MOUNTAINBURG SCHOOLS

18/19

STUDENT HANDBOOK



DRAGON STRONG

Mountainburg Public Schools

Home of the Dragons
129 Hwy. 71 SW
Mountainburg, AR 72946
www.mountainburg.org

General Information

Welcome to Mountainburg Schools! The following are the policies for Mountainburg Public Schools. These policies are not intended to cover each and every problem which might arise, but are intended as a general guideline in dealing with problems. All the policies contained herein are meant to be non-discriminating as to race, creed, or handicap

TO THE PARENT/GUARDIAN

On behalf of all faculties, we are happy to welcome you to Mountainburg Public Schools! This handbook has been prepared to explain and clarify the procedures, policies, and regulations at MPS in accordance with code 6-18-502 of state law. The policies are board adopted and on file with the Arkansas State Department of Education. Please review this handbook and discuss the regulations with your child. This handbook is not meant to be comprehensive or all-inclusive. School personnel are not limited to the means described within in their capacity to enforce and maintain discipline and order, as well as promote district goals and objectives. You are urged to contact the building principal or the superintendent if you have any questions.

The faculty / staff of the District will ensure that all students enrolled in the Mountainburg Schools have the opportunity to grow to their fullest potential in all areas. Specifically, each student will be encouraged:

Personally . . .

- to achieve a feeling of self-worth and success.
- to accept the worth and dignity of all people.
- to develop a positive attitude toward the rights and privileges of participatory citizenship and an understanding of the responsibilities involved.
- to grow as a responsible member of the family and to recognize the family as the basic social unit.
- to attain and preserve good physical and mental health.
- to plan for and appreciate the wise use of leisure time.
- to acquire and apply good character habits.

Academically . . .

- to develop and maintain a positive attitude toward the learning process.
- to acquire habits of analytical thinking and problem solving.
- to develop skills / strategies necessary to utilize all available educational resources.
- to understand the American economic system and the relationship it has to a productive way of life.
- to realize the role of vocations in society and to understand the changing opportunities open to the student
- to be creative in the student's selective fields of endeavor.

The 2018-2019 Handbook was approved for use at the Regular Board Meeting in July 2018.

STUDENT HANDBOOK (4.42)

It shall be the policy of the Mountainburg School District that the most recently adopted version of the Student Handbook be incorporated by reference into the policies of this district. In the event that there is a conflict between the student handbook and a general board policy, the Board Policies will be considered binding and controlling on the matter provided the parent(s) of the student or the student (if 18 years of age or older) have acknowledged receipt of the controlling language.
Principals shall review all changes to student policies and ensure that such changes are provided to students and parents, either in the handbook or, if changes are made after the handbook is printed, as an addendum to the handbook.

Principals and counselors shall also review Policies 4.45 and the current ADE Standards for Accreditation Rules to ensure that there is no conflict. If a conflict exists, the Principal and/or Counselor shall notify the Superintendent and Curriculum Coordinator immediately, so that corrections may be made and notice of the requirements given to students and parents.

NONDISCRIMINATION

The Mountainburg School District #16 is committed to a policy of educating children for living by helping them to develop an awareness and appreciation for the achievements, problems, and aspirations of all people in our society. The Mountainburg Schools shall help children from all walks of life to gain the knowledge, skills, and determination that will enable them to reach their highest potential and to contribute to the welfare of all people. The Mountainburg Schools shall establish and maintain an atmosphere in which all persons can develop attitudes and skills for effective, cooperative living including:

1. Respect for the individual regardless of economic status
2. Respect for cultural differences
3. Respect for economic, political, and social rights of others
4. Respect for the rights of others to seek and maintain their own identities

Mountainburg Schools shall continue to promote good human relations by removing all vestiges of prejudice and discrimination in employment, assignment, and promotion of personnel. Any student, parent, employee or patron of the school district who has a grievance concerning discrimination should contact the school district equity coordinator.

Mountainburg Schools Administration

Superintendent of Schools	Dr. Debbie Atwell
Administrative Assistant	Mrs. Sandi Diamond
Principal – Mountainburg High School	Mr. Jason Rutherford
Principal – Mountainburg Middle School	Mr. Jason Rutherford
Principal – Mountainburg Elementary	Mrs. Tandi Jones
Special Education Supervisor	Ms. Debbie Pinkerton

Mountainburg Schools Office Personnel

Superintendent's Secretary/District Treasurer	Mrs. Dama Smith
Mountainburg High School	Mrs. Amanda West
Mountainburg Middle School	Mrs. Cindy West
Mountainburg Elementary	Mrs. Emiley Shepherd
Special Education Department Secretary	Mrs. Jenny Lovell

Mountainburg Board of Education

Mrs. Robin Willroth, Mr. Jason Watkins, Mrs. Carol Pense,
Mrs. Karen Patrick-Walker, Mrs. Leslie France

Telephone Numbers

Superintendent's Office	479-369-2121/Fax: 479-369-2138
Mountainburg High School	479-369-2146/Fax: 479-369-2845
Mountainburg Middle School	479-369-4506/Fax: 479-369-4355
Mountainburg Elementary	479-369-2762/Fax: 479-369-4302
High School Counselor	479-369-2845
Middle School Counselor	479-369-4355
Elementary Counselor	479-369-4302
Nurse's Office	479-369-4400
Food Services	479-369-4224

2018-2019 Mountainburg School Calendar

Aug 6	Staff Contract Day
Aug 7	Prof Dev Day #1
Aug 8	Prof Dev Day #2
Aug 9	Prof Dev Day #3
Aug 10	Prof Dev Day #4
Aug 13	1st Quarter Begins
Sept 3	Labor Day
Oct 12	1st Quarter Ends
Oct 15	2nd Quarter Begins
Oct 18	Parent Teacher Conferences 2:30
Oct 19	Vacation
Oct 22	Prof Dev #5—No Classes
Nov 19-23	Thanksgiving Break
Dec 21	2nd Quarter Ends
Dec 24-Jan 4	Christmas Break
Jan 7 3rd	Quarter Begins
Jan 21	Prof Dev #6—No Classes
Feb 18	Prof Dev #7—No Classes
Mar 15	3rd Quarter Ends
Mar 18-22	Spring Break
Mar 25	Prof Dev #8—No Classes
Mar 26	4th Quarter Begins
Mar 28	Parent/Teacher Conferences 2:30
Apr 19	Vacation—Good Friday*
May 24	4th Quarter Ends
May 27	Memorial Day

May 28-May 31 Days be added to the end of the year for missed days*

Days with an * beside them mean that if we miss for inclement weather or other reasons before those dates, Mountainburg Schools will be in session on those dates.

The first bell rings at 8:00 a.m. and the last bell is at 3:25 p.m.

Students are not to be dropped off at school before 7:45 a.m.

ACCELERATION

The Board believes that acceleration is an effective and research-based intervention for the academic growth of students who are ready for an advanced or faster-paced curriculum. It can allow a student to move through the traditional educational setting more rapidly, based on assessed readiness, capability and motivation. At the same time, the Board understands that acceleration is not a replacement for gifted education services or programs.

Generally, acceleration can occur through one of two broad categories: content based and grade based. Grade based acceleration shortens the number of years a student would otherwise spend in K-12 education, while content based acceleration occurs within the normal K-12 time span. Either form of acceleration can be triggered by either a parent/guardian, student, or community member's request or by the referral of school personnel. In either case, the process of determining the appropriateness of the request shall be under the direction of the district/school Gifted and Talented Program Coordinator who shall convene the individuals necessary to make an informed decision which shall include the student's parents or guardians.

While the needs of the student should dictate when acceleration decisions are considered, the Board believes the optimal time for referrals is in the spring which gives adequate time for working through the determination process and for preparing those concerned for a smooth transition to the acceleration beginning in the following school-year.
The District's Gifted and Talented Program Coordinator[1] will create a written format to govern the referral and determination process which shall be made available to any parent or staff member upon request.

The parents/guardians of any student whose request for acceleration has been denied may appeal the decision, in writing to the District's GT Coordinator. The Districts GT Coordinator and the Acceleration Placement Committee will again thoroughly review the case study that was completed on the student. Upon completion of the review, the Committee will either request additional new testing be conducted to help the Committee make its determination or it will uphold the initial decision. The Committee's decision may not be further appealed.
Legal Reference: ADE Gifted and Talented Rules

ACCIDENTS/FIRST AID/SAFETY

It is the responsibility of the school nurse, principal or teacher to care for any child who is injured at school and to notify that child's parent or guardian. First aid shall be administered if necessary.

In cases requiring immediate attention by a physician, the child shall be taken to the family physician and the parent or guardian notified. Parents are asked to furnish the school with the name of a family doctor of their choice. If no choice is indicated and immediate attention is necessary, the child shall be taken to the nearest doctor or hospital. Cost for medical treatment shall be the responsibility of the parent. The school and/or District assume no financial liability for administration of necessary medical treatment.

ARKANSAS ACTIVITIES ASSOCIATION – Grades 5-12

The District shall abide by the rules and regulations of the Arkansas Activities Association (AAA) governing interscholastic activities. The Mountainburg Middle School and High School are both members of the Arkansas Activities Association. Any student who participates in any interschool activity must conform to the eligibility requirements of this association and must submit to the district drug testing policy. For more detailed information, see "Drug Policy" in this publication.
Students must also play on the team of their appropriate grade level.

Eligibility to Participate:
Eligibility to participate in activity and sports programs requires a 2.0 GPA from the previous semester for High School. For Middle School, the students must have been promoted the previous year for grades seven and eight to participate. Students in second semester, eighth grade or first semester, ninth grade must pass four (4) academic courses, with three (3) of them being in the core curriculum during the previous semester in order to be eligible.

ASBESTOS

In accordance with EPA AHERA 40 CFR 763.100-119 regulations, record keeping, and occupant identification notification requirements Mountainburg School District (MSD) does hereby give notice that there are asbestos containing materials (ACM) present in some of the MSD facilities. The MSD is in full compliance with EPA regulations concerning the safe management of these materials to prevent any exposure to the potential hazard. To make an appointment concerning questions or concerns and review of asbestos management documentation as disclosed in this notice, please contact Dennis W. Copeland at 479-369-2121.

ATTENDANCE

In accordance with state law, Act 473 of 1989, The Board of Education has adopted the following policy:

Act 473 of 1989 states that whenever the student exceeds the number of absences as provided in the policy, the student's parents shall be subject to a civil penalty up to, but not exceeding $500.00 plus court costs and any other reasonable fees as assessed by the court.
Regular daily attendance is necessary for students to reach full potential. The responsibility for regular school attendance and compliance with state regulations rests with the student and his/her parents.

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

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

In order for a person under the age of eighteen (18) years to establish a residence for the purpose of attending the District's schools separate and apart from his or her parents, guardians, or other persons having lawful control of him or her under an order of a court, the person must actually reside in the District for a primary purpose other than that of school attendance. The children or wards of any person who is at least a half-time employee of this district but reside in another district are eligible to enroll in District schools.

COMPULSORY ATTENDANCE REQUIREMENTS (4.3)

Every parent, guardian, or other person having custody or charge of any child age five (5) through seventeen (17) years on or before August 1 of that year who resides, as defined by policy (RESIDENCE REQUIREMENTS), within the District shall enroll and send the child to a District school with the following exceptions.

1. The child is enrolled in private or parochial school.
2. The child is being home-schooled and the conditions of policy (HOME SCHOOLING) have been met.
3. The child will not be age six (6) on or before August 1 of that particular school year and the parent, guardian, or other person having custody or charge of the child elects not to have him/her attend kindergarten. A kindergarten wavier form prescribed by regulation of the Department of Education must be signed and on file with the District administrative office.
4. The child has received a high school diploma or its equivalent as determined by the State Board of Education.
5. The child is age sixteen (16) or above and is enrolled in a post-secondary vocational-technical institution, a community college, or a two-year or four-year institution of higher education.
6. The child is age sixteen (16) or seventeen (17) and has met the requirements to enroll in an adult education program as defined by A.C.A. § 6-18-201 (b).

Legal Reference: A.C.A. § 6-18-201

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

Education is more than the grades students receive in their courses. Important as that is, students' regular attendance at school is essential to their social and cultural development and helps prepare them to accept responsibilities they will face as an adult. Interactions with other students and participation in the instruction within the classroom enrich the learning environment and promote a continuity of instruction which results in higher student achievement. In recognition of the need for students to regularly attend school, the district's policy governing student absences is as follows:

ATTENDANCE REQUIREMENTS (4.44)

Grades K-4:

To ensure the student's benefit of regular attendance, the Mountainburg Schools permit no more than a total of twenty (20) days per year for excused/unexcused absences. Please note the following steps:

- Ten (10) days of absences a letter will be sent to the parents explaining the absentee policy of the School.
- If a student misses fifteen (15) days (excused or unexcused), the parent will appear before the school's attendance committee comprised of the principal, counselor, and teacher. This committee will decide if credit for the class or classes should be given. A student can be denied credit for a class or classes based upon absences. Fifteen (15) absences (excused or unexcused) shall be viewed as excessive.
- At twenty (20) days, the attendance committee will look at the possibility of the student being denied promotion. The committee will also decide if the family should be reported to the Prosecuting Attorney's office. The committee will also consider the child's attendance at previous schools and during previous years.

Grades 5-12:

To ensure the student's benefit of regular attendance, the Mountainburg Schools permit no more than a total of ten (10) days per semester for excused/unexcused absences. Please note the following steps:

- Five (5) days of absences per semester (excused or unexcused) a letter will be sent to the parents explaining the absentee policy of the school.
- Ten (10) days of absences per semester (unexcused) the Prosecuting Attorney will be notified at the discretion of the principal. After ten (10) days absences, excused or unexcused, students must have a doctor's note explaining the student's absences or the absence will be considered unexcused.
- If a student misses fifteen (15) days in a semester (excused or unexcused), the student will appear before the school's attendance committee unless there are documented medical reasons for the student to have excessive absences. This committee will decide if credit for the class or classes should be given. A student can be denied credit for a class or classes based upon absences. The attendance committee will be comprised of the principal, counselor, and two (2) of the core academic class teachers. Fifteen (15) absences (excused or unexcused) may be viewed as excessive.

Notification shall be by telephone by the end of the school day in which such absence occurred or by regular mail with a return address sent no later than the following school day.

Each campus will provide incentives for perfect attendance throughout the year.

The Board of Education agrees that absences shall be classified in one of two ways – Excused / Unexcused.

It is the Arkansas General Assembly's intention that students having excessive absences due to illness, accident, or other unavoidable reason be given assistance in obtaining credit for their courses. Therefore, at any time prior to when a student exceeds the number of allowable absences (unless unable to do so due to unforeseen circumstances), the student, or his/her parent, guardian, or person in loco parentis may petition the school or district's administration for special arrangements to address the student's absences. If formal arrangements are granted, they shall be formalized into a written agreement which will include the conditions of the agreement and the consequences for failing to fulfill the agreement's requirements. The agreement shall be signed by the student, the student's parent, guardian, or person in loco parentis, and the school or district administrator or designee.[4] Unless a student's excessive absence is due to an unforeseen circumstance, the District will not accept a doctor's note for a student's excessive absence.

Legal References: A.C.A. § 6-18-209, A.C.A. § 6-18-22, A.C.A. § 6-18-222, A.C.A. § 6-18-229, A.C.A. § 6-27-113, A.C.A. § 7-4-116, A.C.A. § 27-16-701

ABSENCES (4.7)

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

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

Absences for students enrolled in digital courses shall be determined by the online attendance and time the student is working on the course rather than the student's physical presence at school. Students who are scheduled to have a dedicated period for a digital class shall not be considered absent if the student logs the correct amount of time and completes any required assignments; however, a student who fails to be physically present for an assigned period may be disciplined in accordance with the District's truancy policy.

EXCUSED ABSENCES

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

1. The student's illness or when attendance could jeopardize the health of other students. A maximum of six (6) such days are allowed per semester unless the condition(s) causing such absences is of a chronic or recurring nature, is medically documented, and approved by the principal.
2. Death or serious illness in their immediate family.
3. Observance of recognized holidays observed by the student's faith.
4. Attendance at an appointment with a government agency.
5. Attendance at a medical appointment.
6. Exceptional circumstances with prior approval of the principal.
7. Participation in an FFA or 4-H sanctioned activity.
8. Participation in the election poll workers program for high school students.
9. Absences granted to allow a student to visit his/her parent or legal guardian who is a member of the military and been called to active duty, is on leave from active duty, or has returned from deployment to a combat zone or combat support posting. The number of additional excused absences shall be at the discretion of the superintendent or designee.
10. Absences granted, at the Superintendent's discretion, to seventeen (17) year-old students who join the Arkansas National Guard while in eleventh grade to complete basic combat training between grades eleven (11) and (12).
11. Absences for students excluded from school by the Arkansas Department of Health during a disease outbreak because the student has an immunization wavier or whose immunizations are not up to date.

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

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

UNEXCUSED ABSENCES

Absences not defined above or not having an accompanying note from the parent or legal guardian, presented in the timeline required by this policy, shall be considered as unexcused absences. Students with 15 unexcused absences in a course in a semester may not receive credit for that course. At the discretion of the principal after consultation with persons having knowledge of the circumstances of the unexcused absences, the student may be denied promotion or graduation. Excessive absences shall not be a reason for expulsion or dismissal of a student.

When a student has 8 unexcused absences, his/her parents, guardians, or persons in loco parentis shall be notified. Notification shall be by telephone by the end of the school day in which such absence occurred or by regular mail with a return address sent no later than the following school day.

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

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

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

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

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

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

When a student is absent from school, the school must be notified by a note or phone call within forty-eight (48) hours. After forty-eight (48) hours, the absence will be considered unexcused.
Grades K-4: The number to call is 479-369-2762,
Grades 5-8: The number to call is 479-369-4506,
Grades 9-12: The number to call is 479-369-2146.

Legal References: A.C.A. § 6-4-302, A.C.A. § 6-18-209, A.C.A. § 6-18-220 ,A.C.A. § 6-18-222, A.C.A. § 6-18-229, A.C.A. § 6-18-231, A.C.A. § 6-18-507(g), A.C.A. § 7-4-116, A.C.A. § 9-28-113(f), A.C.A. § 27-16-70, Arkansas Department of Education Rules Governing Distance and Digital Learning

HIGH SCHOOL: GRADES 9-12

Study Halls
Students may be assigned to a study hall that the student shall be required to attend and participate in for the full period. Such study halls are to be used for the purposes of self-study or for organized tutoring which is to take place in the school building.

Extracurricular Classes

Students may be assigned to extracurricular classes that the student shall be required to attend and participate in for the full class period. Extracurricular classes related to a seasonal activity shall meet for an entire semester whether or not the season ends prior to the end of the semester. Students must attend and participate in the class for the entire semester in order to receive credit for the course. For the purpose of this policy, extracurricular classes are defined as school sponsored activities which are not an Arkansas Department of Education approved course counting toward graduation requirements or classes that have not been approved by the Arkansas Department of Education for academic credit. Such classes may include special interest, fine arts, technical, scholastic, intramural, and interscholastic opportunities.

Course Enrollment Outside of District
Enrollment and attendance in vocational-educational training courses, college courses, school work programs, and other department-sanctioned educational programs may be used to satisfy the student attendance requirement even if the

programs are not located at the public schools. Attendance in such alternative programs must be pre-approved by the school's administration. The district shall strive to assign students who have been dropped from a course of study or removed from a school work program job during the semester into another placement or course of study. In the instances where a subsequent placement is unable to be made, the district may grant a waiver for the student for the duration of the semester in which the placement is unable to be made.

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

In any instance where a provision of a student's Individual Education Plan (IEP) conflicts with a portion(s) of this policy, the IEP shall prevail. *Legal References: A.C.A. § 6-18-210, 211 Arkansas Department of Education Rules Governing the Mandatory Attendance Requirements for Students in Grades Nine through Twelve*

MAKE-UP WORK

Students in grades K-4 will make up ALL assignments missed due to absences.

Students in grade 5-12 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 **student** to arrange for all make-up work with his/her teacher(s). Make-up work is allowed at a rate of one day for each day missed or as required/permitted by the student's Individual Education Program or 504 Plan.

Work missed due to unexcused absences may not be made up. Out-of-school suspensions are considered unexcused absences.

Work may not be made up for credit for absences in excess of the number of allowable absences in a semester **unless** the absences are part of a signed agreement as permitted by policy 4.7—

ABSENCES

Teachers are responsible for checking a student's "Admit Slip" to determine if absences are excused or unexcused. At the end of each day, 8th period teachers will collect "Admit Slip" and deliver to school administrative office for placement in student's file.

TRUANCY

The Board of Education does not tolerate truancy or the habitual and unlawful absence from school. The parent or legal guardian is responsible for requiring any student under his/her control or charge, and less than eighteen (18) years of age, to attend school daily except for legal absences as defined by state law. If a student under eighteen (18) years of age becomes a truant, the parent or legal guardian of said student may be guilty of a misdemeanor and subject to punishment by law. The teacher or attendance officer shall report such truant children to the juvenile court or county court, who shall determine the treatment for such children. Please note that repeated tardies at the beginning of the school day can be construed as truancy. *Legal References: Act 473 of 1989; 6-18-222*

CARE OF SCHOOL PROPERTY

Any students who willfully or intentionally damages, destroys, or steals school property will be held liable for damages, as well as face disciplinary action according to the individual discipline plan. Except in cases of unavoidable accidents, students are liable for all damages they may do to school property.

CLASS DUES GRADES 9-12

Students in grades 9-12 are asked to pay $10 each year for class dues. This offsets the students having to do extra fundraisers. If a student is asked to attend the prom or chooses to attend the prom as a junior or senior, his/her class dues must be up-to-date. All class dues must be paid before participation in extracurricular activities. These activities may include, but not limited to, homecoming maid, class officer, club officer, club member, pageant (contestants and escorts), and attending prom (juniors and seniors along with their date if their date is a Mountainburg High School student.

CLASS OFFICERS

Holding a class officer position is a privilege. That officer represents the school and what it means to be an exemplary student of MHS and MMS. Therefore, any class officer who receives a flagrant disciplinary violation forfeits his or her position as a class officer. He or she will be replaced by the next highest ballot winner for that office.

CLOSED CAMPUS/LEAVING CAMPUS (4.10)

All schools in the District shall operate closed campuses. Students are required to stay on campus from their arrival until dismissal at the end of the day. Students must be checked out by a parent in order to leave campus. **NOTES WILL NOT BE ACCEPTED TO CHECK STUDENTS OUT OF SCHOOL. IT IS THE RESPONSIBILITY OF THE PARENT TO NOTIFY THE OFFICE IF SOMEONE ELSE IS TO CHECK THEIR CHILD OUT OF SCHOOL. STUDENTS ARE NOT ALLOWED TO CHECK OUT TO LEAVE CAMPUS TO EAT LUNCH.**

COMMUNICATION BETWEEN TEACHERS AND PARENTS (5.15)

In order to maintain open communications between parents and teachers, Mountainburg School shall hold parent/teacher conferences twice a school year. Conferences will begin in the afternoon and extend through the evening in order to accommodate both the non-working and working parents. The school will document parental participation by keeping a list of those attending. Every effort will be made to maximize the participation through personal contact and public notice. Teachers are available during their prep period for conferences also. Contact the office for prep time for the teacher you need to speak with, as prep times are at different times of the day.

COMPLAINT OR CONCERN (6.7)

Our goal is to provide the best education to the students of the Mountainburg School District. We recognize that as situations occur within the classroom, it is the parents' right to take every measure to resolve the concern so as to maintain a positive learning environment for their student.
If a student or parent has a concern about a school policy or an employee, the following procedure should be followed in order to resolve the problem as quickly as possible:

1. Contact the person who you have a complaint about to discuss both sides of the story.
2. If the problem still exists, contact the principal.
3. If still unresolved, contact the superintendent.

Finally if a policy issue is unresolved by following the due process steps, a patron of the school district may ask to be put on the following month's Board Agenda. This is for school policies only.

Other than in a few instances where statutorily allowed or required, student discipline and personnel matters may not be discussed in board meetings. Individuals with complaints regarding such matters need to follow the sequence outlined above.

Unless authorized by the Board as a whole for specific purpose, no individual Board member has any authority when acting alone. District constituents are reminded that the Board serves as jury in matters regarding student suspensions initiated by the Superintendent, expulsions, and personnel discipline.

COMPUTERS, CHROMEBOOKS, LAPTOPS, & ELECTRONIC DEVICES

4.29 INTERNET SAFETY and ELECTRONIC DEVICE USE POLICY

DEFINITION

For the purposes of this policy, "electronic device" means anything that can be used to transmit or capture images, sound, or data.

The District makes electronic device(s) and/or electronic device Internet access available to students, to permit students to perform research and to allow students to learn how to use electronic device technology. Use of district electronic devices is for educational and/or instructional purposes only. Student use of electronic device(s) shall only be as directed or assigned by staff or teachers; students are advised that they enjoy no expectation of privacy in any aspect of their electronic device use, including email, and that monitoring of student electronic device use is continuous.

No student will be granted Internet access until and unless an Internet and electronic device use agreement, signed by both the student and the parent or legal guardian (if the student is under the age of eighteen [18]) is on file. The current version of the Internet and electronic device use agreement is incorporated by reference into board policy and is considered part of the student handbook.

TECHNOLOGY PROTECTION MEASURES

The District is dedicated to protecting students from materials on the Internet or world wide web that are inappropriate, obscene, or otherwise harmful to minors; therefore, it is the policy of the District to protect each electronic device with Internet filtering software that is designed to prevent students from accessing such materials. For purposes of this policy, "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:
(A) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (B) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (C) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

INTERNET USE AND SAFETY

The District is dedicated to ensuring that students are capable of using the Internet in a safe and responsible manner. The District uses technology protection measures to aid in student safety and shall also educate students on appropriate online behavior and Internet use[3] including, but not limited to:

- interacting with other individuals on social networking websites and in chat rooms;
- Cyberbullying awareness; and
- Cyberbullying response.

MISUSE OF INTERNET

The opportunity to use the District's technology to access the Internet is a privilege and not a right. Students who misuse electronic devices or Internet access in any way will face disciplinary action, as specified in the student handbook[4] and/or Internet safety and electronic device use agreement. Misuse of the Internet includes:

- The disabling or bypassing of security procedures, compromising, attempting to compromise, or defeating the district's technology network security or Internet filtering software;
- The altering of data without authorization;
- Disclosing, using, or disseminating passwords, whether the passwords are the student's own or those of another student/faculty/community member, to other students;
- Divulging personally identifying information about himself/herself or anyone else either on the Internet or in an email unless it is a necessary and integral part of the student's academic endeavor. Personally identifying information includes full names, addresses, and phone numbers.
- Using electronic devices for any illegal activity, including electronic device hacking and copyright or intellectual property law violations;
- Using electronic devices to access or create sexually explicit or pornographic text or graphics;
- Using electronic devices to violate any other policy or is contrary to the Internet safety and electronic device use agreement.

Legal References: Children's Internet Protection Act; PL 106-554, FCC Final Rules 11-125 August 11,2011, 20 USC 6777, 47 USC 254(h)(l) , 47 CFR 54.520 , 47 CFR 520(c)(4) A.C.A. § 6-21-107 ,A.C.A. § 6-21-111

ELECTRONIC DEVICES

POSSESSION AND USE OF CELL PHONES AND OTHER ELECTRONIC DEVICES (4.47)

Students are responsible for conducting themselves in a manner that respects the rights of others. Possession and use of any electronic device, whether district or student owned, that interferes with a positive, orderly classroom environment does not respect the rights of others and is expressly forbidden.

To protect the security of statewide assessments, no electronic, device as defined in this policy shall be accessible by a student at any time during assessment administration unless specifically permitted by a student's individual education plan (IEP) or individual health plan; this means that when a student is taking an AESAA assessment, the student shall not have his/her electronic device in his/her possession. Any student violating this provision shall be subject to this policy's disciplinary provisions.

Legal References: ADE Test Administration Manual, A.C.A. § 6-18-515

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

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

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

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

High School students are allowed to use electronic devices during lunch period. If the use of the electronic device becomes disruptive, that use can be stopped. What constitutes disruptive is determined by the principal and/or the duty teachers. Students may not take pictures or video of staff, faculty, or other students without their knowledge and consent.

Middle School - Cell Phones and Electronic Devices must be powered off upon being dismissed from the cafeteria. Phones and Electronic Devices are not to be used after dismissal from breakfast at 7:45 a.m.

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

A parent shall obtain approval from the student's building principal before operating a student-tracking safety device at school or at a school-sponsored event if the device has recording or listen-in capability. The District requires the device's recording and listen-in technology to be disabled while the device is on the campus or at the school-sponsored event because of student privacy concerns. The District prohibits unauthorized audio or visual recordings or transmission of audio or images of other students. The student's parent shall agree in writing to the requirement for the device's recording and listening-in technology to be disabled and that the District may prohibit future use of the device on campus or at a school-sponsored activity if it is determined that the device's recording or listening-in capabilities were used in violation of this policy before the student safety tracking device may be on campus or at a school-sponsored event.

The student and/or the student's parents or guardians expressly assume any risk associated with students owning or possessing electronic devices. Students misusing electronic devices shall have them confiscated. Confiscated devices may be picked up at the school's administration office by the student's parents or guardians. Students have no right of privacy as to the content contained on any electronic devices that have been confiscated. A search of a confiscated device shall meet the reasonable individualized suspicion requirements of Policy 4.32-SEARCH, SEIZURE, AND INTERROGATIONS.

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

Students are not allowed to play music aloud through cell phone speakers or other electronic means. This includes before or after school while on school property. This also includes on the school bus. No student shall use any wireless communication device for the purposes of browsing the internet; composing or reading emails and text messages; or making or answering phone calls while driving a motor vehicle that is in motion and on school property. Violation may result in disciplinary action up to and including suspension.

LASER POINTERS (4.28)

Students shall not possess any hand held laser pointer while in school; on or about school property, before or after school; in attendance at any school-sponsored activity; en route to or from school or any school-sponsored activity; off the school grounds at any school bus stop or at any school-sponsored activity or event. School personnel shall seize any laser pointer from the student possessing it and the students may reclaim it at the close of the school year, or when the student is no longer enrolled in the District. *Legal Reference: A.C.A. 6-18-512, 5-60-122*

BRING YOUR OWN DEVICE (BYOD)

Mountainburg Public Schools (MPS) is committed to moving students and staff forward into a digital learning environment. As part of this effort, MPS will now be allowing High School students, parents, and staff to access the internet wirelessly with their own technology (smart phones, tablets, laptops, e-readers, etc.) during the school day. All access will be filtered according to CIPA guidelines and District policy. With classroom teacher permission, students will be able to use their devices in the classroom to access and save information from the internet and use their own productivity tools that they may currently have on their device. This BYOD (Bring Your Own Device) policy is meant for instructional use only, not for entertainment or for personal communications. Although this policy allows for student use of devices, actual use is always at the discretion of the individual classroom teacher, must always comply with the Acceptable Use Policy for Internet Access in the handbook, and must be used for instructional purposes only. If MPS deems that a particular device is causing problems with the system, or that a particular user is misusing the Acceptable Use policy, this access can be removed for that particular device or individual. There is no expectation of privacy and all communications can be monitored. All devices must be using appropriate antivirus software.

MPS accepts no responsibility for the loss, theft, damage to, or malfunction of any device brought on campus. Furthermore, MPS does not accept responsibility for helping students repair devices or for helping students who are having connectivity problems.

NETWORK USE

Purpose:

To maintain the integrity of Mountainburg Public School's software license and standardization of all software and computer equipment, the Mountainburg School Board has established a policy regarding the use of Mountainburg Public Schools' electronic equipment and systems ("Electronic Media").

Electronic Media includes all equipment, computers, networks, software, electronic mail, telephones, fax machines, on-line services, and the Internet.

Electronic Media also includes all data produced by or stored on the Electronic Media. The Electronic Media, including all messages composed, sent or received using the Electronic Media, are and remain the property of Mountainburg Public Schools. The Electronic Media shall not be used in violation of the rights of any copyright owner.
The Electronic Media shall not be used for discriminatory, harassing or obscene communications, or for any other purpose that is illegal or against Mountainburg School District Policy.

General:
It is incumbent upon Mountainburg Public Schools to administer this policy fairly, consistently, and equally without regard to race, creed, color, age, sex, origin, or handicap.

Procedure:
All software developed by Mountainburg Public Schools becomes the property of Mountainburg Public School retains all rights to that software.

To facilitate the accountability of software licenses, all software not developed by Mountainburg Public Schools shall be purchased with the approval of the administration or the Technology Coordinator. Unauthorized distribution of software purchased by Mountainburg Public Schools is prohibited.

Use of software NOT purchased by Mountainburg Public Schools is prohibited. All "program software" shall be approved and installed by the Technology Coordinator or his/her designee. Installation of software purchased by employees for their personal use is prohibited.

All "freeware" shall be approved, tested for viruses, and installed by Technology Coordinator or his/her designee.

Because E-mail and Internet use occurs on Mountainburg Public School equipment, the messages and files delivered through the Mountainburg Public Schools' computers are considered the property of Mountainburg Public Schools and may be examined at anytime. Users shall not read, retrieve access or monitor messages sent by or to another user without the permission of the other user.

To ensure that all computers meet these policies, computers and other electronic storage devices may be subject to an inspection at any time. The system administrator may enter and monitor the Electronic Media (including computers located at an individual work station or any other site) at any time without advance notice for any purpose that is deemed appropriate such as monitoring work flow, productivity, appropriate software or computer maintenance.

ACCEPTABLE USE POLICY FOR INTERNET ACCESS
The Mountainburg School District a fully CIPA compliant schools allows ALL students including Students with Disabilities access to ALL available technologies including but not limited to computers, interactive white boards, and any other electronic devices. Access to computers and people all over the world makes material available that could be considered without educational value in the school setting. Internet access is coordinated through a complex association of government agencies, and regional and state networks. Smooth operation of the network relies upon the proper conduct of the end users.

The Mountainburg Public Schools will educate minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. Each year assemblies or in class instruction will be held on Internet Safety.

This document establishes guidelines for users accessing the Internet through Mountainburg Public Schools. Data and network security is maintained through the use of login and passwords for teachers, students, and staff. The Technology Technician maintains security of servers and computers through firewalls and software to ensure that safety is a priority for our students. To aid the security measures, it is the users' responsibility to use the Internet in an efficient, ethical and legal manner. Violation of these guidelines will be cause to terminate a user's (student,

parent, staff member, and/or teacher) privileges and future access could be denied. The signature page of the handbook is legally binding and indicates the party who signed has read the terms and conditions carefully and understands their significance. (Act 912 of 2000)

An assigned user's account must be for educational research activities and be consistent with the educational objectives of Mountainburg Public Schools. Use of other organization's networks or computing resources must comply with the rules appropriate for that network. All illegal activities such as transmission of any material in violation of any U.S. or state regulation are prohibited. This includes, but is not limited to copyrighted material, threatening or obscene material, or material protected by trade secret. Product advertisement or political lobbying is prohibited.

Privileges:

The system administrator will use the Acceptable Use Policy to determine what constitutes inappropriate use. An account will be closed at any time for violations of the Acceptable Use Policy. The administration, faculty, and staff of Mountainburg Public Schools may request the system administrator to deny, revoke, or suspend specific user accounts.

Netiquette: Users are expected to abide by generally accepted rules of network etiquette. These include (but not limited to) the following:

- Users will not write or send abusive messages to others.
- Users will use appropriate language. Swearing, use of vulgarities or any other inappropriate language will result in termination of use.
- Electron Mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities will be reported to the authorities.
- Users will not use the network in such a way to disrupt use by others (such as downloading huge files during prime time, sending mass e-mail messages, or annoying other users).

SECURITY

The Mountainburg Public Schools complies with ALL of the CIPA laws. The school uses the state filtering securities.

Security on any computer is a high priority, especially when the system involves many users. Any approved user who can identify a security problem should notify the system administrator immediately.

- Users may only use their assigned accounts. Use of another individual's account requires written permission from the system administrator.
- Passwords are to be kept private and are not to be shared with anyone else.
- Users must log in to the system using their personal log in only.
- Users must log out of the system before leaving a workstation.
- Any user identified as a security risk can be denied access to part of all of Mountainburg Public School's Electronic Media.

VANDALISM

Vandalism is defined as any malicious attempt to harm or destroy data or another user of the Mountainburg Public Schools' servers, or any network connected to the Internet backbone. Uploading or creation of computer viruses is considered vandalism. Privileges will be revoked for vandalism.

In accordance with Act 1533 of 2001, all public schools are required to install internet filters or obtain internet access connectivity from a provider that provides filter services to limit access to material that is harmful to minors. "Harmful to minors" means that quality of any description, exhibition, presentation, or representation, in whatever form, of nudity, sexual conduct, sexual excitement, or sadomasochistic abuse, when the material or performance, taken as a whole is considered offensive to prevailing standards in the adult community with respect to what is suitable for minors. Legal References: 20 USC 6801 et seq. (Children's Internet Protection Act; PL 106-554), A.C.A. § 6-21-107, A.C.A. § 6-21-11

STUDENT ELECTRONIC DEVICE and INTERNET USE AGREEMENT (4.29F)

Student's Name (Please Print)_____ Grade Level_____

School_____ Date_____

The Mountainburg School District agrees to allow the student identified above ("Student") to use the district's technology to access the Internet under the following terms and conditions which apply whether the access is through a District or student owned electronic device (as used in this Agreement, "electronic device" means anything that can be used to transmit or capture images, sound, or data):

1. Conditional Privilege: The Student's use of the district's access to the Internet is a privilege conditioned on the Student's abiding to this agreement. No student may use the district's access to the Internet whether through a District or student owned electronic device unless the Student and his/her parent or guardian have read and signed this agreement.
2. Acceptable Use: The Student agrees that he/she will use the District's Internet access for educational purposes only. In using the Internet, the Student agrees to obey all federal and state laws and regulations. The Student also agrees to abide by any Internet use rules instituted at the Student's school or class, whether those rules are written or oral.
3. Penalties for Improper Use: If the Student violates this agreement and misuses the Internet, the Student shall be subject to disciplinary action. [**Note: A.C.A. § 6-21-107 requires the district to have "…provisions for administration of punishment of students for violations of the policy with stiffer penalties for repeat offenders, and the same shall be incorporated into the district's written student discipline policy." You may choose to tailor your punishments to be appropriate to the school's grade levels.]**

4. "Misuse of the District's access to the Internet" includes, but is not limited to, the following:
   a. using the Internet for other than educational purposes;
   b. gaining intentional access or maintaining access to materials which are "harmful to minors" as defined by Arkansas law;
   c. using the Internet for any illegal activity, including computer hacking and copyright or intellectual property law violations;
   d. making unauthorized copies of computer software;
   e. accessing "chat lines" unless authorized by the instructor for a class activity directly supervised by a staff member;
   f. using abusive or profane language in private messages on the system; or using the system to harass, insult, or verbally attack others;
   g. posting anonymous messages on the system;
   h. using encryption software;
   i. wasteful use of limited resources provided by the school including paper;
   j. causing congestion of the network through lengthy downloads of files;
   k. vandalizing data of another user;
   l. obtaining or sending information which could be used to make destructive devices such as guns, weapons, bombs, explosives, or fireworks;
   m. gaining or attempting to gain unauthorized access to resources or files;
   n. identifying oneself with another person's name or password or using an account or password of another user without proper authorization;
   o. invading the privacy of individuals;
   p. divulging personally identifying information about himself/herself or anyone else either on the Internet or in an email unless it is a necessary and integral part of the student's academic endeavor. Personally identifying information includes full names, address, and phone number.
   q. using the network for financial or commercial gain without district permission;
   r. theft or vandalism of data, equipment, or intellectual property;
   s. attempting to gain access or gaining access to student records, grades, or files;
   t. introducing a virus to, or otherwise improperly tampering with the system;
   u. degrading or disrupting equipment or system performance;
   v. creating a web page or associating a web page with the school or school district without proper authorization;

w. providing access to the District's Internet Access to unauthorized individuals;
x. failing to obey school or classroom Internet use rules; or
y. taking part in any activity related to Internet use which creates a clear and present danger of the substantial disruption of the orderly operation of the district or any of its schools.
z. Installing or downloading software on district computers without prior approval of the technology director or his/her designee.

5. Liability for debts: Students and their cosigners shall be liable for any and all costs (debts) incurred through the student's use of the computers or access to the Internet including penalties for copyright violations.

6. No Expectation of Privacy: The Student and parent/guardian signing below agree that if the Student uses the Internet through the District's access, that the Student waives any right to privacy the Student may have for such use. The Student and the parent/guardian agree that the district may monitor the Student's use of the District's Internet Access and may also examine all system activities the Student participates in, including but not limited to e-mail, voice, and video transmissions, to ensure proper use of the system. The District may share such transmissions with the Student's parents/guardians.

7. No Guarantees: The District will make good faith efforts to protect children from improper or harmful matter which may be on the Internet. At the same time, in signing this agreement, the parent and Student recognize that the District makes no guarantees about preventing improper access to such materials on the part of the Student.

8. Signatures: We, the persons who have signed below, have read this agreement and agree to be bound by the terms and conditions of this agreement. Receipt of

Student's Signature: _____Date _____

Parent/Legal Guardian Signature: _____Date_____

CONTACT WITH STUDENTS WHILE AT SCHOOL (4.15)

CONTACT BY PARENTS

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

CONTACT BY NON-CUSTODIAL PARENTS

If there is any question concerning the legal custody of the student, the custodial parent shall present documentation to the principal or the principal's designee establishing the parent's custody of the student. It shall be the responsibility of the custodial parent to make any court ordered "no contact" or other restrictions regarding the non-custodial parent known to the principal by presenting a copy of a file-marked court order. Without such a court order on file, the school will release the child to either of his/her parents. Non-custodial parents who file with the principal a date-stamped copy of current court orders granting visitation may eat lunch, volunteer in their child's classroom, or otherwise have contact with their child during school hours and the prior approval of the school's principal. Such contact is subject to the limitations outlined in Policy 4.16, Policy 6.5, and any other policies that may apply.

Arkansas law provides that, In order to avoid continuing child custody controversies from involving school personnel and to avoid disruptions to the education atmosphere in the District's schools, the transfer of a child between his/her custodial parent and non-custodial parent, when both parents are present, shall not take place on the school's property on normal school days during normal hours of school operation. The custodial or noncustodial parent may send to/drop off the student at school to be sent to/picked up by the other parent on predetermined days in accordance with any court order provided by the custodial parent or by a signed agreement between both the custodial and non-custodial parents that was witnessed by the student's building principal. Unless a valid no-contact order has been filed with the student's principal or the principal's designee, district employees shall not become involved in disputes concerning whether or not that parent was supposed to pick up the student on any given day.

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

State Law requires that Department of Human Services employees, local law enforcement, or agents of the Crimes Against Children Division of the Department of Arkansas State Police, may interview students without a court order for the purpose of investigating suspected child abuse. In instances where the interviewers deem it necessary, they may exercise a "72-hour hold " without first obtaining a court order. Except as provided below, other questioning of students by non-school personnel shall be granted only with a court order directing such questioning, with permission of the parents of a student (or the student if above eighteen [18] years of age), or in response to a subpoena or arrest warrant.

If the District makes a report to any law enforcement agency concerning student misconduct or if access to a student is granted to a law enforcement agency due to a court order, the principal or the principal's designee shall make a good faith effort to contact the student's parent, legal guardian, or other person having lawful control by court order, or person acting in loco parentis identified on student enrollment forms. The principal or the principal's designee shall not attempt to make such contact if presented documentation by the investigator that notification is prohibited because a parent, guardian, custodian, or person standing in loco parentis is named as an alleged offender of the suspected child maltreatment. This exception applies only to interview requests made by a law enforcement officer, an investigator of the Crimes Against Children Division of the Department of Arkansas State Police, or an investigator or employee of the Department of Human Services.

In instances other than those related to cases of suspected child abuse, principals must release a student to either a police officer who presents a subpoena for the student, or a warrant for arrest, or to an agent of state social services or an agent of a court with jurisdiction over a child with a court order signed by a judge. Upon release

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

CONTACT BY PROFESSIONAL LICENSURE STANDARDS BOARD INVESTIGATORS

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

Legal Reference: A.C.A. § 6-18-513, A.C.A. § 12-12-509,510, and 516, A.C.A. § 9-13-104.

CURRICULUM, CURRICULUM RELATED EVENTS, & GUIDELINES

ACADEMIC EXCELLENCE BANQUET

GRADES 9-12

The following guidelines will be used for the Academic Banquet to honor students in grades 9-12:

A. Eligible students must have an average for the previous two semesters of 3.25.
B. All eligible students will receive a Certificate of Academic Excellence.
C. Seniors with an overall GPA of 3.75 will receive a Plaque of Excellence including 3rd nine weeks of their Senior year.
D. All eligible students may bring two family members as guests. (Students who have step-parents may bring both parents and step-parents).
E. All faculty members teaching 9th – 12th grade subjects and their spouses will be invited.

GRADE 8

8TH grade students with a fall semester GPA of 3.25 or better will be asked serve at the academic banquet.

ADVANCED PLACEMENT/INTERNATIONAL BACCALAUREATE

Students who take Advanced Placement (AP) and/or International Baccalaureate (IB) courses or honors courses approved for weighted credit by the Arkansas Department of Education shall be graded according to the following schedule:

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

For the purpose of determining grade point averages, the numeric value of each letter grade shall be:

A = 5 pts B = 4 pts C = 3 pts D = 2 pts F = 0

Students taking AP and/or IB courses shall receive weighted credit as described in this policy. Credit shall be given for each grading period during the course of the year, but shall be retroactively removed from a student's grade for any course in which the student fails to take the applicable AP exam. Students who do not take the AP exam shall receive the same numeric value for the grade he/she receives in the course as if it were a non-AP course.

Students who transfer into the district will be given weighted credit for the Advanced Placement courses, honors courses approved by the Arkansas Department of Education, and concurrent college courses taken for weighted credit at his/her previous school(s) according to the preceding scale.

Legal References: Arkansas Department of Education Rules and Regulations Governing Uniform Grading Scales for Public Secondary Schools ADE Rules Governing Advanced Placement Courses in the Four Core Areas in High School A.C.A. § 6-15-902(c)(1)

ALTERNATIVE EDUCATION

Mountainburg Public Schools may make arrangements with select public schools for alternative education purposes for at-risk students if and at the time a determination mandating such action is necessary.

Grades K-4

The Elementary Creating Positive Results (CPR) classroom is designed to provide additional support academically, behaviorally and/or socially to identify students who would benefit from a small, structured environment.

Grades 5-12

A student may be assigned to the Alternative School rather than being sent home.

A student may also see the need for him/her to be in a more isolated/structured situation in order to be able to concentrate and get their assignments done. This also is a possibility through the Alternative Education Program.

ASSESSMENT

It shall be the policy of the Board of Education that each student's progress shall be assessed at each grade level in acquiring mastery of competencies, skills and other subjects required by law and/or state standards. In accordance with ACT 1552 of 2001, Mountainburg Schools shall conduct a readiness test for children entering Kindergarten that is in agreement with the Department of Education guidelines of 2002. In compliance with the state Smart Start/Smart Step Initiative and ACSIP goals of making schools more accountable for academic achievement, Mountainburg Schools will develop and administer valid, authentic assessments, using a variety of instruments and techniques in order to reach all learning styles in the classroom.

Students in grades K-2 will be given the state mandated norm referenced exam provided by the ADE. The standardized test will include the augmented state criterion reference/norm reference testing developed with the ADE and a testing company in Literacy and Math for grades 3-8, Literacy for grade 11, EOC Algebra for grade 9, EOC Geometry for grade 10, Science for grades 5 and 7 and EOC Biology for grade 10, NAEP, Explore testing for grade 8, PLAN for grade 10, PSAT for grade 10 or 11, and ASVAB for grade 11.

CHEATING: GRADES 5 -12

Any students caught cheating in any form may receive a "zero" for the assignment. The second offense of cheating in the same class may result in an "F" for the semester.

CLASSES FOR HONOR GRADUATES Approved 4-15-08

In addition to meeting MHS graduation requirements and the Smart Core course requirements, a student must successfully complete 26 credits by the end of (8) semesters.

AP 11th English Literature, or AP 12th Language, or Concurrent Freshman English
Spanish III or AP Spanish (when offered), Physics or AP Environmental Science
Transition to College Algebra, or AP Calculus AB, or Concurrent College Algebra/Trig
AP US Government and Politics (when offered) or Concurrent World Civilizations (when offered) or AP US History

Students who have successfully completed the minimum core of courses recommended for preparation for college as defined by the State Board of Higher Education and the State Board of Education including the Smart Core Curriculum will receive Honor Diplomas. The GPA for honor graduates will be derived from courses taken in public schools in grades nine (9) through twelve (12). Diplomas will be awarded as Graduating with Honors, Graduating with High Honors, and Graduating with Highest Honors.

Graduating with Honors – Students must follow the Smart Core Curriculum, have taken 2 Pre AP classes, taken 2 AP, or Honors, and have a GPA of 3.25-3.49. Students will receive a cord for Honors.
Graduating with High Honors - Students must follow the Smart Core Curriculum, have taken 2 Pre AP classes, taken 3 AP classes, Honors classes, three (3) classes of a foreign language, and have a GPA of 3.50- 3.99. Students will receive a cord for Honors and an Honor's sash.
Graduating with Highest Honors - Students must follow the Smart Core Curriculum, have taken 2 Pre AP classes, taken 4 AP classes, Honors classes, three (3) classes of a foreign language, and have a GPA of 4.0 or better. Students will receive a cord for Honors, an Honor's sash, and a medallion.

Students graduating with honors must complete 26 units of credits to receive any of the above diplomas. Students earning a "Graduating with Highest Honors" with the top three (3) highest GPA will prepare a speech to be given at graduation. The GPA will be rounded to the nearest hundredth of a point. If three (3) students do not earn Graduating with Highest Honors, then the three (3) students with the highest GPA will prepare a speech to be given at graduation. *Approved 06-11-07*

CLASSIFICATION FOR GRADES 9-12

High School students will be classified as to grade or class as follows:

Passed 8th grade	9th grade
Minimum of 6 academic credits	10th grade
Minimum of 12 academic credits	11th grade
Minimum of 18 academic credits	12th grade

Fifth year returning seniors who are completing graduation requirements do not have to enroll in a full-day schedule. Such students may choose to enroll in only the number of classes needed to graduate.

COLLEGE DAYS – 12TH GRADE

SENIORS may be granted two (2) college days which may be taken either in the Fall or Spring semester if they get prior approval by the high school counselor and/or principal. Documentation of visit must be provided by the college and parental consent. Juniors are NOT allowed college days.

CONCURRENT CREDIT

A ninth through twelfth grade student 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 credit (1)** of high school credit for each three (3) semester hours of college credit. Unless approved by the school's principal, **prior to enrolling for the course,** the concurrent credit shall be applied toward the student's graduation requirements as an elective.

Students are responsible for having the transcript for the concurrent credit course(s) they have taken sent to their school in order to receive credit for the course(s). The transcripts are to be received by the school within ten (10) school days of the end of the semester in which the course is taken. Students may not receive credit for the course(s) they took or the credit may be delayed if the transcripts are not received in time, or at all. This may jeopardize students' eligibility for extracurricular activities or graduation.
Students will retain credit applied toward a course required for high school graduation from a previously attended, accredited, public school. *Legal Reference: A.C.A. § 6-15-902(c)(2)*
Any student that drops a concurrent credit course following the second week of class must repay the school district for the cost of the books.

Arkansas Tech University – Ozark Campus

Mountainburg High School has entered into an agreement with Arkansas Tech University Ozark Campus to offer the following courses:
Accounting, Multimedia, Introduction to Computers, Word Processing I, Administrative Support Procedures

Western Arkansas Area Technical Center

Mountainburg High School has entered into an agreement with the University of Arkansas at Fort Smith, which will allow Mountainburg High School students to earn credit that would count toward graduation at Mountainburg High School and also towards a two-year Associate's Degree at the University. There is no expense for tuition by the students.

Areas of study include:

Automotive Technology
Computer Aided Drafted & Design
Computer Information Systems
Criminal Justice
Electronics Technology
Graphic Design
Health Occupations
- General Health & CAN
- EMT
- LPN
- Medical Office Administration

Machine Tool Technology
Pre-Engineering
Welding Technology

Applications must be made to the Counselor during Spring Semester in order to begin the next fall. Selection is based on GPA, test scores, citizenship, and attendance. The program will consist of taking two (2) courses per semester. These courses will meet in the afternoon from around 1:00 p.m. – 4:00 p.m. Each three hour college class will equal one/half (1/2) credit. Students should receive 1 ½ credits in the afternoon classes each semester. Students who drop out or are

removed from the program will not be rescheduled into classes at Mountainburg High School until the next semester begins. Students who drop out or are removed from the program must return to Mountainburg High School and enroll in classes. These classes may or may not be counted as credit.

COURSE OFFERINGS FOR GRADES 9-12

The Mountainburg High School will offer the Arkansas Department of Education's required 38 units of study. Below is a list of the course offerings.

English

English 9 – or *PreAp English 9*
English 10 (complete English 9) – or *PreAP English 10*
English 11 (complete English 10) – or *AP 11th English Literature*
English 12 (complete English 11) – or *AP 12th English Language*
Concurrent Freshman English I, II
Journalism I, II, III (E)
Oral Communications
Note: Students may not take more than one English class unless they have failed one of the English Courses and are repeating it.
Concurrent Freshman English

Foreign Language

Spanish I (E)
Spanish II (E) (complete Spanish I)
Spanish III (E) (complete Spanish II)

Health/P.E.

Jr. High G/B Athletics
Physical Education
Health (S)
Sr. High G/B Athletics

Fine Arts

Art I,II,III,IV
Survey of Fine Arts
Band I, II, III, IV
Chorus I, II,III,IV

Vocational Courses

FACS
Family and Consumer Science,
Family Dynamics (E)
Child Development (E) (S)
Parenting (E) (S)
Foods (E) (S)
Housing (E) (S)
Orientation to Teaching

Social Studies

Civics
World History
American History
AP United States History (E))
Economics (E) (S)
Arkansas History (E)(S)
Sociology (E)
Psychology (E)

Science

Physical Science
Biology
Chemistry (complete/concurrent Alg. I)
Physics (complete/concurrent Alg. I)
Environmental Science (E)
AP Environmental Science (E)

Mathematics

Algebra I
Algebra II (complete Algebra I)
Geometry (complete Algebra I)
Algebraic Connections
Pre-Calculus/Trig (E)
*(complete Algebra II)
Transition to College Algebra (E)
Concurrent College Algebra (E)
AP Calculus AB (E)

Other

Annual (E)

Digital Communications

Computer Business Applications
Digital Communications I (E) (S)
Digital Communications II (E) (S)
Digital Communications III (E) (S)
Digital Communications IV (E) (S)

Agriculture

Agriculture Science and Technology (E)
Animal Science (S)
Advanced Animal Science (S)
Agri. Metals (E)
Forestry (E) (S),
Mgmt. of Natural Resources (E) (S)

DIGITAL LEARNING COURSES

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

DROPPING/ADDING CLASSES

Students in grades 9-12 will be allowed to drop/add electives during the first two weeks of the semester only, subject to approval from the counselor or principal. Exceptions to this include class changes necessary to balance the required class size ratios.

EXEMPTION – SEMESTER TESTS

Middle School (5-8)

On the last two (2) days of each semester, comprehensive tests will be administered in each class counting for 10% of the student's semester grade in 5^{th}-8^{th} grades. To encourage good attendance, good grades, and good behavior, a semester test exemption policy has been adopted as follows:

1. All As and Bs, with only 1 C (based off semester grade)
2. 0 referrals
3. 4 or fewer absences

HIGH SCHOOL (9-12)

On the last two days of each semester, comprehensive tests will be administered in each class to all students counting for 20% of the semester grade for 9^{th}-12^{th} grades.

GRADING GRADES K-12

Students' grades shall reflect only the extent to which a student has achieved the expressed educational objectives of the course.

Parents or guardians shall be kept informed concerning the progress of their child. Parent-teacher conferences are encouraged, with formal conferences held twice a year, and other conferences may be requested at any time by parents, guardians, or teachers. If the progress of students is unsatisfactory in a subject, the teacher shall attempt to schedule a parent-teacher conference. In the conference, the teacher shall explain the reasons for difficulties and shall develop, cooperatively with the parents, a plan for remediation that may enhance the probability of the student succeeding. The school shall also send timely progress reports and issue grades for each nine-week grading period to keep parents/guardians informed of their child's progress. The evaluation of each student's performance on a regular basis serves to give the parents/guardians, students, and the school necessary information to help effect academic improvement.

Grading Scale	
4 point = 100% - 90%	A Excellent
3 point = 89% - 80%	B Above Average
2 point = 79% - 70%	C Average
1 point = 69% - 60%	D Below Average
0 = 59% - below	F Failing

Handwriting and citizenship will be graded on N- Non Satisfactory or S-Satisfactory in grades K-4.

Kindergarten will be evaluated using an appropriate checklist rather than the traditional grading scale.

In an effort to standardize grades and performance level at Mountainburg Schools, teachers will adhere to the above symbols to show the performance level of each individual student. Variations in class difficulty may occur depending on such things as homework, extra work, type of courses, and difficulty of the course.

GRADE NOTICATION METHODS

Report Cards will be generated at the end of every nine-week period.
Progress Reports-Progress reports will be sent out at the mid-term each quarter.
Principal's List- Grades 1-4 students will maintain all As in the academic areas. In Grades 5-12 students must maintain straight As.
Honor Roll– In Grades 1-4 students will maintain all As and Bs in the academic areas. In Grades 5-12 students must maintain all As and Bs.

GRADE POINT CALCULATION

1. Physical Educations, Band I, II, III, IV, and Choir I, II will count on all GPA for the first full credit as it appears on the transcript
2. Students who repeat courses and make a better grade the second time, will have the first grade dropped when figuring the GPA. However, it will remain on the transcript.
3. The final GPA and class-ranking will be determined upon graduation. Students may not repeat or add courses to the official transcript after graduation. They should, however, be able to repeat or add a course (high school summer school or college summer class), if they have failed the class. The school district would recalculate their GPA or class rank on the transcript.

GRADUATION REQUIREMENTS

Course	Smart Core Unit	Core Unit
English	4	4
Math	4	4
Science	3	3
Social Studies	3	3
Foreign Language	2	0
Oral Communications	½	½
Health	½	½
P.E./Athletics	½	½
Computers	1	1
Fine Arts	½	½
Electives	5	7
Total	24	24

To be eligible to receive a diploma from Mountainburg High School, the following criteria must be met:

1. Meet minimal requirements of the State of Arkansas.
2. Meet minimal requirements of the district.
3. Be enrolled as a full-time student for the current school year or have removed deficiencies that prevented a diploma from having been awarded by this school in a previous year. Persons over twenty one (21) years of age must have board approval.
4. Correspondence courses or summer school will be accepted only as a means of making up a course in which a student has made a "D" or an "F". Concurrent college credit may be accepted toward graduation under ACT 1097 of 1991. No more than two credits of correspondence or summer school credit may count toward graduation.
5. Any student who is eligible for graduation exercises must be at the designated practices in order to participate in commencement. Seniors who are within one (1) credit of graduation will be allowed to walk in the graduation ceremony, but must practice.
6. Students having unpaid debts for books, fees, uniforms, etc. will not receive diploma until debts are taken care of.
   The minimum required units for graduation from Mountainburg Schools are twenty-four (24). Honor graduates must have twenty-six (26) units.

The number of units students must earn in grades nine through twelve (9-12) to be eligible for high school graduation are to be earned from the following categories. A minimum of 24 units is required for graduation for student participating in either the Smart Core or Core

curriculum. There are some distinctions made between Smart Core units and Graduation units. Not all units earned toward graduation necessarily apply to Smart Core requirements.

HOMEWORK (5.14)

It is the policy of Mountainburg Schools to encourage the use of homework as an extension of learning beyond the classroom instructions. Homework may include skills practice and research to increase the student's awareness of course content matter. Homework may be used along with test scores and other criteria for evaluating a student's progress.

PARENT/ TEACHER CONFERENCES

Parent Teacher conferences will be held twice a year. The administration will set the days for Parent/Teacher conferences.

SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS FOR THE CLASSES OF 2019, and 2020

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

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

This policy, the Smart Core curriculum, and the courses necessary for graduation shall be reviewed by staff, students, and parents as part of the annual school district support plan development process to determine if changes need to be made to better serve the needs of the district's students. The superintendent, or his/her designee, shall select the composition of the review panel.

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

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

Administrators, or their designees, shall train newly hired employees, required to be licensed as a condition of their employment, regarding this policy. The district's annual professional development shall include the training required by this paragraph.

To the best of its ability, the District shall follow the requirements covering the transfer of course credit and graduation set forth in the Interstate Compact on Educational Opportunity for Military Children for all students who meet the definition of "eligible child" in Policy 4.2-ENTRANCE REQUIREMENTS.

GRADUATION REQUIREMENTS

The number of units students must earn to be eligible for high school graduation is to be earned from the categories listed below. A minimum of twenty-two (22) units is required for graduation for a student participating in either the Smart Core or Core curriculum. In addition to the twenty-two (22) units required for graduation by the Arkansas Department of Education (ADE), the district requires an additional 2 unit to graduate for a total of twenty-four (24) units. The additional required units may be taken from any electives offered by the district. There are some distinctions made between Smart Core units and Graduation units. Not all units earned toward graduation necessarily apply to Smart Core requirements.

All students must receive a passing score on the Arkansas Civics Exam in order to graduate.

SMART CORE: Sixteen (16) units

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

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

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

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

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

- 3. Algebra II; and
- 4. The fourth unit may be either:
  - A math unit approved by the ADE beyond Algebra II; or
  - A computer science flex credit may be taken in the place of a fourth math credit

Natural Science: a total of three (3) units with lab experience chosen from

One unit of Biology; and either:

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

- Physical Science
- Chemistry
- Physics; or
- One unit from the three categories above and a computer science flex credit may be taken in the place of a third science credit.

Social Studies: three (3) units

- Civics one-half (½) unit
- World History - one unit
- American History - one unit
- Other social studies – one-half (1/2) Unit

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

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

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

Economics – one half (½) unit – dependent upon the licensure of the teacher teaching the course, this can count toward the required three (3) social studies credits or the six (6) required Career Focus elective credits.

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

CAREER FOCUS: - Six (6) units

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

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

A student who completed at least seventy-five (75) clock hours of documented community service in grades nine (9) through twelve (12) at any certified service agency or a part of a service-learning school program shall receive one (1) Career Focus credit.

CORE: Sixteen (16) units

English: four (4) units – 9, 10, 11, and 12
Oral Communications: one-half (1/2) unit
Mathematics: four (4) units

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

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

Science: three (3) units

- at least one (1) unit of biology or its equivalent; and
- two units chosen from the following three categories:
  - Physical Science
  - Chemistry
  - Physics; or

  One unit from the three categories above and a computer science flex credit may be taken in the place of a third science credit.

Social Studies: three (3) units

- Civics one-half (1/2) unit
- World history, one (1) unit
- American History, one (1) unit
- Other social studies – one-half (1/2) Unit

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

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

Economics – one half (½) unit – dependent upon the licensure of the teacher teaching the course, this can count toward the required three (3) social studies credits or the six (6) required Career Focus elective credits.

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

CAREER FOCUS: - Six (6) units

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

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

A student who completed at least seventy-five (75) clock hours of documented community service in grades nine (9) through twelve (12) at any certified service agency or a part of a service-learning school program shall receive one (1) Career Focus credit.

Legal References: Standards of Accreditation 1-C.2, 1-C.2.1, 1-C.2.2, 1-C.2.3. ADE Guidelines for the Development of Smart Core Curriculum Policy, ADE Rules Governing Distance and Digital Learning, Smart Core Informed Consent Form 2018, Smart Core Waiver Form 2016, Commissioner's Memo LS-18-082. A.C.A. § 6-16-1406, A.C.A. § 6-4-302 A.C.A. § 6-16-149, A.C.A. § 6-16-150

4.45.1—SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS FOR THE CLASSES OF 2021 AND THEREAFTER

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

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

This policy, the Smart Core curriculum, and the courses necessary for graduation shall be reviewed by staff, students, and parents as part of the annual school district support plan development process to determine if changes need to be made to better serve the needs of the district's students. The superintendent, or his/her designee, shall select the composition of the review panel.

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

- Inclusion in the student handbook of the Smart Core curriculum and graduation requirements;
- Discussion of the Smart Core curriculum and graduation requirements at the school's annual public meeting, PTA meetings, or a meeting held specifically for the purpose of informing the public on this matter;
- Discussions held by the school's counselors with students and their parents; and/or

- Distribution of a newsletter(s) to parents or guardians of the district's students.

Administrators, or their designees, shall train newly hired employees, required to be licensed as a condition of their employment, regarding this policy. The district's annual professional development shall include the training required by this paragraph.

To the best of its ability, the District shall follow the requirements covering the transfer of course credit and graduation set forth in the Interstate Compact on Educational Opportunity for Military Children for all students who meet the definition of "eligible child" in Policy 4.2—ENTRANCE REQUIREMENTS.

GRADUATION REQUIREMENTS
The number of units students must earn to be eligible for high school graduation is to be earned from the categories listed below. A minimum of twenty-two (22) units is required for graduation for a student participating in either the Smart Core or Core curriculum. In addition to the twenty-two (22) units required for graduation by the Arkansas Department of Education (ADE), the district requires an additional 2 units to graduate for a total of 24 units. The additional required units may be taken from any electives offered by the district. There are some distinctions made between Smart Core units and Graduation units. Not all units earned toward graduation necessarily apply to Smart Core requirements.

All students must receive a passing score on the Arkansas Civics exam in order to graduate.

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

Personal and Family Finance
In tenth (10th), eleventh (11th), or twelfth (12th) grade, all students shall receive credit in a course covering the Personal and Family Finance Standards.

SMART CORE: Sixteen (16) units

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

Oral Communications: one-half (½) unit

Mathematics: four (4) units (all students under Smart Core must take a mathematics course in grade 11 or 12 and complete Algebra II.)
1) Algebra I or Algebra A & B* which may be taken in grades 7-8 or 8-9;
2) Geometry or Geometry A & B* which may be taken in grades 8-9 or 9-10;

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

3) Algebra II; and
4) The fourth unit may be either:
    - A math unit approved by the ADE beyond Algebra II; or
    - A computer science flex credit may be taken in the place of a fourth math credit.

Natural Science: a total of three (3) units with lab experience chosen from
One unit of Biology; and either:
Two units chosen from the following three categories (there are acceptable options listed by the ADE for each):

- Physical Science;
- Chemistry;
- Physics; or
- One unit from the three categories above and a computer science flex credit may be taken in the place of a third science credit.

Social Studies: three (3) units
- Civics one-half (½) unit
- World History - one unit
- American History - one unit
- Other social studies – one-half (1/2) unit

Physical Education: one-half (½) unit
Note: While one-half (½) unit is required for graduation, no more than one (1) unit may be applied toward fulfilling the necessary units to graduate.

Health and Safety: one-half (½) unit

Economics – one half (½) unit – dependent upon the licensure of the teacher teaching the course, this can count toward the required three (3) social studies credits or the six (6) required Career Focus elective credits.[9]

Fine Arts: one-half (½) unit

CAREER FOCUS: - Six (6) units
All career focus unit requirements shall be established through guidance and counseling based on the student's contemplated work aspirations. Career focus courses shall conform to the curriculum policy of the district and reflect state curriculum frameworks through course sequencing and career course concentrations where appropriate.

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

A student who completed at least seventy-five (75) clock hours of documented community service in grades nine (9) through twelve (12) at any certified service agency or a part of a service-learning school program shall receive one (1) Career Focus credit.

CORE: Sixteen (16) units

English: four (4) units – 9th 10th 11th and 12th
Oral Communications: one-half (½) unit

Mathematics: four (4) units
- Algebra or its equivalent***** **-** 1 unit
- Geometry or its equivalent***** **-** 1 unit
- All math units must build on the base of algebra and geometry knowledge and skills.
- (Comparable concurrent credit college courses may be substituted where applicable)
- A computer science flex credit may be taken in the place of a math credit beyond Algebra I and Geometry

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

Science: three (3) units

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

Two units chosen from the following three categories:

- Physical Science;
- Chemistry;
- Physics; or

One unit from the three categories above and a computer science flex credit may be taken in the place of a third science credit.

Social Studies: three (3) units

- Civics one-half (½) unit
- World history, one (1) unit
- American History, one (1) unit
- Other social studies – one-half (1/2) unit

Physical Education: one-half (½) unit

Note: While one-half (½) unit is required for graduation, no more than one (1) unit may be applied toward fulfilling the necessary units to graduate.

Health and Safety: one-half (½) unit

Economics – one half (½) unit – dependent upon the licensure of the teacher teaching the course, this can count toward the required three (3) social studies credits or the six (6) required Career Focus elective credits.[9]

Fine Arts: one-half (½) unit

CAREER FOCUS: - Six (6) units

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

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

A student who completed at least seventy-five (75) clock hours of documented community service in grades nine (9) through twelve (12) at any certified service agency or a part of a service-learning school program shall receive one (1) Career Focus credit.

Cross References: 4.55—STUDENT PROMOTION AND RETENTION
5.11—DIGITAL LEARNING COURSES
5.12—COMPUTER SCIENCE INTERNSHIPS AND INDEPENDENT STUDIES
5.16—COMPUTER SCIENCE COURSE PREREQUISITES AND PROGRESSION

Legal References: Standards of Accreditation 1-C.2, 1-C.2.1, 1-C.2.2, 1-C.2.3. ADE Guidelines for the Development of Smart Core Curriculum Policy, ADE Rules Governing Distance and Digital Learning, Smart Core Informed Consent Form 2018, Smart Core Waiver Form 2016, Commissioner's Memo LS-18-082. A.C.A. § 6-16-1406, A.C.A. § 6-4-302 A.C.A. § 6-16-149, A.C.A. § 6-16-150

DANCES

The following rules apply to all Mountainburg School dances:

1. **Only Mountainburg School students may attend. (Exception-Prom)**
2. Students are not allowed to leave and re-enter dance.
3. No student drinking or having in his/her possession alcoholic beverages, possessing, selling, or under the influence of marijuana, hallucinogenic drugs, or narcotics, will be admitted to the dance.
4. Anyone guilty of disorderly conduct will be removed from the dance and may not be able to attend future dances.
5. Permission for dances shall be at the building Principal's discretion.
6. Students who have a non-Mountainburg student for a Prom date must sign that date up with the prom coordinator and the date cannot be over 21 years of age or below the ninth (9) grade.
7. To attend prom, students must have all class dues and lunch charges paid.

Dances at Middle School:

1. **Middle School dances are for middle school students ONLY.**
2. Students who have received any flagrant referrals for that semester are ineligible to attend.
3. Students must turn in a parent permission slip to attend, and a parent must sign their student out to leave.
4. Students are not allowed to leave the dance without a parent.
5. Dress Code applies at all Middle School Dances.

DISCIPLINE (4.17)

The Mountainburg Board of Education has a responsibility to protect the health, safety, and welfare of the District's students and employees. To help maintain a safe environment conducive to student achievement, the Board establishes policies necessary to regulate student behavior to promote an orderly school environment that is respectful of the rights of others and ensures the uniform enforcement of student discipline. Students are responsible for their conduct that occurs: at any time on the school grounds; off school grounds at a school sponsored function, activity, or event; going to and from school or a school activity.

The District's administrators may also take disciplinary action against a student for off-campus conduct occurring at any time that would have a detrimental impact on school discipline, the educational environment, or the welfare of the students and/or staff. A student who has committed a criminal act while off campus and whose presence on campus could cause a substantial disruption to school or endanger the welfare of other students or staff is subject to disciplinary action up to and including expulsion. Such acts could include, but are not limited to a felony or an act that would be considered a felony if committed by an adult, an assault or battery, drug law violations, or sexual misconduct of a serious nature. Any disciplinary action pursued by the District shall be in accordance with the student's appropriate due process rights.

The District's licensed personnel policy committee shall review the student discipline policies annually and may recommend changes in the policies to the Mountainburg School Board. The Board has the responsibility of determining whether to approve any recommended changes to student discipline policies.

The District's student discipline policies shall be distributed to each student during the first week of school each year and to new students upon their enrollment. Each student's parent or legal guardian shall sign and return to the school an acknowledgement form documenting that they have received the policies.

It is required by law that the principal or the person in charge report to the police any incidents the person has personal knowledge of or has received information leading to a reasonable belief that a person has committed or threatened to commit an act of violence or any crime involving a deadly weapon on school property or while under school supervision. If the person making the report is not the Superintendent, that person shall also inform the Superintendent of the incident. Additionally, the principal shall inform any school employee or other person who initially reported the incident that a report has been made to the appropriate law enforcement agency. The Superintendent or designee shall inform the Board of Directors of any such report made to law enforcement. *Legal References: A.C.A. 6-18-502, 6-17-113*

DEFINITIONS OF VIOLATIONS AND DISCIPLINARY ACTIONS FOR GRADES 5-12

Misdemeanor Violation – An infraction of the rules of conduct and order of the Mountainburg School District that is not a serious violation. This could include things such as talking in class without permission, tardies, throwing paper wads, failing to write a theme, etc.

Flagrant Violation – An infraction of the rules of conduct that are very serious in nature. Examples include: fighting, vulgar language, drinking on campus, indecent or immoral acts, etc.

Suspension – Dismissal from school for a period of time, not more than ten (10) days. Days of suspension shall count as UNEXCUSED absences and count against the number of missed days allowed. No makeup work is allowed for days missed due to suspension.

In-School-Detention – Structured program of study where student is separated from other students. Days served in ISD count as regular attendance days. Special work and/or projects may be assigned. Students must comply with rules of ISD and work on assignments or ISD will be removed as an option. Participation in extra-curricular activities is prohibited while in ISD. Exceptions to this allow students to attend athletic or award banquets, graduation, and baccalaureate services of accompanied by parents and with consent of the principal. Students in ISD may not attend or participate in school activities while serving their assigned time.

Expulsion – Prohibition of a student from entering the school grounds until the end of the semester, the current school year, or permanently, with loss of credit. Expulsion from school will be determined by the Mountainburg Board of Education.

Last Two Weeks of School – Students who get into trouble during the end of the school year may not have all the discipline options available. If no detention is available, the student may have to choose suspension or ISD. ISD will be extended into the summer so those students may serve all days assigned to them. Students who get into trouble the last day of school may have to return to ISD after school has been dismissed.

DEFINITIONS PERTAINING TO VIOLATIONS

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;

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

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

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

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

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

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

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

DISCIPLINARY PLANS OF ACTION PER CAMPUS

The Discipline Policies for each building include rules of conduct and consequences for not following building plans. Consequences will range from a minimum of a phone call to the parents to a maximum of expulsion.

GRADES K - 4

Classroom teachers will develop their own individual age-appropriate classroom rules, since each teacher, out of necessity, must reflect their own personal education priorities and the specific needs of the students in their individual classroom. Therefore, classroom rules may not be consistent from classroom to classroom and from grade to grade. In the event of a major disciplinary problem at school, parents will be notified by a telephone call from their child's classroom teacher and/or a written explanation. Teachers will make every reasonable effort to handle the minor violations before contacting a student's parents and/or making a referral to the office. However, teachers are not expected to put up with disruptions and cases of insubordination. If the situation warrants, the student will be sent to the office whether the parent has been notified or not. Privileges, which may be denied as punishment for poor behavior or failure to comply with classroom and/or school rules, are:

1. Recess (all or part)
2. Non-educational classroom activities
3. Assemblies
4. Non-educational special events
5. Field trips
6. Classroom rewards
7. Eating lunch with the other students

If a referral is flagrant, the student may be suspended.

In accordance with 6-18-507(b)(2) The School District shall not use out-of-school suspension or expulsion for a student in kindergarten through grade five (K-5) except in cases when a student's behavior: (A) Poses a physical risk to himself or herself or to others; or (B) Causes a serious disruption that cannot be addressed through other means.

CORPORAL PUNISHMENT (4.39)

The Mountainburg School Board authorizes the use of corporal punishment to be administered in accordance with this policy by the Superintendent or his/her designated staff members who are required to have a state-issued license as a condition of their employment.

Prior to the administration of corporal punishment, the student receiving the corporal punishment shall be given an explanation of the reasons for the punishment and be given an opportunity to refute the charges.

All corporal punishment shall be administered privately, i.e. out of the sight and hearing of other students, shall not be excessive, or administered with malice, and shall be administered in the presence of another school administrator or designee who shall be a licensed staff member employed by the District
Legal Reference: A.C.A. § 6-18-505 (c) (1), A.C.A. § 6-18-503 (b)

Corporal Punishment – The administration of "swats" with a paddle by the building Principal or by his/her designee in their absence is outlined below. The restrictions for corporal punishment are listed below:

- Corporal Punishment is to be administered only if the student has a current permission slip signed by the parents granting such disciplinary action on file.
- Other means of discipline should have been tried and documented.
- Before corporal punishment, student is advised of rule/infraction as well as allowed to state his/her position.
- Must have a certified employee witness.
- Instrument used must be within accepted guidelines.

- Punishment must be administered only for cause, without malice or anger, and will follow warnings that the misconduct will not be tolerated.
- No swats shall be administered in the presence of another student, or as disciplinary action for flagrant offenses.

GRADES 5 – 8

In the event of a disciplinary problem at school, parents will be notified by the use of a disciplinary referral. This referral will contain reasons for the notice and action taken.

Referrals:

1st—Depending on the severity of the infraction, student may receive lunch detention, 1 day of ISD, or another alternative form of discipline.
2nd—2 Days ISD
3rd—3 Days ISD
4th—4 Days ISD
5th—5 Days ISD
1st Flagrant – 3 day suspension;
2nd Flagrant – 10 day suspension;
3rd Flagrant – The student may appear in front of the Board of Education or a committee comprised of Board Members with a recommendation of expulsion from school for the rest of the year.
6th referral and beyond – Discipline will be met through building principal discretion, depending on the severity of infractions.

In accordance with 6-18-507(b)(2) The School District shall not use out-of-school suspension or expulsion for a student in kindergarten through grade five (K-5) except in cases when a student's behavior: (A) Poses a physical risk to himself or herself or to others; or (B) Causes a serious disruption that cannot be addressed through other means.

GRADES 9-12

In the event of a disciplinary problem at school, parents will be notified by the use of a disciplinary referral. This referral will contain reasons for the notice and action taken.

1st—Depending on the severity of the infraction, student may receive lunch detention, 1 day of ISD, or another alternative form of discipline.
2nd—2 Days ISD
3rd—3 Days ISD
4th—Number of ISD days will be at principal discretion.
5th— Number of ISD days will be at principal discretion, or 5th referral could be considered a Flagrant Violation, resulting in suspension.
1st Flagrant – 3 day suspension;

EXPULSION (4.31)

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

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

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

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

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

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

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

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

Except as permitted by policy 4.22, the Superintendent shall recommend the expulsion of any student for a period of not less than one (1) year for possession of any firearm prohibited on school campus by law. The Superintendent shall, however, have the discretion to modify the expulsion recommendation for a student on a case-by-case basis. Parents or legal guardians of a student enrolling from another school after the expiration of an expulsion period for a weapons policy violation shall be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a weapon on school property. The parents or legal guardians shall sign a statement acknowledging that they have read and understand said laws prior to the student being enrolled in school.

The Superintendent and the Board of Education shall complete the expulsion process of any student that was initiated because the student possessed a firearm or other prohibited weapon on school property regardless of the enrollment status of the student.

SEARCH, SEIZURE, AND INTERROGATIONS (4.32)

The District respects the rights of its students against arbitrary intrusion of their person and property. At the same time, it is the responsibility of school officials to protect the health, safety, and welfare of all students enrolled in the District in order to promote an environment conducive to student learning. The Superintendent, principals, and their designees have the right to inspect and search school property and equipment. They may also search students and their personal property in which the student has a reasonable expectation of privacy, when there is reasonable and individualized suspicion to believe such student or property contains illegal items or other items in violation of Board policy or dangerous to the school community.[1] School authorities may seize evidence found in the search and disciplinary action may be taken. Evidence found which appears to be in violation of the law shall be reported to the appropriate authority.

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

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

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

State Law requires that Department of Human Services employees, local law enforcement, or agents of the Crimes Against Children Division of the Department of Arkansas State Police, may interview students without a court order for the purpose of investigating suspected child abuse. In instances where the interviewers deem it necessary, they may exercise a "72-hour hold " without first obtaining a court order. Other questioning of students by non-school personnel shall be granted only with a

court order directing such questioning, with permission of the parents of a student (or the student if above eighteen [18] years of age), or in response to a subpoena or arrest warrant.

If the District makes a report to any law enforcement agency concerning student misconduct or if access to a student is granted to a law enforcement agency due to a court order, the principal or the principal's designee shall make a good faith effort to contact the student's parent, legal guardian, or other person having lawful control by court order, or person acting in loco parentis on student enrollment forms. The principal or the principal's designee shall not attempt to make such contact if presented documentation by the investigator that notification is prohibited because a parent, guardian, custodian, or person standing in loco parentis is named as an alleged offender of the suspected child maltreatment. This exception applies only to interview requests made by a law enforcement officer, an investigator of the Crimes Against Children Division of the Department of Arkansas State Police, or an investigator or employee of the Department of Human Services.

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

SUSPENSION FROM SCHOOL(4.30)

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

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

Students may be suspended for behavior including, but not limited to that which:

1. Is in violation of school policies, rules, or regulation;
2. Substantially interferes with the safe and orderly educational environment;
3. School administrators believe will result in the substantial interference with the safe and orderly educational environment; and/or
4. Is insubordinate, incorrigible, violent, or involves moral turpitude.

Out-of-school suspension (OSS)shall not be used to discipline a student in kindergarten through fifth (5^{th}) grade unless the student's behavior:

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

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

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

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

Upon suspension of a student, the school shall immediately contact the student's parent or legal guardian to notify the parent or legal guardian of the suspension. The school will first attempt to contact the parent or legal guardian through primary call number or in person. If unable by these means to reach the parent or legal guardian, subsequent communication may include voicemail, text messaging, email, and regular postal service. A notification log will be kept of attempts to notify the parent or legal guardian of the suspension.

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

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

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

- A primary call number
    - The contact may be by voice, voice mail, or text message
- An email address
- A regular first class letter to the last known mailing address

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

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

During the period of their suspension, students serving in-school suspension shall not attend any school-sponsored activities during the imposed suspension nor shall the student participate in any school-sponsored activities.

Legal References: A.C.A. 6-18-507, 419 US 565

Note: As stated in the beginning pages of the handbook, not all situations can be covered in this handbook. Since all situations are different, it is deemed necessary and appropriate that decisions regarding discipline be left to the discretion of the building principal when needed.

PROHIBITED CONDUCT AND VIOLATIONS

PROHIBITED CONDUCT (4.18)

Students and staff require a safe and orderly learning environment that is conducive to high student achievement. Certain student behaviors are unacceptable in such an environment and are hereby prohibited by the Board. Prohibited behaviors include, but shall not be limited to the following:

1. Disrespect for school employees and failing to comply with their reasonable directions or otherwise demonstrating insubordination;
2. Disruptive behavior that interferes with orderly school operations;
3. Willfully and intentionally assaulting or threatening to assault or physically abusing any student or school employee;
4. Possession of any weapon that can reasonably be considered capable of causing bodily harm to another individual;
5. Possession or use of tobacco in any form on any property owned or leased by any public school;
6. Willfully or intentionally damaging, destroying, or stealing school property;

7. Possession of any paging device, beeper, or similar electronic communication devices on the school campus during the normal school hours unless specifically exempted by the administration for health or other compelling reasons;
8. Possession, selling, distributing, or being under the influence of an alcoholic beverage, any illegal drug, unauthorized inhalants, or the inappropriate use or sharing of prescription or over the counter drugs, or other intoxicants, or anything represented to be a drug;
9. Sharing, diverting, transferring, applying to others (such as needles or lancets), or in any way misusing medication or any medical supplies in their possession;
10. Inappropriate public displays of affection;
11. Cheating, copying, or claiming another person's work to be his/her own;
12. Gambling;
13. Inappropriate student dress;
14. Use of vulgar, profane, or obscene language or gestures;
15. Truancy;
16. Excessive tardiness;
17. Engaging in behavior designed to taunt, degrade, or ridicule another person on the basis of race, ethnicity, national origin, sex, or disability;
18. Possess, view, distribute or electronically transmit sexually explicit or vulgar images or representations, whether electronically, on a data storage device, or in hard copy form;
19. Hazing, or aiding in the hazing of another student;
20. Gangs or gang-related activities, including belonging to secret societies of any kind, are forbidden on school property. Gang insignias, clothing, "throwing signs" or other gestures associated with gangs are prohibited;
21. Sexual harassment;
22. Bullying;
23. Operating a vehicle on school grounds while using a wireless communication device; and
24. Theft of another individual's personal property.

The Board directs each school in the District to develop implementation regulations for prohibited student conduct consistent with applicable Board policy, State and Federal laws, and judicial decisions.

Cross References: Prohibited Conduct #1—Policy # 3.17, Prohibited Conduct #2— Policy # 4.20
Prohibited Conduct #3— Policy # 4.21, 4.26, Prohibited Conduct #4— Policy # 4.22
Prohibited Conduct #5— Policy # 4.23, Prohibited Conduct #7—Policy 4.47
Prohibited Conduct #8— Policy # 4.24, Prohibited Conduct # 13— Policy # 4.25
Prohibited Conduct # 14— Policy # 4.21, Prohibited Conduct # 15— Policy # 4.7
Prohibited Conduct # 16 — Policy # 4.9, Prohibited Conduct # 17— Policy # 4.43
Prohibited Conduct # 19— Policy # 4.12, Prohibited Conduct # 20— Policy # 4.26
Prohibited Conduct # 21—Policy # 4.27, Prohibited Conduct # 22— Policy # 4.43
Prohibited Conduct # 23— Policy # 4.47
Legal References: A.C.A. 6-18-502, 6-15-1005, 6-21-609, 6-18-506, 6-18-222, 6-5-20, A.C.A. § 6-18-707

VIOLATIONS

ASSAULT OR BATTERY (4.21)

A student shall not threaten, physically abuse, or attempt to physically abuse, or behave in such a way as to be perceived to threaten bodily harm to any other person (student, school employee or school visitor). Any gestures, vulgar, abusive or insulting language, taunting, threatening, harassing, or intimidating remarks by a student toward another person that threatens their well-being is strictly forbidden. This includes, but is not limited to: fighting; racial, ethnic, religious, or sexual slurs. Battery will be reported to the police. *Legal Reference: A.C.A. 6-17-106(a)*

Furthermore, 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/her duties, for any person to address a public school employee using language which, in its common understanding, is calculated to:

1. Cause a breach of the peace,
2. Materially and substantially interfere with the operation of the school,

3. Arouse the person to whom it is addressed to anger, to the extent likely to cause imminent retaliation.

Students guilty of such an offense may be subject to legal proceedings in addition to student disciplinary measures.

BULLYING (4.43)

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

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

Definitions:

"Attribute" means an actual or perceived personal 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;

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

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

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

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

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

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

- Necessary cessation of instruction or educational activities;
- Inability of students or educational staff to focus on learning or function as an educational unit because of a hostile environment;
- Severe or repetitive disciplinary measures are needed in the classroom or during educational activities; or

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

CYBERBULLYING OF SCHOOL EMPLOYEES is expressly prohibited and includes, but is not limited to:

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

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

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

Students are encouraged to report behavior they consider to be bullying, including a single action, which if allowed to continue, would constitute bullying, to their teacher or the principal. The report may be made anonymously**.**

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

The person or persons who file a complaint will not be subject to retaliation or reprisal in any form.

Students found to be in violation of this policy shall be subject to disciplinary action up to and including expulsion. In determining the appropriate disciplinary action, consideration may be given to other violations of the student handbook which may have simultaneously occurred. In addition to any disciplinary actions, the District shall take appropriate steps to remedy the effects resulting from bullying.

Notice of what constitutes bullying, the District's prohibition against bullying, and the consequences for students who bully shall be conspicuously posted in every classroom, cafeteria, restroom, gymnasium, auditorium, and school bus. Parents, students, school volunteers, and employees shall be given copies of the notice. Copies of this policy shall be available upon request.
Legal Reference: Act 681 of 2003 Last Revised: 07-23-03, A.C.A.5.71-217

CONDUCT TO AND FROM SCHOOL (4.19)
Students are subject to the same rules of conduct while traveling to and from school as they are while on school grounds. Appropriate disciplinary actions may be taken against commuting students who violate student code of conduct rules.

The preceding paragraph also applies to student conduct while on school buses. The driver of a school bus shall not operate the school bus until every passenger is seated. Disciplinary measures for problems related to bus behavior shall include suspension or expulsion from school, or suspending or terminating the student's transportation privileges. Transporting students to and from school who have lost their transportation privileges shall become the responsibility of the student's parent or legal guardian. *Legal Reference: A.C.A. 6-19-119 (b)*

DISRUPTION OF SCHOOL (4.20)
No students shall, by the use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct, intentionally cause the disruption of any lawful mission, process, or function of the school, or engage in any such conduct for the purpose of causing disruption or obstruction of any lawful mission, process, or function. Nor shall any student encourage any other student to engage in such activities.

Disorderly activities by any student or group of students that adversely affect the school's orderly educational environment shall not be tolerated at any time on school grounds. Teachers may remove from class and send to the principal's or principal's designee office a student whose behavior is so unruly, disruptive, or abusive that it seriously interferes with the teacher's ability to teach the students, the class, or with the ability of the student's classmates to learn. Students who refuse to leave the classroom voluntarily will be escorted from the classroom by the school administration. *Legal reference: A.C.A. 6-18-511*

DRESS AND GROOMING (4.25)
The Mountainburg Board of Education recognizes that dress can be a matter of personal taste and preference. At the same time, the District has a responsibility to promote an environment conducive to student learning. This requires limitations to student dress and grooming that could be disruptive to the educational process because they are immodest, disruptive, unsanitary, unsafe, could cause property damage, or are offensive to common standards of decency.

Students are prohibited from wearing, while on the school grounds during the school day and at school-sponsored events, clothing that exposes underwear, buttocks, or the breast of a female. This prohibition does not apply, however to a costume or uniform worn by a student while participating in a school-sponsored activity or event.

All students and visitors are expected to maintain healthy and sanitary practices, and dress in a way that does not disrupt or interfere in the educational process. The following dress code will be enforced:

GRADES K-4
1. ALL SHORTS AND SKIRTS MUST EXTEND THREE (3) INCHES ABOVE TO THE AREA OF THE KNEE. This includes when these are worn at banquets.
2. Straps on sleeveless attire must extend to the point of the shoulder, be at least the width of a dollar bill, and fit up under the arm. Clothing that allows any underwear to be seen is not acceptable.
3. NO HATS OR HOODIES ARE TO BE WORN IN ANY SCHOOL BUILDING DURING REGULAR SCHOOL HOURS without the prior approval of the principal.
4. No wheelie (roller skate) shoes are to be worn.
5. No SAGGING pants that are belted below the belt line or hang below the waist.

6. Holes in jeans cannot be above the knee.
7. Shirts with the arms cut out and are cut low enough that it would show personal wear are prohibited.

GRADES 5-12

1. ALL SHORTS AND SKIRTS MUST EXTEND THREE (3) INCHES ABOVE TO THE AREA OF THE KNEE. This includes when these are worn at banquets.
2. SHIRTS AND BLOUSES SHALL BE LONG ENOUGH THAT NO MIDRIFF SKIN MAY SHOW AT ANY TIME. SEE-THROUGH AND LOW CUT TOPS ARE NOT ACCEPTABLE.
3. Straps on sleeveless attire must extend to the point of the shoulder, be at least the width of a dollar bill, and fit up under the arm. Clothing that allows any underwear to be seen is not acceptable.
4. No clothing with vulgar writing, symbols, or explicit references.
5. No clothing with alcohol, tobacco, or controlled substance advertising or references.
6. No use of emblems, insignias, or other symbols that could cause interference or disruption of operation of the school.
7. No clothing or articles that are excessively soiled, torn inappropriately, or ragged, or clothing or hairstyles that can be hazardous in education activities such as physical education, lab classes, etc.
8. NO HATS OR HOODIES ARE TO BE WORN IN ANY SCHOOL BUILDING DURING REGULAR SCHOOL HOURS without the prior approval of the principal.
9. No pajamas, sleep pants, or house shoes.
10. No Yoga pants, leggings, etc. allowed unless they are fully covered by a shirt or jacket in both the front and the back.
11. No wheelie (roller skate) shoes are to be worn.
12. No SAGGING pants that are belted below the belt line or hang below the waist.
13. Holes in jeans cannot be above the knee.
14. Shirts with the arms cut out and are cut low enough that it would show personal wear are prohibited.

Each violation of the dress code will result in the student being sent home to change clothes or the student will be provided a change of clothes. The referring teacher will complete a DRESS CODE VIOLATION slip that will be sent with the student to the office, and will be filed in the student's personal file. The 4th and all additional dress code violations will result in a referral.

For Middle School students (grades 5-8), a second violation of the dress code will result in a change of clothes and the student receiving a day of ISS.
Building principal may, at his/her discretion, suspend specific Dress Code rules for special events including but not limited to "Spirit Week".

GANGS AND GANG ACTIVITY (GRADES K-12) (4.26)

The Board is committed to ensuring a safe school environment conducive to promoting a learning environment where students and staff can excel. An orderly environment cannot exist where unlawful acts occur, which cause fear, intimidation, or physical harm to students 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 students on school property or at school functions:

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

Students found to be in violation of this policy shall be subject to disciplinary action up to and including expulsion.

Students found to be in violation of this policy shall be subject to disciplinary action up to and including expulsion. Students 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.
Legal References: A.C.A. §6-15-1005(b)(2), A.C.A. §5-74-201

STUDENT SEXUAL HARASSMENT (4.27)

The Mountainburg School District is committed to providing an academic environment that treats all students with respect and dignity. Student achievement is best attained in an atmosphere of equal educational opportunity that is free of discrimination. Sexual harassment is a form of discrimination that undermines the integrity of the educational environment and will not be tolerated.

The District believes the best policy to create an educational environment free from sexual harassment is prevention; therefore, the District shall provide informational materials and training to students, parents/legal guardians/other responsible adults, and employees on sexual harassment. The informational materials and training on sexual harassment shall be age appropriate and, when necessary, provided in a language other than English or in an accessible format. The informational materials and training shall include, but are not limited to: the nature of sexual harassment; the District's written grievance procedures for complaints of sexual harassment; that the district does not tolerate sexual harassment; that students can report inappropriate behavior of a sexual nature without fear of adverse consequences; the redress that is available to the victim of sexual harassment; and the potential discipline for perpetrating sexual harassment.

"Sexual harassment" means conduct that is:

1. Of a sexual nature, including, but not limited to:
    a. Sexual advances;
    b. Requests for sexual favors;
    c. Sexual violence; or
    d. Other personally offensive verbal, visual, or physical conduct of a sexual nature;
2. Unwelcome; and
3. denies or limits a student's ability to participate in or benefit from any of the District's educational programs or activities through any or all of the following methods:
    a. Submission to the conduct is made, either explicitly or implicitly, a term or condition of an individual's education;
    b. Submission to, or rejection of, such conduct by an individual is used as the basis for academic decisions affecting that individual; and/or
    c. Such conduct has the purpose or effect of substantially interfering with an individual's academic performance or creates an intimidating, hostile, or offensive academic environment.

The terms "intimidating," "hostile," and "offensive" include conduct of a sexual nature that has the effect of humiliation or embarrassment and is sufficiently severe, persistent, or pervasive that it limits the student's ability to participate in, or benefit from, an educational program or activity.

Within the educational environment, sexual harassment is prohibited between any of the following: students; employees and students; and non-employees and students.

Actionable sexual harassment is generally established when an individual is exposed to a pattern of objectionable behaviors or when a single, serious act is committed. What is, or is not, sexual harassment will depend upon all of the surrounding circumstances and may occur regardless of the sex(es) of the individuals involved. Depending upon such circumstances, examples of sexual harassment include, but are not limited to:

- Making sexual propositions or pressuring for sexual activities;
- Unwelcome touching;
- Writing graffiti of a sexual nature;
- Displaying or distributing sexually explicit drawings, pictures, or written materials;
- Performing sexual gestures or touching oneself sexually in front of others;

- Telling sexual or crude jokes;
- Spreading rumors related to a person's alleged sexual activities;
- Discussions of sexual experiences;
- Rating other students as to sexual activity or performance;
- Circulating or showing e-mails or Web sites of a sexual nature;
- Intimidation by words, actions, insults, or name calling; and
- Teasing or name-calling related to sexual characteristics or the belief or perception that an individual is not conforming to expected gender roles or conduct or is homosexual, regardless of whether or not the student self-identifies as homosexual or transgender.

Students who believe they have been subjected to sexual harassment, or the parent/legal guardian/other responsible adult of a student who believes their student has been subjected to sexual harassment, are encouraged to file a complaint by contacting a counselor, teacher, Title IX coordinator, or administrator who will provide assistance on the complaint process. Under no circumstances shall a student be required to first report allegations of sexual harassment to a school contact person if that person is the individual who is accused of the harassment.

Complaints will be treated in a confidential manner to the extent possible. Limited disclosure may be provided to: individuals who are responsible for handling the District's investigation to the extent necessary to complete a thorough investigation; the extent necessary to submit a report to the child maltreatment hotline; the Professional Licensure Standards Board for complaints alleging sexual harassment by an employee towards a student; or the extent necessary to provide the individual accused in the complaint due process during the investigation and disciplinary processes. Individuals who file a complaint have the right to request that the individual accused of sexual harassment not be informed of the name of the accuser; however, individuals should be aware that making such a request may substantially limit the District's ability to investigate the complaint and may make it impossible for the District to discipline the accused.

Students, or the parents/legal guardians/ other responsible adult of a student, who file a complaint of sexual harassment shall not be subjected to retaliation or reprisal in any form, including threats, intimidation, coercion, or discrimination. The District shall take steps to prevent retaliation and shall take immediate action if any form of retaliation occurs regardless of whether the retaliatory acts are by District officials, students, or third parties.

Following the completion of an investigation of a complaint, the District will inform the parents/legal guardian/other responsible adult of the student, or the student if over the age of eighteen (18), who filed the complaint:

- The final determination of the investigation;
- Remedies the District will make available to the student; and
- The sanctions, if any, imposed on the alleged harasser relevant to the student.

Following the completion of an investigation of a complaint, the District will inform the parents/legal guardian/other responsible adult of the student, or the student if over the age of eighteen (18), who was accused of sexual harassment in the complaint:

- The final determination of the investigation; and
- The sanctions, if any, the District intends to impose on the student.

It shall be a violation of this policy for any student to be subjected to, or to subject another person to, sexual harassment. Following an investigation, any student who is found by the evidence to more likely than not have engaged in sexual harassment will be subject to disciplinary action up to, and including, expulsion.

Students who knowingly fabricate allegations of sexual harassment shall be subject to disciplinary action up to and including expulsion.

Individuals who withhold information, purposely provide inaccurate facts, or otherwise hinder an investigation of sexual harassment shall be subject to disciplinary action up to and including expulsion. *Legal References: Title IX of the Education Amendments of 1972, 20 USC 1681, et seq. 34 CFR part 106. A.C.A. § 6-15-1005 (b) (1)*

WEAPONS AND DANGEROUS INSTRUMENTS (4.22)

No student shall possess a weapon, display what appears to be a weapon, or threaten to use a weapon while in school, on or about school property, before or after school, in attendance at school or any school sponsored activity, en route to or from school or any school sponsored activity, off the school grounds at any school bus stop, or at any school sponsored activity or event. Military personnel, such as ROTC cadets, acting in the course of their official duties are accepted.

A weapon is defined as any firearm, knife, razor, ice pick, dirk, box cutter, numchucks, pepper spray or other noxious spray, explosive, or any other instrument or substance capable of causing bodily harm. For the purposes of this policy, "firearm" means any device designed, made, or adapted to expel a projectile by the action of an explosive or any device readily convertible to that use.

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

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

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

The district shall report any student who brings a firearm to school to the criminal justice system or juvenile delinquency system by notifying local law enforcement. *Legal References: A.C.A. § 6-18-502 (c) (2)(A)(B), A.C.A. § 6-18-507 (e) (1)(2), A.C.A. § 6-21-608 , A.C.A. § 5-73-119(b)(e)(8)(9)(10) , 20 USCS § 7151:* A.C.A. § 5-73-133 *4.30*

DRUGS AND TOBACCO USE

DRUGS AND ALCOHOL (4.24)

An orderly and safe school environment that is conducive to promoting student achievement requires a student population free from the deleterious effects of alcohol and drugs. Their use is illegal, disruptive to the educational environment, and diminishes the capacity of students to learn and function properly in our schools.

Therefore, no student in the Mountainburg School District shall possess, buy, attempt to possess, attempt to buy, consume, use, distribute, sell, give to any person, or be under the influence of any substance as defined in this policy, or what the student represents or believes to be any substance as defined in this policy. This policy applies to any student who is on or about school property; is in attendance at school or any school sponsored activity (at home or away); has left the school campus for any reason and returns to the campus; is in route to or from school or any school sponsored activity.

Prohibited substances shall include, but are not limited to: alcohol, or any alcoholic beverage; inhalants or any ingestible matter that alter a student's ability to act, think, or respond; LSD, or any other hallucinogen; marijuana, cocaine, heroin, or any other narcotic drug; PCP, amphetamines, steroids, "designer drugs", look-alike drugs, or any controlled substance. Students may not have lighters at school. This also includes over-the-counter medications, herbal substances, and vitamin and caffeine type substances.

Selling, distributing, or attempting to sell or distribute, or using over-the-counter or prescription drugs not in accordance with the recommended dosage is prohibited.

DRUG TESTING

It is the philosophy of the Mountainburg Schools that students involved in extracurricular activities be encouraged and supported in their efforts to develop and maintain a chemical-free lifestyle.

The school board, administration, coaches, and sponsors recognize the use of mood altering chemicals as a significant health problem for many students, resulting in negative effects on behavior and learning and the total development of each individual. The misuse and abuse of mood altering chemicals for some students affect academic growth, achievement, activities participation, and development of related skills. Others are affected by the misuse and abuse by family, teammates, or other significant persons in their lives.

PURPOSE

The purposes of the Chemical Screening Test at Mountainburg Public Schools are as follows:

1. Emphasize concern for the health of students in areas of safety while participating in activities and the long-term physical and emotional effects of chemical use on their health.
2. Promote a sense of order and discipline among students.
3. Confirm and support existing state laws which restrict the use of such mood altering chemicals.
4. Establish standards of conduct for those who are leaders and standard-bearers among their peers.
5. To provide assistance to students who need a referral and evaluation regarding their use of mood altering chemicals.
6. Work with the parents to assist in keeping their children free of mood altering chemicals.

The Mountainburg Public School district recognizes any activity that is not a part of the regular curriculum as an extracurricular activity. This includes all sports (basketball, football, baseball, track, band and cheerleading), dances, field trips, Quiz Bowl, Chess tournaments, Student Counsel, FFA, Fall Festival Royalty Program, and Banquets. The administration reserves the authority to recognize any activity as an extracurricular activity.

Therefore, it is the policy of this district that all students in grades 7-12 who wish to participate in any of the above mentioned activities must, along with a parent or legal guardian, sign a permission slip agreeing to participate in random testing throughout the school year. Refusal to give permission for testing or refusal to submit to testing will result in the student being removed from extracurricular activities for the remainder of the school year. All permission slips must be turned in to the office **no later than September 1st** of the school year unless a student enrolls after that date, in which case the student will have **10 days** from the date of enrollment to turn in a permission slip.

METHOD

Throughout the school year, all students in grades 7-12 who are involved in extracurricular activities will be picked at random for drug screening. Each random selection may involve between 5% and 90% of all Junior/Middle and Senior High students involved in covered activities. Percentages selected may vary between Junior High/Middle and Senior High groups. A list of all students who participate in extracurricular activities is compiled and sent to the health care provider

that has been chosen by the school to perform the testing. Each student is assigned a number and a computer generated list is then obtained.

Students who are selected will be required to submit a urine sample and undergo a Breathalyser analysis under the supervision of the District approved health service provider.

CONSEQUENCES FOR A POSITIVE TEST

If the lab results indicate a positive test, the lab will automatically conduct a retest of the same specimen. If the retest is positive, the school will be notified of the results.

The school will then attempt to arrange a conference with the parents and students to communicate the results of the test. The student will be removed from all extracurricular activities for a minimum of 30 days beginning at the time that the lab notifies the school. At the end of the 30 day period, the school may then contact the parent and ask that the student be retested. The school will contact the health service provider and make arrangements for the student to be retested. The cost for this and subsequent testing will be the responsibility of the parent or guardian. The student must pass two (2) consecutive drug tests in order to be eligible for extracurricular activities again with the approval of the person responsible for that activity. Refusal to retake a drug test may result in the suspension for 365 days from the extracurricular activity. The student will also be required to successfully complete a drug counseling program with a state approved agency at the parent's expense. The student will have begun this counseling two (2) weeks after the first positive drug testing results. The student will provide certification that they have attended the required counseling sessions and completed the program. The student will then be required to have periodic drug testing done for the rest of the school year at the school's discretion and the parent's expense. A positive drug test will result in repeating this process.

TOBACCO AND TOBACCO PRODUCTS (4.22)

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

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

DUE PROCESS

Due process is afforded to students in disciplinary actions of some magnitude such as suspension, expulsion, statements removed from student's records, and clearing of one's reputation. As defined in the due process clause of the Fourteenth Amendment of the U.S. Constitution, and as called for by state law, MPS adheres to the provision:

1. Prior to any suspension, the principal or his/her designee shall advise the student of the particular misconduct, which he/she is accused, as well as the basis of the accusation.
2. The student shall be given at that time the opportunity to explain his/her version of the facts to the principal or his/her designee.
3. Written notice of the suspension/expulsion and of the reason shall be given to the parent/guardian.
4. Any parent/guardian shall have the right to appeal the suspension to the superintendent of schools. If the superintendent suspends the student, he/she shall have the right to appeal to the local board.

EMERGENCY DRILLS (4.37)

All schools in the District shall conduct fire drills at least monthly. Tornado drills shall also be conducted no fewer than three (3) times per year with at least one each in the months of September, January, and February. Students who ride school buses,[1] shall also participate in emergency evacuation drills at least twice each school year.

The District shall annually conduct an active shooter drill and school safety assessment for all District schools in collaboration with local law enforcement and emergency management personnel. The training will include a lockdown exercise with panic

button alert system training.[2,3] Students will be included in the drills to the extent that is developmentally appropriate for the age of both the students and grade configuration of the school.[3,4]

Drills may be conducted during the instructional day or during non-instructional time periods.

Other types of emergency drills may also be conducted to test the implementation of the District's emergency plans in the event of violence, terrorist attack, natural disaster, other emergency, or the District's Panic Button Alert System. Students shall be included in the drills to the extent practicable.[24]

Legal References: A.C.A. § 12-13-109, A.C.A. § 6-10-121, Ark. Division of Academic Facilities and Transportation Rules Governing Maintenance and Operations of Ark. Public School Buses and Physical Examinations of School Bus Drivers 4.03.1, A.C.A. § 6-15-1302, A.C.A. §6-10-110. A.C.A. §6-15-1303

ENROLLMENT

RESIDENCE REQUIREMENTS (4.1)

Definitions:

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

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

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

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

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

In order for a person under the age of eighteen (18) years to establish a residence for the purpose of attending the District's schools separate and apart from his or her parents, guardians, or other persons having lawful control of him or her under an order of a court, the person must actually reside in the District for a primary purpose other than that of school attendance. A foster child who was previously enrolled in a District school and who has had a change in placement to a residence outside the District, may continue to remain enrolled in his/her current school unless the presiding court rules otherwise. The children or wards of any person who is at least a half-time employee of this district but reside in another district are eligible to enroll in District schools.

Children whose parent or legal guardian relocates within the state due to a mobilization, deployment, or available military housing while on active duty in or serving in the reserve component of a branch of the United States Armed Forces or National Guard may continue attending school in the school district the children were attending prior to the relocation or attend school in the school district where the children have relocated. A child may complete all remaining school years at the enrolled school district regardless of mobilization, deployment, or military status of the parent or guardian.

Legal References: A.C.A. § 6-18-202 A.C.A. § 6-18-203, A.C.A. §6-4-302

ENTRANCE REQUIREMENTS (4.2)

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

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

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

Any child may enter first grade in a District school if the child will attain the age of six (6) years during the school year in which the child is seeking enrollment and the child has successfully completed a kindergarten program in a public school in Arkansas.

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

Students who move into the District from an accredited school shall be assigned to the same grade as they were attending in their previous school (mid-year transfers) or as they would have been assigned in their previous school. Private school students shall be evaluated by the District to determine their appropriate grade placement. Home school students enrolling or re-enrolling as a public school student shall be placed in accordance with policy 4.6—HOME SCHOOLING.

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

Prior to the child's admission to a District school:

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

    a. A birth certificate;
    b. A statement by the local registrar or a county recorder certifying the child's date of birth;
    c. An attested baptismal certificate;
    d. A passport;
    e. An affidavit of the date and place of birth by the child's parent or guardian;
    f. United States military identification; or
    g. Previous school records.

3. The parent, guardian, or other responsible person shall indicate on school registration forms whether the child has been expelled from school in any other school district or is a party to an expulsion proceeding. The Board of Education reserves the right, after a hearing before the Board, not to allow any person who has been expelled from another school district to enroll as a student until the time of the person's expulsion has expired.

4. In accordance with Policy 4.57—IMMUNIZATIONS, - the child shall be age appropriately immunized ~~,~~ or have an exemption issued by the Arkansas Department of Health.

UNIFORMED SERVICE MEMBERS' CHILDREN

For the purposes of this policy:

"**Active duty members of the uniformed services**" includes members of the National Guard and Reserve on active duty orders pursuant to 10 U.S.C. Section 1209 and 1211;
"**Uniformed services**" means the Army, Navy, Air Force, Marine Corps, Coast Guard as well as the Commissioned Corps of the National Oceanic and Atmospheric Administration, and Public Health Services;
"**Veteran**" means: a person who served in the uniformed services and who was discharged or released there from under conditions other than dishonorable.
"**Eligible child**" means the children of:

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

An eligible child as defined in this policy shall:

1. be allowed to continue his/her enrollment at the grade level commensurate with his/her grade level he/she was in at the time of transition from his/her previous school, regardless of age;
2. be eligible for enrollment in the next highest grade level, regardless of age if the student has satisfactorily completed the prerequisite grade level in his/her previous school;
3. enter the District's school on the validated level from his/her previous accredited school when transferring into the District after the start of the school year;
4. be enrolled in courses and programs the same as or similar to the ones the student was enrolled in his/her previous school to the extent that space is available. This does not prohibit the District from performing subsequent evaluations to ensure appropriate placement and continued enrollment of the student in the courses/and/or programs;
5. be provided services comparable to those the student with disabilities received in his/her previous school based on his/her previous Individualized Education Program (IEP). This does not preclude the District school from performing subsequent evaluations to ensure appropriate placement of the student;
6. make reasonable accommodations and modifications to address the needs of an incoming student with disabilities, subject to an existing 504 or Title II Plan, necessary to provide the student with equal access to education. This does not preclude the District school from performing subsequent evaluations to ensure appropriate placement of the student;
7. be enrolled by an individual who has been given the special power of attorney for the student's guardianship. The individual shall have the power to take all other actions requiring parental participation and/or consent;
8. be eligible to continue attending District schools if he/she has been placed under the legal guardianship of a noncustodial parent living outside the district by a custodial parent on active military duty.
   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 (f) A.C.A. § 6-4-302, A.C.A. § 6-18-510

STUDENT ENROLLMENT

Kindergarten:

The minimum age for enrollment in Kindergarten is age five (5) on or before August first (1st) of the school year of initial enrollment. Any student who has been enrolled in a state-accredited or approved kindergarten program in another state for a period of not less than sixty (60) days, who will become five (5) years of age during the school year may be enrolled in kindergarten provided that the parents make a written request and establish domicile in the district. *Legal References: Ark.Code Ann. 6-18-207*

First Grade:
Any child who will be six (6) years of age on or before September fifteenth (15th) and has not completed a state-accredited kindergarten program shall be evaluated by the district and placed in kindergarten or first grade, depending upon the results of the evaluation. (See the following steps).

1. The first step will be a curriculum referral. This is made when a child seeking initial enrollment in school is identified as a six-year-old who has not completed a kindergarten program.
2. Multiple formal assessments will be administered to evaluate the child.
3. A Committee will administer/evaluate the assessment results.
   The Committee shall consist of the elementary principal, the elementary speech therapist, elementary teachers, and the elementary counselor. After the committee has analyzed the formal assessments, the child will be properly placed in kindergarten or first grade, depending on the results. The school will then notify the parent.

Legal References: Ark. Code Ann. 6-18-201

PLACEMENT OF MULTIPLE BIRTH SIBLINGS (4.53)
The parent, guardian or other person having charge or custody of multiple birth siblings in grades pre-K through 6 may request that the multiple birth siblings are placed in either the same or separate classrooms. The request shall be in writing not later than the 14th calendar day prior to the first day of classes at the beginning of the academic year. The school shall honor the request unless it would require the school to add an additional class to the sibling's grade level. If one parent of multiple birth siblings requests a placement that differs from that of the other parent of the same multiple birth siblings, the school shall determine the appropriate placement of the siblings.

The school may change the classroom placement of one or more of the multiple birth siblings if:

- There have been a minimum of 30 instructional days since the start of the school year; and
  - After consulting with each classroom teacher in which the siblings were placed, the school determines the parent's classroom placement request is:
    - Detrimental to the educational achievement of one or more of the siblings;
    - Disruptive to the siblings' assigned classroom learning environment; or
    - Disruptive to the school's educational or disciplinary environment.

If a parent believes the school has not followed the requirements of this policy, the parent may appeal the multiple birth siblings' classroom placement to the Superintendent. The Superintendent's decision regarding the appeal shall be final. *Legal Reference: A.C.A. § 6-18-106*

EQUAL EDUCATIONAL OPPORTUNITY (4.11)
No student in the Mountainburg School District shall, on the grounds of race, color, religion, national origin, sex, sexual orientation, gender identity, age, or disability be excluded from participation in, or denied the benefits of, or subjected to discrimination under any educational program or activity sponsored by the District. The District has a limited open forum granting equal access to the Boy Scouts of America and other youth groups.

Inquiries on non-discrimination may be directed to the Equity Coordinator, who may be reached at 479-369-2121 or at sandy.diamond@mountainburg.org. For further information on notice of non-discrimination or to file a complaint, visit; http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm; for the address and phone number of the office that serves your area, or call 1-800-421-3481. *Legal references:A.C.A. § 6-10-132, A.C.A. § 6-18-514, 28 C.F.R. § 35.106, 34 C.F.R. § 100.6, 34 C.F.R. § 104.8, 34 C.F.R. § 106.9, 34 C.F.R. § 108.9, 34 C.F.R. § 110.25*

STUDENTS WHO ARE FOSTER CHILDREN (4.52)

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

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

The District, working with other individuals and agencies shall, unless the presiding court rules otherwise or DHS grants a request to transfer under Foster Child School choice, ensure that the foster child remains in his/her school of origin, even if a change in the foster child's placement results in a residency that is outside the district. In such a situation, the District will work with DHS to arrange for transportation to and from school for the foster child to the extent it is reasonable and practical.

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

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

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

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

Foster Child School Choice

If DHS approves a request from a foster parent, or the foster child if the foster child is eighteen (18) years of age, to transfer to another school in the District or into the district as being in the best interest of the foster child, the District shall allow the foster child to transfer to another school in the District or into the District if the foster parent, or the foster child if the foster child is eighteen (18) years of age, submits a request to transfer on a form approved by ADE that is postmarked by no later than May 1 of the year the student seeks to begin the fall semester at another school in the District or in the District.

By July 1 of the school year in which the student seeks to transfer under this section, the superintendent shall notify the foster parent, or the foster child if the foster child is eighteen (18) years of age, in writing whether the application has been accepted or rejected. If the application is accepted, the superintendent shall state in the notification letter a reasonable deadline for the foster child to enroll in the new school or the District and that failure to enroll by the date shall void the school choice acceptance. If the application is rejected, the superintendent shall state in the notification letter the reason for the rejection and that the foster parent, or the foster child if the foster child is eighteen (18) years of age, may submit a written appeal of the rejection to the State board within ten (10) days of receiving the notification letter.

The District shall only reject a Foster Child School Choice application if:

1. The public school or District has reached the maximum student-to-teacher ratio allowed under federal law, state law, rules for standards of accreditation, or other applicable rule or regulation; or
2. Approving the transfer would conflict with a provision of an enforceable desegregation court order or a public school district's court-approved desegregation plan regarding the effects of past racial segregation in student assignment.

A foster child whose application is rejected by the District may submit a written request within ten (10) days following the receipt of the rejection letter from the superintendent to the State Board of Education for the State Board to reconsider the transfer.

A Foster Child School Choice transfer shall remain in effect until the foster child:

- Graduates from high school; or

- Transfers to another school or school district under:
  - The Foster Child School Choice Act;
  - Opportunity Public School Choice Act of 2004;
  - The Public School Choice Act of 2015; or
  - Any other law that allows a transfer.

The District shall accept credits toward graduation that were awarded by another public school district.
When a foster child transfers from the foster child's school of origin to another school in the District or into the District, the foster child or the foster parent is responsible for the foster child's transportation to and from the school the foster child transferred to. The District and the foster parent, or the foster child if the foster child is eighteen (18) years of age, may enter into a written agreement for the District to provide the transportation to and from the school the foster child transferred to.
Cross References: 4.1—RESIDENCE REQUIREMENTS, 4.2—ENTRANCE REQUIREMENTS, 4.5—SCHOOL CHOICE, 4.7—ABSENCES
Legal References: A.C.A. § 6-18-233, A.C.A. § 9-28-113

EQUITY
EQUITY COMPLIANCE POLICY

1. **Purpose:** It is the policy of the Mountainburg Public Schools to maintain learning and working environment that is free from discrimination based upon sex (Title IX), age (Age Discrimination Act of 1975), disability (Title II of the Americans with Disabilities Act, 1990 and Section 504 of the Rehabilitation Act of 1973). The District will take steps to provide a prompt and equitable resolution of complaints alleging discrimination denying student or employees their rights to equal treatment without regard to sex, disability, and age. Under Section 504, all grievance procedures will incorporate appropriate due process standards.
2. **Authority:** It shall be a violation of this policy for students, employees and third parties to engage in any discriminatory action defined below.
3. **Definitions:** Unwelcome sexual advances, requests for sexual favors, and other inappropriate oral, written, or physical conduct of a sexual nature, when made by a student to an employee, by any students to another student or by a third party to either a student or employee constitutes sexual harassment when:
   - Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's education;
   - Submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or
   - Such conduct that has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive academic or professional environment.

   Sexual harassment, as defined above, may include, but is not limited to the following:
   - Verbal harassment or abuse;
   - Pressure for sexual activity;
   - Repeated remarks to a person with sexual or demeaning implications;
   - Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, etc.; or
   - Sexually motivated unwelcome physical contact.

   Discrimination or harassment based upon age, sex, or disability will not be tolerated in the Mountainburg Public Schools.

4. **Procedures:** If the complaint involves a student, the complaint may be filed with the building principal. If the complaint involves an employee or third party, the complaint may be filed with the building principal

or directly with the Equity Compliance Coordinator. Upon receipt of a report of sex discrimination including but not limited to sexual harassment, discrimination based upon age or handicap, the building principal may conduct an investigation and present a written report on the Mountainburg Public Schools form to the Equity Compliance Coordinator within twenty-four (24) hours. Failure to report any such incident or complaint as provided will result in disciplinary action taken against that employee.

Filing a complaint or otherwise reporting sexual harassment, age, sex or disability discrimination will not reflect upon the individual's status nor will it affect future employment, grades, or work assignments.

The Equity Compliance Coordinator shall immediately authorize an investigation, which may be conducted by school officials. A written report on the investigation will be provided to the Equity Compliance Coordinator within ten (10) school days of the complaint or report of discrimination.

The investigation may consist of personal interviews with the person filing a complaint, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident or circumstances surrounding the complaint.

In addition, the District may take immediate steps, at its discretion, to protect the person filing the complaint, students(s), employee, or third party pending the completion of the investigation.

The Equity Compliance Coordinator shall make a report to the Superintendent within two (2) school days of the completion of the investigation.

5. **School District Action:**
   A. Upon receipt of a recommendation that the complaint is valid, the District shall take such action as appropriate based on the results of the investigation. If the discriminator is a student, disciplinary action may include suspension or expulsion.
   B. The result of the investigation of each complaint filed under these procedures will be reported in writing to the person filing the complaint by the District. If the discriminator is a student, the report will document the action taken as a result of the complaint to the extent permitted by FERPA.
   C. If the discriminator is an employee, disciplinary action may include suspension or termination.
   D. If the discriminator is a third party, appropriate law enforcement agencies will be contacted.

6. **Reprisal:** The District will discipline any individual who retaliates against any person who reports alleged discrimination or who retaliates against any person who testifies, assists, or participates in an investigation proceeding related to discrimination complaint. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

7. **Equity Compliance Coordinator** Sandy Diamond, 129 Highway 71 SW, Mountainburg, AR 72946, (479) 369-2121

8. A compliant or grievance concerning compliance with Title VI (race), Title IX (sex), or Section 504 of the Rehabilitation Act of 1973 (disability), Title II of the Americans with Disabilities Act of 1990 and the Age Discrimination Act of 1975 may be submitted directly with or without regard for this procedure to:

Office of Civil Rights
U.S. Office of Education
1999 Bryan Street, Suite 2600
Dallas, TX 75201

Mountainburg Public Schools
Reporting Form for Sexual Harassment, Sex Discrimination
Disability (Title II) Discrimination, Age Discrimination

Complete all applicable information. Under no circumstances shall a student or employee or third party be required to first report allegations of sexual harassment, sex, age, or disability discrimination to a school contact person if that person is the individual who is accused of the incident.

Name of the person making the complaint _____
Relationship to the Victim _____
1. **VICTIM** _____
Phone Number _____ Cell _____
Physical Address _____
Mailing Address _____
Age _____ Grade _____ Teacher _____

2. **ACCUSED** _____
Phone Number _____ Cell _____
Physical Address _____
Mailing Address _____
Age _____ Grade _____ Teacher _____

3. Document the name and title of the MSD official who was notified (teacher, counselor, principal, supervisor OR Affirmative Action Coordinator)

_____ _____ _____
Name Title Date

4. Principals will get written statements from the victim and harasser. Attach to report.

_____ _____ _____
Signature of investigator Title Date

5. The Affirmative Action Coordinator will maintain a written account of the response or investigation of the alleged conduct that is turned in after the initial investigation.

_____ _____
Signature of Affirmative Action Investigator Date Information was received by Coordinator

6. Affirmative Action Coordinator will collect witness statements and attach to report.

7. Affirmative Action Coordinator will collect investigative notes and attach to report.

8. _____ _____
Name of Determining Official Title
Implementing action(s) taken

9. Description of Actions

Mountainburg Public Schools
Equity Compliance Coordinator
129 Highway 71 SW

Mountainburg, AR 72946
Phone: 479-369-2121
Fax: 479-369-2138

MOUNTAINBURG PUBLIC SCHOOLS
EQUITY COMPLIANCE COORDINATOR DISTRICT
DESIGNEES FOR REPORTING

Sandy Diamond, Administrative Assistant, Equity Compliance Coordinator
129 Highway 71 SW
Mountainburg, AR 27946
479-369-2121

Jason Rutherford, High School Principal/Middle School Principal
129 Highway 71 SW
Mountainburg, AR 72946
479-369-2146

Tandi Jones, Elementary Principal
129 Highway 71 SW
Mountainburg, AR 72946
479-369-2762

Each building principal will be responsible for all Equity complaints and investigations on their campus unless investigations are assigned to another by the District Coordinator. If the building principal is named on the complaint/grievance then the District Coordinator will investigate or designate a third party to investigate according to District policy.

Appeals of all investigations/findings will be made to the Superintendent of Schools according to District policy. An appeal of the Superintendents findings may be made to the Board of Directors according to District Policy.

EXTRACURRICULAR ACTIVITIES – SECONDARY SCHOOLS (4.56)

ARKANSAS ACTIVITIES ASSOCIATION

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

Definitions:

"Academic Courses" are those courses for which class time is scheduled, which can be credited to meet the minimum requirements for graduation, which is taught by a teacher required to have State licensure in the course or is otherwise qualified under Arkansas statute, and has a course content guide which has been approved by the Arkansas Department of Education (ADE). Any of the courses for which concurrent high school credit is earned may be from an institution of higher education recognized by ADE. If a student passes an academic course offered on a block schedule, the course can be counted twice toward meeting the requirement for students to pass four (4) academic courses per semester as required by this policy.

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

"Field Trips" are when individual students or groups of students are invited to programs or events when there is no competition and the students are not interacting with each other for the purpose of planning, qualifying, or arranging for future programs or for the purpose of receiving recognition.

"Interscholastic Activities" means athletic or non-athletic/academic activities where students compete on a school vs. school basis.

"Intra-scholastic Activities" means athletic or non-athletic/academic activities where students compete with students from within the same school.

"Supplemental Improvement Program (SIP)" is an additional instructional opportunity for identified students outside of their regular classroom and meets the criteria outlined in the current Arkansas Activities Association (AAA) Handbook.

EXTRACURRICULAR ELIGIBILITY

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

Any student who refuses to sit for a Statewide assessment or attempts to boycott a Statewide assessment by failing to put forth a good faith effort on the assessment as determined by the assessment administrator/proctor, or whose parents do not send their student to school on the dates the assessments are administered or scheduled as make-up days shall not be permitted to participate in any non-curriculum related extracurricular activity. The student shall remain ineligible to participate until the student takes the same or a following statewide assessment, as applicable. The superintendent or designee may wave this paragraph's provisions when the student's failure was due to exceptional or extraordinary circumstances. Students falling under the provisions of this paragraph shall be permitted to attend curriculum related field trips occurring during the school day.

A student who enrolls in the district and meets the definition of "eligible child" in Policy 4.2-ENTRANCE REQUIREMENTS shall be eligible to tryout for an extracurricular activity regardless of the date the student enrolls in the District so long as the student meets all other eligibility requirements and the extracurricular activity is still ongoing.

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

INTERSCHOLASTIC ACTIVITIES

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

ACADEMIC REQUIREMENTS: Junior High

A student promoted from the sixth to the seventh grade automatically meets scholarship requirements. A student promoted from the seventh to the eighth grade automatically meets scholarship requirements for the first semester. The second semester eighth-grade student meets the scholarship requirements for junior high if he/she has successfully passed four (4) academic courses the previous semester.

The first semester ninth-grade student meets the scholarship requirements for junior high if he/she has successfully passed four (4) academic courses the previous semester.

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

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

ACADEMIC REQUIREMENTS: Senior High

In order to remain eligible for competitive interscholastic activity, a student must have passed (4) academic courses the previous semester and either:

1) Have earned a minimum Grade Point Average (GPA) of 2.0 from all academic courses the previous semester; or

2) If the student has passed four (4) academic courses the previous semester but does not have a 2.0 GPA the student must be enrolled and successfully participating in an SIP to maintain their competitive interscholastic extracurricular eligibility.

STUDENTS WITH AN INDIVIDUAL EDUCATION PROGRAM

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

INTRASCHOLASTIC ACTIVITIES

AAA Governed Activities

Students participating in intrascholastic extracurricular activities that would be governed by AAA if they were to occur between students of different schools shall meet all interscholastic activity eligibility requirements to be eligible to participate in the comparable intrascholastic activity. The District will abide by the AAA Handbook for such activities to ensure District students are not disqualified from participating in interscholastic activities.

Non-AAA Governed Activities

Unless made ineligible by District policies, all students shall be eligible to participate in non-AAA governed intrascholastic extracurricular activities. Intrascholastic activities designed for a particular grade(s) or course(s) shall require the student to be enrolled in the grade(s) or course(s).

Legal References: State Board of Education Standards for Accreditation 10.05 and 10.06, Arkansas Activities Association Handbook A.C.A. § 6-4-302, A.C.A. § 6-15-2907, A.C.A. § 6-18-713, ~~712~~713 Commissioner's Memo COM-18-009 Commissioner's Memo LS-18-015

EXTRACURRICULAR ACTIVITIES – ELEMENTARY (4.56.1)

Definitions

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

"Field Trips" are when individual students or groups of students are invited to programs or events when there is no competition and the students are not interacting with each other for the purpose of planning, qualifying, or arranging for future programs or for the purpose of receiving recognition.

"Interscholastic Activities" means athletic or non-athletic/academic activities where students compete on a school vs. school basis.

"Intrascholastic Activities" means athletic or non-athletic/academic activities where students compete with students from within the same school.

EXTRACURRICULAR ELIGIBILITY

The Board believes in providing opportunities for students to participate in extracurricular activities that can help enrich the student's educational experience. At the same time, the Board believes that a student's participation in extracurricular activities cannot come at the expense of his/her classroom academic achievement. Interruptions of instructional time in the classroom are to be minimal and absences from class to participate in extracurricular activities shall not exceed one per week per extracurricular activity (tournaments or other similar events excepted with approval of the Superintendent). All students are eligible for extracurricular activities unless specifically denied eligibility on the basis of criteria outlined in this policy.

A student may lose his/her eligibility to participate in extracurricular activities when, in the opinion of the school's administration, the student's participation in such an activity may adversely jeopardize his/her academic achievement. Students may also be denied permission to participate in extracurricular activities as a consequence of disciplinary action taken by the administration for inappropriate behavior.

Any student who refuses to sit for a Statewide assessment or attempts to boycott a Statewide assessment by failing to put forth a good faith effort on the assessment as determined by the assessment administrator/proctor, or whose parents do not send their student to school on the dates the assessments are administered or scheduled as make-up days shall not be permitted to participate in any non-curriculum related extracurricular activity. The student shall remain ineligible to participate until the student takes the same or a following statewide assessment, as applicable. The superintendent or designee may wave this paragraph's provisions when the student's failure was due to exceptional or extraordinary circumstances. Students falling under the provisions of this paragraph shall be permitted to attend curriculum related field trips occurring during the school day.

A student who enrolls in the district and meets the definition of "eligible child" in Policy 4.2—ENTRANCE REQUIREMENTS shall be eligible to try out for an extracurricular activity regardless of the date the student enrolls in the District so long as the student meets all other eligibility requirements and the extracurricular activity is still ongoing.

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

State Board of Education Standards for Accreditation 10.05 and 10.06, A.C.A. § 6-4-302, A.C.A. § 6-15-2907, A.C.A. § 6-18-712, Commissioner's Memo LS-18-015

EXTRACURRICULAR ACTIVITY ELIGIBILITY FOR HOME SCHOOLED STUDENTS (4.56.2)

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

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

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

Home-schooled students whose parents or guardians are legal residents of the school district will be permitted to pursue participation in an interscholastic activity in the student's resident school zone2 as permitted by this policy.

Home-schooled students whose parent or legal guardian are not residents of the school district will be permitted to pursue participation in an interscholastic activity in the District if the superintendent of the student's resident district and the superintendent of the District both agree in writing to allow the student to participate in interscholastic activities at the District.

Although not guaranteed participation in an interscholastic activity, home-school students who meet the provisions of this policy, AAA Rules, and applicable Arkansas statutes shall have an equal opportunity to try out and participate in an interscholastic activities without discrimination. The District shall provide a reasonable alternative to any prerequisite for eligibility to participate in an interscholastic activity that the home-schooled student is unable to meet because of his or her enrollment in a home school.

To be eligible to try out and participate in interscholastic activities, the student or the parent of a student shall mail or hand deliver the student's request to participate to the student's school's principal before the signup, tryout or participation deadline established for traditional students. Additionally, the student shall demonstrate academic eligibility by obtaining a minimum test score of the 30th percentile or better in the previous 12 months on the Stanford Achievement Test Series, Tenth Edition; another nationally recognized norm-referenced test; or a minimum score on a test approved by the State Board of Education.

A student who meets the requirements for eligibility to participate in an interscholastic activity is required to register for no more than one course3 in the District's school where the student is intending to participate in an interscholastic activity.

The student shall regularly attend the class in which the student is registered beginning no later than the eleventh (11th) day of the semester in which the student's interscholastic activity participation is desired. The student must attend the practices for the interscholastic activity to the same extent as is required of traditional students.

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

A home-schooled student who has met the try out criteria; and who has been selected to participate in the interscholastic activity shall meet the following criteria that also apply to traditional students enrolled in the school:

- standards of behavior and codes of conduct;
- attend the practices for the interscholastic activity to the same extent as is required of traditional students;
- required drug testing;
- permission slips, waivers, physical exams; and
- participation or activity fees.

A home-schooled student who is not a resident of the District may begin participating in interscholastic activities:

a. Immediately upon being approved for participation for all interscholastic activities other than athletic activities; and
b. One (1) calendar year after being approved to participate in interscholastic activities that are athletic activities unless the approval is prior to July 1 of the school year the student would have been enrolled in seventh (7^{th}) grade if the student were enrolled in public school.

A home-schooled student who is not a resident of the District and is prohibited under this policy from participating in an interscholastic activity that is an athletic activity for one (1) calendar year may immediately participate in rehearsals, tryouts, practices, auditions, classes, or other endeavors associated with the interscholastic activity.

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

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

Cross Reference: 4.59—ACADEMIC COURSE ATTENDANCE BY PRIVATE SCHOOL AND HOME SCHOOL STUDENTS
Legal References:A.C.A. § 6-15-509, A.C.A. § 6-18-232, A.C.A § 6-18-713, Arkansas Activities Association Handbook, Commissioner's Memo COM-18-009, Commissioner's Memo LS-18-015, Arkansas Department of Education Rules Governing Home Schools

HOME SCHOOLED STUDENTS' LETTER OF INTENT TO PARTICIPATE IN AN EXTRACURRICULAR ACTIVITY AT RESIDENT DISTRICT (4.56.2F)

Student's Name (Please Print) _____
Parent or Guardian's Resident Address
Street _____ Apartment _____
City _____ State _____ Zip Code_____
Student's date of birth __/__/__ Last grade level the student completed _____

Student has demonstrated academic eligibility by obtaining a verifiable minimum test score of the 30^{th} percentile or better in the previous 12 months on the Stanford Achievement Test Series, Tenth Edition, or another nationally recognized norm-referenced test approved by the State Board of Education._____
Name of test, Date taken, and score achieved_____
Extracurricular activity(ies) the student requests to participate in_____
Course(s) the student requests to take at the school _____
Proof of identity ____
Date Submitted __/__/_

Parent's Signature _____

4.56.2F2— HOME SCHOOLED STUDENTS' LETTER OF INTENT TO PARTICIPATE IN AN EXTRACURRICULAR ACTIVITY AT NON-RESIDENT DISTRICT

Student's Name (Please Print) _____
Parent or Guardian's Resident Address
Street _____ Apartment _____

City _____ State _____ Zip Code_____
Student's date of birth __/__/__ Last grade level the student completed _____

Student has demonstrated academic eligibility by obtaining a verifiable minimum test score of the 30th percentile or better in the previous 12 months on the Stanford Achievement Test Series, Tenth Edition, or another nationally recognized norm-referenced test approved by the State Board of Education._____
Name of test, Date taken, and score achieved_____
Extracurricular activity(ies) the student requests to participate in _____
Course(s) the student requests to take at the school _____
Proof of identity ____
Date Submitted __/__/__

Parent's Signature _____

As the superintendent of the above student's resident district, I agree that the above student may participate in extracurricular activities at _____ School District.

Resident Superintendent's Signature: _____

As the superintendent of the _____ School district, where the above student desires to participate in extracurricular activities, I agree to allow the student to participate in extracurricular activities at _____ School District.

Non-resident Superintendent's Signature: _____

4.59—ACADEMIC COURSE ATTENDANCE BY PRIVATE SCHOOL AND HOME SCHOOL STUDENTS

The District allows private school and home school students whose parents, legal guardians, or other responsible adult with whom the student resides are residents of the District to attend academic courses offered in grades 7-12.

A private school or home school student who desires to attend one or more of the available academic courses shall submit a written request to attend the academic course(s) to the superintendent, or designee, no later than:
a. August 1 for Fall semester courses; or
b. December 1 for Spring semester courses.

The District may reject a private school or home school student's request for attendance if the District's acceptance would:
- Require the addition of staff or classrooms;
- Exceed the capacity of a program, class, grade level, or school building;
- Cause the District to provide educational services the District does not currently provide; or
- Cause the District to be out of compliance with applicable laws and regulations regarding desegregation.

Requests to attend an academic course will be granted in the order the requests are received. Upon the receipt of a private or home school student's request to attend academic course(s), the District will date and time stamp the request for attendance. If a private school or home school student is denied attendance based on a lack of capacity and an opening in the requested course occurs prior to the start of the course, the District will use the date and time stamp on the request for attendance to determine the private school or home school student who will be notified of an opening in the requested course.

As part of the request to attend academic courses in the District, a private school or home school student shall:

- Indicate the course(s) the private school or home school student is interested in attending;
- If the course(s) the private school or home school student is interested in attending is being offered by the District in both a physical and a digital format, whether the private school or home school student intends to attend the physical course or the digital course;
- Agree to follow the District's discipline policies; and
- Submit immunization documentation required by Policy 4.57—IMMUNIZATIONS. In addition to the documentation methods provided in Policy 4.57, a home school student may submit a letter to the superintendent, or designee, stating an objection to immunizations and listing the immunizations the student has received, if any.

A private school or home school student who fails to attend an academic course by the eleventh (11) day of class shall be dropped from the course.

The responsibility for transportation of any private school or home school student attending academic courses in the District shall be borne by the student or the student's parents.

The opportunity provided to home school students under this policy is in addition to the opportunity provided in Policy 4.56.2—EXTRACURRICULAR ACTIVITY ELIGIBILITY FOR HOME SCHOOLED STUDENTS.

Cross References: 4.6—HOMESCHOOLING
4.56.2—EXTRACURRICULAR ACTIVITY ELIGIBILITY FOR HOME SCHOOLED STUDENTS
4.57-- IMMUNIZATIONS

Legal References:A.C.A. § 6-15-509, A.C.A. § 6-18-232, A.C.A. § 6-18-702, A.C.A. § 6-47-401 et seq., ADE Rules Governing Distance and Digital Learning, ADE Rules Governing Kindergarten Through 12th Grade Immunization Requirements in Arkansas Public Schools

FIELD TRIPS
GRADES K-4
A field trip permission slip will be sent home at the beginning of the school year. Parents must sign that they give permission for their child to participate in field trips. Students who do not have a parent/guardian signed field trip permission slip on file in the office will not be permitted to participate in field trips.

GRADES K-12
Students with referrals including bus referrals **may** not be eligible for field trips. Students with excessive unexcused absences **may** not be eligible for field trips. The final decision for not allowing a student to go will be made by the principal.

Field trips are opportunities for students to be exposed and enriched beyond the classroom, and to be utilized as rewards and recognition. Students who have excessive absences and disciplinary issues may be prohibited from participating in these trips. Students who have received flagrant referrals or bus suspensions will not be allowed to go on field trips. If the field trip is part of a class and worth points in the class, the teacher will provide an alternative assignment for that student.

FOOD, CANDY, DRINKS OR GUM
Food, candy, or drinks are to be consumed in designated areas only during designated times. No food/drink is to be brought into the classroom unless for special projects scheduled by the instructor and approved through the principal's office. Lunches brought to school must be kept in appropriate lunch containers and stored until lunch period. The office will not make change for use in vending machines. Gum and water may be allowed by individual teachers based on students' ability to use it in a mature fashion. Exceptions can be made for students with qualifying conditions based on IDEA and Section 504 provisions. Elementary students may **not** chew gum.

FOOD SERVICES & GUIDELINES FOR STUDENTS
All student meals are provided at no charge through the Community Eligibility Provision program.

Guests/Student Guest		*Faculty*	
Breakfast	Lunch	Breakfast	Lunch
$3.00	$4.00	$2.25	$3.50

CHARGES WILL BE LIMITED TO 10 DAYS. CHARGES WILL CARRY OVER TO THE NEXT SCHOOL YEAR.
Any family may apply for free or reduced lunches. Families who feel they qualify are encouraged to apply for the free or reduced lunch program. Applications can be picked up at any of the campus offices or either cafeteria. Completed forms must be returned to the principal's office. Any family who qualifies for free or reduced lunch will also qualify for free or reduced breakfast.

FOOD SHARING AND ITS REMOVAL FROM FOOD SERVICE AREA (4.58)

Food Sharing Table

Option 1: In an effort to reduce wasted food and to provide students access to healthy foods when possible, the District shall have in the district cafeteria a food sharing table located at the end of the service line. Prior to leaving the service line, students may place on or retrieve items from the table, at no additional charge, any of the following:

- Raw whole fruit traditionally eaten without the peel (e.g. bananas and oranges);
- Raw whole fruit traditionally eaten with the peel provided the fruit is wrapped to prevent contamination (e.g. apples and grapes);
- Raw whole vegetables provided the vegetable is wrapped to prevent contamination (e.g. carrot sticks);[1]
- Milk; and
- Juice.[2]

Fruit and vegetables to be shared are to be placed into a designated container on the table.[3] Milk and juice to be shared are to be placed in an ice-filled cooler. Milk and juice may not be taken by another student unless the carton is unopened and was completely covered by ice while in the cooler. A student may not return to the table to place an item for sharing after the student has left the service line.

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

Option 2: The District has no food sharing system for food items other than milk and juice.[2] Students who do not intend to drink milk or juice received as part of a meal may place the milk/juice in a designated ice-filled cooler located at the end of the service line where another student may retrieve it at no charge. Milk and juice may not be taken by another student unless the carton is unopened and was completely covered by ice while in the cooler. A student may not return to the cooler to place for sharing or retrieve an item after the student has left the service line.

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

REMOVING FOOD ITEMS FROM THE FOOD SERVICE AREA

Option A: At the end of the meal period, a student may leave the cafeteria with up to _____[4] school provided whole fruit or whole vegetable food items. Students may not remove from the cafeteria milk, juice, or any other item requiring a temperature controlled environment.

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

Option B: No student shall remove school provided food items from the food service area at the end of the meal period, especially milk, juice, and other items requiring temperature controlled environments.

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

Legal References: Commissioner's Memo FIN 08-076

FUND RAISERS (6.6)

All fund raising activities held in the District or in the name of the District must be pre-approved in writing by the Superintendent or affected school principal. Only school sanctioned organizations and/or clubs including individual classes may host or conduct fund raising on any school campus. No individual or non-school related club or organization will be permitted to conduct fund raising on campus. Approval will be predicated on the potential for return relative to the time and energy to be invested in fund raising. There will be 1 fund raiser per year per group.

Fund raising that conflicts excessively with and/or detracts from student or teacher instructional time in either the planning or the execution of the activity will not be approved.

Neither an individual school nor the District shall be liable for any contract between clubs or organizations and third parties

Student participation in any fund raising activity shall:

1. Be Voluntary. Students who choose not to participate shall not forfeit any school privileges. It shall not be considered discriminatory to reward those who participate; and
2. Not influence or affect the student's grade.

For purposes of this policy, "Door-to-door sales" means the selling of merchandise outside of the child's home and off the school grounds. *Legal Reference: A.C.A. 6-18-1104, A.C.A. § 6-18-1102*

GUIDANCE SERVICES

Guidance services are offered to students to help them evaluate their aptitude, interests and abilities and to work toward the achievement of their greatest potentialities. The service consists of the individual inventory, dissemination of educational and occupational information, educational and vocational placement follow-up, research, and evaluation. The emphasis of the program is the individual personal conference between Counselor and student. Other techniques used are surveys, test, interviews, visitation, and referrals to individuals and community resources.

HARASSMENT

The Mountainburg Public Schools will not permit any form of harassment, whether sexual or intimidating in nature. It shall be in violation of this policy for harassment to occur whether on a student to student basis, staff to student basis, or student to staff basis. Any person who alleges discrimination or harassment by any staff member or student may complain directly to the principal, guidance counselor, or the equity coordinator.

HEALTH SERVICES (5.18)

The board believes that healthy children promote a better learning environment, are more capable of high student achievement, and will result in healthier, more productive adults. Therefore, the goal of the District's health services is to promote a healthy student body. This requires both the education of students concerning healthy behaviors, as well as providing health care services to pupils.

While the school nurse is under the supervision of the school principal, the delegation of health care duties shall be in accordance with the Arkansas Nurse Practice Act and the Arkansas State Board of Nursing Rules and Regulations Chapter Five: Delegation of Nursing Care.

COMMUNICABLE DISEASES AND PARASITES (4.34)

Students with communicable diseases or with human host parasites that are transmittable in a school environment shall demonstrate respect for other students by not attending school while they are capable of transmitting their condition to others. Students whom the school nurse determines are unwell or unfit for school attendance or who are believed to have a communicable disease or condition will be required to be picked up by their parent or guardian. Specific examples include, but are not limited to: Varicella (chicken pox), measles, scabies, conjunctivitis (Pink Eye), impetigo/MRSA (Methicillin-resistant Staphylococcus aureus), streptococcal and staphylococcal

infections, ringworm, mononucleosis, Hepatitis A, B or C, mumps, vomiting, diarrhea, and fever (100.4 F when taken orally). A student who has been sent home by the school nurse will be subsequently readmitted, at the discretion of the school nurse, when the student is no longer a transmission risk. In some instances, a letter from a health care provider may be required prior to the student being readmitted to the school.
To help control the possible spread of communicable diseases, school personnel shall follow the District's exposure control plan when dealing with any blood borne, foodborne, and airborne pathogens exposures. Standard precautions shall be followed relating to the handling, disposal, and cleanup of blood and other potentially infectious materials such as all body fluids, secretions and excretions (except sweat).

In accordance with 4.57-IMMUNIZATIONS, the District shall maintain a copy of each student's immunization record and a list of individuals with exemptions from immunization which shall be education records as defined in policy 4.13. That policy provides that an education record may be disclosed to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.

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

The parents or legal guardians of students found to have live human host parasites that are transmittable in a school environment will be asked to pick their child up at the end of the school day. The parents or legal guardians will be given information concerning the eradication and control of human host parasite. A student may be readmitted after the school nurse or designee has determined the student no longer has live human host parasites that are transmittable in a school environment.

Each school may conduct screenings of students for human host parasites that are transmittable in a school environment as needed. The screenings shall be conducted in a manner that respects the privacy and confidentiality of each student. *Legal references: A.C.A. § 6-18-702 Arkansas State Board of Health Rules And Regulations Pertaining To Immunization Requirements Arkansas Department of Education Rules Governing Kindergarten Through 12th Grade Immunization Requirements*

HEAD LICE/NITS

It is the policy of the Mountainburg School Board that NO Student will be allowed to attend any Mountainburg Public School if he/she is infested with lice or live nits. The school nurse or designee may examine students' hair on a regular basis or at the request of a teacher, parent, or other student to determine if lice or live nits are present. In the event a student is infested with lice or live nits, the following procedures will take place:

1. The child's parents will be notified to immediately pick up the child.
2. Upon arrival, parents will be instructed in the proper treatment or a note with instructions will be sent home if the parent cannot be reached.
3. Parents will treat the child and other family members as instructed and will de-bug their home.
4. Parents must bring the child to school nurse to be checked before a student will be allowed to return to school.
5. In the event of repeat occurrences, the school nurse and the parent may complete a resource checklist to ensure understanding. The nurse may also observe the parent's treatment of the child and prove instruction.
6. A conference may be held with administration, parents, and school nurse.
7. The Crawford County Health Department may be notified.
8. The school nurse may file a FINS Petition with the prosecutor.

ILLINESS/ACCIDENT (4.36)

If a student becomes too ill to remain in class and/or could be contagious to other students, the principal or designee will attempt to notify the student's parent or legal guardian. The student will remain in the school's health room or a place where he/she can be supervised until the end of the school day or until the parent/legal guardian can check the student out of school.

If a student becomes seriously ill or is injured while at school and parent/legal guardian cannot be contacted, the failure to make such contact shall not unreasonably delay the school's expeditious transport of the student to an appropriate medical care facility. The school assumes no responsibility for numbers and medical information that is utilized. Parents are strongly encouraged to keep this information up to date.

IMMUNIZATIONS (4.57)

DEFINITIONS

"In process" means the student has received at least one dose of the required immunizations and is waiting the minimum time interval to receive the additional dose(s).

"Serologic testing" refers to a medical procedure used to determine an individual's immunity to Hepatitis B, Measles, Mumps, Rubella and Varicella.

GENERAL REQUIREMENTS

Unless otherwise provided by law or this policy, no student shall be admitted to attend classes in the District who has not been age appropriately immunized against[1]:

- Poliomyelitis;
- Diphtheria;
- Tetanus;
- Pertussis;
- Red (rubeola) measles;
- Rubella;
- Mumps;
- Hepatitis A;
- Hepatitis B;
- Meningococcal disease;
- Varicella (chickenpox); and
- Any other immunization required by the Arkansas Department of Health (ADH).

The District administration has the responsibility to evaluate the immunization status of District students. The District shall maintain a list of all students who are not fully age appropriately immunized or who have an exemption provided by ADH to the immunization requirements based on medical, religious, or philosophical grounds. Students who are not fully age appropriately immunized when seeking admittance shall be referred to a medical authority for consultation.

The only types of proof of immunization the District will accept are immunization records provided by a:

A. Licensed physician;
B. Health department;
C. Military service; or
D. Official record from another educational institution in Arkansas.

The proof of immunization must include the vaccine type and dates of vaccine administration. Documents stating "up-to-date", "complete", "adequate", and the like will not be accepted as proof of immunization. No self or parental history of varicella disease will be accepted. Valid proof of immunization and of immunity based on serological testing shall be entered into the student's record.

In order to continue attending classes in the District, the student must have submitted:

1) Proof of immunization showing the student to be fully age appropriately vaccinated;

2) Written documentation by a public health nurse or private physician of proof the student is in process of being age appropriately immunized, which includes a schedule of the student's next immunization;
3) A copy of a letter from ADH indicating immunity based on serologic testing; and/or

4) A copy of the letter from ADH exempting the student from the immunization requirements for the current school year, or a copy of the application for an exemption for the current school year if the exemption letter has not yet arrived.

Students whose immunization records or serology results are lost or unavailable are required to receive all age appropriate vaccinations or submit number 4 above.

TEMPORARY ADMITTANCE

While students who are not fully age appropriately immunized or have not yet submitted an immunization waver may be enrolled to attend school, such students shall be allowed to attend school on a temporary basis only. Students admitted on a temporary basis may be admitted for a maximum of thirty (30) days (or until October 1st of the current school year for the tetanus, diphtheria, pertussis, and meningococcal vaccinations required at ages eleven (11) and sixteen (16) respectively if October 1st is later in the current school year than the thirty (30) days following the student's admittance). No student shall be withdrawn and readmitted in order to extend the thirty (30) day period. Students may be allowed to continue attending beyond the thirty (30) day period if the student submits a copy of either number 2 or number 4 above.

Students who are in process shall be required to adhere to the submitted schedule. Failure of the student to submit written documentation from a public health nurse or private physician demonstrating the student received the vaccinations set forth in the schedule may lead to the revocation of the student's temporary admittance; such students shall be excluded from school until the documentation is provided.

The District will not accept copies of applications requesting an exemption for the current school year that are older than two (2) weeks based on the date on the application. Students who submit a copy of an application to receive an exemption from the immunization requirements for the current year to gain temporary admittance have thirty (30) days from the admission date to submit either a letter from ADH granting the exemption or documentation demonstrating the student is in process and a copy of the immunization schedule. Failure to submit the necessary documentation by the close of the thirty (30) days will result in the student being excluded until the documentation is submitted.

EXCLUSION FROM SCHOOL

In the event of an outbreak, students who are not fully age appropriately immunized, are in process, or are exempt from the immunization requirements may be required to be excluded from school in order to protect the student. ADH shall determine if it is necessary for students to be excluded in the event of an outbreak. Students may be excluded for twenty-one (21) days or longer depending on the outbreak. No student excluded due to an outbreak shall be allowed to return to school until the District receives approval from ADH.

Students who are excluded from school are not eligible to receive homebound instruction unless the excluded student had a pre-existing IEP or 504 Plan and the IEP/504 team determines homebound instruction to be in the best interest of the student. To the extent possible, the student's teacher(s) shall place in the principal's office a copy of the student's assignments:

- for the remainder of the week by the end of the initial school day of the student's exclusion; and

- by the end of each school's calendar week for the upcoming week until the student returns to school.[2]

It is the responsibility of the student or the student's parent/legal guardian to make sure that the student's assignments are collected.

Students excluded from school shall have five (5) school days from the day the student returns to school to submit any homework and to make up any examinations. State mandated assessments are not included in "examinations" and the District has no control over administering state mandated make-up assessments outside of the state's schedule. Students shall receive a grade of zero for any assignment or examination not completed or submitted on time.[3]

STUDENT MEDICATIONS (4.35)

Prior to the administration of any medication, including any dietary supplement or other perceived health remedy not regulated by the US Food and Drug Administration, to any student under the age of eighteen (18), written parental consent is

required. The consent form shall include authorization to administer the medication and relieve the Board and its employees of civil liability for damages or injuries resulting from the administration of medication to students in accordance with this policy. All signed medication consent forms are to be maintained by the school nurse.

Unless authorized to self-administer, students are not allowed to carry any medications, including over-the-counter (OTC) medications or any dietary supplement or other perceived health remedy not regulated by the US Food and Drug Administration, while at school. The parent or legal guardian shall bring the student's medication to the school nurse. The student may bring the medication if accompanied by a written authorization from the parent or legal guardian. When medications are brought to the school nurse, the nurse shall document, in the presence of the parent, the quantity of the medication(s). If the medications are brought by a student, the school nurse shall ask another school employee to verify, in the presence of the student the quantity of the medication(s). Each person present shall sign a form verifying the quantity of the medication(s).

Medications, including those for self-medication, must be in the original container and be properly labeled with the student's name, the ordering provider's name, the name of the medication, the dosage, frequency, and instructions for the administration of the medication (including times). Additional information accompanying the medication shall state the purpose for the medication, its possible side effects, and any other pertinent instructions (such as special storage requirements) or warnings. Schedule II medications that are permitted by this policy to be brought to school shall be stored in a double locked cabinet.

Students with an individualized health plan (IHP) may be given OTC medications to the extent giving such medications are included in the student's IHP.

ASTHMA

Students who have asthma will be allowed to carry an inhaler with them at all times with appropriate documentation from a physician. If a student uses the inhalant medication in a manner that could cause harm to himself or another person, the inhaler will be kept in the nurse's office.

Students taking Schedule II medications methylphenidate (e.g. Ritalin or closely related medications as determined by the school nurse), dextroamphetamine (Dexedrine), and amphetamine sulfate (e.g. Adderall or closely related medications as determined by the school nurse) shall be allowed to attend school.

Students taking Schedule II medications not included in the previous sentence shall be allowed to bring them to school under the provisions of this policy and shall be permitted to attend and participate in classes **only** to the extent the student's doctor has specifically authorized such attendance and participation. A doctor's prescription for a student's Schedule II medication is **not** an authorization. Attendance authorization shall specifically state the degree and potential danger of physical exertion the student is permitted to undertake in the student's classes and extracurricular activities. Without a doctor's written authorization, a student taking Schedule II medications, other than those specifically authorized in this policy, shall **not** be eligible to attend classes, but shall be eligible for homebound instruction if provided for in their IEP or 504 plans.

The district's supervising registered nurse shall be responsible for creating both on campus and off campus procedures for administering medications.

Students who have written permission from their parent or guardian and a licensed health care practitioner to self-administer either a rescue inhaler or auto-injectable epinephrine, or both and who have a current consent form on file shall be allowed to carry and self-administer such medication while in school, at an on-site school sponsored activity, while traveling to or from school, or at an off-site school sponsored activity. Students are prohibited from sharing, transferring, or in any way diverting his/her medications to any other person. The fact that a student with a completed consent form on file is allowed to carry an rescue inhaler or auto-injectable epinephrine, or both does not require him/her to have such on his/her person. The parent or guardian of a student who qualifies under this policy to self-carry a rescue inhaler or auto-injectable epinephrine, or both on his/her person shall provide the school with the appropriate medication which shall be immediately available to the student in an emergency.

Students may be administered Glucagon in emergency situations by the school nurse or, in the absence of the school nurse, a trained volunteer school employee designated as a care provider, provided the student has:

1. an IHP developed under Section 504 of the Rehabilitation Act of 1973 which provides for the administration of Glucagon in emergency situations; and
2. a current, valid consent form on file from their parent or guardian.

When the nurse is available, the trained volunteer school employee who is responsible for a student shall be released from other duties during:

The time scheduled for a dose of insulin in the student's IHP; and

Glucagon or non-scheduled insulin administration once other staff have relieved him/her from other duties until a parent, guardian, other responsible adult, or medical personnel has arrived.

Emergency Administration of Epinephrine

The school nurse or other school employees designated by the school nurse as a care provider who have been trained and certified by a licensed physician may administer an epinephrine auto-injector in emergency situations to students who have an IHP developed under Section 504 of the Rehabilitation Act of 1973 which provides for the administration of an epinephrine auto-injector in emergency situations.

The parent of a student who has an authorizing IHP, or the student if over the age of eighteen (18), shall annually complete and sign a written consent form provided by the student's school nurse authorizing the nurse or other school employee certified to administer auto-injector epinephrine to the student when the employee believes the student is having a life-threatening anaphylactic reaction.

Students with an order from and a licensed health care provider to self-administer auto-injectable epinephrine and who have written permission from their parent or guardian shall provide the school nurse an epinephrine auto-injector. This epinephrine will be used in the event the school nurse, or other school employee certified to administer auto-injector epinephrine, in good faith professionally believes the student is having a life-threatening anaphylactic reaction and the student is either not self-carrying his/her /epinephrine auto-injector or the nurse is unable to locate it.

The school nurse for each District school shall keep epinephrine auto-injectors on hand that are suitable for the students the school serves. The school nurse or other school employee designated by the school nurse as a care provider who has been trained and certified by a licensed physician may administer auto-injector epinephrine to those students who the school nurse, or other school employee certified to administer auto-injector epinephrine, in good faith professionally believes is having a life-threatening anaphylactic reaction.

The school shall not keep outdated medications or any medications past the end of the school year. Parents shall be notified ten (10) days in advance of the school's intention to dispose of any medication. Medications not picked up by the parents or legal guardians within the ten (10) day period shall be disposed of by the school nurse in accordance with current law and regulations.

Legal References: Ark. State Board of Nursing: School Nurse Roles and Responsibilities, A.C.A. § 6-18-707, Arkansas Department of Education and Arkansas State Board of Nursing Rules Governing the Administration of Insulin and Glucagon to Arkansas Public School Students With Diabetes, A.C.A. § 6-18-1005(a)(6), A.C.A. § 17-87-103 (11)

GLUCAGON AND/OR INSULIN ADMINISTRATION CONSENT FORM (4.35F3)

Student's Name (Please Print) _____

This form is good for school year _____. This consent form must be updated anytime the student's medication order changes and renewed each year and/or anytime a student changes schools.

The school has developed an individual health plan (IHP) acknowledging that my child has been diagnosed as suffering from diabetes. The IHP authorizes the school nurse – to administer Glucagon or insulin to my child in an emergency situation

In the absence of the nurse, trained volunteer district personnel may administer to my child in an emergency situation:

Glucagon Insulin

I hereby authorize the school nurse to administer Glucagon and insulin to my child, or, in the absence of the nurse, trained volunteer district personnel designated as care providers, to administer the medication(s) I selected above to my child in an emergency situation. I will supply the medication(s) I selected above to the school nurse in the original container properly labeled with the student's name, the ordering provider's name, the name of the medication, the dosage, frequency, and instructions for the administration of the medication (including times). Additional information accompanying the medication shall state the purpose for the medication, possible side effects, and any other pertinent instructions (such as special storage requirements) or warnings.

I acknowledge that the District, its Board of Directors, its employees, or an agent of the District, including a healthcare professional who trained volunteer school personnel designated as care providers shall not be liable for any damages resulting from his/her actions or inactions in the administration of Glucagon or insulin in accordance with this consent form and the IHP.

Parent or legal guardian signature _____

Date _____

EPINEPHRINE EMERGENCY ADMINISTRATION CONSENT FORM (4.35F4)

Student's Name (Please Print) _____

This form is good for school year 2015-2016. This consent form must be updated anytime the student's medication order changes and renewed each year and/or anytime a student changes schools.

My child has an IHP developed under Section 504 of the Rehabilitation Act of 1973 which provides for the administration of epinephrine in emergency situations. I hereby authorize the school nurse or other school employee certified to administer auto-injectable epinephrine in emergency situations when he/she believes my child is having a life-threatening anaphylactic reaction.

The medication must be in the original container and be properly labeled with the student's name, the ordering provider's name, the name of the medication, the dosage, frequency, and instructions for the administration of the medication (including times). Additional information accompanying the medication shall state the purpose for the medication, its possible side effects, and any other pertinent instructions (such as special storage requirements) or warnings.

Date of physician's order _____

Circumstances under which Epinephrine may be administered _____

Other instructions _____

I acknowledge that the District, its Board of Directors, and its employees shall be immune from civil liability for damages resulting from the administration of auto-injector epinephrine in accordance with this consent form, District policy, and Arkansas law.

Parent or legal guardian signature_____ Date _____

PHYSICAL EXAMINATIONS OR SCREENINGS (4.41)

The Mountainburg School District may provide from time to time for the administration of physical exams or screenings of its students. The intent of the exams or screenings shall be to detect contagious or infectious diseases or defects in hearing, vision, or other elements of health that would adversely affect the student's ability to achieve to their full potential.

The district shall notify parents, at least annually, of the specific or approximate dates of any non-emergency, invasive physical examination or screening that is:

1. required as a condition of attendance;
2. administered by the school and scheduled by the school in advance; and
3. not necessary to protect the immediate health and safety of the student, or of other students.

For the purposes of this policy, "Invasive Physical Examination" is defined as any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

Except in instances where a student is suspected of having a contagious or infectious disease, parents shall have the right to opt their student out of the exams or screenings by using form 4.41F or by providing certification from a physician that he/she has recently examined the student.

A student may be required to pass a physical exam before being allowed to participate in certain extracurricular activities to help ensure they are physically capable of withstanding the rigors of the activity. It is understood that students who refuse to take such an exam will not be allowed to participate in the desired activity.

The rights provided to parents under this policy transfer to the student when he/she turns 18 years old. *Legal Reference: A.C.A. § 6-18-701 (b), (c), (f) 20 USC § 1232h (c) [NCLB Act of 2001, Part F, Section 1061 (c) (1)(D), (2)(A)(i)(ii)(B)(C)(iii)(I)(II)(III), (4)(B)(ii), (5)(B), (6)(B)(C)]*

HOMELESS STUDENTS (4.40)

The Mountainburg School District will afford the same services and educational opportunities to homeless children as are afforded to non-homeless children. The Superintendent or his/her designee shall appoint an appropriate staff person to be the local educational agency (LEA) liaison for homeless children and youth whose responsibilities shall include, but are not limited to:

- Receive appropriate time and training in order to carry out the duties required by law and this policy;
- coordinate and collaborate with the State Coordinator, community, and school personnel responsible for education and related services to homeless children and youths;
- Ensure that school personnel receive professional development and other support regarding their duties and responsibilities for homeless youths;
- Ensure that unaccompanied homeless youths:
    - Are enrolled in school;
    - Have opportunities to meet the same challenging State academic standards as other children and youths; and
    - Are informed of their status as independent students under the Higher Education Act of 1965 and that they may obtain assistance from the LEA liaison to receive verification of such status for purposes of the Free Application for Federal Student Aid;
- Ensure that public notice of the educational rights of the homeless children and youths is disseminated in locations frequented by parents or guardians of such youth, and unaccompanied homeless youths, including schools, shelters, public libraries, and soup kitchens, in a manner and form that is easily understandable.

To the extent possible, the LEA liaison and the building principal shall work together to ensure no homeless child or youth is harmed due to conflicts with District policies solely because of the homeless child or youth's living situation; this is especially true for District policies governing fees, fines, and absences.[1]

Notwithstanding Policy 4.1, homeless students living in the district are entitled to enroll in the district's school that non-homeless students who live in the same attendance area are eligible to attend. If there is a question concerning the enrollment of a homeless child due to a conflict with Policy 4.1 or 4.2, the child shall be immediately admitted to the school in which enrollment is sought pending resolution of the dispute, including all appeals. It is the responsibility of the District's LEA liaison for homeless children and youth to carry out the dispute resolution process.

For the purposes of this policy "school of origin" means:

- The school that a child or youth attended when permanently housed or the school in which the child or youth was last enrolled, including a preschool; and
- The designated receiving school at the next grade level for all feeder schools when the child completes the final grade provided by the school of origin.

The District shall do one of the following according to what is in the best interests of a homeless child:

1. Continue the child's or youth's education in the school of origin for the duration of homelessness:
   - In any case in which a family becomes homeless between academic years or during an academic year; and
   - For the remainder of the academic year, if the child or youth becomes permanently housed during an academic year; or
2. Enroll the child or youth in any public school that nonhomeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

In determining the best interest of the child or youth, the District shall:

- Presume that keeping the child or youth in the school of origin is in the child's or youth's best interest, except when doing so is contrary to the request of the child's or youth's parent or guardian, or (in the case of an unaccompanied youth) the youth;
- Consider student-centered factors related to the child's or youth's best interest, including factors related to the impact of mobility on achievement, education, health, and safety of homeless children and youth, giving priority to the request of the child's or youth's parent or guardian or (in the case of an unaccompanied youth) the youth.

If the District determines that it is not in the child's or youth's best interest to attend the school of origin or the school requested by the parent or guardian, or (in the case of an unaccompanied youth) the youth, the District shall provide the child's or youth's parent or guardian or the unaccompanied youth with a written explanation of the reasons for its determination, in a manner and form understandable to such parent, guardian, or unaccompanied youth, including information regarding the right to appeal. For an unaccompanied youth, the District shall ensure that the LEA liaison assists in placement or enrollment decisions, gives priority to the views of such unaccompanied youth, and provides notice to such youth of the right to appeal.

The homeless child or youth must be immediately enrolled in the selected school regardless of whether application or enrollment deadlines were missed during the period of homelessness.

The District shall be responsible for providing transportation for a homeless child, at the request of the parent or guardian (or in the case of an unaccompanied youth, the LEA Liaison), to and from the child's school of origin.

For the purposes of this policy, students shall be considered homeless if they lack a fixed, regular, and adequate nighttime residence and:

1. Are:
   - Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason;
   - Living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations;
   - Living in emergency or transitional shelters;

- Abandoned in hospitals;

2. Have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
3. Are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
4. Are migratory children who are living in circumstances described in clauses (a) through (c).

In accordance with Federal law, information on a homeless child or youth's living situation is part of the student's education record and shall not be considered, or added, to the list of directory information in Policy 4.13.
Legal References: 42 U.S.C. § 11431 et seq., 42 U.S.C. § 11431 (2), 42 U.S.C. § 11432(g)(1)(H)(I), 42 U.S.C. § 11432 (g)(1)(J)(i), (ii), (iii), (iii)(I), (iii)(II), 42 U.S.C. § 11432 (g)(3)(A), (A)(i), (A)(i)(I), (A)(i)(II), (A)(ii), 42 U.S.C. § 11432 (g)(3)(B)(i), (ii), (iii), 42 U.S.C. § 11432 (g)(3)(C)(i), (ii), (iii), 42 U.S.C. § 11432 (g)(3)(E)(i), (ii), (iii), 42 U.S.C. § 11432 (g)(3)(G), 42 U.S.C. § 11432 (g)(4) (A), (B), (C), (D), (E) 42 U.S.C. § 11434a. Commissioner's Memo COMK-18-044

4.6—HOME SCHOOLING

Enrollment in Home School

Parents or legal guardians desiring to provide a home school for their children shall give written notice to the Superintendent of their intent to home school. The notice shall be given:

1. At the beginning of each school year, but no later than August 15;
2. Fourteen (14) calendar days prior to withdrawing the child (provided the student is not currently under disciplinary action for violation of any written school policy, including, but not limited to, excessive absences) and at the beginning of each school year thereafter; or
3. Within thirty (30) calendar days of the parent or legal guardian establishing residency within the district during the school year.

Written notice of the parent or legal guardian's intent to home school shall be delivered to the Superintendent through any of the following methods:

- Electronically, including without limitation by email;
- By mail; or
- In person.

The notice shall include:

a. The name, sex, date of birth, grade level, and the name and address of the school last attended, if any;
b. The mailing address and telephone number of the home school;
c. The name of the parent or legal guardian providing the home school;
d. Indicate if the home-schooled student intends to participate in extracurricular activities during the school year;
e. A statement of whether the home-schooled student plans to seek a high school equivalency diploma during the current school year;
f. A statement if the home-school student plans to seek a driver's license during the current school year;
g. A statement that the parent or legal guardian agrees that the parent or legal guardian is responsible for the education of their children during the time the parents or legal guardians choose to home school; and
h. A signature of the parent or legal guardian, which must be notarized if the home-schooled student plans to seek a driver's license during the school year.

To aid the District in providing a free and appropriate public education to students in need of special education services, the parents or legal guardians home-schooling their children shall provide information that might indicate the need for special education services.

Enrollment or Re-Enrollment in Public School

A home-schooled student who wishes to enroll or re-enroll in a District school shall submit:

- A transcript listing all courses taken and semester grades from the home school;

- Score of at least the thirtieth percentile on a nationally recognized norm-referenced assessment taken in the past year; and
- A portfolio of indicators of the home-schooled student's academic progress, including without limitation:
  - Curricula used in the home school;
  - Tests taken and lessons completed by the home-schooled student; and
  - Other indicators of the home-schooled student's academic progress.

If a home-schooled student is unable to provide a nationally recognized norm-referenced score, the District may either assess the student using a nationally recognized norm-referenced assessment or waive the requirement for a nationally recognized norm-referenced assessment score.

A home-schooled student who enrolls or re-enrolls in the District will be placed at a grade level and academic course level equivalent to or higher than the home-schooled student's grade level and academic course level in the home school:

1. As indicated by the documentation submitted by the home-schooled student;
2. By mutual agreement between the public school and the home-schooled student's parent or legal guardian; or
3. If the home-schooled student fails to provide the documentation required by this policy, with the exception of the nationally recognized norm-referenced assessment score, the District may have sole authority to determine the home-schooled student's grade placement and course credits. The District will determine the home-schooled student's grade placement and course credits in the same manner the District uses when determining grade placement and course credits for students enrolling or re-enrolling in the District who attended another public or private school.

The District shall afford a home-schooled student who enrolls or re-enrolls in a public school the same rights and privileges enjoyed by the District's other students. The District shall not deny a home-schooled student who enrolls or re-enrolls in the District any of the following on the basis of the student having attended a home school:

a. Award of course credits earned in the home school;
b. Placement in the proper grade level and promotion to the next grade level;
c. Participation in any academic or extracurricular activity;
d. Membership in school-sponsored clubs, associations, or organizations;
e. A diploma or graduation, so long as the student has enrolled or re-enrolled in the District to attend classes for at least the nine (9) months immediately prior to graduation; or
f. Scholarships.

Legal References: A.C.A. § 6-15-503, A.C.A. § 6-15-504, A.C.A. § 6-41-103

IDEA

Mountainburg Schools, in compliance with the Individuals with Disabilities Act, follows guidelines for discipline of students who fall under this Act. This policy is available through the offices or through the IDEA district coordinator. Parents and students are encouraged to see the principal, superintendent, or district coordinator for more information. Students with disabilities under IDEA function under conditions specified in their Individualized Program (IEP) in order to be considered eligible to participate in competitive interscholastic activities. In order to be considered eligible to participate in these activities, students with disabilities must pass at least four (4) courses required by the student's IEP.

Students with disabilities who engage in misbehavior are subject to normal school disciplinary rules and procedures so long as such treatment does not abridge the right to Free Appropriate Public Education (FAPE). The Individualized Education Program (IEP) Committee for a student with disabilities should consider whether particular disciplinary procedures should be adopted for that student and should note such in the IEP. In the event a student with disabilities is removed from school for more than ten (10) days in any one school year, the District will convene a meeting of the student's IEP committee to address the behavior.

SPECIAL EDUCATION (4.49)

The district shall provide a free appropriate public education and necessary related services to all children with disabilities residing within the district, as required under the Individuals With Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973, the Americans With Disabilities Act, and Arkansas Statutes.

It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated and provided with appropriate educational services. Students may be disabled within the meaning of Section 504 of the Rehabilitation Act even though they do not require services pursuant to the IDEA.

For students eligible for services under IDEA, the District shall follow procedures for identification, evaluation, placement, and delivery of services to children with disabilities provided in the state and federal statutes governing special education. Implementation of an Individualized Education Program (IEP) in accordance with the IDEA satisfies the district's obligation to provide a free and appropriate education under Section 504.
The Board directs the superintendent to ensure procedures are in place for the implementation of special education services and that programs are developed to conform to the requirements of state and federal legislation. The superintendent is responsible for appointing a district coordinator for overseeing district fulfillment of its responsibilities regarding students with disabilities. Among the coordinator's responsibilities shall be ensuring district enforcement of the due process rights of students with disabilities and their parents.
Legal References: 34 C.F.R. 300 et seq., 42 U.S.C. §12101 et seq. American with Disabilities Act, 29 U.S.C. § 794 Rehabilitation Act of 1973, Section 504, 20 U.S.C. §1400 et seq. Individuals with Disabilities Education Act, P.L. 108-446 The 2004 Reauthorization of the Individuals with Disabilities Act, A.C.A. § 6-41-102, A.C.A. § 6-41-103, A.C.A. § 6-41-201 et seq

INSULT OR ABUSE OF A TEACHER (3.17)

Employees are protected from abusive language and conduct by state law. It is unlawful, during 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 which, in its common understanding,

1. Cause a breach of the peace;
2. Materially and substantially interfere with the operation of the school; and/or

3. Arouse the person to whom the language is addressed to anger, to the extent likely to cause imminent retaliation. An employee may report any such episode to the police. Students guilty of such offense may be subject to legal proceedings in addition to student disciplinary measures. *Legal Reference: A.C.A. 6-17-106*

INSURANCE

The Mountainburg Public Schools offer the following school insurance for students.

DWIGHT JONES AGENCY
P. O. Box 529 ~~Nashville, AR 71852
Phone: 870-845-1751 or 1-800-524-7884 ~ Fax 870-845-2883

Dear Parent:

Your school district has purchased an excess accident medical plan to cover all enrolled students during the hours and days school is in session and while attending or participating in school sponsored and supervised activities on or off School Premises.

Please read this letter carefully. For the school-purchased plan to be most effective, parents must be informed about policy provisions. If your child is injured in a covered accident, please note the following:

A. Your district should issue an insurance ID card. **If you did not get an ID card, request one now**.

B. You and a school official must complete and file a Student Accident Claim Form. No other form is acceptable as a replacement. The form should be mailed to:

WebTPA
P O Box 669
Grapevine, TX 76099-0669

C. The school policy is a Full Excess plan. This means that you must file with your private or group insurance. No benefits will be paid under the school plan until your insurance has considered the charges and paid any amounts due under your policy. Preferred Care will require itemized bills and copies of all Explanations of Benefits ("EOB") from your other insurance carrier. We encourage you to give filing information to medical providers and ask them to file directly. If you explain your school policy is an excess policy, they will normally file copies of your EOB's from other insurance. Do not expect providers to read your mind; if you do not give them the school policy information and ask them to file, they probably will not. If you file your medical bills, please note that itemized bills are required. Balance due statements are not acceptable. **Itemized bills must show the name, address and Tax ID of the provider, the name of the patient, the procedure code(s) ("CPT"), diagnosis codes and the dates of service for each charge. You must submit an EOB from other insurance for each charge.**

D. This is an accident-only policy. There are no benefits for illnesses or Chronic conditions. **READ THE EXCLUSIONS ON THE BACK OF THIS LETTER.**

E. In order for benefits to be payable, your child must see a legally qualified physician within 90 days of the injury. This is a specific policy provision and there is no leeway. Do not wait 91 days or longer--your claim will be denied!

F. If a covered injury occurs, benefits will be paid only for services provided within 52 weeks of the injury. There are no exceptions, so if you hope to have the school plan assist you in paying for your student's medical treatment, do not delay needed treatment or surgery beyond 52 weeks.

G. Please remember that, although your district has purchased a policy to assist you in paying your student's accident medical expenses, YOU ARE RESPONSIBLE FOR YOUR CHILD'S MEDICAL EXPENSES. Most school plans are not intended to pay 100% of medical bills. The plan is intended to supplement your own insurance. If you do not have other insurance, you are very fortunate your district has a policy to assist you--many districts do not. REMEMBER: The school's plan will pay the amounts shown on the reverse--no more and no less. If a service or charge is not listed, it is not covered.

If you will take the time to review the information on the back of this letter, and if you will remember the points listed above, you should have no problems. If you questions, please call our office at 800-524-7884.

Dwight Jones Agency

MEDICAL PAYMENTS ($0.01-$25,000.00)

If any accident covered by the policy requires treatment of a Covered Person within 90 days after the Date of Injury by a licensed physician, or hospital confinement, the company will pay the expenses incurred (as below limited) which are determined by the company to be reasonable and customary in the geographical area where the service is rendered, for the necessary medical, dental, or hospital care incurred within one year from the Date of Injury up to a maximum of $25,000 for any one accident, subject to the "Excess Provision". Treatment must be initiated by a licensed physician within 90 days of the Date of Injury.

ACCIDENTAL DEATH AND DISMEMBERMENT OR LOSS OF SIGHT

Loss of Life $2,000.00

Loss of Both Hands, Both Feet, or Sight in Both Eyes $10,000.00

Loss of One Hand, One Foot or the Sight of One Eye $2,500.00

BENEFIT LIMITATIONS

HOSPITAL SERVICES	
1. Daily Room and Board	Semi-Private Room Rate
2. Hospital Inpatient Expenses	Up to $250/day; Maximum $5,000
3. Hospital Outpatient Surgery (Facility Charge)	Up to $1,250 per injury
4. Hospital Outpatent Emergency Room (within 72 hours of injury)	Up to $150 per injury
DOCTOR'S SERVICES	
1. Physician Non-Surgical Visits (except physical therapy)	Up to $40 per visit
2. Physician Surgical Services (limited to primary procedure per surgery)	75% of U & C (as determined by Med. Data Research) Max. $2,000
3. Assistance Surgeon	25% of surgeon's allowance
4. Anesthesia	25% of surgeon's allowance
X-RAY, MRI AND LABORATORY SERVICES	
1. Outpatient X-Ray Services (includes charges for reading)	Up to $200 per injury
2. Diagnostic Imaging Services (MRI, Cat Scans, Bone Scans; includes charges for reading)	Up to $500 per injury
3. Outpatient Laboratory Services	Up to $50 per injury
ADDITIONAL SERVICES	
1. Outpatient Physical Therapy (and/or office visit connected therewith)	Up to $20/visit, Max. $100 per injury
2. Private Duty Nursing	Up to $400 per injury
3. Ambulance Service	First Trip to the Hospital
4. Orthopedic Appliances (when prescribed by a physician for healing)	Up to $300 per injury
5. Durable Medical Equipment (post surgical only)	Up to $150 per injury
6. Prescription Drugs (take home drugs)	Usual & Customary
7. Eyeglasses/Hearing Aid Replacement (if medical treatment is received for covered injury)	Usual & Customary
8. Motor Vehicle Injury (subject to Covered Service limits)	Up to $5,000 per injury
DENTAL SERVICES	
1. Dental Treatment (of sound and natural teeth-in lieu of all other medical benefits)	Up to $250 per tooth

EXCLUSIONS - Benefits will not be paid for loss due to:

1. Intentionally self-inflicted injury, suicide while sane or insane or any attempt thereat (in Missouri this applies only while sane);
2. Voluntary self-administration of any drug or chemical substance not prescribed by, and taken according to the directions of the Insured Person's Physician;
3. Injury caused by, contributed to or resulting from the Insured Person's use of alcohol, illegal drugs or medicines that are not taken in the dosage or for the purpose as prescribed by the Insured Person's Physician unless specially provided for in the policy;
4. Committing or attempting to commit a felony, or being engaged in an illegal activity;
5. Participating in a riot or insurrection;
6. Sickness, disease, bodily or mental infirmity or medical or surgical treatment thereof, bacterial infection, regardless of how contracted. This does not exclude bacterial infection that is the natural and foreseeable result of an injury or accidental food poisoning;
7. Flight in an Aircraft, except as a fare-paying passenger;
8. Any injury requiring treatment which arises out of, or in the course of fighting, brawling, assault or battery;
9. Any loss for which benefits are paid under state or federal worker's compensation, employers liability, or occupational disease law;
10. Charges which are in excess of Usual, Customary and Reasonable charges;
11. Expenses incurred after 52 weeks from the Date of Accident;
12. Services or treatment rendered by a(n) infirmary, health service, Physician, Nurse or any other person who is employed or retained by the Policyholder;
13. Travel in or upon a snowmobile, any two or three wheeled motor vehicle, or any off-road motorized vehicle not requiring licensing as a motor vehicle;
14. Practice or play in any senior high school interscholastic sports, football including travel to and from the activity and practice games and practice, unless specifically provided for in the Schedule;
15. Treatment of a hernia.

IMPORTANT NOTICE

Benefits described in this letter are provided by AXIS Insurance Company. This letter is not a contract of insurance. See Policy for Full Terms and Conditions

LOCKERS

Lockers are the property of the school district. School personnel have equal access to lockers and may search them as well as personal belongings if there is reasonable belief of contraband present. It is the student's responsibility to only use their assigned locker, keep a lock on the locker, and store only proper and necessary items. School officials may cut a student's lock from any locker if that student is not available in a timely manner to open the lock.

PARENTAL INVOLVEMENT PLAN

A Parental Involvement Plan is contained with the District and School's ACSIP plan and reviewed annually.

PARENTAL/COMMUNITY INVOLVEMENT – DISTRICT (6.11)

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

1. Involve parents and the community in the development of the long range planning of the district;
2. Give the schools in the district the support necessary to enable them to plan and implement effective parental involvement activities;
3. Have a coordinated involvement program where the involvement activities of the district enhance the involvement strategies of other programs such as Head Start, HIPPY, Parents as Partners, Parents as Teachers, and Even Start;
4. Explain to parents and the community the State's content and achievement standards, State and local student assessments and how the district's curriculum is aligned with the assessments and how parents can work with the district to improve their child's academic achievement;
5. Provide parents with the materials and training they need to be better able to help their child achieve. The district may use parent resource centers or other community based organizations to foster parental involvement and provide literacy and technology training to parents.
6. Educate district staff, with the assistance of parents, in ways to work and communicate with parents and to know how to implement parent involvement programs that will promote positive partnerships between the school and parents;
7. Keep parents informed about parental involvement programs, meetings, and other activities they could be involved in. Such communication shall be, to the extent practicable, in a language the parents can understand;
8. Find ways to eliminate barriers that work to keep parents from being involved in their child's education. This may include providing transportation and child care to enable parents to participate, arranging meetings at a variety of times, and being creative with parent/teacher conferences;
9. Find and modify other successful parent and community involvement programs to suit the needs of our district;
10. Train parents to enhance and promote the involvement of other parents;
11. Provide reasonable support for other parental involvement activities as parents may reasonably request.

To ensure the continued improvement of the district's parental/community involvement program, the district will conduct an annual review of its parental involvement policies to examine their affect on promoting higher student achievement. The review shall be done by a committee consisting of parents and other community members, certified and classified staff, and member(s) of the administration. This policy shall be part of the school's Title I plan and shall be distributed to parents of the district's students and provided, to the extent practicable, in a language the parents can understand. Act 1423 of 2013 requires each school to place a parent-friendly summary of the parent involvement plan as a supplement to the student handbook. The parent has to sign a receipt acknowledging receipt of the summary and return the signed form to the school where the student is enrolled.

PARENTAL/COMMUNITY INVOLVEMENT – SCHOOL (6.12)

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

1. Involve parents and the community in the development and improvement of Title I programs for the school;
2. Have a coordinated involvement program where the involvement activities of the school enhance the involvement strategies of other programs such as Head Start, HIPPY, Parents as Partners, Parents as Teachers, and Even Start;

3. Explain to parents and the community the State's content and achievement standards, State and local student assessments and how the school's curriculum is aligned with the assessments and how parents can work with the school to improve their child's academic achievement;
4. Provide parents with the materials and training they need to be better able to help their child achieve. The school may use parent resource centers or other community based organizations to foster parental involvement and provide literacy and technology training to parents.
5. Educate school staff, with the assistance of parents, in ways to work and communicate with parents and to know how to implement parent involvement programs that will promote positive partnerships between the school and parents;
6. Keep parents informed about parental involvement programs, meetings, and other activities they could be involved in. Such communication shall be in language that parents can understand;
7. Find ways to eliminate barriers that work to keep parents from being involved in their child's education;
8. Find and modify other successful parent and community involvement programs to suit the needs of our school;
9. Train parents to enhance and promote the involvement of other parents;
10. Provide reasonable support for other parental involvement activities as parents may reasonably request.

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

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

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

This policy shall be part of the school's Title I plan and shall be distributed to parents of the district's students and provided, to the extent practicable, in a language the parents can understand. Act 1423 of 2013 requires each school to place a parent-friendly summary of the parent involvement plan as a supplement to the student handbook. The parent has to sign a receipt acknowledging receipt of the summary and return the signed form to the school where the student is enrolled.

SCHOOL-PARENT COMPACT

The Mountainburg Schools and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) (participating children), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards.

School Responsibilities

The Mountainburg Schools will:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards.
2. Hold parent-teacher conferences twice during the school year.
3. Provide parents with frequent reports on their child's/children's progress.
4. Provide parents reasonable access to staff.
5. Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities.

Parent Responsibilities

We, as parents, will support our child's/children's learning in the following ways:

1. Monitoring attendance.
2. Making sure that homework is completed.
3. Monitoring amount of television our child/children watches.
4. Volunteering in my child's classroom.

5. Participating, as appropriate, in decisions relating to my child's/ children's education.
6. Promoting positive use of my child's extracurricular time.
7. Staying informed about my child's education and communicating with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate.
8. Serving, to the extent possible, on policy advisory groups, such as being the Title I, Part A, parent representative on the school's School Improvement Team, the Title I Policy Advisory Committee, the District wide Policy Advisory Council, the State's Committee of Practitioners, the School Support Team or other school advisory or policy groups.

PARTIES (SCHOOL) Grades K-4

Mountainburg Elementary will have 9 school events during the year. The currently scheduled events are: Fall Party, Winter Party, Valentine's Day Party, Spring Party, and Fun Day. The other 4 events will be reward parties scheduled at the discretion of the principal. Any food brought to these events must be store bought. We will not allow home baked treats.

Because of the changes in Arkansas law, we will no longer have birthday parties at school. If you want to invite the students to a party, please send invitations for every child in the class or mail to selected students from your home.

PERMANENT RECORDS (4.38)

Permanent school records, as required by the Arkansas Department of Education, shall be maintained for each student enrolled in the District until the student graduates or is beyond the age of compulsory school attendance. A copy of the student's permanent record shall be provided to the receiving school district within ten (10) days after the date a request from the receiving school district is received. *Legal References: A.C.A. § 6-18-901, ADE Rule Student Permanent Records*

PLEDGE OF ALLEGIANCE (4.46)

The Pledge of Allegiance shall be recited during the first class period of each school day. Those students choosing to participate shall do so by facing the flag with their right hands over their hearts, or in an appropriate salute if in uniform, while reciting the Pledge. Students choosing not to participate shall be quiet while either standing or sitting quietly. Students shall not be compelled to recite the Pledge, but students who choose not to recite the Pledge shall not disrupt those students choosing to recite the Pledge. Students choosing not to recite the Pledge shall NOT be subject to any comments, retaliation, or disciplinary action. *Legal Reference: A.C.A. § 6-16-108*

PRIVACY OF STUDENTS' RECORDS/ DIRECTORY INFORMATION (4.13)

Except when a court order regarding a student has been presented to the district to the contrary, all students' education records are available for inspection and copying by the parent of his/her student who is under the age of eighteen (18). At the age of eighteen (18), the right to inspect and copy a student's records transfers to the student. A student's parent or the student, if over the age of 18, requesting to review the student's education records will be allowed to do so within no more than forty five (45) days[1] of the request. The district forwards education records, including disciplinary records, to schools that have requested them and in which the student seeks or intends to enroll, or is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer.

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

- it is in the sole possession of the individual who made it;
- it is used only as a personal memory aid; and

- information contained in it has never been revealed or made available to any other person, except the maker's temporary substitute.

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

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

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

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

The District discloses PII from an education record to appropriate parties, including parents, in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other

individuals. The superintendent or designee shall determine who will have access to and the responsibility for disclosing information in emergency situations.

When deciding whether to release PII in a health or safety emergency, the District may take into account the totality of the circumstances pertaining to a threat to the health or safety of a student or other individuals. If the District determines that there is an articulable and significant threat to the health or safety of a student or other individuals, it may disclose information from education records to any person whose knowledge of the information is necessary to protect the health or safety of the student or other individuals.[2]

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

If there exists a court order which directs that a parent not have access to a student or his/her records, the parent, guardian, person acting in loco parentis, or an agent of the Department of Human Services must present a file-marked copy of such order to the building principal and the superintendent. The school will make good-faith efforts to act in accordance with such court order, but the failure to do so does not impose legal liability upon the school. The actual responsibility for enforcement of such court orders rests with the parents or guardians, their attorneys and the court which issued the order.

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

student of the decision and inform them of their right to a hearing regarding the request for amending the record. The parent or eligible student will be provided information regarding the hearing procedure when notified of the right to a hearing.[3]

Unless the parent or guardian of a student (or student, if above the age of eighteen [18]) objects, "directory information" about a student may be made available to the public, military recruiters, post-secondary educational institutions, prospective employers of those students, as well as school publications such as annual yearbooks and graduation announcements.[4] "Directory information" includes, but is not limited to, a student's name, address, telephone number, electronic mail address, photograph, date and place of birth, dates of attendance,[5] his/her placement on the honor role (or the receipt of other types of honors), as well as his/her participation in school clubs and extracurricular activities, among others. If the student participates in inherently public activities (for example, basketball, football, or other interscholastic activities), the publication of such information will be beyond the control of the District. "Directory information" also includes a student identification (ID) number, user ID, or other unique personal identifier used by a student for purposes of accessing or communicating in electronic systems and a student ID number or other unique personal identifier that is displayed on a student's ID badge, provided the ID cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN), password or other factor known or possessed only by the authorized user.

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

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

The right to opt out of the disclosure of directory information under Family Educational Rights and Privacy Act (FERPA) does not prevent the District from disclosing or requiring a student to disclose the student's name, identifier, or institutional email address in a class in which the student is enrolled.[6]

Parents and students over the age of 18 who believe the district has failed to comply with the requirements for the lawful release of student records may file a complaint with the U.S. Department of Education (DOE) at

Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW
Washington, DC 20202

Legal References: 20 U.S.C. § 1232g, 20 U.S.C. § 7908 (NCLB Section 9528), 34 CFR 99.3, 99.7, 99.31, 99.21, 99.22, 99.30, 99.31, 99.32, 99.33, 99.34, 99.35, 99.36, 99.37, 99.63, 99.64

4.5—SCHOOL CHOICE

Standard School Choice

Definition
"Sibling" means each of two (2) or more children having a ~~common~~ parent in common by blood, adoption, marriage, or foster care.

Transfers into the District

Capacity Determination and Public Pronouncement

The Board of Directors will adopt a resolution containing the capacity standards for the District. The resolution will contain the acceptance determination criteria identified by academic program, class, grade level, and individual school. The school is not obligated to add any teachers, other staff, or classrooms to accommodate choice applications. The District may only deny a Standard School Choice application if the District has a lack of capacity

by the District having reached ninety percent (90%) of the maximum student population in a program, class, grade level, or school building authorized by the Standards or other State/Federal law.

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

Application Process

The student's parent shall submit a school choice application on a form approved by ADE to this District. The transfer application must be postmarked or hand delivered on or before May 1 of the year preceding the fall semester the applicant would begin school in the District. The District shall date and time stamp all applications as they are received in the District's central office. It is the District's responsibility to send a copy of the application that includes the date and time stamp to the student's resident district within ten (10) days of the District receiving the application. Applications postmarked or hand delivered on or after May 2 will not be accepted. Statutorily, preference is required to be given to siblings of students who are already enrolled in the District. Therefore, siblings whose applications fit the capacity standards approved by the Board of Directors may be approved ahead of an otherwise qualified non-sibling applicant who submitted an earlier application as identified by the application's date and time stamp.

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

The Superintendent will consider all properly submitted applications for School Choice. By July 1, the Superintendent shall notify the parent and the student's resident district, in writing, of the decision to accept or reject the application.

Accepted Applications

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

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

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

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

Rejected Applications

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

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

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

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

Transfers Out of the District

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

- Academic Distress or classified as in need of Level 5 Intensive Support under A.C.A. § 6-18-227;
- Facilities Distress under A.C.A. § 6-21-812.; or
- Foster Child School Choice under A.C.A. § 6-18-233.

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

When the last successful application requesting to transfer out of the District before the District's three percent (3%) cap was triggered belonged to an individual who was a member of a group of siblings who applied to transfer out of the District,, the District shall allow all members of the individual's sibling group to transfer out of the District even though these applications are beyond the District's transfer cap.

Facilities Distress School Choice Applications

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

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

Opportunity School Choice

Transfers Into or Within the District

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

Unless there is a lack of capacity at the District's school or the transfer conflicts with the provisions of a federal desegregation order applicable to the District, a student who is enrolled in or assigned to a school classified by the ADE to be in academic distress or in a district classified by ADE as in need of Level 5 Intensive Support is eligible to transfer to the school closest to the student's legal residence that is not in academic distress or in a district classified as in need of Level 5 Intensive Support. The student's parent or guardian, or the student if over the age of eighteen (18), must successfully complete the necessary application process by July 30 preceding the initial year of desired enrollment.

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

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

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

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

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

Transfers out of, or within, the District

If a District school has been classified by the ADE as being in academic distress or the District has been classified by ADE as in need of Level 5 Intensive Support, the District shall timely notify the parent, guardian, or student, if the student is over eighteen (18) years of age, as soon as practicable after the academic distress or in need of Level 5 Intensive Support designation is made of all options available under Opportunity School Choice. The District shall offer the parent or guardian, or the student if the student is over eighteen(18) years of age, an opportunity to enroll the student in any public school or school district that has not been classified by the ADE as a public school in academic distress or school district in need of Level 5 Intensive Support.

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

Unsafe School Choice Program

Any student that becomes the victim of a violent criminal offense while in or on the grounds of a District school or who is attending a school classified by ADE as a persistently dangerous public school shall be allowed to attend a safe public school within the District.

Legal References: A.C.A. § 6-1-106, A.C.A. § 6-13-113,A.C.A. § 6-15-2915, A.C.A. § 6-18-227, A.C.A. § 6-18-233, A.C.A. §6-18-320, A.C.A. § 6-18-510, A.C.A. § 6-18-1901 et seq., A.C.A. § 6-21-812 ADE Rules Governing the Guidelines, Procedures and Enforcement of the Arkansas Opportunity Public School Choice Act

4.50—SCHOOL MEAL MODIFICATIONS

The district only provides modified meal components on menus to accommodate students with a disability. A parent/guardian wishing to request dietary accommodations for their student with a disability must submit to the district's Director of Child Nutrition a medical statement completed by a State licensed healthcare professional, which includes:

- Physicians, including those licensed by:
  - The Arkansas State Medical Board;
  - The Arkansas State Board of Chiropractic Examiners (Chiropractors);
  - The Arkansas Board of Podiatric Medicine (Podiatrists);
- Nurse Practitioners (APRNs in family or pediatric practice with prescriptive authority);
- Physician Assistants (PAs who work in collaborative practice with a physician); and
- Dentists.

The medical statement should include:

1. A description of the student's disability that is sufficient to understand how the disability restricts the student's diet;
2. An explanation of what must be done to accommodate the disability, which may include:
   a. Food(s) to avoid or restrict;
   b. Food(s) to substitute;
   c. Caloric modifications; or
   d. The substitution of a liquid nutritive formula.

If the information provided in the medical statement is unclear, or lacks sufficient detail, the district's Director of Child Nutrition shall request additional information so that a proper and safe meal can be provided.

When choosing an appropriate approach to accommodate a student's disability, the District will consider the expense and efficiency of the requested accommodations. The District will offer a reasonable modification that

effectively accommodates the child's disability and provides equal opportunity to participate in or benefit from the program, which may include a generic version of a product.

Parents may file a grievance regarding the request for accommodations with the District's 504 Coordinator, who will schedule a hearing on the grievance to be held as soon as possible. The 504 coordinator shall provide a copy of the procedures governing the hearing, including that the parent has the right to be accompanied by counsel, and the appeal process upon request.

The district will not prepare meals outside the normal menu to accommodate a family's religious or personal health beliefs.

Legal References: Commissioner's Memo FIN-09-044, Commissioner's Memo FIN-15-122, Commissioner's Memo CNU-17-051, Commissioner's Memo CNU-18-008, Commissioner's Memo CNU-18-023, 7 CFR 210.10(g)

4.51— FOOD SERVICE PREPAYMENT

Meal Charges

The District participates in Community Eligibility Provision and provides meals to all students at no charge. The District does not provide credit for students to charge for a la carte or other food and beverage items available for purchase in the school food service areas. A la carte or other food and beverage items may be purchased by either providing payment for the items at the time of receipt or by having a prepaid account with the District that may be charged for the items. Parents, or students choosing to do so, may pay in advance for a la carte or other food and beverage items through the following method:

- Submitting cash or check payment to Foodservice;

Alternative Meals

Students who have submitted proper documentation to receive a meal modification in accordance with Policy 4.50—SCHOOL MEAL MODIFICATIONS shall receive the same type of modification for an alternative meal.
Legal References: Commissioner's Memo CNU-17-003, Commissioner's Memo CNU-17-024

STUDENT PROMOTION AND RETENTION (4.55)

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

At least once each semester, the parents and teacher(s) of a student in kindergarten through eighth (8^{th}) grade shall be notified if the student's independent grade-level-equivalency in reading.

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

Promotion or retention of students, or their required retaking of a course shall be primarily based on the following criteria. If there is doubt concerning the promotion or retention of a student or his/her required retaking of a course, a conference shall be held before a final decision is made that includes the following individuals~~.~~:

a) The building principal or designee;
b) The student's teacher(s);
c) School counselor
d) A 504/special education representative (if applicable); and
e) The student's parents.

The conference shall be held at a time and place that best accommodates those participating in the conference. The school shall document participation or non-participation in required conferences. If the conference attendees fail to agree concerning the student's placement or receipt of course credit, the final decision shall rest with the principal or the principal's designee.

Beginning with the 2018-2019 school year, each student in 8th grade or beyond shall have a student success plan (SSP) developed by school personnel in collaboration with the student's parents and the student that is reviewed and updated annually. A student's SSP shall use multiple academic measures to personalize learning in order for students to achieve their grade-level expectations and individual growth. The SSP will identify if the student is in need of additional support or acceleration. Academic measures to be used in creating and updating a student's SSP shall include, but are not limited to:

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

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

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

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

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

An SSP shall be created:

1. By no later than the end of the school year for a student in grade eight (8) or below who enrolls in the District during the school year; or
2. As soon as reasonably possible for a student in grade nine (9) or above who enrolls in the District at the beginning or during the school year.

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

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

Legal References: A.C.A. 6-15-2006,A.C.A. § 6-15-2001, A.C.A. § 6-15-2005, A.C.A. § 6-15-2907, A.C.A. § 6-15-2911,ADE Rules Governing the Arkansas Educational Support and Accountability Act, Murphy v. State of Ark., 852 F.2d 1039 (8th Cir. 1988)

STUDENT PUBLICATIONS AND THE DISTRIBUTION OF LITERATURE (4.14)

STUDENT PUBLICATIONS

All publications 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 do not provide a forum for public expression. Such publications, as well as the content of student expression in school-sponsored activities, shall be subject to the editorial control of the District'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 that does not condone or promote products that are inappropriate for the age and maturity of the audience or that endorses such things as tobacco, alcohol, or drugs.
2. Publications may be regulated to prohibit writings which are, in the opinion of the appropriate teacher and/or administrator, ungrammatical, poorly written, inadequately researched, biased or prejudiced, vulgar or profane, or unsuitable for immature audiences.
3. Publications 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 the school with any position other than neutrality on matters of political controversy.
4. Prohibited publications include:
    a. Those that are obscene as to minors;
    b. 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;
    c. Those that constitute an unwarranted invasion of privacy as defined by state law,
    d. Publications that suggest or urge the commission of unlawful acts on the school premises;
    e. Publications which suggest or urge the violation of lawful school regulations;
    f. Hate literature that scurrilously attacks ethnic, religious, or racial groups.

STUDENT PUBLICATIONS ON SCHOOL WEB PAGES

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

1. Not contain any non-educational advertisements. Additionally, student web publications shall;
2. Adhere to the restrictions regarding use of Directory Information as prescribed in Policy 4.13 including not using a student's photograph when associated with the student's name unless written permission has been received from the student's parent or student if over the age of 18.
3. State that the views expressed are not necessarily those of the School Board or the employees of the district.

STUDENT DISTRIBUTION OF NON-SCHOOL LITERATURE, PUBLICATIONS, AND MATERIALS

A student or group of students who distribute ten (10) or fewer copies of the same non-school literature, publications, or materials (hereinafter "non-school materials"), shall do so in a time, place and manner that does not cause a substantial disruption of the orderly education environment. A student or group of students wishing to distribute more than ten (10) copies of non-school materials shall have school authorities review their non-school materials at least three (3) school days in advance of their desired time of dissemination. School authorities shall review the non-school materials, prior to their distribution and will bar from distribution those non-school 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 a substantial disruption of the orderly operation of the school or educational environment will likely result from the distribution. Concerns related to any denial of distribution by the principal shall be heard by the superintendent, whose decision shall be final.

The school principal or designee shall establish reasonable regulations governing the time, place, and manner of student distribution of non-school materials.

The regulations shall:

1. Be narrowly drawn to promote orderly administration of school activities by preventing disruption and may not be designed to stifle expression;
2. Be uniformly applied to all forms of non-school materials;
3. Allow no interference with classes or school activities;
4. Specify times, places, and manner where distribution may and may not occur; and
5. Not inhibit a person's right to accept or reject any literature distributed in accordance with the regulations.

6. Students shall be responsible for the removal of excess literature that is left at the distribution point for more than __3_ days.

The Superintendent, along with the student publications advisors, shall develop administrative regulations for the implementation of this policy. The regulations shall include definitions of terms and timelines for the review of materials. *Legal References: A.C.A. § 6-18-1202, 1203, & 1204, Tinker v. Des Moines ISD, 393 U.S. 503 (1969), Bethel School District No. 403 v. Fraser, 478 U.S. 675 (1986), Hazelwood School District v. Kuhlmeier, 484 U.S. 260 (1988)*

STUDENTS ON SCHOOL PROPERTY AFTER SCHOOL

Teachers must have those students together in a designated place before 3:45. At 3:45, unsupervised students will be asked to leave the buildings and the buildings will be locked.

STUDENT ORGANIZATIONS/EQUAL ACCESS (4.12)

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

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

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

Fraternities, sororities, and secret societies are forbidden in the District's schools. Membership to student organizations shall not be by a vote of the organization's members, nor be restricted by the student's race, religion, sex, national origin, or other arbitrary criteria. Hazing, as defined by law, is forbidden in connection with initiation into, or affiliation with, any student organization, extracurricular activity or sport program. Students who are convicted of participation in hazing or the failure to report hazing shall be expelled.[1]

Note: [1] - A.C.A. § 6-5-20 2 requires the automatic expulsion of a student who is convicted of hazing.

Legal References: A.C.A. § 6-5-201 et seq. A.C.A. § 6-21-201 et seq. 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.

Supervised Organizations

Mountainburg Public Schools offer a number of supervised organizations and activities that offer constructive, enriching ways to use leisure time. Students have the right to join an existing organization and are not restricted for membership on the basis of race, sex, national origin, or other arbitrary criteria. There are certain requirements that must be fulfilled in order to participate in various organizations. It is the policy of the district to follow the rules of the Arkansas Activities Association to determine eligibility requirements for participating in extra-curricular activities that fall under this jurisdiction. The Middle School may organize and maintain a Student Council. The High School may organize and maintain a Student Council, Yearbook staff, FBLA, FFA, FCCLA, FCA, Beta Club, Science, and Trap Shooting Clubs. *Legal References: US Const. Amend. I; US Const. Amend. XIV. SSI; Ark. Commission on Pupil Discipline in Public Schools; Model School Board Policies for Student Discipline.*

STUDENT TRANSFERS (4.4)

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

The District may reject a nonresident's application for admission if its acceptance would necessitate the addition of staff or classrooms, exceed the capacity of a program, class, grade level, or school building, or cause the District to provide educational services not currently provided in the affected school.[2] The District shall reject applications that would cause it to be out of compliance with applicable laws and regulations regarding desegregation.

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

Any student transferring from home school or a school that is not accredited by the Department of Education to a District school shall be evaluated by District staff to determine the student's appropriate grade placement. A student transferring from home school will be placed in accordance with Policy 4.6—HOME SCHOOLING

The Board of Education reserves the right, after a hearing before the Board, not to allow any person who has been expelled from another district to enroll as a student until the time of the person's expulsion has expired. Except as otherwise required or permitted by law,[3] the responsibility for transportation of any nonresident student admitted to a school in this District shall be borne by the student or the student's parents. The District and the resident district may enter into a written agreement with the student or student's parents to provide transportation to or from the District, or both.
Cross reference: 4.6 Home Schooling
Legal References: A.C.A. § 6-15-504, A.C.A. § 6-18-316, A.C.A. § 6-18-510, A.C.A. § 6-18-317, A.C.A. § 6-18-317, A.C.A. § 6-18-318

Transferring Out
It is the policy of the school that any student who intends to transfer from the Mountainburg School District should inform the Principal's office of his intentions, and if possible, give the address of the new school he plans to attend.
Procedures:

a. Pick up a clearance sheet from the principal's office.
b. Check in all books and settle all obligations as indicated on clearance sheet.
c. Bring clearance sheet to the office for final check.

Transferring In
Students transferring are placed in a grade level according to the counselor's recommendation and approval of the school's principal pending receipt of records from the school previously attended.

If a student transfers into the District from an **accredited** school, credit will be accepted. In courses not taught in Mountainburg schools, credit will be accepted as an elective credit and will count toward graduation in the same fashion as the elective credit earned here would count. In order to graduate in any given year, students must meet the graduation requirements for that year in regard to required credits. The same policies that apply to credit earned in the District will apply to transfer credit whether elective or required. The student who transfers into the School District will be placed in the grade classification according to the Mountainburg High School credits.

Students from **accredited,** private or other public school, entered above grade one who are of regular age shall be assigned to grades according to records of achievement from the other schools.

Students entering the Mountainburg Schools from a school that is **not accredited** by the State Department of Education and/or the North Central Association or **home school** will be evaluated as follows:

- Any student desiring to re-enter school, claiming to have been in **home schooling**, must have proof that application for home schooling has been filed. Copies of home schooling applications are kept on file in the Superintendent's office if the student does not have a copy of the application available.
- Upon enrolling, the student will fill out a form stating what courses he/she has taken in **home schooling**.
- The district will continue to require students to be enrolled for the full class day. The student will also be required to be enrolled two consecutive semesters to be considered a senior.
- Should a student not achieve at grade level on a general achievement test, grade placement will be determined by the principal after reviewing the standardized test data.
- Act 400, Section 3 (f) states: "Any home school student who enrolls or re-enrolls in a local school district must attend classes for at least nine (9) months immediately prior to graduation before the student can become eligible to receive a high school diploma from the district."

Legal References: Ark. Stat. Ann. &&80-1504, 80-1505, 80-1517, 80-1518; Act 436 of 1981; Act 60 of 1983; Standards for Accreditation of Arkansas Public Schools, 1984; Act 42 of 1985.

STUDENT ASSIGNMENT/PLACEMENT

- The School District will accept students from any state **accredited** school and place them in the same grade level the student would have been in, had the student remained in the former district.
- Students who transfer from a **non-accredited school (home school, private school, religious school)** to Mountainburg School will be placed in their appropriate class according to the results of a state-approved norm-referenced exam and/or district administered subject area tests. After having been placed accordingly (age / grade level) for one (1) nine-week grading period, the student must perform satisfactorily (proficient). If the student is not able to perform proficiently at his/her present placement, he/she will be placed in a more appropriate level in order to be successful academically.

Elementary – Grades K-4

The Elementary Committee places students in their classrooms each year through a variety of criteria to insure a cross-segment of students in each classroom.

Middle School – Grades 5-8

The Middle School Principal will use all available information in making the initial grade placement decision. The principal may change the placement depending on actually demonstrated performance by the student on the state-approved norm- referenced exam and/or district administered subject area tests.

High School – Grades 9-12

Students in grades 9-12 attempting to transfer credits from a non-accredited school will be required to take tests in the academic areas for which credit is desired.

The tests will be constructed by appropriate curriculum councils. The percent of material mastered on the test will determine the credit. See the following breakdown:

PERCENT	CREDIT
90-100	Full
80-89	Full
70-79	Full
60-69	Full
59 or less	0

STUDENTS' VEHICLES – Grades 9-12 (4.33)

A student, who has presented a valid driver's license and proof of insurance to the appropriate office personnel, may drive his/her vehicle to school. A copy of the students' driver license will be kept on file. Vehicles driven to school shall be parked in the area designated for student parking. Parking on school property is a privilege which may be denied to a student for any disciplinary violation, at the discretion of the student's building principal.

Students 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. The act of a student parking a vehicle on campus is a grant of permission for school or law enforcement authorities to search that vehicle.

Students are only allowed to leave the general high school campus area with permission of an instructor or an administrator. Once a car is brought on campus, it must be parked in the designated space and not moved until the student leaves school for the day. Students are required to park in the assigned parking space all year. No student is permitted to be in a parked car at any time. Students who violate the above rules will not be permitted to drive a car on campus and/or will be subject to other disciplinary action.

TARDIES

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

Grades K-4
Tardiness and Early Check Outs will be documented. After ten (10) tardies or early check outs, students will be ineligible for perfect attendance and parents have to meet with an attendance committee. Students are defined as tardy if they arrive at school after 8:00 a.m. Arriving at school after 8:30 will result in an absence for ½ day. When a student is late getting to school, they must come to the office and sign in; otherwise, they may be counted absent all day. If a student checks out of school before 2:50 p.m., he/she will be marked absent for ½ day.

Grades 5-8
Arriving late to school or to class constitutes a tardy. **Upon the fourth tardy, and each subsequent tardy in a nine week period, a referral shall be issued.** If a student arrives to class late, he/she must have approval from a teacher or faculty member to receive an excused tardy (if that teacher or faculty member is the reason for the tardy). Repeated tardies at the beginning of the school day can be construed as truancy. Students are defined as tardy if they arrive at school after 8:00 a.m. Arriving at school after 8:30 a.m. will result in an absence for ½ day. When a student is late getting to school, they must come to the office and sign in; otherwise, they may be counted absent all day. If a student checks out of school before 2:50 p.m., he/she will be marked absent for ½ day.

Grades 9-12
Students will be expected to meet the requirements as determined by each teacher for each tardy (such as extra work, theme, standing, etc.). On the third tardy to class, the student will be sent to the principal. **The fourth tardy and any subsequent tardies will have a referral.** Any student missing 25 minutes or more of any class will be considered absent for that class period. If a student arrives to class late, he/she must have approval to receive an excused tardy. A note signed by the faculty or staff that caused the student to be tardy must be presented to the teacher for whom the student is late. Repeated tardies at the beginning of the school day can be construed as truancy. Tardies will start over at semester.

TELEPHONES
Students are permitted to use telephones for emergencies only. **Forgetting something or wanting to get permission to spend the night with someone is NOT an emergency.**

TEXTBOOKS
If books are lost or damaged, the student must pay to replace the lost or damaged books.

TITLE IX GRADES 7-12
In June, 1972, Congress passed Title IX of the Education Amendment 12. The law prohibits discrimination by sex in education programs that receive federal funds.

1. The law states, in part, that "no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or any activity receiving federal assistance."
2. Male and female students must be eligible for benefits, services, and financial aid without discrimination on the basis of sex.
3. A person will be designated as the grievance office for Title IX.

TOYS Grades K-4

Personal items such as make up, perfume, nail polish, etc. will not be permitted. Toys will not be permitted without prior approval by the classroom teacher/bus driver. Approved outdoor equipment such as basketballs may be used during recess at the teacher's discretion. Any student who brings items to school should do so at their own risk.

TRANSPORTATION

If it is economically feasible, the School District shall provide transportation for all pupils enrolled in the school and who reside at least two miles from the school in which they attend. The transportation system will operate as required by law and rules of the State Board of Education.

The Superintendent and staff shall be responsible for establishing bus routes and bus stops as appropriate. Such stops shall be established at central points for the convenience of the majority concerned and in the interest of conserving time and expenses.

School buses shall be used solely for the transportation of students to and from school and school-sponsored activities. Buses shall not be used by private organizations / persons.

AUTOMOBILES

Automobiles are permitted on campus with students holding a valid driver's license.

BICYCLES

Bicycles may be ridden to school and parked in appropriate bike parking. Once the bike is on the school campus, it must remain in its parking spot until school is dismissed.

BUS REGULATIONS

Transportation to and from school is regarded as a privilege. Safety is the main concern for all students involved. Continued or severe misconduct could result in the loss of transportation privileges. Students riding to/from school or special events should follow these guidelines:

1. Be at the bus stop on time. Wait approximately ten feet from the stop and wait until the door opens before moving towards the bus.
2. Remain a safe distance from traffic while waiting at the stop.
3. Do not attempt to walk or hitchhike to school if the bus is missed.
4. Keep aisles clear of feet, hands, books, bags, etc.
5. Conduct self in a manner that does not distract from the attention of the driver. This includes: remaining seated, keeping hands and possessions to self, remaining reasonably quiet, etc.
6. No knives, sharp objects, firearms, tobacco, or living animals are allowed on the bus.
7. Do not tamper with safety devices such as fire extinguishers, etc.
8. Passengers will be discharged at their regular stops only. A bus pass from the school office must be secured to ride any bus other that the student's assigned bus. **Permission will only be granted if the street address of the student's destination is included in the request (either verbal or written). The street address must be included on the bus pass before a driver will allow the student to ride a bus other than their assigned bus.**
9. No food or drink is to be consumed on the bus. Lunches brought to school should be stored in appropriate containers and not opened on the bus.
10. Students who must cross the road after leaving the bus must do so in front of the bus, only after the driver or student patrol has signaled to do so.

11. All other rules of student conduct apply during transportation.
12. No balloons are allowed on school buses. If your child receives a balloon at school, he/she must have alternative transportation home.
12. **Activity Bus**
The same rules should be followed as for regular routes. Any student who rides a bus to an event must ride the bus back to school unless signed off by a parent/guardian. Students are NOT allowed to be signed off with notes or by other parents.

Consequences for bus referrals are:
First Referral – Lunch Detention
Second Referral – Suspension of bus privileges for one day
Third Referral – Suspension of bus privileges for three (3) days
Fourth Referral – Suspension of bus privileges for five (5) days
After the Fourth Referral consequences will be at the discretion of the building principals.
If a student is suspended from one school bus, the student may not ride another school bus to school.

SKATEBOARDS
Skateboards are **NOT** permitted at school.

VIDEO SURVEILLANCE AND OTHER STUDENT MONITORING (4.48)
The Board of Directors has a responsibility to maintain discipline, protect the safety, security, and welfare of its students, 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.
The placement of video/audio surveillance cameras shall be based on the presumption and belief that students, 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 students, staff, and visitors that video cameras may be in use. Parents and students shall also be notified through the student handbook that cameras may be in use in school buildings, on school grounds and in school vehicles. Students will be held responsible for any violations of school discipline rules caught by the cameras, automatic identification technology, data compilation devices, and technology capable of tracking the physical location of district equipment, students, and/or personnel.

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.

Videos containing evidence of a violation of student 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 student handbook**;** any release or viewing of such records shall be in accordance with current law.

Students who vandalize, damage, disable, or render inoperable (temporarily or permanently) surveillance cameras and equipment shall be subject to appropriate disciplinary action and referral to appropriate law enforcement authorities. *Legal References: 20 USC 1232(g), 34 CFR 99.3, 4, 5, 7, 8, 10, 12, 31*

4.16 VISITORS
Student visitors in the classroom can be disruptive to the educational process. Student visitation is not allowed. Any visitation to the classroom shall be allowed only with the permission of the school principal.
Grades K-4
Visitors who have lunch with a student may not invite others to the table and must abide by all cafeteria rules.

6.4 VOLUNTEERS GRADES 5-12

The Mountainburg School will use volunteers from the community and surrounding area to supplement staff efforts. Final volunteer assignments or approval of assignments will be made through the appropriate principal's office. All volunteer efforts shall be documented by either the principal or teacher who receives the help. Copies of the efforts shall be provided to both the principals and organization or individual which provides the assistance.

WEB

Web Site

Mountainburg Public Schools shall maintain a web page to provide information about its schools, students, and activities to the community.

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