Hellstern Middle School
Student Handbook
2021-2022 School Year

7771 Har-Ber Avenue
Springdale, Arkansas 72762
Phone: 479-750-8725 – Fax: 479-306-4260
http://hellstern.sdale.org

Dear Parents and Students,

Dear Parents and Students,

Welcome! You are now officially HEROES! Hellstern Middle School has a tradition of excellence established by great faculty, staff, community, parents, and students. We are looking forward to working with you to continue our legacy of success.

Communication is the key and our handbook is devoted to communicating expectations that lead to the success of all students. Students and parents are responsible for knowing the policies and rules outlined in this handbook. We believe that administrators, teachers, and parents should communicate and explain expectations that have been set forth. You will find the handbook linked on our webpage under both the “Parent” and the “Student” menu. Please take some time to talk about these policies with your child. If you need a printed copy of the Hellstern Student Handbook, please just let your student’s advisor know. Together we will help our youth develop character and integrity, leading to success in school and life.

Because of the COVID-19 pandemic, we will continue to limit the number of visitors in our building. Therefore, it is critical that teachers can communicate with you through email and by phone. **Teachers will be emailing you during the first week of school to confirm information, please respond to this email**. Be sure to sign up for Hellstern’s weekly newsletter, *The Hero Happenings*, and text notifications from both our school and district. You can find information on how to do this on our website.

We are looking forward to a great year! A HERO truly is distinguished by exceptional courage, nobility, fortitude, integrity, character, and success. Join us as we develop your child into being a HERO for life.

Dr. Allison Byford

Principal
Hellstern Middle School

The Vision of HMS:
Pursuing Excellence… One Hero At A Time.

The Mission of HMS:
Ensure ALL students’ success in education, career, and life through character education and rigorous personalized learning.

All of this will be accomplished by creating:

- Safe, Healthy, Challenging, Encouraging, and Active Learning Environment.
- Mutual trust, respect, cooperation, and collaboration among students, parents, teachers, and the community.
- Technology-rich classrooms that address all learning styles through higher-order thinking skills and problem-solving.

STATEMENT OF ASSURANCE: In keeping with the guidelines of Title VI, Section 601, Civil Rights Act of 1964, Title IX, Section 901, Educational Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, the Springdale Public Schools assures that no person shall, on the basis of race, color, national origin, age, sex or handicap be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity.

Bell Schedule

6th Grade	7th Grade
Hero Hour 7:45 - 8:43	Hero Hour 7:45 - 8:43
1 8:43 - 9:28	1 8:43 - 9:28
2 9:28 - 10:13	2 9:28 - 10:13
3 10:13 - 10:58	3 10:13 - 10:58 (10:35 Switch)
4 10:58 - 11:43	4 10:58 - 12:13 (A & B Lunch)
5 11:43 - 12:58 (C & D Lunch)	5 12:13 - 12:58
6 12:58 - 1:43	6 12:58 - 1:43 (1:20 Switch)
7 1:43 - 2:28	7 1:43 - 2:28 (2:05 Switch)
8 2:28 - 3:15	8 2:28 - 3:15

6th Grade Lunch Schedule	7th Grade Lunch Schedule
5th Block 11:43 - 12:05 **C Lunch 12:05 - 12:35** 5th Block 12:35 - 12:58	**A Lunch 10:58 - 11:28** 4th Block 11:28 - 12:13
5th Block 11:43 - 12:28 **D Lunch 12:28 - 12:58**	4th Block 10:58 - 11:43 **B Lunch 11:43 - 12:13**

For up to date access to all calendar events go to hellstern.sdale.org where all current information is posted,

Student Assessments

September, December, & May	MAP Testing – Measure of Academic Progress
March	ELPA21 Assessment – English Language Development
April	ACT Aspire

"WHAT IF I..."

need to come to school early? Or stay late?
The building will not officially open until 7:30 a.m. Please be aware that HMS staff will not be available to supervise students before 7:30 a.m. each morning. The building doors will be unlocked at 7:30 a.m. Once in the building, students can eat breakfast in the cafeteria or report to their respective advisory classroom. All students are expected to exit the building at 3:20 pm. Students may only be in the building if they are supervised by a staff member. Students that are waiting to be picked up will be expected to wait outside. Supervision will not be available after 3:20pm.

am late to school?
Students are required to be at school **before** the bell rings at 7:45 a.m. However, if for some unpreventable reason you are late to school your parent or guardian must go to the office to check you into school. **Students who are tardy will be assigned lunch detention.**

miss a day of school?
It is very important that you be at school. Every day you are absent you are missing important instruction. Please make every attempt to schedule appointments before or after school hours. However, periodically you may need to miss school. In this event, **parents should place a courtesy call to the school office at 750-8725 to let the secretary know you will be absent and the reason why you will be out.** If that is not possible, your parent should send a signed note with you to school the next day. To determine what is excused, please see the attendance policy on page 13.

need to complete work I missed while absent?
Time will be allowed to make up missed assignments once you return to school. It is the student's responsibility to initiate make up work the day he or she **returns** to school. However, the nature of the work and the time limit for making the work up will be determined by the teacher. The request by the student for "make up" work should be made during the class period when that class is in session.

need to take an aspirin or other medicine?
Springdale School Board Policy is very strict concerning medications of any type. You may **NOT** carry any type of medication with you during school - *even an aspirin*. If you take medication or regularly need to take a pain reliever, your parents must complete the appropriate paperwork. (For more information, see the section entitled "Health Services" under Student Services.)

get sick during the day?
If during the day you become ill, you should tell your teacher. Your teacher will issue a nurse's pass which will allow you to see the nurse. The nurse will determine if your parent needs to be contacted and if you need to go home.

get hurt or injured during the day?
Any type of injury or accident should be reported to your teacher immediately so that appropriate medical attention can be given. Your parent will be called if there is any injury deemed serious.

need to check out of school?
Anytime you need to leave school during the day you **must** be checked out by an adult who is authorized to do so. Please make every attempt to schedule appointments before or after school hours. For safety reasons, **only those adults listed on your enrollment card will be allowed to check you out of school.** If your parents want others to be able to check you out, they must come to the office **in person** to request that those people be added to your card. Parents, your cooperation in this matter is appreciated.

need to use a phone?
Due to the number of students at HMS, the phone in the office is for **emergency** use only. Please do not ask to use the phone unless you have a legitimate emergency. **Cell phones must be turned off upon entering the building, put away from 7:30 am - 7:45 am, and kept in lockers from 7:45 a.m. until 3:15 p.m.** Use of cell phones during the day will result in the phone being confiscated and will require a parent to pick it up in the front office. Smart watches should only be used at school as a time-keeping device.

lose or find a personal item?
There is a "Lost and Found" in the office and the cafeteria. If you find something of value which is not yours, bring it to the office. If you lose something, come to the office to ask about it. **It is very important that you clearly mark all valuable items (coats, calculators, books, purses, electronics, etc.) with your name.** You are strongly urged not to bring things of value which are not necessary at school since they may be lost or stolen. The school cannot be responsible for replacing anything that is lost or stolen. Unclaimed items will be disposed of at the end of each nine weeks.

need to go to the office, counselor, or nurse?
Make sure that before you leave your class that your teacher has given you permission to leave and take hall pass with you.

want to bring a visitor to school/after school event?
Sorry. Visitors like your cousin from Wisconsin can't come to school or after school events with you. Your parents and grandparents are always welcome in our school. **Parents, for safety reasons, we ask that any time you are in the building that you check in at the office and present a valid ID before going to a classroom**.

want my parent to bring me fast food or cakes and/or desserts to the lunch room?
Parents and students are strongly discouraged from bringing "fast food" and desserts to students for lunch. Our cafeteria serves a wide variety of foods which the kids will enjoy eating.

lose my lanyard and/or student ID?
Come to the front office and a temporary ID will be provided until a replacement can be made and paid for. Lanyard replacement cost: $2. Student ID replacement cost: $2. Student ID holder cost: $1.

POLICIES AND PROCEDURES

Office Hours
During the school year, the office will be open from 7:30 a.m. to 4:30 p.m. The office phone number is *750-8725*. If you need to speak to someone, you are encouraged to call to make an appointment. Teachers are available for conferences during the course of the day. Please call at least 24 hours prior to needing the conference.

Admission to School
All students transferring to HMS during the school year are admitted to school on a conditional basis. Contact with the school previously attended will be made. If it is found that the student was under a suspension or expulsion at the previous school or is not in compliance with immunization requirements, the student will not be allowed to remain as a student at HMS.

Checking In/Checking Out of School
Students are to be checked in and out through the office. **Only those adults who are authorized to do so will be allowed to check students out. A valid government-issued ID will be required to check student out.**

Car Riders
All car riders should be dropped off in the morning and picked up in the afternoon on the side of the building - 6th Graders on the west side and 7th Graders on the east side. Please drive all the way around the car rider loop and **pull all the way forward in line** before dropping off or picking up your child. Students should NOT be dropped off or picked up any other place around HMS. This is a safety concern.

School-Sponsored Events
Student conduct during school-sponsored activities, on and off campus, will be governed by the same rules that apply to general student conduct. Students attending field trips, after-school functions or any other school-sponsored event will be expected to conduct themselves in a manner that will reflect positively upon themselves and our school. All school rules/consequences apply.

Attendance Policy
Parents are responsible for making sure students attend school. Academic success in school depends upon consistent attendance; therefore, parents will be notified of excessive absences per district policy. Absences for the following reasons will not be counted toward excessive absences: school business, medical, military, legal, suspensions, and exceptional circumstances. Students who have excessive absences may be reported to the appropriate authorities.

Dress Code
A Student's appearance and dress should reflect an acceptable common standard in the interest of decency, cleanliness, safety, and health.
The following guidelines should be followed:

1. **All students are required to wear their team-specific (School ISSUED) lanyard and student ID at all times while on the HMS school campus.**
2. Hats and hoodies pulled over head shall not be worn in the building.
3. All shirts must have a sleeve.
4. Tank tops are not permitted (for males or females).
5. Shorts, skirts, dresses, and holes in jeans must be fingertip length. (No holes above fingertips)
6. Clothing that reveals a bare midriff or cleavage will not be permitted.
7. Clothing which by color, design or symbol is deemed suggestive, racist, violent, vulgar, or is interpreted as promoting tobacco, drug, or alcohol use, are not to be worn to school.
8. No student is to wear, carry, or display apparel deemed gang-related ("sagging" pants, head rags, bandanas, chains, spiked or studded jewelry), or exhibit behavior or gestures which symbolize gang membership.
9. A student's appearance and dress shall not disrupt or contribute to disruption of the educational process or interfere with rights or opportunities of others to learn or teach. This includes piercing, accessories, and hair styles/color which disrupt the learning environment.

Students who violate the dress code policy will be sent to the office and a call home will be made for a change of clothes. Subsequent offenses will result in ISS, OSS and/or possible expulsion from school for (1) semester as a maximum. The school administrators will make the necessary decisions regarding questionable school dress. We appreciate parental support.

Flowers
Our school does not accept delivery of flowers, balloons, etc., to students for holidays or other special occasions.

Phone Calls and Messages
Students may use the phone in the office only in case of an **emergency**. Parents are asked not to call the school to speak to a child unless it is an **emergency**. A phone use log will be used to monitor student phone use. **Only emergency messages will be taken to students.** Due to the extremely busy office activity at the end of the day we cannot assure you that messages received after 2:15 p.m. will be delivered to students.

PARENTAL SUPPORT

Parent Teacher Organization
Hellstern Middle School has a very active PTO organization. You are encouraged to become an active, contributing member of our PTO. Meetings are held once a month. Our goal is to have 100% of our parents join PTO.

Volunteer Parents
Parents are encouraged and welcome to serve as volunteers in our school. There are many things that you as a parent can do. If you would like to serve as a volunteer, please call or come by the front office to sign up. **We would love to have you**!

Locker Day
We will have a locker day early in August for you to tour the building, get assigned team name, an advisory teacher, and a locker with combination information.

Student-Led Conferences
During the course of the school year there will be two weeks which we will set aside for student-led conferences (check the school calendar in this handbook for the dates). Parents are highly encouraged to attend these conferences and find out directly from your child's teachers how they are doing in school.
On other occasions if you would like to talk to your child's teachers, you are invited to call the office to set up an appointment during the school day. Please call at least one day ahead so that we can be assured that everyone is free to meet with you.

Visiting the School
You as a parent are a vital link in the success of your child at school. You are encouraged to come to our school. **For safety reasons, we ask that you buzz in the front door and check in at the main office. All visitors will be required to show a valid government-issued ID. Visitor stickers are required and can be obtained in the main office.** We also ask that if you are visiting a classroom that you talk to the teacher in advance so that they will know you are coming. **Classroom interruption is prohibited.** (i.e., – going to a classroom without an appointment or approval from a principal).

Fundraising
Periodically during the school year we will be conducting fundraising activities. These activities are voluntary in nature. Resources collected will be used for our school. Any donations from parents/community businesses would be greatly appreciated.

Communication
It is our goal to establish and maintain effective communication with parents at all times. We hope that all parents will work with us as partners in achieving this goal. Grades and important information will be sent home periodically.

Home Access Center & Google Calendar
Organization is an area that many middle school students struggle with. In an effort to assist students in becoming more organized, all students will be strongly encouraged and trained on how to utilize their Google Calendar. Student's Google Calendar can be a valuable communication tool between parents and teachers about due dates for assignments. **Parents are encouraged to check their student's grades on Home Access Center (HAC) on a regular basis for grade and behavior reporting.** Because Chromebooks go home each night with your students your student can show you their HAC account. Please ask your student at least once a week to see their grades on HAC.

Newsletters
The "Hero Highlights" electronic newsletter will be emailed & posted to the website weekly. This newsletter will include Hellstern news and the most current information about weekly events. Directions on how to sign-up for the newsletter in August can be found on the HMS website or by emailing abyford@sdale.org later in the year.

Inclement Weather
Please make plans BEFORE inclement weather strikes. The staff cannot take messages for every student! Please monitor TV and radio for up-to-date weather situations. You may also call 750-8825 for school cancellation information.
Springdale Public Schools have the potential for AMI days (alternative method of instruction). If an AMI day is deemed appropriate by the Superintendent, it will serve as a replacement for the instruction otherwise missed due to inclement weather. On AMI days, students will complete work as assigned by teachers. AMI days will be noted within school closings information.

Backpacks/Drawstring Bags/Gym Bags/Purses
Backpacks/bags/purses may be used to transfer books to and from school ONLY**. Backpacks, drawstring bags, gym bags, and purses must be left in a student's locker during the school day**. These items must be able to fit in the student's locker. **Students who violate this rule may be assigned a behavior mark as a minimum and ISS/OSS and/or expulsion as a maximum.**

Sales or Distribution of Material
The sale or advertisement of items from non-school sponsored events is prohibited.

ACADEMIC INFORMATION

Grading Scale

The following grading scale is followed at HMS:

A – 90 – 100
B – 80 – 89
C – 70 – 79
D – 60 – 69
F – 59 or less

Grades are based on classroom assessments, homework, projects, etc.

50% - assessments
50% - homework and class work

7th grade accelerated math ONLY:

70% - assessments
30% - homework and class work

In order to do well, students should hand in all work and spend time each day studying at home.

Gradebook Codes

1. 0 = Student earned a 0% on the assignment. This averages as a 0% on the student's nine weeks grade.
2. Z = Student has a missing assignment. This averages as a 0% on the student's nine weeks grade.
3. X = Student is exempt from the assignment. This does not count for or against a student's nine weeks grade.
4. Empty Grade Box = Student's grade has not yet been entered in the computer. This does not count for or against a student's nine weeks grade.
5. I - Student received an incomplete grade on assignment.

Report Cards

Report cards are issued at the end of each quarter. Parents are encouraged to go over the results of the report cards with their child.

Progress Reports

During the nine weeks, a progress report or a grade sheet will be sent home with your child to give you a picture of how your child is doing so far in that quarter. These grades are not a final grade for that quarter. However, they may give you an idea about how things are going so far. Please sign the report and return it to your child's advisory teacher. You can also view grades online by going to **http://hellstern.sdale.org**

School-Issued Learning Materials

Students may be issued school-owned curriculum or materials in some classes. Students and parents must understand that they are responsible for returning those items to the teacher in good condition. Students should not damage them in any way. Students will be responsible for paying for any damages to the items up to the replacement value of the item. If the school-issued materials are lost, students will have to pay for a replacement. Keep up with anything a teacher provides for you as a resource.. **Don't let a friend borrow it - they might lose it for you.**

Awards/Honor Rolls

It is important that students who have excelled academically and those who have shown marked improvement be recognized. Student Recognition will occur throughout the year to recognize those who have achieved success. Example recognition may include:

Principal's Honor Roll - Students who have an all A's average on their quarterly/semester report card.

Academic Honor Roll - Students who have a B average on their quarterly/semester report card.

Student of the Month - Teacher Teams select a student of the month that exhibit excellent character and/or academic performance.

My Hero Award - Staff and students can recognize actions that model "hero-like" behavior at any time throughout the year.

Supplies

Your advisory teacher has a list of supplies for your team which you need to purchase. All of the supplies are available at local discount stores.

Homework

Homework could be used by teachers to reinforce skills learned during the school day. The amount of homework and expectations are determined by teachers. Students and parents should communicate directly with teachers if there are questions about homework in class.

Students will be given opportunities during Hero Hour to work with teachers and ask questions. Students may also access before and after school tutoring in order to receive additional help as needed.

ACADEMIC INFORMATION

Absence Criteria
Hellstern Middle School follows the Springdale Schools policy on student attendance: Parents and guardians will be notified when students have accumulated three (3) or more absences. You will be notified by phone call or mail.

Make-up Work
Time will be allowed to make up missed assignments once you return to school. It is the student's responsibility to initiate make-up work the day he or she returns to school. However, the nature of the work and the time limit for making the work up will be determined by the teacher. The request by the student for "make up" work should be made during the class period when that class is in session.

Student Assessments
September, January,, & May – Map Testing
March – ELPA21 – English Language Assessment
April – ACT Aspire Assessment
Periodically students may be given standardized tests. Parents will be notified of the results of these tests. **It is very important for students to attend school on each of these days.** The school regularly offers incentives for students who attend school during all testing days without absence.

Student Incentive Reward Program
Students can earn pins/flare for their lanyard in the following categories each 9 weeks below:

- Hero Behavior Standards
- Good Character Traits
- Academic Achievement
- Attendance

What parents can do to help their child study at home

1. Check your child's Google Classrooms on a regular basis.

2. Make reading a priority in your household. Ask your child what he/she is reading. Read books with your child. Establishing a culture for literacy at home and at school is a priority. Consider reading at least thirty minutes every night alongside or with your child. Also, make Lexia a priority at home.

3. Provide a quiet place to study, free from distractions. Very rarely is the child who can effectively study while the TV is blaring or little brother is jumping on the bed. Check into setting up their own "desk" or office space where they can study quietly - early adolescents like the thought of "owning" their own space to work in.

4. Show an interest in school - ask questions about school. The more you value what happens at school, the more your child will value his/her education.

5. Look over homework papers and projects. Ask to see completed homework. If you are able to check the work, do so. If you cannot check the work, the very fact that you are looking at it gives your child's work value and worth.

6. Have your child spend 5 minutes before they go to bed getting organized for the next school day. Have them collect all of their books, homework, etc. in one place so that they can make sure they take it all with them to school the next day. Students should also charge their assigned Chromebook each night so it is fully charged for the next day.

7. Help your child establish long-term goals. It is never too early to begin thinking about what they want to be when they grow up. Sure those plans will change. Planning will give them a chance to focus and see that there is a connection between how they perform in school and what they do in the real world.

8. Buzzmath and IXL websites. Also, check the Google classroom, Google Calendar, or class websites.

STUDENT SERVICES

Food Services
The Cafeteria provides a large variety of foods for students to eat. A hot meal along with a salad bar, sandwich line, and "a la carte" items will be served each day for a reasonable price. Breakfast is also served each morning starting at around 7:30 a.m.

Students are encouraged to eat breakfast at home before school or enjoy the breakfast offered in our cafeteria. Students are not allowed to bring outside food or drinks (smoothies or coffee) into the building before school begins.

Students may bring their lunch to school but are asked to refrain from having "fast food" and desserts brought to school for them. Parents are welcome to eat with their child.
Applications for the Free and Reduced Lunch program are available in the office. However, students applying for free or reduced meals are required to pay for meals in full until the free and reduced meal application is processed.
Students are asked to help keep our school looking good by properly disposing of all trash and eating all food while in the cafeteria.

Parents are encouraged to pay for student meals in advance. Middle school students are allowed to charge one lunch. This is a “charged” meal and must be paid for by the parent. Breakfast, extra milk and other ala carte items cannot be charged. The Parent Link student calling system will call a student’s home nightly when there is a charge on the account, until all charges are paid in full. When you receive a call, you should know that your child has a charge for meals and you should send lunch money for him/her to eat the following day. When a student has the one lunch charge, he/she may no longer charge meals. If the school is unable to contact a parent for lunch money, the student will be given an alternate meal at no charge.

Bus/Transportation
Students riding a school bus to and from school are required to follow the rules of the bus and its driver. (For example: Remain seated while the bus is in motion. Do not yell or scream. Refrain from throwing any objects, etc.) Each student will be given a set of transportation guidelines at the beginning of each school year. It is absolutely necessary for safety's sake that students abide by the rules while on the bus. Failure to abide by the rules could result in not being able to ride any district bus for up to the remainder of the semester or longer.

Bus Discipline
1st Offense – Warning
2nd Offense – 3 day suspension from bus
3rd Offense – 5 day suspension from bus or for the rest of the semester
Depending on severity, permanent suspension could result.

Students are not permitted to ride any bus other than their assigned bus without a note from their parents that has been approved by a principal. This note should be turned in to the office by 8:00 a.m.

Bicycles/Motorized Scooters
Students who ride bicycles to school must store their bicycles in the racks provided on the east side of the building. Students are encouraged to lock their bicycles in the racks. Lock systems are not provided by HMS. **Students are not allowed to ride bicycles/motorized vehicles on the school campus. Once on school campus, students must dismount bikes and walk them to the bike rack.**

Guidance Services
An important part of our middle school is accessible guidance services for kids who may need to talk to someone. Students wishing to talk to a counselor should make that request through their teacher, complete Counselor Google Form, or by speaking directly with the counselor. Parents wishing to confer with a counselor for help in a certain situation are welcome to call for an appointment.

Library Media Center
Our school Library Media Center is vital to the quality of our total educational program. Students are encouraged to visit the library, use the available materials, and check out books. Parents, students, and teachers are welcome to be involved with the selection of library materials.
In order to maintain an adequate collection, students are expected to return library resources in good condition. If materials are not returned, a charge equal to the current replacement price will be assessed to the student. Feel free to contact the Library Media Specialist with any questions or concerns.

Lost & Found
Students are encouraged to clearly mark all valuable items so that they can be returned to the rightful owner. The office maintains a Lost & Found for students who may find or lose items of value. Unclaimed items will be disposed of at the end of each nine weeks.

Health Services
We want to assure that during this very critical time in your child's physical growth, proper and appropriate care can be given. We want positive, healthy habits to be a part of your child's lifestyle.
Screenings - During the course of the year, students will be given preventative screenings. Those screenings may include tests for vision, hearing, scoliosis and body mass index (BMI). Parents may request in writing that their child not be screened if you so choose.
Immunizations - All students are required to comply with state and district immunization guidelines. **Students will not be allowed to attend school if immunizations are not current.**

DISCIPLINE POLICY

Code of Conduct

Students in HMS are expected to conduct themselves at all times in a manner that will reflect credit upon themselves, their parents, and the school. The following regulations should be observed when students are on school grounds during the school day, during school activities, on school-sponsored trips, and school buses or bus stops. Failure to comply with these regulations may result in suspension/expulsion from school.

1. All students must, upon request, identify themselves to teachers, staff, and administrators. (jfcf)
2. All students must recognize authority and obey reasonable instructions and directions of teachers, staff and administrators. (jfc)
3. Students shall refrain from the use of obscene and abusive language.
4. Students shall not willfully destroy school property. (jfcb)
5. Damage or theft of property will be viewed as a serious breach of discipline. (jfcb)
6. Threats, intimidation, harassment, hazing, or assault of fellow students, teachers, staff, and/or administrators will be considered as a serious breach of discipline. Authorities may be notified and prosecution in the courts may result. (jfcf)
7. Students must follow their assigned schedule and perform the scheduled work assigned by teacher. (jed,jfc)
8. Fireworks of any kind are prohibited. (jfcn)
9. Students shall not possess firearms, knives, explosives, or sharp instruments of any kind. (jfcj)
10. Disruptive conduct which interferes with the educational process is prohibited. (jfcp)
11. Tobacco, controlled substances and alcohol are prohibited on campus and at all school functions. (jfcg,jfci)
12. Any clothing which by color, design or symbol is deemed to promote disruptive, harmful, dangerous or illegal activities is prohibited.(jfca)
13. Counterfeit drugs of any kind are prohibited (ASL 82-2601)

(Note: Board Policy Codes listed in parenthesis.)

Characteristics of a HERO

"If everybody was satisfied with himself there would be no heroes." ~Mark Twain

The following has been developed to give you some characteristics of a HERO. We encourage you to use these as a guide and seek to exemplify the following:

H* - Helpful and Honest:** Heroes show **integrity**, they are honest in work, effort, actions, & words. **"As we help others, we cannot help but help ourselves." ~ *Ben Cohen

E* - Empathetic & Understanding of Others:** Heroes use appropriate strategies for dealing with conflict. Does not threaten or use physical means to deal with stressful situations. Works successfully either individually or in a group. "Learning is a treasure that will follow its owner everywhere." ~Chinese Proverb***

R* - Respectful to Others**: Heroes demonstrate respect and compassion toward fellow students and teachers. ***"Respect for others is the mark of an educated man" ~Norman Cousins

***O* - Organized and Prepared for Success**: Heroes follow class procedures; bring materials, follow directions, and stay on task. Heroes are engaged in their learning. ***"Success is a result of being organized"* ~Anonymous**

Examples of Possible Consequences

The following is a partial listing of other offences you must avoid:

Truancy - Any time you are not in school and your parents do not know where you are, you are considered truant. Also, if you are at school but not in the appropriate place, you can be considered truant.

A.M. Tardy - School begins at 8:00 a.m. After 8:00 a.m. parents need to come into the school and sign in their child. **Students who are tardy will be assigned lunch detention.**

DISCIPLINE POLICY

Insubordination - Any time an adult asks a student to do something, the student is expected to obey in a quick and appropriate manner. If a student refuses to do what they are asked, they will be considered insubordinate.

Inappropriate Language - Students are expected to talk in an appropriate tone of voice and use language which is acceptable while at school. Language which is commonly considered profane or lewd will not be tolerated.

Harassment - Students who believe they are being harassed either in a physical, verbal or sexual way by another person should report the offending person to their teacher or an administrator. Behavior of this nature will be dealt with in an appropriate manner. See below for appropriate consequences. Bullying may result in ISS, OSS, a combination of ISS and OSS or a student being considered for expulsion from school.
Act 681 of 2003 and Arkansas Code Annotated: 6-18-1005

Bullying – Bullying is against the rules and will not be tolerated. Bullying is the act of one or more individuals intimidating one or more person through verbal, physical, mental or written interactions. See below for appropriate consequences. Bullying may
result in ISS, OSS, a combination of ISS and OSS or a student being considered for expulsion from school.
Act 681 of 2003 and Arkansas Code Annotated: 6-18-1005

Public Display of Affection - Students are not to hold hands, kiss, or in other ways publicly express affection to each other.

Computer/Technology Abuse - Your child will have access to various forms of technology while at HMS. Students who abuse that privilege may lose their right to use the available technology. Examples of such abuse may include but are not limited to the following:
(1) intentionally accessing, uploading, downloading inappropriate materials, (2) using the computer to harass, threaten or abuse others or transmit objectionable or fraudulent messages, (3) violating software license agreements or other forms of copyrighted materials, (4) vandalizing, defacing or destroying any equipment associated with technology.

Cell Phones & Electronic Devices – **Cell phones must be turned off upon entering the building, put away from 7:30 am - 7:45 am, and kept in lockers from 7:45 a.m. until 3:15 p.m.**. Use of cell phones & electronic devices during the day will result in the device being confiscated and will require a parent to pick it up in the front office. However, teachers may allow students to use their electronic devices for educational purposes during a class period. At the end of this class period, phones and electronic devices should be turned off and returned to a student's locker.

Hand-held Laser Pointers – No student may possess a hand-held laser pointer or other similar device unless under the direct supervision of a parent, guardian, or teacher. Such devices, when discovered by school officials, will be immediately confiscated and given to a law enforcement officer as contraband. The penalties for violation of this policy include a warning and probation, as a minimum, and expulsion from school, as a maximum.

Firearms/Weapons - Arkansas Code Annotated 6-18-507 states "The superintendent of any school district shall recommend the expulsion of any student from school for a period of not less than one (1) year for possession of any firearms or other weapons prohibited upon the school campus by law; provided however, that the superintendent shall have the discretion to modify such expulsion requirement for a student on a case-by-case basis."

Fighting – Students that physically assault (hit, kick, punch, shove, etc.) another student or teacher could be subject to legal prosecution**. Fighting in any form will not be acceptable and could result in in-school suspension (ISS), out of school suspension (OSS), and/or possible expulsion from school.**

Possible Forms of Discipline

The following is a listing of the various forms of discipline that may occur when a student chooses to break a rule. Other forms may be used when deemed appropriate by the administrator.

1. Warning/Counseling
2. Detention (lunch, A.M. or P.M.)
3. In-School Suspension (ISS)
4. Out of School Suspension (OSS-50% loss of credit)
5. Expulsion from school for a semester or more

Other Situations

This handbook is not intended to be a thorough listing of every conceivable discipline problem that may occur. Other situations may come up during the year which are not directly covered in this handbook. Such situations may include actions by students which are considered substantially disruptive to a good school environment. The school reserves the right to discipline students even though the offense may not be specifically listed in this handbook.

In General, Show Respect

Good discipline centers around respect. Respect for *other people* (teachers, staff members, visitors, your fellow students), respect for *our school building* (pick up paper & other trash), walk (don't run) in the hallways, don't damage or deface the school or furnishings, and respect for *yourself*. Before you can really respect others, you must respect yourself. You are at an important point in your life. Learn what it means to have self-respect. It may be the difference between whether you achieve your goals or not.