initial punishment to be implemented at some point other than at the beginning of the list of consequences as determined by the school official. All offenses must occur within the same school year.

**Detention**

Detention at Haas Hall Academy is an after school program times and locations determined by each school's Headmaster. Scholars may receive detention for various infractions, but not limited to, violations in this manual. Scholars in detention must work on homework. No electronic devices are allowed in detention. If an electronic device is found, that device is confiscated for the entire calendar year.

**Suspension**

The School Board gives Haas Hall Academy's Headmasters the discretion to suspend a scholar up to ten school days for good cause, or until a satisfactory conference has been arranged and held with the parents, guardians or persons in loco parentis of the suspended scholar. No suspended scholar shall be allowed to leave the premises during the school day until the parent/guardian or other proper authorities assume responsibility for him/her. School work missed as a result of a suspension may not be made up.

Recognizing that there are limits to the number of times conduct of an undesirable nature can be tolerated, any scholar who has been suspended once in any given school year may be recommended to the Haas Hall Academy School Board for expulsion and be returned to their district of origin.

### **Expulsion**

The Haas Hall Academy School Board has the authority to expel (remove) a scholar from school for the remainder of a semester, for the remainder of a year, or permanently if an offense committed by the scholar is serious enough to warrant such action. Such expulsion may result from a single act that is so severe that merely suspending the scholar would not be appropriate, or it might result from a series of events (suspensions) which exceed the number of times serious refractory conduct will be tolerated.

An expulsion may occur after school personnel have recommended in writing, to the Superintendent, that a scholar be expelled. Said recommendation shall include a statement of the charge(s) against the scholar. If the Superintendent concurs with the recommendation, he shall schedule a hearing before the Haas Hall Academy School Board.

He shall also inform the scholar's parent/guardian or persons in loco parentis of the date, place, and time of the hearing, and shall inform them of their rights as provided by law. The board hearing relative to the expulsion shall fully comply with applicable due process criteria. The Superintendent shall notify, in writing, the parent/guardian or persons in loco parentis of the action taken by the board.

Any scholar, after being suspended for reasons stated in the discipline policy may be recommended for expulsion. The Superintendent reserves the right to suspend or recommend expelling scholars whose behavior is subversive to good order and discipline in the school. The Superintendent reserves the right to suspend or recommend expelling scholars whose behavior is subversive to good order and discipline in the school, even though such behavior has not been specified in the aforementioned rules.

### **Process for Resolving Parental Concerns**

Haas Hall Academy is a dynamic community of learners and stakeholders that work together to ensure one of the finest accelerated, college preparatory educations in the nation. Haas Hall Academy's community prides itself by addressing concerns in a timely manner.

Always begin with the person(s) with whom you have a concern. E-mail is a poor medium because people tend to overestimate their ability to convey their tone in an e-mail. Research indicates the success rate at understanding the tone of the message is significantly higher verbally than via e-mail. Haas Hall Academy recommends a face-to-face meeting to have a positive, constructive and meaningful discussion.

If after the initial meeting your concern remains unresolved, we ask you call Haas Hall Academy and make an appointment to meet with the person(s) with whom you have a concern and the appropriate Headmaster. An appointment will be made at the earliest convenience by the Headmaster.

If after meeting with the Headmaster issues are still unresolved, please call (479) 966.4930 to make an appointment with the Superintendent of Schools. The Superintendent's decision is final. There is no appeal.

## **Haas Hall Academy Attendance Policies**

### **Arrival**

All scholars are expected to be inside the school building by 7:50 a.m. School entrance doors lock at 7:50 a.m. If a scholar is not present by 7:50 a.m. they will be considered tardy. All scholars must be in their first period classroom by 7:55 a.m. Classes begin promptly at 8:00 a.m.

### **Mandatory Attendance**

All children who are ages five (5) through seventeen (17) on or by August 1 are required to be in school that school year with the exception of five-year-old children for whom kindergarten has been waived by the parent, guardian, or person having custody or charge; scholars who have received a high school diploma or its equivalent; or scholars who are enrolled in a postsecondary vocational-technical institution, a community college, or a two-year or four-year institution of higher education.

### **Minimum Days of Attendance**

State law requires compulsory school attendance of children between the ages of 5-17, inclusive. After a scholar has exceeded four (4) absences per semester, a determination will be made as to whether to deny credit. Factors to be considered will include reasons for the excessive absenteeism, previous attendance habits, input from the scholar's classroom teachers, and academic performance at school. When scholars exceed the number of absences as defined in the district's attendance policy, the scholars' parents, guardians, or parents in loco parentis shall be subject to a civil penalty not to exceed .five hundred dollars (\$500.00) plus costs of court and any reasonable fees assessed by the court

Scholars who exceed five (5) absences per semester may be turned over to the proper authorities.

### **Attendance Procedures**

When scholars and parents know ahead of time that a scholar will be absent the parent should notify the office of the appropriate Headmaster in writing for any make-up work. All parents are responsible to contact faculty by email for missed assignments by 8:30 a.m. on the day of the absence. Emails from scholars will not suffice as an indicator of a school absence as such email will be disregarded. Notification of all suspensions from school will be given to the parents, guardians or persons in loco parentis as follows:

- By telephone, if a telephone is available and a parent, guardian or persons in loco parentis can be contacted;
- A note shall follow the telephone call to the parent, guardian or person in loco parentis along with a copy filed in the Headmaster's office;
- When a scholar leaves the campus for any reason, he/she needs to sign out in the front office.

### **Definition of Absence**

"Absence" means a scholar was not present at a roll call or during some portion of the school day.

- If a scholar is absent four (4) times from any class during a semester, the Headmaster may decide to not excuse any more absences from that class;
- The Superintendent may deny academic credit on the basis of four (4) absences per semester.

***WHEN SCHOLARS ARE ABSENT FROM SCHOOL AND THE APPROPRIATE HEADMASTER'S OFFICE HAS NOT BEEN NOTIFIED PRIOR TO THE ABSENCE, EITHER THE HEADMASTER OR HIS/HER DESIGNEE WILL MAKE CALLS TO CHECK ON THE SCHOLARS' REASONS FOR BEING ABSENT.***

**Consequences:**

- Documented contact and conference with parental/guardian or persons in loco parentis;
- Possible denial of academic credit for the course, semester, or year.
- Suspension and/or possible expulsion.

Legal References: A.C.A. § 6-18-209; A.C.A. § 6-18-220; A.C.A. § 6-18-222; A.C.A. § 27-16-701.

**Appointments: Medical/Personal**

Haas Hall Academy requests that all medical and personal appointments for scholars be made after the instructional day. Due to our accelerated curriculum one day at Haas Hall Academy is equal to two days in a traditional school. Haas Hall Academy reserves the right to limit appointments made during school to one per semester. Any violation of this policy will result in detention, suspension or expulsion.

**Curriculum**

Haas Hall Academy's curriculum is a college preparatory academic program going into greater depth than is normally found in similar high school courses. Haas Hall Academy prepares its scholars for higher education by functioning as a microcosm of a university. Scholars at Haas Hall Academy interact with faculty who has work experience in their respective fields.

Haas Hall Academy is an accelerated learning environment. Scholars at Haas Hall Academy use block scheduling which not only emulates the college experience, it allows them the opportunity to complete a year of course work each semester. This environment is enhanced by our AP offerings and our partnerships with local universities and colleges where our scholars obtain concurrent credit while being enrolled at Haas Hall Academy.

All scholars have equal access and exposure to all content. Character education is an element of the curriculum and lifestyle at Haas Hall Academy. Scholars have essential character traits such as respect, responsibility, work ethic, empathy, honesty and integrity reinforced at Haas Hall Academy. Scholars are also required to become involved in community projects, reinforcing their civic and personal responsibility.

By definition, Haas Hall Academy's curriculum is immersed in technology. Haas Hall Academy incorporates technology into its classical secondary school subjects.

**Smart Core Curriculum**

Haas Hall Academy is an accelerated college preparatory institution. All scholars attending Haas Hall Academy must participate in the Smart Core curriculum – no exceptions.

**Smart Core Curriculum – Graduation Requirements**

A minimum of 23 units are required to graduate from Haas Hall Academy. The specific graduation requirements are listed below. On a case by case basis, as approved by the Superintendent transfer scholars or scholars taking concurrent credit at a university while attending Haas Hall Academy may have a few of our upper level courses waived. Regardless, the state minimum of 23 units is mandatory for graduation of all scholars.

### **Minimum Required Courses for Graduation**

English—four (4) units - 9th, 10th, 11th and 12th; Nota Bene: All scholars at Haas Hall Academy must take one semester of English Language and Composition and one semester of English Literature and Composition each calendar year to meet our established English program requirements.

Mathematics —four (4) units (All scholars must take a mathematics course in grade 11 or grade 12 and complete Pre-Calculus/Trigonometry.) – Algebra I, Geometry, Algebra II and Pre-Calculus/Trigonometry;

Science—three (3) units required, four (4) recommended – Biology, Chemistry and Physics;

Social Studies—three (3) units required, four (4) recommended – American History World History; Civics/Economics;

Foreign Language—two (2) units required, three (3) or four (4) recommended Spanish; French; or German;

Oral Communications— one half ( $\frac{1}{2}$ ) unit; Physical Education— one half ( $\frac{1}{2}$ ) unit;

Health and Safety— one half ( $\frac{1}{2}$ ) unit; Fine Arts— one half ( $\frac{1}{2}$ ) unit; Electives— four (4) units - Career Focus.

Resource: ADE Standards, November 2012

### **Grading System**

Haas Hall Academy's School Board recognizes that a system for reporting pupil progress is a vital part of communication between the home and the school. An adequate progress reporting plan should assist scholars in recognizing their own potential and self-worth, provide parents with information about their children's growth and the school's total program, provide an accurate permanent record of scholar achievement and growth, and stimulate the school to engage in productive curriculum planning and execution. In order to frequently update the academic progress of your scholar, a minimum of three grades per week will be recorded.

Grades assigned to a scholar (letter-grades, percentages, symbols, etc.) shall reflect only the extent to which the scholar has achieved the expressed educational objectives of the course, grade-level, etc., as prescribed by Section V-B of the "Standards for Accreditation of Arkansas Public Schools" (1984). Nothing in this policy is intended to prohibit or discourage a teacher from assigning and reporting a separate grade for a scholar's behavior, attendance, attitude, etc.

However, such grades shall not become a part of the scholar's permanent record and shall not be used as a part of the record of scholar achievement, except as indicated above. A public school scholar who has successfully completed the eighth grade shall be eligible to enroll in a publicly supported community college, four-year college or university for elective credit.

Although Haas Hall Academy is not a member of the International Baccalaureate (IB) Program, scholars transferring into the District from another Advanced Placement (AP) or IB program will be awarded credit as outlined by the Arkansas Department of Education. Weighted Credit for designated AP and IB courses will be contingent upon the AP/IB teacher obtaining applicable training; the scholar taking the entire AP/IB course offered in a particular subject; the scholar completing the applicable test offered by the College Board for AP at the end of the AP course or the applicable test offered by IB at the time prescribed by IB. Weighted credit will not be awarded to any transfer courses beyond AP/IB.



### Grading Scale

Percent	Letter Grade	Quality Points	
		<i>Regular, Honors</i>	<i>AP</i>
90-100	A	4	5
89-80	B	3	4
79-70	C	2	3
69-60	D	1	2
59-	F	0	0

### Placement Exams

As a school of acceleration, to ensure proper placement in our rigorous courses, Haas Hall Academy employs placement exams. All new scholars are subject to placement exams by the school or at the request of the parent, guardian or persons in loco parentis.

### Promotion and Acceleration of Scholars

Haas Hall Academy believes that each child is a distinct individual with special educational, social, and emotional strengths and weaknesses. We further believe that individual differences can best be addressed through a continuous progress curriculum and the continuous promotion of scholars.

The purpose of acceleration is to ensure that all scholars are intellectually challenged every day in the classroom. Scholars who wish to accelerate a grade must demonstrate an extraordinary acumen in their daily classroom work and on standardized examinations.

The Superintendent will make the decision on grade skipping. All decisions made by the Superintendent are final. (For example to provisionally or conditionally accelerate a scholar one or more grades, to return a scholar to his or her prior grade after provisional or conditional acceleration, to immediately grant or deny a request for acceleration, or any other aspect of grade acceleration or return) There is no appeal process.

By design Haas Hall Academy is a school of acceleration attracting a scholar with higher academic ability and desire. A scholar's educational ability and attainment is not limited to their age. In some cases, Haas Hall Academy will accelerate scholars into different grade levels and/or subject areas based on mastery of material.

### Dual Enrollment Requirements

Any scholar who wishes to take college level courses (virtual or on-campus) must meet all of the following criteria.

- A minimum of a 23 or higher on all sections of the ACT (English, Mathematics and Reading);
- A minimum composite score of 23;
- A cumulative GPA of no less than 3.50;
- Permission from the Superintendent. The Superintendent's decision is final. There is no appeal process.

### **Academic Intervention Plan (AIP)**

Haas Hall Academy is a school of acceleration for scholars with high intensity of purpose. Haas Hall Academy functions as a microcosm of a university whereby scholars complete an entire calendar year of academic courses in one semester.

Haas Hall Academy's curriculum goes into much greater depth and breadth than found in traditional high school courses. Ultimately, academic achievement is the responsibility of the institution, scholar and their parent(s).

Haas Hall Academy's Academic Intervention Plan (AIP) intervenes and tracks the academic progress of scholars deemed in academic jeopardy. Academic jeopardy is defined as a scholar with a 'D' or below in any course. Haas Hall Academy has a minimum 2.5 cumulative GPA requirement for graduation.

Scholars in academic jeopardy, along with their parent(s) must attend a weekly academic progress meeting held each Tuesday from 2:40 – 3:30 p.m. Scholars and their parent(s) will meet with faculty and administration to prepare an AIP.

The AIP will be created, modified and monitored by faculty. Faculty will establish benchmarks that must be met on a weekly basis and evidence of academic improvement from the scholar must be demonstrated.

Scholars involved in AIP must also attend study club Wednesday & Thursday afternoons from 2:30 – 3:30 p.m. Scholars involved in AIP may not participate in any extra-curricular activities until academic improvement has been noted and a faculty member has released the scholar from academic jeopardy during a regularly scheduled AIP meeting.

### **AIP and study club are mandatory programs**

Consequences listed below are for scholars and/or their parent(s) who are absent for AIP meetings and/or study club. Nota Bene: Consequences are by the calendar year – not by the academic semester.

### **Consequences:**

1<sup>st</sup> offense – failure to appear: Detention for no less than three (3) days;

2<sup>nd</sup> offense – failure to appear: Suspension no less than three (3) days;

3<sup>rd</sup> offense – failure to appear: Formal hearing.

### **Access to Faculty**

Haas Hall Academy understands that parental access to faculty is an important component to the success of your scholar. **At no time may a parent interrupt faculty during the instructional day while classes are in session.** This policy will be strictly enforced. This policy is for the good of all members of our academic community. There is a zero tolerance policy for disturbing academic achievement.

Parents are encouraged to arrange meeting times with faculty and not just drop in. Too many times faculty have additional requirements placed on them by school administration and they are not available on a regular basis after school.

Every Monday after school, Haas Hall Academy holds a mandatory faculty meeting for all personnel. No parent may meet with a faculty member during this time. Faculty meetings are usually completed by 3:15 p.m. on Mondays.

Every Tuesday after school Haas Hall Academy holds our Academic Intervention Program (AIP) program to ensure the success of scholars who are struggling in various courses throughout the semester. Faculty are usually finished with AIP meetings before 3:15 p.m. AIP meetings hold preference over other meetings with parents on Tuesdays.

Parents should schedule a meeting with faculty via email. Faculty provide email addresses on their course syllabi. All Haas Hall Academy email addresses are as follows:  
First Name      Last Name      @haashall.org

### **After School Dress**

Scholars must remain in their uniform while on campus unless PE was their last class of the day. Any scholar who changes clothes while on campus is subject to a minimum of three days of detention. Any scholar who violates this policy more than once is subject to a minimum of three days of suspension.

### **AP Program Policy/Requirements**

Haas Hall Academy is an accelerated, college preparatory institution recognized by *U.S. News and World Report* as one of the finest in the nation. Haas Hall Academy has an extensive and rigorous AP program for its learning community.

State statute requires all scholars who take an AP class must take the corresponding AP examination. Compliance with this statute is completely non-negotiable. Failure to take the AP test on the assigned date will result in an 'F' for the course.

Scholars who score a 1 or 2 on an AP exam will have their GPA recalculated for that particular course from weighted to unweighted.

### **Scholar Transfers**

Haas Hall Academy shall review and accept or reject requests for transfers, both into and out of the district, on a case by case basis. Any scholar transferring during the semester from a school accredited by the Department of Education to Haas Hall Academy shall be placed into the same grade the scholar would have been in had the scholar remained at the former school. Haas Hall Academy at its discretion administers competency exams to further evaluate a scholar's academic preparedness. Results from these tests can accelerate a scholar either by a class or an entire grade level.

Scholars who transfer in from another school must be in attendance for 20 school days before a grade from Haas Hall will be given. Otherwise, the scholar will have the grade earned from the previous school placed on their transcript for the semester. If a scholar is in attendance at Haas Hall for 20 school days, their grade earned from the previous school will be combined from the grade earned at Haas Hall for credit to be established.

Any scholar transferring from home school or a school that is not accredited by the Arkansas Department of Education to a school that is accredited by the Arkansas Department of Education shall be evaluated by the staff of that accredited school to determine that scholar's proper

placement in the accredited school. Consideration will be given to an accredited curriculum, standardized tests taken, textbooks used, etc. Some cases may involve testing scholars for placement purposes as permitted by Arkansas Law. Scholars expelled from another school district will not be allowed to enroll at Haas Hall Academy

State law clearly states that a scholar must reside with his/her legal guardian in the school district in which he/she attends school. Act 663 of 1999 details residency requirements for attending public schools and makes it a misdemeanor to falsify residency information. Anyone knowingly providing false residency information to a school district may be charged with a misdemeanor and fined up to \$500.00.

#### Legal References:

A.C.A. § 6-18-316; A.C.A. § 6-18-510; A.C.A. § 6-15-504 (f); State Board of Education Standards of Accreditation VII (E) (1); A.C.A. § 6-21-204; 20 U.S.C. 4071 Equal Access Act; Board of Education of the Westside Community Schools v. Mergens, 496 U.S. 226 (1990); A.C.A. § 6-18-601 et seq.

#### **Club/Scholar Signage**

Haas Hall Academy recognizes the need for clubs and scholars to place signage throughout the school to notify others of events. All signage must be approved by and contain the signature and date of the campus Headmaster.

#### **Consequences**

First offense: Signage taken down and three days of detention.

Second offense: A minimum of 3 days of suspension.

Third offense: A minimum of 10 days of suspension and possible expulsion.

#### **Clubs**

All school sponsored clubs must be part of an academic course or an AAA school-sponsored activity. A faculty member may only sponsor one club per annum. The faculty sponsor must attend all meetings. All clubs must complete Haas Hall Academy's official school club form by and return it to the Headmaster by the second Friday of the school year. All scholar clubs are required to have on file copies of all agendas, minutes and sign-in sheets with their faculty sponsor. Clubs who fail to keep current copies of aforementioned materials will have their club sponsorship revoked.

#### **Concurrent Credit**

A ninth through twelfth grade scholar who successfully completes a college course(s) from an institution approved by the Arkansas Department of Education shall be given credit toward high school grades and graduation at the rate of one (1) high school credit for each three (3) semester hours of college credit.

No scholar may take a college level class (traditional or on-line) unless that scholar has an ACT composite score of 23 or above on all sections of the ACT. All scholars who wish to apply for concurrent credit must request a meeting with the appropriate Academic Counselor. If approved by the Academic Counselor, the request will be forwarded to the Superintendent. The Superintendent will make the final approval. There is no appeal.

Unless approved by the Superintendent, prior to enrolling for the course, the concurrent credit shall be applied toward the scholar's graduation requirements as an elective. Scholars will retain

credit applied toward a course required for high school graduation from a previously attended, accredited, public school. Any and all costs of higher education courses taken for concurrent credit are the scholar's responsibility.

Legal References: A.C.A. § 6-18-902(c) (2); Arkansas Department of Education Rules and Regulations: Concurrent College and High School Credit for Scholars Who Have Completed the Eighth Grade.

### **Disciplinary Probation**

The purpose of Disciplinary Probation is to ensure that scholars remain in good standing at Haas Hall Academy academically and behaviorally. Scholars placed on Disciplinary Probation will remain for the duration of the calendar year or as deemed necessary by the Superintendent for these violations. This is not an exhaustive list and should not be viewed as such.

- Excessive absences;
- Remaining on AIP for more than three consecutive weeks;
- Being in AIP for more than one course at a time;
- Being released from AIP and being placed back on AIP for the same course during the same semester;
- Excessive detentions;
- Suspension.

The process is a constant reinforcement of positive behavior both in and out of the classroom. Faculty will provide weekly academic/behavioral progress reports to the Superintendent's assignee.

- The parent and scholar must meet with the Superintendent's assignee, weekly on Thursdays @ 2:30 p.m. in his/her classroom to discuss the scholar's progress reports completed by faculty;
- A copy of the progress report must be signed by the parent(s) and returned to the Superintendent's assignee, every Thursday;
- The scholar may not participate in any extra-curricular activities until the beginning of the next semester;
- The Superintendent will conduct a monthly academic/behavioral performance review on your scholar as well;
- Any violations of this process will result in immediate suspension or expulsion as deemed by the Superintendent.

### **Lost/Stolen Items**

Haas Hall Academy is not responsible for lost or stolen items while on school property or at school sponsored events.

### **Make-up Work**

Scholars who miss school due to an excused absence shall be allowed to make up the work they missed during their absence. It is the responsibility of the scholar to arrange for all make-up work with his/her Faculty. Each faculty member shall establish a timetable in which scholars must make up their work to receive credit. Work may not be made up for credit for unexcused absences. Out-of-school suspensions are unexcused absences.

### **Homework and Independent Study Skills**

Haas Hall Academy recognizes that homework is an integral part of the learning process. Haas Hall Academy's homework policy promotes the development of scholars' independent study skills. Homework reinforces and strengthens academic skills that broaden the educational experiences of scholars. Each course of study requires a varied amount of time designated for homework as determined by individual faculty.

### **Haas Hall Academy Homework Policy**

One of the fundamental goals of Haas Hall Academy is to ensure that upon graduation our scholars attain mastery in mathematics, science, foreign language and English. Instructional time at Haas Hall Academy is longer than traditional public high schools, yet to increase that time even further homework is a necessary part of our educational endeavor.

#### **Purposes for Homework:**

- To reinforce independent learning by providing practice and application of skills or completion of familiar, unfinished work;
- To develop responsibility and independent study habits through learning to successfully use and manage time;
- To utilize out-of-school resources for learning, giving scholars the opportunity to explore, create and broaden interests without classroom limits;
- To incorporate parents, guardians or persons in loco parentis into the scholars' school experiences through related home educational activities.

### **Printing of Assignments**

Scholars MAY NOT ask faculty or staff to print off assignments for class during the instructional day. Scholars must prepare for the instructional day before they arrive to school. Scholars who don't have a printed copy of their homework or assignment to turn in have not completed the assignment. Therefore, it is a missed assignment.

### **Semester Exams**

Semester exams will be given to scholars in grades 7-12 at the end of the first and second semesters. A special schedule will be set up for those tests.

Haas Hall Academy's curriculum is an accelerated, college preparatory academic program that provides greater depth than is normally given in similar high school courses. Every semester, all scholars are required to take full schedules of academic courses, with no elective credits from the aggressive directed curriculum.

Curriculum and instruction will meet the needs of the scholars by modifying the depth, complexity and pace of the advanced, rigorous curriculum of Haas Hall Academy. In keeping with our college preparatory curriculum – ALL scholars will be required to take final exams – **NO EXCEPTIONS!**

Only those scholars involved in school related functions will be allowed to take semester exams early. All other scholars, whose parents, guardians or persons in loco parentis request that their scholar take exams early, will take their exams when the faculty returns to school for the following school year.

Scholars may receive a schedule for these late exams from the office. These scholars will receive an incomplete on their report card until the exam is made up at the scheduled time. If the exam is not taken at the scheduled time, the scholar will receive a zero on the semester exam and their grade will be computed at this time.

Non-exempt scholars, whose parents, guardians or persons in loco parentis fail to make prior arrangements through the office, will receive a zero for every semester exam they do not take.

### **Conduct**

Conduct will be evaluated on a letter grade basis (E=4.00, G=3.00, S=2.00, P=1.00, U=0.0). To be eligible to participate in extra-curricular or interscholastic activities, a scholar must maintain an average grade of 2.00 in conduct. If the average grade in conduct is less than 2.00 for a semester, the scholar will be ineligible to participate in extra-curricular or interscholastic activities during the semester.

### **Conduct grades are based on the following:**

- Attentiveness;
- Participation;
- Cooperation;
- Dependability;
- Courtesy;
- Respect for property and the rights of others.

### **Graduation and Honors Graduate Criteria**

A minimum of 23 credits required to graduate with honors from Haas Hall Academy. All scholars must participate in the Smart Core Curriculum.

Valedictorian/salutatorian, high honors, and honors will be calculated based on quality points rather than grade point average. (See quality points section below.)

### **Class Standing**

Scholars will be ranked according to the number of quality points earned in high school.

### **Valedictorian/Salutatorian**

Haas Hall Academy utilizes block scheduling. Therefore, scholars may take eight (8) courses per year for a scholar to be considered for Valedictorian or Salutatorian they must attend Haas Hall Academy for a minimum of two calendar years.

Selection of the Valedictorian/Salutatorian is at the sole discretion of the Superintendent. The Superintendent may consider attendance, community service, and overall scholar character when determining the Valedictorian/Salutatorian.

### **High Honors**

All scholars who achieve at least a 3.75 cumulative grade point average will graduate with high honors from Haas Hall Academy.

### **Honors**

All scholars who achieve at least a 3.25 cumulative grade point average will graduate with honors from Haas Hall Academy.

### **Quality Point Computation**

Each semester, for every credit course passed, scholars receive 4 points for an A, 3 points for a B, 2 points for a C and 1 point for a D. For the purpose of calculating class standing and graduation honors, quality points equal to the scholar's final GPA will be awarded for each semester of non-credit athletics.

As Haas Hall Academy is a school of acceleration, additional points will be given to scholars who participate in AP courses, and who take college-level courses during their academic tenure at Haas Hall Academy. The aforementioned college-level courses will also be included but with the following grading scale: A=5, B=4, C=3, D=2 for quality point calculation.

### **Advanced Placement Courses**

Haas Hall Academy is a school of acceleration. All scholars must take AP level courses and take the end of course examination. If a scholar fails to take the corresponding AP exam for any AP course, the scholar will receive an 'F' in the course. Therefore, Haas Hall Academy does not weigh AP courses differently for quality point computation.

### **Honor Roll**

Semester grades will be used to identify the honor scholars at the end of the 2<sup>nd</sup> and 4<sup>th</sup> quarters. Scholar names will be placed on the Headmaster's Honor List if they have a grade point average of at least 3.50 with no Cs. Scholar names will be placed on the Superintendent's Honor List if they have a grade point average of 4.0.

### **Minimum Cumulative Grade Point Average for Graduation**

Haas Hall Academy is an accelerated college preparatory institution. As such, grades are an extremely important component when applying to colleges and universities. Haas Hall Academy has a 2.5 cumulative GPA requirement for graduation to ensure acceptance into a college or university. Any scholar with a cumulative GPA below a 2.5 will not be allowed to graduate from Haas Hall Academy.

### **Graduation with Recognition**

A scholar must meet the requirements listed above, Haas Hall Academy's requirements, and the grade points listed below in order to graduate with recognition.

Honors: 3.25-3.74 GPA;

High Honors: 3.75-4.00 GPA;

Valedictorian: 4.00 GPA (or the graduate with the highest number of quality points)

### **Graduation Ceremony**

Scholars will not be allowed to participate in the graduation ceremonies without the required credits completed. Scholars are required to wear their graduation gowns and caps in order to participate in the graduation ceremonies.

Caps and gowns are not to have any writing or adornments on them. Scholars are not allowed to participate in the baccalaureate or graduation ceremony if they do not follow the rules of dress code.

### **Graduation Dress**

- Gentlemen must wear a dress shirt and dress pants with dress shoes;



- Ladies must wear a dress or dress pants with dress shoes;
- No blue jeans, shorts, t-shirts, tennis shoes, or flip-flops.

**Graduation requirements also include:**

- Payment of all money owed to the school by 9:00 a.m. on graduation day and the return of all school property.
- Return of all text books or replacement cost if item(s) cannot be found.
- Failure to meet any of these requirements will result in the diploma and official transcripts being held by the school until all materials/payments are received.

**Scholar Organizations/Equal Access**

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

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

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

**Fraternities, Sororities and Secret Societies**

Fraternities, sororities, and secret societies are forbidden in Haas Hall Academy's school district and buildings as they are banned by Arkansas law. Membership to scholar organizations shall not be by a vote of the organization's members, nor be restricted by the scholar's race, religion, sex, national origin, or other arbitrary criteria.

Any scholar belonging to an organization designed principally for off-campus social activities will not be permitted to participate in athletics, hold class office, or be a member of any other school sponsored organization.

Legal References: A.C.A. § 6-21-204; 20 U.S.C. 4071 Equal Access Act; A.C.A. § 6-18-601 et seq.

**Athletic Programs**

If a scholar plans to participate in a sport and play in the games, he/she must maintain the required grades of the school district and the Arkansas Activities Association. If a player leaves a team by mutual agreement of player and coach, then that player may join any other off-season program in progress.

If an athlete quits a sport, he/she will not be allowed to enter another sport or off-season program until the sport he/she quit has been completed. The decision to allow a scholar to join the next program will be at the discretion of both coaches involved. Special situations that may occur must be approved by the coaching staff and administration.

The athletic or physical education program shall be considered only as a part of the school program. The athletic program follows these guidelines:

- Haas Hall Academy shall not exceed two games per week, except for tournaments;
- There will be no required practice on school observed holidays.

### **Announcements**

Announcements should be read beginning at 7:55 a.m. each instructional day.

### **Care of the Building**

Scholars have a certain responsibility toward keeping the school clean. Neatness and orderliness are two qualifications of a good citizen. Scholars are responsible along with Academy employees to keep Haas Hall Academy clean and neat.

Concerted efforts on the part of all scholars can keep the building neat and clean. It is of particular importance that good housekeeping habits be used in the dining room. Damage to property caused by a lack of neatness or orderliness will be repaired or replaced by the scholar, parent, guardian or persons in loco parentis.

Scholars who chose to eat lunch in a classroom are responsible for housekeeping of the room prior to the beginning of the next class. Failure to do so will result in disciplinary action.

### **Closed Campus**

Haas Hall Academy has a closed campus policy. Once a scholar arrives on campus, he/she may not leave the campus for any reason without going through the proper checkout procedures in the Headmaster's office. Any violation of this policy is considered to be truancy from school.

No scholar is to be released from the school during school hours to anyone other than his/her parent/guardian or persons in loco parentis unless written permission is granted by the parent. Telephone messages will not be accepted except in cases of illness or extreme emergencies.

Only a request by written note and signature of teacher or parent will be honored for granting permission to leave campus. The request must be considered an absolute necessity. A scholar leaving campus must sign out in the office. Upon return to school, the scholar must sign in. NO EXCEPTIONS.

### **Contact with Scholars While at School**

Parents wishing to visit their scholar during the school day shall register first with the office. If there is any question concerning the legal custody of the scholar, the parent shall present documentation to the headmaster or his/her designee establishing the parent's custody of the scholar or legal right of visitation. All parents must present photo ID upon registering at the office.

It shall be the responsibility of the custodial parent to make any visitation restrictions regarding the non-custodial parent known to the principal by presenting a copy of a file-marked court

order. Estranged parents may visit their scholar during school hours with the consent of the custodial parent.

In order to provide a safe environment for all scholars, school officials are expected to cooperate with civil authorities who request interviews with scholars; however, to provide appropriate protection to individual scholars, school officials are expected to balance such cooperation with the rights of scholars and to allow interrogation of scholars by civil authorities only under the following conditions:

Except as indicated below, building administrators will observe the following procedures when outside agencies request to interview scholars at school or at school-sponsored extra-curricular activities:

If a proper warrant is served, the school will provide access to the scholar and will immediately attempt to contact the scholar's parent/guardian. If a school administrator is unable to reach the parent, a good faith effort should be made to get a message to the parent or guardian to call the administrator and leave both a day and an after-hours telephone number to call, as required by Ark. Code Ann. 6-18-513.

If an interview is requested, the school official will, after determining the agency representative's identity and the purpose of the interview, attempt to contact the parent/guardian of the scholar and will give the parent/guardian the opportunity to be present at the interview. A school official will be present during the interview.

If the topic of the interview is child abuse, and if the public agency representative determines that the child should be interviewed independent of the parent/guardian, school officials will allow the interview without contacting the parent/guardian. In such cases, a school official will be present during the interview unless the investigator determines it is in the child's best interest to limit who is present during an interview concerning allegations of child maltreatment.

### **College Visits**

When scholars are required to visit a college or university to interview for a scholarship, the absence may be excused by the Headmaster, provided the reason is verified and approved in advance of the absence. The college visit should be scheduled through the Headmaster. Scholars will be required to take a form with them to have signed by the parent and returned the day following the visit to the Superintendent's office. The Superintendent reserves the right to limit the number of college visits by scholars during the instructional week.

### **Duty**

There are a number of faculty, staff, and administration on duty each week. They have supervision over the campus. All Haas Hall Academy personnel have the authority to correct any scholar.

### **Emergency Drills**

Haas Hall Academy shall conduct fire drills at least monthly. Tornado drills shall also be conducted not fewer than three (3) times per year with at least one each in the months of September, January, and February.

Haas Hall Academy shall annually conduct an active shooter drill and school safety assessment for all district schools in collaboration with local law enforcement and emergency management personnel. The training will include a lockdown exercise. Scholars shall be included in the drills to the extent practicable.

Legal Reference: A.C.A. § 12-13-109

### **Extra-Curricular Activities**

Haas Hall Academy maintains that extra-curricular activities are an integral part of the total school program. We will make every effort to make the activities a learning experience with minimum interruptions of instruction and absences.

### **Who May Participate?**

All scholars are eligible to participate in extra-curricular activities so long as they meet the requirements of the total school program.

### **Academic Requirements:**

Scholars wishing to participate in extra-curricular activities must meet the criteria as set forth in the Arkansas Activities Association Handbook and Arkansas Department of Education Rules and Regulations, and any specific requirements set forth by Haas Hall Academy.

### **Revocation of Eligibility**

Eligibility to participate may be revoked, at the discretion of the Headmaster and/or Superintendent for any scholars whose general behavior does not meet acceptable standards such as:

- Those who do not meet the eligibility standards of the Arkansas Activities Association (in those activities governed by the AAA);
- Those who do not meet the eligibility standards of the recognized agency governing any particular activity;
- Those whose general behavior does not meet acceptable standards as determined by the Headmaster and/or Superintendent;
- Those who do not meet approved guidelines established by the faculty or staff member in charge of a particular activity.

The decision of the Superintendent is final and supersedes any national organization's rules and regulations. There is no appeal.

### **Non-instructional Activities**

Activities of a non-instructional nature (such as class parties, pep rallies, and assembly programs) will be held only after approval by the building Headmaster. The frequency and duration of such activities will be limited so that interference with the regular instructional program is minimized.

### **Field Trips**

Field Trips (academic excursions) are a part of the school program. Blanket Academic Excursion Permission forms are required for participation. No class will be permitted to take a school-sponsored trip without prior approval of the Headmaster or Superintendent.

### **Flowers/Balloons**

Haas Hall Academy will accept delivery of flowers, corsages, and balloons for individual scholars. These deliveries will be kept in the office until 2:30 p.m. at which time the scholar will be called to the front office to receive them.

### **Inclement Weather Notification/Television Stations**

Due to the unique geographical make-up of each Haas Hall Academy campus, many scholars and faculty live in other cities than the Haas Hall Academy campus they call home. In the event of inclement weather, when Haas Hall Academy is closed – ALL FOUR CAMPUSES WILL BE CLOSED!

The local radio and television stations will make announcements regarding the closing of school for inclement weather. School may occasionally close early if bad weather develops during the day. Days that are missed due to weather are added to the school calendar. At Haas Hall Academy, on-line supplemental materials may be accessed/completed by scholars during times of inclement weather.

We ask that you watch following television stations listed below for closings or cancellations of Haas Hall Academy:

- KHOG - Channel 40/29;
- KNWA - Channel 51.

We ask that you NOT call the school number to inquire about closings or cancellations as it ties up the school phone line in the event an emergency call should need to be placed. Please be considerate of school personnel and not contact them at their home number to inquire about school closings and/or cancellations.

### **Loitering**

(Act 75 of 1971) It is a misdemeanor for any person to loiter on or near public or private school grounds. Visitors must have permission from the headmaster's office to be on the grounds or inside the building.

### **Lost and Found**

If a scholar loses something he/she should inquire about it in the front office. If a scholar finds an article, he/she should take it to the front office. Articles not claimed at the end of each semester will be donated to a local charity.

### **Luncheon Program**

As voted on during the Parent/Faculty Council (PFC) regularly scheduled May meeting in 2006, Haas Hall Academy does not provide lunch to its scholars. Catered lunches are available at each campus. Our Rogers campus has a fully functioning kitchen.

### **Married Scholars**

Married scholars and scholars who are parents are subject to all regulations and requirements that pertain to other scholars.

### **National Assessment of Educational Progress (NAEP)**

This is a federal and state requirement. The NAEP is the largest national measure of scholar achievement across the country and our school will play an important role by participating.

NAEP staff will administer the 90-minute mathematics and reading assessment and provide all necessary materials. Violation of this policy may result in suspension and/or expulsion.

### **Notification of Illness/Appointment**

As part of our mission to ensure all scholars are in school and that we continue to attain our 95% attendance rate, **Haas Hall Academy requires all parents to notify the school of their scholar's absence due to illness or pending appointment via email.** Emails originating from scholars will not be accepted. Parents are responsible to email faculty by 8:30 a.m. to notify them of your scholar's sickness and to request for homework assignments. In addition, carbon copy the Headmaster and secretary of the appropriate campus so that all stakeholders are properly informed. **Failure to do so will result in your scholar not being allowed to make up missed work.**

### **Parent-Faculty Conferences**

Faculty shall communicate personally with the parents, guardians or persons in loco parentis of each scholar at least twice during the school year to discuss the scholar's academic progress. Faculty shall communicate more often with parents, guardians or persons in loco parentis of scholars performing below the level expected in a particular course. This communication also includes scholar behavior.

Additional parent-faculty conferences are encouraged and may be requested by parents, guardians or persons in loco parentis when they feel they need to discuss their scholar's progress with his/her faculty. Conferences shall be scheduled at a time and place to best accommodate those participating in the conference.

Haas Hall Academy requires all administration, faculty and staff to place copies of e-mail correspondence to scholars and/or their parents, guardians or persons in loco parentis be placed in the corresponding scholar's file.

Legal Reference: State Board of Education Standards of Accreditation 12.04.2, 12.04.3.

### **Parental/Community Involvement**

Haas Hall Academy understands the importance of parental and community involvement in promoting higher scholar achievement and general good will between the school and those it serves. Therefore, the Haas Hall Academy shall strive to develop and maintain the capacity for meaningful and productive parental and community involvement that will result in mutually beneficial activities for the school, scholars, parents and the community. To achieve such goals, Haas Hall Academy shall work to:

1. Involve parents and the community in the development of the long range planning of Haas Hall Academy;
2. Have a coordinated involvement program where the activities of the school enhance the involvement strategies of the programs such as the Parent Faculty Council;
3. Explain to parents and the community the State's content and achievement standards, State and local scholar assessments and how Haas Hall Academy's curriculum is aligned with the assessments and how parents can work with Haas Hall Academy to improve their child's academic achievement;
4. Provide parents with materials and training they need to assist them to help their child achieve. Haas Hall Academy may use parent resource centers of other community based

- organizations encourage parental involvement and provide literacy and technology training for parents;
5. Educate school staff, with parental assistance, in ways to work and communicate with parents and to implement parent involvement program that promote positive partnerships between the school and parents;
  6. Keep parents informed about parental involvement programs, meetings and other activities;
  7. Find ways to eliminate barriers that keep parents from being involved in their child's education;
  8. Train parents to enhance and promote the involvement of other parents;
  9. Provide reasonable support for other parental involvement activities as parents may reasonably request.

Haas Hall Academy will conduct an annual review of its parental involvement policies examining their effect on promoting higher scholar achievement. The review shall be conducted by a committee consisting of parents and other community members, faculty, staff, and member(s) of the administration.

#### **Parent meetings with Headmaster or Faculty**

Parents, guardians or persons in loco parentis who wish to confer with the Headmaster or with a teacher are always welcome at Haas Hall Academy. We request that parents, guardians or persons in loco parentis notify the office before their arrival for a conference so that the necessary arrangements may be made. There are formal conferences in the school calendar for the fall and spring semesters.

#### **Participation Policy**

During the year, Haas Hall Academy may conduct a fundraiser for the purpose of providing the scholars' fund with monies to purchase equipment and/or to augment other related expenses for the betterment of our academic community. In accordance with Arkansas statute 6-18-1104,

- Scholar participation in any fundraising initiative is strictly voluntary;
- Scholars who do not participate will not forfeit any school privileges;
- Scholars may not participate in fund-raising activities without written parental permission on file with school authorities;
- Unless the school provides supervision, parents must accept responsibility for appropriate adult supervision;

#### **Progress Reports**

After the 5<sup>th</sup> week of each grading cycle (9 weeks), progress reports are issued to those scholars with D's or below. Those scholars with D's or below must make an appointment to meet with corresponding faculty within one week. Failure to meet with faculty in a timely manner will result in parental/guardian or persons in loco parentis contact and a mandatory meeting between scholar, faculty member, parent/guardian or persons in loco parentis and/or Headmaster.

#### **Release of Scholar Information**

Haas Hall Academy will not release the phone numbers/addresses or SSNs of its scholars to anyone other than school-related organizations, local, county, state or federal agency as required by law.

### **Respect**

Respect the rights, property and privacy of other scholars and school personnel. Carry only those materials which are acceptable under the law and which are not hazardous to any person or property and accept the consequences for the articles stored in their backpacks. Observe the basic standards of cleanliness, modesty and grooming, and wear Haas Hall Academy approved clothing.

### **Cell Phone Policy: Campus Wide**

All scholars must sign out from class to use the restroom. At no time may a scholar use their cell phone during a visit to the restroom, office or any other tour through the school. In an effort to ensure compliance, every scholar must place their cell phone in a predetermined container when they check out of class. Failure to comply will result in immediate detention and/or suspension.

### **Scholar Loitering In Public Spaces**

With the exception of lunch time, no scholar may loiter in public spaces. This includes but is not limited to: front desk area, hallways, bathrooms, Haas Mart, dining rooms, stairwells, elevators, outdoor seating areas, parking lots, etc. This is not an exhaustive list and should not be considered such. Failure to comply will result in detention.

### **Scholar Publications/Propaganda Signage and the Distribution of Literature**

Scholar Publications/propaganda: All publications/propaganda signage that are supported financially by the school or by use of school facilities or are produced in conjunction with a class shall be considered school-sponsored publications. School publications/propaganda signage do not provide a forum for public expression. Such publications/propaganda signage, as well as the content of scholar expression in school-sponsored activities, shall be subject to the editorial control of Haas Hall Academy's administration whose actions shall be reasonably related to legitimate pedagogical concerns and adhere to the following limitations.

1. Advertising may be accepted for publications/propaganda signage that does not condone or promote products that are inappropriate for the age and maturity of the audience or that endorse such things as tobacco, alcohol, or drugs;
2. Publications/propaganda signage may be regulated to prohibit writings, which are, in the opinion of the appropriate faculty member and/or administrator ungrammatical, poorly written, inadequately researched, biased or prejudiced, vulgar or profane, or unsuitable for immature audiences;
3. Publications/propaganda signage may be regulated to refuse to publish material which might reasonably be perceived to advocate drug or alcohol use, irresponsible sex, or conduct otherwise inconsistent with the shared values of a civilized social order, or to associate Haas Hall Academy with any position other than neutrality on matters of political controversy;
4. Prohibited publications/propaganda signage include:
  - Those that are obscene as to minors;
  - Those that are libelous or slanderous, including material containing defamatory falsehoods about public figures or governmental officials, which are made with knowledge of their falsity or reckless disregard of the truth;
  - Those that constitute an unwarranted invasion of privacy as defined by state law;
  - Publications that suggest or urge the commission of unlawful acts on the school premises;
  - Publications which suggest or urge the violation of lawful school regulations;
  - Hate literature that scurrilously attacks ethnic, religious or racial groups.



### **Consequences**

- First Offense: 3-10-day suspension from school; depending on the severity of the infraction expulsion may be considered;
- Second Offense: Expulsion.

### **Scholar Publications on School Web Pages**

Scholar publications that are displayed on school web pages shall follow the same guidelines as listed above plus they shall:

- Not contain any non-educational advertisements.
- Additionally, scholar web publications shall not contain any personally identifying information, as defined by “Directory Information” in the scholar handbook, without the written permission of the parent of the scholar or the scholar if over eighteen (18);
- State that the views expressed are not necessarily those of the School Board or the employees of Haas Hall Academy.

### **Non-school Publications**

The Director of School – Community Relations shall review all non-school publications prior to their distribution and will bar from distribution those materials that are obscene, libelous, pervasively indecent, or advertise unlawful products or services. Material may also be barred from distribution if there is evidence that reasonably supports a forecast that disruption will likely result from the distribution.

### **Scholars Owing Money to School**

All money owed to the school must be paid before a scholar's grades will be posted on their transcript. Fines not paid during the current school year will be carried over to the next school year. All money owed to the school must be paid by 9:00 a.m. on graduation day. Checks that do not clear will result in a scholar's schedule being held until the reimbursement is made. The scholar will not be allowed to attend Haas Hall Academy until payment is made in full.

### **School Insurance**

All scholars are covered under a limited liability insurance policy. However, this is a secondary insurance policy that pays only after the primary insurance policy has paid. Claims on the school policy are strictly limited. All scholars participating in athletics should have primary accident insurance with a company selected by their parents, guardians or persons in loco parentis. The Haas Hall Academy School Board reserves the right to require accident insurance on all scholars that participate in athletics.

### **Sportsmanship Code**

Good sportsmanship reflects the quality of the Haas Hall Academy scholar body, the school program, and the community as a whole. Therefore, all participants and spectators are asked to adhere to the Haas Hall Academy Sportsmanship Code:

- Accept all decisions of officials without questions;
- Do unto others, as we would have others do unto us;
- Should not hiss or boo;
- Never utter abusive remarks from the sidelines;
- Applaud opponents who make good plays;
- Seek to win by fair and lawful means, according to the rules;
- Try to win without boasting, and lose without excuses;
- Ask every player and fan to live up to this code.

### **Social Media (Haas Hall Academy)**

Haas Hall Academy maintains a Facebook page. The Facebook page is used as a tool to allow scholars, parents, faculty, friends and the community to see what goes on in this great institution. No scholar names are posted by the school. If you prefer to have your scholar not represented on our Facebook page, please write a note to the school no later than first Friday of the school year.

### **Social Media (Scholars)**

No scholar may create any social media account including but not limited to Facebook, WhatsApp, Instagram, Snap Chat, Twitter, YouTube, etc. using any likeness, or perception of Haas Hall Academy. Creation of such account will result in immediate expulsion and possible civil action against the

### **Telephone (office phone)**

The office telephone is a business phone and will not be used by scholars except for illness. Please inform your scholar before they leave home if they are to go to a different place after school and where they are to go when school is dismissed early.

Except in emergencies, scholars or teachers will not be called out of the classroom to answer telephone calls. Phone calls will only be taken from parents/guardians or persons in loco parentis for scholars.

### **Textbooks and Equipment**

Take proper care of the books and equipment at all times:

- Do not mark in the book and report all damages to faculty immediately;
- Do not mark on equipment and report all damages to faculty immediately;
- Scholars are responsible for the textbooks once they have been assigned. If a textbook is lost, damaged or stolen the replacement cost of the textbook will be charged to the scholar to whom it was assigned;
- Scholars are responsible for equipment (laptops, etc) once they have been assigned. If the equipment is damaged or stolen the replacement cost of the equipment will be charged to the scholar to whom it was assigned;
- Scholars will not be issued a new textbook until the lost/damaged/stolen textbook has been paid by scholar, parents or persons in loco parentis;
- Scholars will not be issued new equipment until the lost/damaged/stolen textbook has been paid by scholar, parents or persons in loco parentis;
- All books and equipment must be turned in at the end of the school year or at the time of withdrawal from school. Grades will be withheld until all charges are paid. Schedules for the following year will not be given until all charges are paid.

### **Transportation (School van or other school coordinated transportation)**

The driver of the school is charged with the responsibility of maintaining order on the van at all times. The driver has the same authority as faculty in disciplining scholars when they ride the van, and also has the authority of temporarily suspending a scholar from riding the van in case of misconduct. The driver, while transporting pupils, shall not transport firearms, ammunition, explosives, or any sharp or dangerous objects or materials.

At school van stops, when it is necessary for scholars to cross the road, the scholars should cross in a group at a distance of approximately ten feet in front of the bus while it is stopped. Scholars

will cross only on the drivers' signal. Bus drivers will try to establish a set time to arrive at each scheduled stop.

**Consequences:**

- Reprimand by Superintendent, documented contact with parents, guardians and persons in loco parentis;
- Loss of bus privileges for one month;
- Loss of bus privileges for one year.

**Visitors**

We encourage parents, guardians or persons in loco parentis to visit Haas Hall Academy at any time during the instructional day. Classroom and teacher access are forbidden during the school day.

**Procedures for Visiting**

- All visitors must sign in at the front desk and wear a visitor badge; photo ID is required.
- No visitor is allowed past the entrance area during school hours without approval from Haas Hall Academy personnel;
- All visitors must be escorted by Haas Hall Academy personnel to the visitors destination;
- No scholar visitors are permitted in the building or on campus unless they are participating in our shadow-a-scholar program;
- No scholar may go out to the parking area to see a visitor on campus. Severe penalties will ensue.

**Video Surveillance and other Scholar Monitoring**

Haas Hall Academy has a responsibility to maintain discipline, protect the safety, security, and welfare of its scholars, staff, and visitors while at the same time safeguarding district facilities, vehicles, and equipment. As part of fulfilling this responsibility, the board authorizes the use of video/audio surveillance cameras, automatic identification technology, data compilation devices, and technology capable of tracking the physical location of district equipment, scholars, and/or personnel.

The placement of video/audio surveillance cameras shall be based on the presumption and belief that scholars, staff and visitors have no reasonable expectation of privacy anywhere on or near school property, facilities, vehicles, or equipment, with the exception of places such as rest rooms or dressing areas where an expectation of bodily privacy is reasonable and customary.

Signs shall be posted on campus buildings and in district vehicles to notify scholars, staff, and visitors that video cameras may be in use. Parents and scholars shall also be notified through the scholar handbook that cameras may be in use in school buildings and on school grounds. Scholars will be held responsible for any violations of school discipline rules caught by the cameras and other technologies authorized in this policy.

The district shall retain copies of video recordings until they are erased which may be accomplished by either deletion or copying over with a new recording. Other than video recordings being retained under the provisions of this policy's following paragraph, the district's video recordings may be erased any time greater than 5 days after they were created.

Videos, automatic identification, or data compilations containing evidence of a violation of scholar conduct rules and/or state or federal law shall be retained until the issue of the

misconduct is no longer subject to review or appeal as determined by Board policy or scholar handbook; any release or viewing of such records shall be in accordance with current law.

Scholars who vandalize, damage, disable, or render inoperable (temporarily or permanently) surveillance cameras and equipment, automatic identification, or data compilation devices shall be subject to appropriate disciplinary action and referral to appropriate law enforcement authorities.

### **Haas Hall Academy Dress Code**

#### **Shirts**

Polo shirts, oxford shirts, and blouses may only be purchased from Lands' End and must display the Haas Hall Academy insignia. They must fit properly, be neat, clean, and in good repair. All polo shirts and young men's oxford shirts must be worn tucked in. Young women may wear blouses untucked provided that they are not overly long.

Only the top two buttons may be left unbuttoned on any shirt, blouse, or polo shirt. No undershirt of any kind may hang below young women's untucked blouse. All shirts with long tails must be tucked in by both young women and young men.

Polo shirts, oxford shirts, and blouses previously purchased from other vendors that Haas Hall has used in the past are acceptable as long as they still fit properly and are in a good state of repair. Any clothing showing excessive wear and/or broken buttons may not be worn.

#### **Sweaters**

Sweaters may only be purchased from Lands' End and must display the Haas Hall Academy insignia. Zippered or button up cardigans may be worn open and untucked with a collared Haas Hall Academy uniform shirt underneath. A plain white shirt worn instead of the uniform shirt is not acceptable and not in line with the dress code. The crew neck sweater may be worn alone without a collared shirt underneath.

#### **Pants**

Pants may be purchased from any retailer. They must be plain and business casual in style (i.e. Dockers style,) made of solid khaki, navy, or black twill only. They must fit properly and may not be tight or revealing. If pants have belt loops, a belt must be worn at all times. Pants must be of an appropriate length, and must be hemmed. They must be in a good state of repair with no holes or stains.

Young women may wear Capri pants provided that they are the same general style (business casual) as the approved full length pants. The Capri pants must be long enough that they completely cover the knees when seated.

No denim pants, corduroy pants, sweat pants, painter's pants, cargo pants, leggings, or jeans of any color or length are allowed.

Rolled up pant legs or shorts are not allowed.

#### **Belts**

A belt must be worn with all pants that have belt loops. Belts must be of a tasteful style, pattern and color, appropriately coordinated with the Haas Hall uniform. Belts must be appropriately

sized and must pass through all belt loops. Belts may not be worn with pants that do not have belt loops.

#### **Skirts and Skorts**

Skirts and skorts must be purchased from the approved selections on the Lands' End website. They are available in straight and pleated styles in black, navy, khaki, and plaid. Skirts and skorts must not be overly short and must fit properly. (When in doubt use the following guideline: No shorter than two inches over the top of the kneecap.)

#### **Shoes**

Open-toed shoes, flip-flops, croc type shoes, and slippers are prohibited. Boots may be worn provided that they are clean, in good condition and in line with the business casual style. Shoelaces must be tied at all times.

#### **Socks/Tights/Pantyhose**

Socks worn with long pants may be of any color or design. With skirts and skorts, girls may wear socks, tights, or pantyhose which are tastefully coordinated with the Haas Hall Academy uniform. Fish net style tights or other tights that are primarily made of holes are not permitted.

#### **Hats**

Hats and caps may not be worn. State law prohibits a scholar from wearing a hat while on school grounds. Bandanas and earmuffs may not be worn. Headbands and head scarves that are wider than two inches may not be worn.

#### **Coats**

Outside jackets and coats may not be worn inside school. Sweaters and jackets with the Haas Hall Academy logo are part of the Haas Hall Academy uniform. Sweaters and jackets worn to school may only be purchased from the approved selections on the Land's End website and may be worn inside the building (including the classroom). Pullover and hooded sweatshirts with the Haas Hall logo are for athletics only and may not be worn to school. Suit jackets may only be worn if they are purchased from Land's End and display the Haas Hall insignia. Scholars are encouraged to dress in appropriate layers in order to accommodate fluctuating temperatures.

#### **P.E. Apparel**

Official Haas Hall Academy P.E. apparel must be worn. It may be purchased via Land's End.

#### **After school sports**

Some after school programs require athletic clothing. This attire will be sport appropriate as determined by the instructor, athletic director, headmaster, and superintendent.

#### **Jewelry**

Jewelry is limited to rings, bracelets, necklaces, earrings and watches of tasteful styles that are not distracting to others. No tongue, lip, nose, eyebrow or other facial jewelry is allowed.

#### **Makeup/hair**

Makeup, when worn, must be minimal and age appropriate for the scholar. Hair accessories are limited to items with tasteful colors and styles that are not distracting to others. Excessively high spiked hair is prohibited. Hair (including long hair on boys) must be out of the eyes and well-groomed. Only natural hair colors will be allowed.

### **Dress Code Adherence**

All scholars must adhere to the Haas Hall Academy Dress Code. Haas Hall Academy reserves the right to modify aforementioned scholar dress code at any time. Any clothing, hair, or makeup that is offensive or distracting to others (as determined by the Haas Hall Faculty) will not be allowed. Some violations may warrant detention.

Some dress code infractions may require an immediate call to a parent to bring an appropriate change of clothing in line with the Haas Hall Academy dress code. Time spent waiting for a parent to arrive will not be spent in class and will result in an unexcused absence.

### **Lands' End Website**

The Haas Hall Academy Lands' End Webpage can be found at the following address:

[www.landsend.com](http://www.landsend.com)

Click on "School Uniforms" at the top center of the page. On the left hand side of the next page you will see a blue box that says "Find Your School's Dress Code: Look up Your School". Once you look up Haas Hall Academy, you will be taken to a page that has the Haas Hall Logo across the top.

While you are shopping, you will always see the Haas Hall Academy logo at the top of the page. If you do not see the logo, you may be ordering items that are not in the dress code. This personal webpage limits the choices to only the items that have been approved, and you will be required to apply a school logo to each item.

Be sure to sign up for the Lands' End mailing list. You can always make your purchases during their frequent sales.

If you have any questions about the dress code, or if the uniform requirements present a financial hardship for your family, please contact the school counselor at the appropriate location.

### **Consequences**

Some dress code infractions may require an immediate call to parent to bring change of clothing. Time spent waiting for parent will not be spent in class and may result in an unexcused absence

## **Haas Hall Academy Computer Network**

### *Terms and Conditions*

#### **Acceptable Use**

The purpose of the National Science Foundation Network which is the backbone network to the Internet is to support research and education in and among academic institutions in the U.S. by providing access to unique resources and the opportunity for collaborative work. The use of your account must be in support of education and research consistent with the rules appropriate to that network. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or materials protected by trade secret. Use for commercial activities by individuals or a for-profit institution is not acceptable. Use for product advertisement or political lobbying is also prohibited.

### **General Warning – Individual Responsibility of Parents and Users**

All users and their parents and/or guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for children and minors. Even though filters are in place they are an imperfect means of blocking access to inappropriate material. If a user unintentionally visits an offensive or harmful site, he or she should bring this to the attention of the supervising faculty who should then report it to the district system administrator. Every user must take responsibility for his or her use of the computer network and Internet and stay away from inappropriate sites. Parents of minors are the best guide for materials to shun. If a user finds that other users are visiting offensive or harmful sites, he or she should bring this to the attention of faculty, staff or administration.

### **Privileges**

The use of the HHACN is a privilege, not a right. Each scholar who receives an account will take part in a discussion with an HHA faculty member pertaining to the proper use of the network. Any user who violates the HHA Acceptable Use Policy will be subject to loss of privileges and/or possible consequences as designated in the Haas Hall Academy Discipline Policy.

### **Confidentiality of Scholar/Personal Information**

It is Haas Hall Academy policy not to utilize images of any member of the academic community on its website.

### **Active Restriction/Technology Protection Measures**

Haas Hall Academy, either by itself or in combination with the State of Arkansas Department of Information Systems (DIS) providing Internet access, will utilize filtering software or other technologies to prevent scholars from accessing materials/sites that (1) are obscene, (2) contain child pornography, or (3) could be harmful to minors. Haas Hall Academy will also monitor the online activities of scholars, through direct observation, to ensure that scholars are not accessing such depictions or any other material that is inappropriate for minors. Monitoring through technical means will only be used in special circumstances if it is necessary to track documented violations.

### **Personal Safety/ Network Etiquette (Netiquette)**

You are expected to abide by the generally accepted rules of network etiquette. These include but are not limited to the following: Be polite, use appropriate language, do not reveal your (or others) personal address or phone number, use the network in a manner that does not disrupt the use of the network by others, assume that all communications and information accessible via the network are private property, note that electronic mail (e-mail) is not private.

Scholars who participate in online Social Networking sites sponsored by instructors (Facebook, Edmodo, Twitter, Blogs, etc.) must use appropriate Netiquette. Any scholar who posts inappropriate comments will be reported by the instructor to the Headmaster and will be subject to disciplinary action. Online tools such as these are valuable to the education experience when used appropriately. Scholars must remember that everything posted on such sites may be viewed by anyone and are a reflection of the education purposes and practices of Haas Hall Academy. This will apply to any postings made at Haas Hall Academy or outside of school.

### **Equitable Access**

All scholars will have equal access to any and all technologies provided by Haas Hall Academy. Exceptional needs scholars will be accommodated with assistive technology tools. The

implementation of technology into the curriculum should help challenge all scholars to achieve their full potential.

### **Warranties**

The HHA makes no warranties of any kind, whether express or implied, for the service it is providing. HHA will not be responsible for any damage you suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by negligence, errors, or omissions. Use of any information obtained via the HHACN is at your own risk. The HHA specifically denies any responsibility for the accuracy or quality of information obtained through its Internet services.

### **Security**

Security on any computer system is a high priority, especially when the system involves many users. If you feel that you can identify a security problem on the HHACN, you must notify a system administrator either in person or by e-mail. Do not demonstrate the problem to other users. Do not use another individual's account. Attempts to login to the system as any other user may result in cancellation of user privileges.

### **Vandalism/" Hacking"**

Vandalism is defined as any malicious attempt to harm or destroy data of another user, the HHACN, APSCN or the NSFNET backbone. This includes, but is not limited to, the uploading or creation of computer viruses. Any attempt to disable or bypass network security measures may result in criminal charges being filed. Any use which violates state or federal law relating to trespass, copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited. Violators may also be held accountable for any expenses incurred for repair and/or replacement of network hardware or services.

### **Software**

Network users are not allowed to install software on district or network equipment. The system administrator, prior to new installation, must approve all software residing on network equipment.

### **Copyrighted Material**

Copying licensed software from district equipment is theft and may result in criminal charges being filed. Haas Hall Academy will cooperate fully with appropriate law enforcement agencies.

### **Computer Network**

The use of the Haas Hall Academy Computer Network is a privilege, not a right. The smooth operation of the network relies upon the proper conduct of the users who must adhere to strict guidelines. These guidelines are provided so that all users are aware of the responsibilities they are to acquire. Please read the Haas Hall Academy School Computer Network Policy. We strictly follow this policy, and it is important that you know the procedures and expectations.

Scholars who use technology to violate other policies will be subject to discipline for misuse of technology as well as the Haas Hall Academy School Computer Network Policy. Example: A scholar sends a threatening E-mail to another scholar. This scholar would be disciplined for misusing technology as well as threatening another scholar.



Please note, the gravity and severity of the rule infraction may cause the initial discipline to be implemented at some point other than the beginning of the list of consequences as determined by the school officials.

## **Computer Use Policies**

### **Chain Letters**

No scholar shall send a letter to several persons requesting that each send copies of the letter to an equal number of persons.

### **Downloading Information**

No scholar shall transfer data from or to the Haas Hall Academy Computer Network from the Internet, diskette, or any other source without faculty or administrative written permission.

### **Chat rooms**

No scholar shall access or participate in network chat rooms.

### **Networked Games**

Network games are strictly prohibited. These types of games congest the network and waste valuable resources, and may degrade the overall performance of the network. Some games and other programs may not work or due to not having rights or permission to use these programs, or due to technical reasons that would prevent the game from working on a network computer. Generally, the only games that will be accessible will be educational. If abused, these educational games will be removed.

### **E-mail**

Inappropriate messages will not be tolerated. E-mail may not be printed unless used for a class assignment and has been approved by an instructor. A scholar's e-mail account may be suspended upon a teacher or administrator's request.

### **Portable Drives/CD-ROM's**

Scholars are not permitted to have any portable drives or CD-ROMs at school unless they are approved by Haas Hall Academy faculty/administration for academic purposes. Confiscation of the portable drive or CD-ROM will occur and a parent/guardian or person in loco parentis must pick up the product in the school office. Any scholar who brings inappropriate material and attempts to download it on Haas Hall computers will be subjected to severe disciplinary action, and depending on the type of material, may be subjected to legal action.

### **Printing**

Do not print personal information (i.e. E-mail, Internet documents, etc.)

### **Consequences for Infractions of the above Computer Use Policies:**

- First Offense: Warning;
- Second Offense: Parental/Guardian or persons in loco parentis contact and loss of HHACN usage for one month;
- Third Offense: Loss of HHACN usage for no less than three months after that time, it will be reinstated by the HHA Technology Team.

### **Password (Log-On)**

Allowing another scholar to use your log-on identification or using another person's log-on identification is prohibited.

**Consequences:**

- First Offense: Parental/Guardian or persons in loco parentis contact and a three day suspension.
- Second Offense: 5-10-day suspension from school;
- Third Offense: Expulsion

**Streaming Media**

Streaming media is only allowed with faculty approval. Personal subscriptions are not permitted. Do not connect with any type of streaming media unless authorized by an instructor. Streaming media (radio, music, weather, video, etc.) congest the network and degrade the overall performance of the Internet connection.

**Consequences:**

- First Offense: Warning;
- Second Offense: Five days of detention and loss of any electronic personal device for one calendar month;
- Third Offense: Minimum of three days suspension and loss of any electronic personal device for one calendar year;

**Illegal Downloading of Copyrighted Material/Piracy**

Illegal downloading licensed software, movies, music or any other digital material from the Internet is theft and will not be tolerated at Haas Hall Academy. All activity on Haas Hall Academy's network is monitored by the Arkansas Department of Information Systems.

The Arkansas Department of Information Systems works closely with various entities to ensure that if someone has illegally downloaded or pirated aforementioned material(s) the school will be contacted. Upon such contact Haas Hall Academy will investigate the violating scholar and their computer.

Once an IP and/or MAC address has been verified, the violating scholar will be suspended for no less than five school days and an expulsion hearing will be arranged before the scholar returns to school.

Theft is not tolerated at Haas Hall Academy. Such actions may result in criminal charges being filed. Haas Hall Academy will cooperate fully with appropriate law enforcement agencies.

**Instant Messenger Software**

Do not install any type of messenger software (i.e. AOL Instant Messenger)

**Consequences:**

- First Offense: Parental/Guardian or persons in loco parentis contact and 5-day suspension of computer account;
- Second Offense: 3-10-day suspension from school;
- Third Offense: Expulsion.

**Files and Directories**

Intentionally changing, deleting, moving, or altering any file or directory is prohibited.

**Consequences:**

- First Offense: Parental/Guardian or persons in loco parentis contact and 5-day suspension of computer account;
- Second Offense: 3-10-day suspension from school;

- Third Offense: Expulsion.

### **Security**

Any attempt to bypass or disable the Haas Hall Academy Computer Network security is strictly prohibited.

### **Copyrighted Material**

Copying licenses software from district or network equipment is theft and may result in criminal charges being filed.

### **School and Scholar Records**

Accessing school or scholar records is an invasion of privacy, and is strictly prohibited.

### **Consequences**

- 3-10-day suspension from school and /or loss of HHACN usage until reinstated by the Haas Hall Academy Chief Technology Officer;
- Expulsion and notify proper authorities.

### **Haas Hall Academy Computer Priority Usage**

- State-mandated testing;
- Faculty, staff, and administrators for professional use;
- Scholars with assigned computer work for class;
- Scholars with other class work;
- Any productive work or program (not games or e-mail);
- All other uses (checking e-mail, etc.).

### **Responsibility of Parents/Guardians and Scholars**

Scholars will have access to digital resources across the globe. It is important that scholars and parents or legal guardians discuss the requirements in this policy together.

### **Disclaimer of Liability**

The district shall not be liable for a scholar's inappropriate use of digital resources or violations of copyright restrictions or other laws. The district shall not be responsible for ensuring the accuracy, age appropriateness, or usability of any information found on the Internet. The district shall not be held liable for the breakage or theft of scholar owned equipment. The district shall not be held liable for any losses, including lost revenues, or for any claims or demands against system users by another party. Scholars and/or their parent or guardian will be held liable for any of the above that he/she causes.

### **Health**

Scholars are to be immunized in accordance with the Arkansas Department of Health immunization schedule (i.e. poliomyelitis, diphtheria, tetanus, pertussis, red measles (rubella), and German measles). As recommended by the Arkansas State Health Department, wild or domestic animals are not to be brought on school grounds unless approved by the Superintendent. Due to outbreaks of hepatitis, no home-baked goods are to be brought to the classroom for parties or gatherings.

To help decrease the spread of infections in our school - please do not send your scholar to school if he/she has diarrhea, is vomiting, or has a temperature of 100 or greater. If your scholar comes

to school under these circumstances, the school nurse will contact you and your scholar will be sent home.

### **Scholar Illness Policy**

Regular scholar attendance is critical to the learning endeavor. There are times however when scholars become ill at school. Haas Hall Academy's policy for leaving school due to sickness is as follows.

- Haas Hall Academy's nurse is the final authority of whether or not a scholar is too ill to remain at school.
- All scholars leaving school due to illness must present to the front desk a signed early dismissal slip from the school nurse.
- A scholar may not check themselves out to go home when they feel ill without permission from the school nurse and parent.
- Scholars who call home to get parental permission to leave campus because they are ill may not go home without permission from the school nurse.
- Parents who call the school to notify us that their scholar contacted them and stated that they felt ill may not request their scholar leave campus until approved by the school nurse.

Any deviation from this formal system will result in immediate three-day suspension from school for the first offense. Any further violation may result in expulsion.

### **Haas Hall Academy Nurse**

Haas Hall Academy's nurse will provide routine medical care to scholars at Haas Hall Academy. He/she will also provide emergency care for scholars injured at school. If an accident indicates the need for medical care, a parent will be contacted and asked to take the scholar to the family physician.

In extreme emergencies, the school Headmaster or a school employee will call 911 and have the scholar transported to the nearest emergency room or clinic. A qualified staff member will provide first aid care, if necessary, in the absence of the school nurse.

### **Administration of Medication**

Haas Hall Academy's nurse or school personnel will administer medication to scholars under the following conditions:

A. Parent/Guardian or persons in loco parentis has submitted a written request for administration of the prescribed medication.

B. Parent/Guardian or persons in loco parentis has furnished the medication in the original container which indicates:

- The scholar's name
- The name of the drug
- Clear directions for administration of the medication
- A written record will be kept by the school documenting administration of any medication. The record will include:
  - Scholar's name;
  - Name of the medication;
  - Date and time administered;

- Dosage;
- Signature of person administering medication.

The Headmaster in conjunction with Haas Hall Academy's nurse is responsible for establishing procedures to carry out the administration of medication.

In accordance with Act 1694 of 2005, scholars may be allowed to carry and use prescription asthma inhalers and auto-injectable epinephrine while in school, at on-site school-sponsored activities, and at offsite school-sponsored activities when the following guidelines are met:

- Parent/guardian shall provide the school with written authorization for the scholar to carry an inhaler and/or auto-injectable epinephrine;
- A medical doctor, nurse practitioner or physician's assistant shall complete the written authorization form, which may be obtained from the school nurse;
- Form shall include scholar's name, date of birth, age, ID number, parent/guardian information, address, emergency contact information, medication, specific information in how to give medication, possible side effects and their management, prescriber's name, address, phone number, instructions to follow after administration of medication, parent/guardian signature, specific written authorization from prescriber to allow scholar to carry medication with him/her at all times;
- The authorization is valid for the duration of the school year at the school the scholar is currently attending;
- The authorization must be renewed yearly;
- If the scholar transfers to another school, a new authorization must be obtained.

School personnel will administer over the counter medications to scholars under the following conditions:

- A parent has filled out and signed a Medication Administration Release Form for each medication to be given with clear directions for the administration of the medication;
- The parent furnishes the medication in the original container. The container must be sealed when presented to the school;
- The container must have the scholars name written on the container;
- Over the counter medications can be given by school personnel only if the parent has furnished a note from a physician with clear directions for administration of the medication;
- The school nurse is responsible for establishing procedures to carry out the administration of medication.

#### **Haas Hall Academy Rules, Regulations, Policies and Consequences for Violations Alcohol and/or Drug Use and Distribution**

Scholars will not be in possession of, under the influence of, or in the act of using alcoholic beverages, counterfeit drug or any drug for which the scholar does not have a prescription from a duly recognized physician while at school, on school buses, or at any school-sponsored event which is on or off school property, during or after regular school hours.

We recognize that users of prohibited drugs who attend school can do little learning.

Furthermore, there is a danger of contamination of scholars who are not users.

Therefore, we at Haas Hall Academy owe it to our scholars and parents, guardians or persons in loco parentis to prohibit drug abuse. Possession, use of, and selling of dangerous drugs on school property are strictly prohibited, and violators will be suspended and/or prosecuted.

**Consequences:**

- Expulsion and notification of proper authorities for prosecution.

**Beepers/Message Relay Devices**

Scholars are not permitted to have any devices at school that are used to replay personal messages or signals. Devices such as beepers, cell phones, or other such items are applicable to this rule. All cell phones shall remain turned off while on school property. No scholar is permitted to have in their possession paging devices or any electronic communications device on the Haas Hall Academy campuses.

**Consequences:**

- Device will be confiscated and the parent will have to come to school to get the device;
- Formal parent meeting with scholar present. Possible 1 to 10-day suspension from school;
- Expulsion

**Bombs Threats**

No scholar shall call in a bomb threat and/or any other threat to the health and safety of scholars and employees of Haas Hall Academy.

**Consequences:**

- Expulsion and notification of proper authorities for prosecution.

**Cheating**

Cheating on homework, class work, and tests will not be tolerated as each scholar is to be evaluated and graded according to his/her own abilities and efforts. Any scholar who allows another scholar to look at or copy his/her work shall be deemed to be cheating. Any scholar who has in his/her possession a "cheat sheet", looks at or copies another scholar's work, uses any unauthorized device to acquire correct responses, talks after being told not to, or otherwise gains an unfair advantage over other scholars, shall be deemed to be cheating.

**Consequences:**

- The first time a scholar is caught, he/she will receive a zero for that paper, project, assignment, or test; will receive a disciplinary referral; the parent/guardian or persons in loco parentis will be notified, and a conference will be held with the scholar, parent/guardian or person in loco parentis, with faculty member, and Headmaster present;
- A second offense may result in suspension from school for 3 to 10 days;
- Third offense, expulsion.

**Courting/Public Display of Affection (PDA)**

The public display of affection is not appropriate behavior at school. Failure to comply with reasonable expectations of the school staff will lead to disciplinary action. Any behavior of this nature beyond holding hands will not be considered acceptable.

**Consequences:**

- Verbal reprimand and/or warning;
- Documented contact with scholar's parent/guardian or person in loco parentis concerning the scholar's action and possible consequences of that action. May include detention and or suspension;
- Suspension for a minimum of five days.

### **Destruction and Damage of School Property**

#### **Consequences:**

- Restitution by the scholar or parent/guardians or persons in loco parentis of the scholar(s) or any reasonable punishment prescribed by the teacher or Superintendent. Intentional damage of a serious nature will result in automatic suspension from school for 3 to 10 days;
- Damage or destruction of a serious or extensive nature will result in expulsion and notification of the proper authorities for prosecution plus restitution.

### **Discipline: Persons with Disabilities**

Haas Hall Academy recognizes that there are some scholars who have observable and/or diagnosed discipline conditions that require special considerations. All such scholars that are part of the special education program will be subjected to discipline according to the public law 94-142 and the individual education plan of the scholar if applicable. All other disabled scholars with a discipline problem will be disciplined on an individual basis.

### **Disorderly Conduct**

A scholar shall not engage in behavior which produces situations in which instruction or activities of other scholars is adversely affected in the classroom, hallway, or other areas.

#### **Consequences:**

- Warning;
- Parental guardian or person in loco parentis contact and no less than five days of detention;
- Suspension from 3 to 10 days;
- Expulsion.

### **Fighting**

Fighting among scholars is unacceptable behavior, as are verbal threats to do physical harm. Scholars will not fight while on the school campus, on school buses, or at any school-sponsored event regardless of where or when that event takes place.

#### **Consequences:**

- All scholars involved shall be disciplined fairly and equally, as determined by the teachers and/or Superintendent. If it is determined that the fight is of a serious nature, the scholar(s) at fault will automatically be suspended for a minimum of five school days. If the fight is not of a flagrant nature, the scholar(s) at fault will be punished accordingly and the parent notified;
- If a scholar is involved in a fight more than once during a school year, he/she will be suspended for a minimum of 10 days;
- If it is determined that the safety of other persons on campus is in jeopardy, the offending scholar may be recommended for expulsion;
- If a scholar injures another scholar(s), the proper authorities may be notified for possible prosecution.

### **Firearms and Other Weapons**

State and Federal Regulations prohibit possession of firearms or replicas on campus and at any school-related activities. A scholar shall not possess, handle or transmit a club, cane, baton, knife, razor, ice pick, dirk, dagger, explosive, pistol, rifle, shotgun, BB or pellet gun, automatic weapon, imitation firearm, or any other object that can be in any way considered a weapon or dangerous instrument while on school property or at any school sponsored event. A scholar shall not

possess, handle, or store contraband materials while on school property or at any school-sponsored event. Consequences below may be accelerated by the Superintendent based upon the severity of the event.

**Consequences:**

- Confiscation, reprimand and/or possible disciplinary report with proper authorities for possible prosecution and automatic 10-day suspension from school; and/or expulsion and referral to the proper authorities for possible prosecution.

**Food/Drink in Class**

A scholar shall not bring to, or consume any food or drink in the classroom. Scholar water bottles are the only exception. Exceptions will be made for medical reasons. The lid must be on at all times. No glass containers are allowed at school.

**Consequences:**

- Verbal warning;
- Detention for 1 to 3 days;
- Suspension for 1 to 5 days;
- Expulsion.

**Gangs and Gang Activity**

Haas Hall Academy is committed to ensuring a safe school environment conducive to promoting a learning environment where scholars and staff will excel. An orderly environment cannot exist where unlawful acts occur causing fear, intimidation, or physical harm to scholars or school staff. Gangs and their activities create such an atmosphere and shall not be allowed on school grounds or at school functions. The following actions are prohibited by scholars on school property or at school functions:

- Wearing or possessing any clothing, bandanas, jewelry, symbol, or other sign associated with membership in, or representative of, any gang;
- Engaging in any verbal or nonverbal act such as throwing signs, gestures, or handshakes representative of membership in any gang;
- Recruiting, soliciting, or encouraging any person through duress or intimidation to become or remain a member of any gang; and/or;
- Extorting payment from any individual in return for protection from harm from any gang;
- Gang graffiti.

**Consequences:**

- Scholars found to be in violation of this policy shall be subject to disciplinary action up to and including expulsion;
- Scholars arrested for gang related activities occurring off school grounds shall be subject to the same disciplinary actions as if they had occurred on school grounds.

**Hazing or Bullying**

Bullying, even in the form of apparently innocent Hazing, creates an atmosphere of fear and intimidation, robs a person of his/her dignity, detracts from the safe environment necessary to promote scholar learning, and will not be tolerated by Haas Hall Academy.

Definition: "Bullying" means the intentional harassment, intimidation, humiliation, ridicule, defamation, or threat or incitement of violence by a scholar against another scholar or school employee by a written, verbal, electronic, or physical act that may address an attribute\* of the



other scholar, school employee, or person with whom the other scholar or school employee is associated that causes or creates actual or reasonably foreseeable:

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

Scholars who bully another person shall be held accountable for their actions. Bullying is prohibited:

- On school grounds;
- With school equipment;
- Off school grounds at a school sponsored or approved function, activity, or event;
- Going to or from school or a school activity;
- While being transported in school vehicles, on a school bus, or at a school bus stop; and
- By an electronic act which results in the substantial disruption of the orderly operation of the school or educational environment. This section shall apply to an electronic act whether or not the electronic act originated on school property or with school equipment, if the electronic act is directed specifically at scholars or school personnel and maliciously intended for the purpose of disrupting school, and has a high likelihood of succeeding in that purpose.

**Consequences:**

Bullying is a serious offense which may result in consequences including but not limited to any or all of the following:

- Warning;
- Documented parental/guardian or persons in loco parentis contact conference;
- Suspension for a period from 1 to 10 days; and/or
- Expulsion.

Scholars are encouraged to report behavior they consider to be bullying to their teacher, principal or designee, including a single action that if allowed to continue would constitute bullying. The report may be made anonymously. Teachers and other school employees who have witnessed, or are reliably informed that, a scholar has been a victim of behavior they consider to be bullying shall report the incident(s) to the Headmaster or designee, including a single action that if allowed to continue would constitute bullying.

Any person or persons who file a complaint will not be subject to retaliation or reprisal in any form. Parents or legal guardians may submit written reports of incidents they feel constitute bullying to the principal or designee, or if allowed to continue would constitute bullying. The Headmaster or designee shall be responsible for investigating the incident(s) to determine if disciplinary action is warranted.

A notice describing what constitutes bullying, that bullying is prohibited, and the consequences of engaging in bullying shall be conspicuously posted in every office, classroom, cafeteria, restroom, gymnasium, auditorium, and school bus; and shall be provided to parents, scholars, school volunteers, and employees. A full copy of the policy shall be made available upon request.

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

Legal Reference: A.C.A. § 6-18-514

### **Indecent Exposure**

A scholar shall not deliberately commit any act of indecent exposure, while at school, on school property, or at any school-sponsored or on social media.

#### **Consequences:**

- Suspension from school 3 to 10 days. Instances of a sufficiently serious nature will result in recommended of immediate expulsion and/or notification of the proper authorities for prosecution.

### **Insubordination or Disrespect for Authority**

All scholars shall comply respectfully with reasonable directions of commands of teachers, substitute teachers, headmasters, Superintendent, administrative personnel, and other authorized school personnel. Scholars will be considered insubordinate when they refuse to respectfully obey any rule or regulation of the school or school district, or the reasonable instructions of school district personnel.

#### **Consequences:**

- Reprimand/warning for a minor offense; greater offense could result in immediate suspension;
- Documented contact and conference with the scholar's parent/guardian or persons in loco parentis concerning the scholar's action and possible consequences of that action;
- Suspension from school for 3 to 10 days;
- Expulsion.

Nota Bene: Reasonable and appropriate punishment may be incorporated, as deemed necessary by faculty or Superintendent.

### **Leaving Campus without Permission**

Once a scholar arrives at school, he/she may not leave campus for any reason unless the specific procedures spelled out elsewhere are followed. A scholar may not check out to "go to lunch" and then return to school unless they go with their parent/guardian or persons in loco parentis. This atypical event must be approved by the Headmaster in advance with at least one business day's notice. The Headmaster may at his or her own discretion deny the parent/scholar lunch if it impedes the academic environment. This practice will be limited to once a year.

#### **Consequences:**

- Documented contact and conference with the scholar's parent/guardian or persons in loco parentis concerning the scholar's action and detention for a minimum of 3 days and loss of driving privileges for one year;
- Suspension from school for no less than five days;
- Expulsion.

### **Leaving Designated Area without Permission**

After arriving at school, every scholar has a designated area (place) to be in at all times during the school day. Scholars are required to be in their designated place unless they are given specific permission to be elsewhere. If permission is given, said scholar must have a hall pass in his/her possession. Scholars who are more than five minutes tardy to a class are out of their designated area. Scholars more than 15 minutes late are truant. Scholars who persist in not being where they are assigned to will be punished as follows:

#### **Consequences:**

- Parental guardian or persons in loco parentis contact and conference and no less than three days of detention;
- 3 to 10-day suspension from school;
- Expulsion.

### **Lice Policy**

Scholars found to have head lice or nits will be referred to the school nurse.

#### **First Occurrence Procedure:**

- Parents, guardians or persons in loco parentis are notified to pick up the scholar from school;
- Parents, guardians or persons in loco parentis are instructed in treatment options and given treatment handout;
- Parents, guardians or persons in loco parentis treat the scholar;
- Parents, guardians or persons in loco parentis returns scholar to school and waits until the scholar is checked for effective treatment;
- Parents, guardians or persons in loco parentis are responsible to follow instructions to correctly treat house contents.

#### **Second Occurrence Procedure (within any three-month period):**

- School nurse and parents, guardians or persons in loco parentis complete resource checklist;
- If resources are lacking parents, guardians or persons in loco parentis are given resources from task force to ensure proper treatment of scholar and home.

#### **Third Occurrence Procedure (within any three-month period):**

- Same as above with addition of:
- Nurse observes parent-treating scholar;
- Washington County Health Department is notified.

#### **Fourth Occurrence Procedure (within any three-month period):**

##### Same as above with addition of:

- School nurse files FINS petition;
- Task force is made of local police, school nurse, Health Department, DCFS, school administration, and community partnership;
- Parent, guardian or persons in loco parentis must have a conference with an administrator prior to returning to regular classes.

### **Loitering by Suspended Scholar(s)**

Scholars who have been suspended/expelled from school are not allowed to return to any school activity and/or campus until their suspension/expulsion is completed. This applies to before, during, and after school hours.

**Consequences:**

- Warning to leave campus or school-related activity;
- Scholar will be arrested and charged in accordance with Arkansas law.

**Musical Devices and Electronic Games**

Musical devices and Electronic games will be allowed on campus in a limited capacity. Scholars will not be permitted to use these items in the classrooms during class time or in the lunchroom during a scheduled speaker presentation.

**Consequences:**

- Confiscation of device for remainder of the day and parental/guardian or persons in loco parentis documented contact;
- Confiscation of device for one month;
- Confiscation of device for the remainder of the school year.

**Physical Abuse or Assault of another Scholar**

A scholar may not strike or beat another scholar, or intentionally attempt to cause another scholar to be severely injured.

**Consequences:**

- 3 to 10-day suspension, and/or notification of the proper authorities for prosecution;
- Expulsion and/or notification of the proper authorities for prosecution.

**Physical Abuse or Assault of School Personnel**

A scholar shall not cause or attempt to cause physical harm to any employee of Haas Hall Academy. Nor shall any visitor to our campus be subjected to any type of physical abuse.

**Consequences:**

- Expulsion and/or reporting to the proper authorities for prosecution.

**Plagiarism**

Many people think of plagiarism as copying another's work, or borrowing someone else's original ideas. Terms like "copying" and "borrowing" can disguise the seriousness of the offense:

According to the Merriam-Webster Online Dictionary, to "plagiarize" means

- To steal and pass off (the ideas or words of another) as one's own;
- To use (another's production) without crediting the source;
- To commit literary theft;
- To present as new and original an idea or product derived from an existing source.

In other words, plagiarism is an act of fraud. It involves both stealing someone else's work and lying about it afterward. But can words and ideas really be stolen? According to U.S. law, the answer is yes. The expression of original ideas is considered intellectual property, and is protected by copyright laws, just like original inventions. Almost all forms of expression fall under copyright protection as long as they are recorded in some way (such as a book or a computer file).

All of the following are considered plagiarism:

- Turning in someone else's work as your own;
- Copying words or ideas from someone else without giving credit, including online sources;
- Failing to put a quotation in quotation marks;

- Giving incorrect information about the source of a quotation;
- Changing words but copying the sentence structure of a source without giving credit;
- Copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not (see our section on "fair use" rules).

Most cases of plagiarism can be avoided, however, by citing sources. Simply acknowledging that certain material has been borrowed, and providing your audience with the information necessary to find that source, is usually enough to prevent plagiarism.

**Consequences:**

- The first time a scholar is caught, he/she may receive a zero for that paper, project, assignment, or test; will receive a disciplinary referral; the parent/guardian or persons in loco parentis will be notified, and a conference may be held with the scholar, parent/guardian or person in loco parentis, with faculty member, and Headmaster present;
- A second offense may result in suspension from school for 3 to 10 days;
- Third offense, expulsion.

These offenses do not reset each calendar term but rather follow the scholar's academic tenure while at Haas Hall Academy.

**Profanity: Verbal or Written; Verbal Abuse; Obscene Gestures; Inappropriate Pictures**

A scholar shall not use profane, violent, vulgar, or insulting language at any time to or in the presence of another person. A scholar shall not use physical gestures that connote obscene or disrespectful acts, infringe upon the rights of others, or disrupt the educational process.

**Consequences:**

- Parental guardian or persons in loco parentis contact and conference;
- 3 to 10-day suspension from school;
- Expulsion.

**Scholar Motor Vehicles**

The following regulations are established for scholars who choose to bring motor vehicles to school, in order to avoid potential problems. Scholars are not permitted to loiter in parking areas and are not to return to their vehicles for any reason unless given permission to do so by school personnel. It is understood that there is no expectation of privacy in vehicles in parking areas.

Drivers of vehicles parked on a school campus will be held accountable for illegal substances or any other item prohibited by District policy found in their vehicle. Any scholar parking a vehicle on campus is granting permission for school or law enforcement authorities to search that vehicle.

- All scholars are to keep away from motor vehicles in the parking area. Do not sit on or in these vehicles or do anything which might damage the vehicle in any way;
- Since it is assumed that motor vehicles are brought to school as a means of transportation, all motor vehicles are to remain parked until scholars have been properly dismissed from school;
- Scholars are not to drive recklessly on, or around school property;
- No firearms are permitted in vehicles;
- The school system assumes no liability for vehicles on school property.

**Consequences:**

- Warning;

- Detention for no less than three (3) days;
- Suspension for no less than three (3) days and loss of on-campus parking privileges for the school year.

### **Sexual Harassment**

Sexual harassment, as defined in this section, may include but is not be limited to the following:

- Verbal/ written harassment or abuse;
- Pressure for sexual activity;
- Repeated remarks to a person with sexual or demeaning implications;
- Any sexually motivated unwelcome touching or gestures.

#### **Consequences:**

- Suspension from school 3 to 10 days;
- Expulsion.

### **Skateboards/Scooters**

Skateboards are not allowed on campus. Bicycles should not be ridden in any such manner as to interfere with or endanger pedestrians or others.

#### **Consequences:**

- Confiscation of the skateboard. The parent/guardian or persons in loco parentis contact must come to school to remove the skateboard from school premises.

### **Skip Day**

Haas Hall Academy is a community of learners who have chosen to focus on preparing for college. Haas Hall Academy has higher standards for its learning community in academics, behavior and conduct.

Haas Hall Academy does not sanction or condone a “skip day” for any class. Skip days disrupt the overall educational mission of this school and damage the integrity of the instructional day. Truancy will not be tolerated at Haas Hall Academy.

#### **Consequences:**

- Any senior who participates in a skip day directly or indirectly will not be able to participate in graduation ceremonies. No refunds will be given for purchased commencement supplies (announcements, cap, gown, etc.). Depending on individual circumstances, additional consequences may be added but not limited to: detention, suspension and/or expulsion.
- Any scholar who participates in any skip day will be given a minimum of five days of detention. Depending on individual circumstances, additional consequences may be added, including: detention, suspension and/or expulsion.

### **Sleeping in Class**

At no time is sleeping in class appropriate behavior. It is the responsibility of the parent/guardian or a person in loco parentis to ensure your child receives a good night’s rest and comes prepared each instructional day.

#### **Consequences:**

- If a scholar is caught sleeping in class they will be sent to the office and the parent/guardian or persons in loco parentis must pick up their scholar immediately. The scholar will not be allowed to return to the classroom or make up the work missed for the remainder of the day.

### **Tardies**

We understand that occasional (not frequent), unavoidable and unforeseen delays may occur. However, after a scholar has accumulated a total of three tardies, per class, per semester that scholar will receive one day of detention for any additional tardy per class, per semester.

#### **Consequences:**

- One detention for any additional tardy after three per class;
- After three detentions for tardies a scholar will be suspended for no less than two days.

### **Texting/Unauthorized Use of Cell Phones (Scholars and Parents)**

Haas Hall Academy's cell phone policy is very clear. At no time may a scholar use their cell phone for any purpose without the consent of faculty or administration. Parents may not communicate with their scholar via cell phone. Text messaging between parents and scholars is strictly forbidden during the instructional day.

If a parent needs to contact their scholar please call the front desk. When scholar's need to contact their parents they will be allowed to use the front desk phone. Failure to comply with this directive will result in adverse consequences for the scholar up to and including suspension and/or expulsion.

### **Theft**

A scholar shall not steal property, or property belonging to others while under the jurisdiction of the school.

#### **Consequences:**

- Conference with Headmaster, immediate restitution, accompanied by a disciplinary report and other appropriate punishments if deemed necessary and at minimum a suspension of 3 to 10 days;
- Expulsion and possible referral to the proper authorities.

### **Tobacco (smoke or smokeless)/Vapes**

The use, possession of, tobacco in any form by any scholar is prohibited on or off the school campus this also includes vapes. In accordance with Arkansas State Law as described in Arkansas Code 6-21-609, smoking or use of tobacco or products containing tobacco in any form in or on any property owned or leased by a public school district, including school buses, is prohibited. As Haas Hall Academy scholars, we hold ourselves to a higher standard. Any scholar found in possession of tobacco products on or off campus will be suspended if that scholar is underage, then the proper authorities will be contacted.

#### **Consequences:**

- Suspension for no less than 10 days;
- Expulsion.

### **Truancy**

Truancy is unexcused and is defined as a scholar who is absent from school without the consent and/or knowledge of the parent and/or without permission of the Superintendent. A scholar will be considered truant, if there has been no contact from the parent.

#### **Consequences:**

- Documented parental/guardian or persons in loco parentis contact;
- FINS filed with Washington County Juvenile Court;
- Expulsion.

### **Threatening or Harassing Messages**

No scholar is permitted to express an intention to inflict evil, injury, or damage. Verbal or written threats to the health and safety of scholars and employees of Haas Hall Academy will not be tolerated. Swift and severe actions will be taken and law enforcement will be consulted.

### **Search and Seizure**

In order that a climate of safety be maintained and because of the concern of the school for the welfare of all scholars, the school reserves the right to search motor vehicles and persons.

### **Motor Vehicle Searches**

Any motor vehicle that is parked on school property is subject to a warrant and search if there is a reason to believe that the motor vehicle contains a controlled substance or other contraband.

### **Personal Searches**

Personal searches are discouraged; however, in the event there is a reason to believe that a scholar has stolen property, contraband, or has a dangerous weapon on his/her person, a personal search by a faculty member of the same sex with an adult witness will be conducted. Police may be contacted during this process. Police dogs may be used on campus.

Legal Reference: A.C.A. § 6-18-513.

### **Sexual Oriented Material**

A scholar shall not deliberately obtain, create, or transfer any sexually oriented material in paper or technology based form. Only one accidental incident might be accepted.

#### **Consequences:**

- School suspension for 10 days;
- Expulsion.

### **Utilization of headphones and other listening devices**

Utilizing headphones and/or other listening devices during instructional time at Haas Hall Academy is strictly prohibited unless it is requested by faculty or administration.

#### **Consequences:**

- Parental/Guardian or persons in loco parentis documented contact and confiscation of device for the remainder of the day;
- Confiscation of device for two months;
- Confiscation of device for the remainder of the school year.

### **Vandalism**

No scholar shall cause or attempt to cause damage to or theft of school property after school hours or while school is in session, nor shall any scholar be a party to such actions.

#### **Consequences:**

- Restitution by the scholar or parent/guardian or persons in loco parentis of the guilty scholar(s) and automatic suspension of 3 to 10 days;
- Expulsion and/or notification of the proper authorities for prosecution, and restitution.



Note: The nature of vandalism, failure of the property damaged, circumstances of the vandalism, and other considerations may cause a recommended expulsion and prosecution on the first offense.

### **Verbal Abuse of a Teacher**

In accordance with Arkansas State Law as described in Arkansas Code 6-17-106, insults or verbal abuse of a teacher, while in the course of his or her duties is prohibited. The offender will be prosecuted to the full extent of the law.

### **6-17-106. Insult or verbal abuse towards to personnel**

For your reference Arkansas Code Annotated 6-17-106 (p.200) School Laws of Arkansas Annotated is included for your convenience below.

*(a) (1) It is unlawful during regular school hours and in a place where a public school employee is required to be in the course of his or her duties, for any person to address a public school employee using language that in its common acceptation is calculated to:*

*(A) Cause a breach of peace;*

*(B) Materially or substantially interfere with the operation of the school; or*

*(C) Arouse the person to whom it is addressed to anger to the extent likely to cause imminent retaliation.*

*(2) A person who violates this section shall be guilty of a misdemeanor and upon conviction be liable of a fine of not less than one hundred dollars (\$100) nor more than one thousand five hundred dollars (\$1,500).*

*(b) Each school district shall report to the Department of Education any prosecutions within the school districts under this section.*

### **Consequences:**

- Documented parental/guardian or persons in loco parentis contact, conference and possible suspension; Suspension from school 3 to 10 days; Expulsion.