

MARKED TREE SCHOOL DISTRICT



STUDENT POLICY HANDBOOK

2018-2019

MARKED TREE SCHOOL DISTRICT STUDENT POLICY HANDBOOK 2018-2019

High School Mission Statement

As educators, we will assist students in developing skills in preparation for successful post-secondary education, employment and life. Further, we will assist students in accepting responsibilities as adults in our society and reinforce the students' understanding of their potential to learn.

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Elementary School Mission Statement

The mission of Marked Tree Elementary School is to ensure all students are provided a relevant and challenging curriculum developed from Arkansas frameworks that ensure an education that promotes higher level thinking skills including technological advances that will build a solid foundation for secondary education.

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4.42 – Student Handbook

It shall be the policy of the Marked Tree 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 or policies, and the student handbook is more recently adopted than the general board policy, the student handbook will be considered binding and controlling on the matter.

NOTE: SCHOOL INSURANCE

The school provides a supplement insurance policy, which **cannot** be expected to pay all expenses not covered by the primary insurance.

Revised – July, 2010

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COPY OF ACT 74 OF 1979

A BILL FOR AN ACT TO BE ENTITLED

“AN ACT TO REQUIRE SCHOOL BOARDS TO ADOPT WRITTEN DISCIPLINARY POLICIES AND FILE THE SAME WITH THE DEPARTMENT OF EDUCATION AND FOR OTHER PURPOSES.”

BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF ARKANSAS:

SECTION 1. This Act may be cited as the School Dismissal Act.

SECTION 2. Every school board shall adopt and file with the Department of Education written policies concerning the violation of school standards such as the disrespect for teachers, vandalism and other undesirable behavior patterns. Every school board in the state shall hold its pupils strictly accountable for any disorderly conduct during school, on the school grounds, in a school bus or at any school function.

SECTION 3. Prior to August 1, 1979 each school board shall adopt written rules and regulations delineating its discipline policies. The written policy shall be filed with the Department of Education by September 1, 1979. The policy may be revised at any time by filing an undated policy with the Department of Education.

SECTION 4. Any school district failing to file the disciplinary policy required by the Act by November 1, 1979 shall have all state aid funds withheld until such regulations are filed with the Department of Education.

SECTION 5. All laws and parts of laws in conflict with the Act are hereby repealed.

SECTION 6. It is hereby found and determined by the General Assembly that the lack of proper discipline in our public schools is hampering many students in their academic endeavors and that many school boards have not adopted written regulations regarding school discipline, and that this Act is necessary to immediately improve the quality of education in the State. Therefore, an emergency is hereby declared to exist and this Act being necessary for the immediate preservation of the public peace, health and safety shall be in full force and effect from the date of passage and approval.

PREFACE

The efficient operation of the Marked Tree School District No. 28 requires the adoption of student policies and procedures. The policies and regulations set the pattern for the program of education in the school system. Policies and procedures are approved by the Board of Education. The purpose of this handbook is to help new students make quicker and better adjustments to the school and help students enrolled to become better acquainted with the policies and regulations of Marked Tree School District. It is recommended that you familiarize yourself with the guidelines stated in this book – you will be held accountable to them.

The school is a community and the rules and regulations of the school are the laws of that community. All those enjoying the rights of citizenship in the school community must also accept the responsibilities of citizenship. A basic responsibility of those who enjoy the rights of citizenship is to respect the laws of the community.

The guidelines are not designated to be arbitrary or unreasonable. It is imperative that all students are fully aware of their rights and responsibilities. Students have rights of citizenship as delegated in the United States

Constitution and its amendments and these rights may not be abridged, obstructed or in other ways altered, except in accordance with the due process of law.

Administrators and teachers also have rights and duties. The teacher is required by law to maintain a suitable environment for learning and administrators have the responsibility of maintaining and facilitating all educational programs.

TITLE IX

The Marked Tree Schools shall adhere to a policy of equal and fair treatment of all students and employees. All individuals concerned with the school district shall not be discriminated against with regard to race, creed, color, age, sex, religion, or national origin. Discrimination against any person shall be prohibited in any school function.

STANDARDS

Marked Tree School District does not discriminate on the basis of race, gender, religion, national origin, age or handicapping conditions.

Marked Tree School District will limit the number of interruptions to the 6 hours of instructional time to a minimum.

PARENTAL INVOLVEMENT PLAN

The Board recognizes parent involvement as essential to the effectiveness of the schools and directs the administration to foster individual and organizational relationships to develop and implement policies which bring home and school together for the benefit of the students.

Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring that parents play an integral role in assisting their child's learning; that parents are encouraged to be actively involved in their child's education at school; that parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child; and the carrying out of other activities, such as those described in Section 1118 of the ESEA.

Regular contact will occur through Monday folders, parent teacher conferences, online grading systems, surveys, parent nights, phone calls, district website, district Facebook page, etc.

ALMA MATER

On the banks of our St. Francis
Marked by men of yore
Stands a city of our fancy
And a school we adore.

Forward, ever be our watchword
Conquer and prevail.
Hail, to thee, our Alma Mater,
Marked Tree High, all-Hail.

In the years which lie before us,
Though we wander far,
May the memory of her blessings
Be our guiding star.

SCHOOL COLORS AND EMBLEM

The school colors of Marked Tree School District are blue and gold. The athletic emblem is the Indian.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance shall be 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 at their desks.

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.

PHILOSOPHY AND OBJECTIVES

We believe that education includes the acquiring of knowledge, the dissemination, evaluation, organization, and the application of the knowledge, in a manner which will enable the student to live a happy, useful, and successful life.

We believe that students should be taught to develop self-respect, self-discipline, a regard for the rights of others, and respect for God and country.

We believe that it is imperative that we re-evaluate our program periodically in the light of our philosophy, due to a changing world and society.

Using our philosophy of education as a guide, we set forth the following objectives:

- * To challenge students to seek education beyond high school.
- * To develop interests in saleable skills among all terminal students.
- * To prepare students to live in a democracy through active participation in responsibility activities.
- * To cultivate an appreciation for culture, the fine arts, and high standards of living.
- * To develop a sense of responsibility to the home, school, family, and community.
- * To establish a sense of respect for responsible authority.
- * To develop a keen awareness of the vast difference between liberty and freedom. Freedom must be earned and preserved by each generation.
- * To develop an appreciation for study and learning as an acceptable way of life through good teaching and counseling. Education is a never ending activity.
- * To develop within the staff and students an awareness of their individual worth and importance.

INSTRUCTIONAL PROGRAM

ORGANIZATION

- (1) Currently the Marked Tree School District operates in a K-12 plan. In keeping with the philosophy and general objectives of the school, the district shall maintain the best schools possible under present support with organization of six grades in the elementary school, three grades in the middle school, and four grades in the secondary school.
- (2) All activities under the offices of the school and approved by the school board, which contributes to the overall development of the child, are a part of the curriculum.
- (3) The total curriculum will be organized in agreement with the needs of the children uppermost in mind. The curriculum shall be flexible and the process of revision and improvement continuous.

CLASSROOM ORGANIZATION

To the extent that the revenues of the school district make it possible; policies outlined by AdvancEd, will be adhered to concerning teacher-student ratio. Marked Tree Schools will also adhere to the new Arkansas standards. The mental, physical, emotional, and social differences of children demand careful study and analysis in the grouping and scheduling of children. Membership in a group should be flexible enough to accommodate the changes and needs of individual children.

PERMANENT RECORDS

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 upon the transfer of the student to another district.

LEAVING SCHOOL

Students may only be checked out by a parent, guardian, or other responsible adult, pre-approved through the office by the parent or guardian. **Notes used to check out will be kept on file in the office for verification purposes.** These pre-approved persons must be on file in the office. Students who must leave school during the day for medical appointments may be checked out upon presentation of appointment card/verifying data.

Seniors who are on track with graduation requirements, including community service learning requirements, may turn in a work permit or verification of enrollment in a post-secondary educational institution and be dismissed after senior high lunch by signing out in the principal's office.

1993 STATE STANDARDS

For purposes of this standard, "school day" shall mean a day in which classes are in session not less than six (6) hours of instructional time. The number of days must be a minimum of 178, averaging 360 minutes per day.

COMPULSORY ATTENDANCE REQUIREMENTS

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 waver 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 educational program as defined by A.C.A. § 6-18-201(b).

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. In recognition of the need for students to regularly attend school, the district's policy governing student absences is as follows:

Students shall not be absent, as defined in this policy more than **10 days in a semester**. When a student has **5 absences**, his/her parent, guardian, or person in loco parentis shall be notified that their student has missed half the allowable days for the semester. Notification shall be by telephone by the end of the day in which the absence occurred or by regular mail with a return address sent no later than the following school day.

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

Excused Absences:

Excused absences are those where the student was on official school business or when the absence was due to the following 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 must be presented within five (5) school days in order to be accepted.

- A. 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.
- B. Death or serious illness in their immediate family;
- C. Observance of recognized holidays observed by the student's faith;
- D. Attendance at an appointment with a government agency;
- E. Attendance at a medical appointment.
- F. Exceptional circumstances with prior approval of the principal; or
- G. Participation in an FFA, FHA, or 4-H sanctioned activity.
- H. Participation in the election poll workers program for high school students.
- I. 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.
- J. Absences granted, at the Superintendent's discretion, to seventeen (17) year-old students who join the Arkansas National Guard while in eleventh grade to complete basic combat training between grades eleven (11) and twelve (12).
- K. Absences for students excluded from school by the Arkansas Department of Health during a disease outbreak because the student has an immunization waiver 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.

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. 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.

Late Arrival/Early Departure (K-6):

Students who arrive after 8:30 a.m. or leave before dismissal are counted absent ½ day. Only students with a doctor's appointment may be checked out after 2:30 p.m. Parents are encouraged to schedule a student's doctor and dental appointments outside school hours. For the child's safety, the teacher will not release a child who has not been properly checked out through the office.

It is the Arkansas General Assembly's intention that students having excessive absences due to illness, accident, or other unavoidable reasons 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 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. Unless a student's absence is due to an unforeseen circumstance, the District will not accept a doctor's note for a student's excessive absence.

Days missed due to in-school suspension shall not be counted toward the allowable number of days. Days missed due to out-of-school suspension or expulsion shall count as 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 code.

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. (Section 2 (a) of ACT 473 of 1969)

Students who are failing a class or are in danger of failing a class or who have missed more than five (5) unexcused absences will not be permitted to leave school early to attend or participate in an extracurricular activity or field trips.

MAKE-UP WORK – 4.8

Students who miss school due to an excused absence shall be allowed to make up the work they missed during their absence under the following rules.

1. Students are responsible for asking the teachers of the classes they missed what assignments they need to make up.
2. Teachers are responsible for providing the missed assignments when asked by a returning student.
3. Students are required to ask for their assignments on their first day back at school or their first class day after their return.
4. Make up tests are to be rescheduled at the discretion of the teacher, but must be aligned with the schedule of the missed work to be made up.
5. Students shall have two class days to make up their work for each class day they are absent.
6. Make up work which is not turned in within the makeup schedule for that assignment shall receive a zero.
7. Students are responsible for turning in their makeup work without the teacher having to ask for it.
8. Students who are absent on the day their makeup work is due must turn in their work the day they return to school whether or not the class for which the work is due meets the day of their return.
9. As required/permitted by the student's Individualized Education Program or 504 Plan.

Work may not be made up for credit for unexcused absences unless there are extenuating circumstances as determined by the principal.

ENROLLMENT - RESIDENCE REQUIREMENTS 4.1

"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 parent, legal guardian, 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 guardian 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 for the purpose of attending the District's schools 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.

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.

Entrance Requirements – 4.2

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 reenrolling as a public school student shall be placed in accordance with policy 4.6 – HOME SCHOOLING

Prior to the Child's Admission to a District School – 4.2

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.
5. In compliance with Act 1177 of 1993, the following point will be assigned for students transferring completed Advanced Placement course work.

A – 5 pts. B – 4 pts. C – 3 pts. D – 2 pts.

Uniformed Services Member's Children

"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 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 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.

Student Transfers – 4.4

The Marked Tree School 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 board meeting. 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 student transferring from 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 a 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. 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. The District shall reject applications that would cause it to be out of compliance with applicable laws and regulations regarding desegregation. Letters of rejection shall state the reason(s) for the rejection. The District also reserves the right to deny a transfer to any student whose frequent behavior is not conducive to the educational environment.

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.

School Choice – 4.5

The Marked Tree School Board will consider all applications for School Choice postmarked no later than May 1 proceeding the fall semester the applicant would begin school in the District. The Marked Tree School Board shall notify the parent or guardian and the student's resident district, in writing, of the Board's decision to accept or reject the application by July 1. When considering applications, priority will be given to applications from siblings or stepsiblings residing in the same residence or household of students already in a District school.

The Board of Directors reserves the right, after a hearing before the board, not to allow any person who is currently under expulsion from another district to enroll in a District school.

Students admitted under this policy shall be entitled to continued enrollment until they graduate or are no longer eligible for enrollment in the District's schools. Any student admitted to this district under the provisions of this policy who chooses to return to his/her district during the school year voids the transfer and must reapply for a school choice admission if desiring to return to this district in the future.

The District is in compliance with the School Choice Act of 2015 which can be found on the district website.

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.

STUDENT PROGRESS

1. REPORTING TO PARENTS (K-12)

The purpose of grading is

- a. To give information for student guiding and counseling.
- b. To show the achievement of students in relation to others.
- c. To assist in grouping, promotion, transferring, and grade placement.
- d. To inform parents of progress of their children.
- e. To help the professional staff evaluate the effectiveness of the school's program of instruction.
"All grades will be used on educational objectives only".

2. NUMERICAL GRADING SYSTEM (K-12)

The numerical grade and the corresponding letter of A, B, C, D, or F will be employed as the marking system. The assignment of grade to students will follow the scale below:

90-100	A	Superior
80-89	B	Above Average
70-79	C	Average
60-69	D	Below Average
0-59	F	Failure

3. GRADING: MIDDLE & HIGH SCHOOL

- In calculating the nine week's grades, 80 percent of the nine week's grade will be derived from daily grades, weekly grades, or chapter tests. Twenty percent of the nine week's grade will be nine week's test. In calculating the semester grade, the grade is the average of the two nine week grades.
- If a student is dropped from a class after the 10th day of the semester, he/she will receive an "F" grade for the semester.
- Five days after the end of semester, "I" grades will be changed to "F".
- If a student officially drops from school before completing a semester, no course or credit is recorded on his/her transcript for that semester.
- A nine weeks test shall be given in every class. Students with a nine weeks grade of at least 90 and no more than 5 absences in a class during the semester, or with a grade of at least 80 and no more than 4 absences in a class during the semester will be excused from taking the semester test in that class. "IN cases where an end of year standardized test is given in a subject, students may only be exempt from those classes in the 2nd semester." Students who have been suspended for any reason will not be exempt.

4. DETERMINING RANK IN CLASS: HIGH SCHOOL

- Marks for all subjects for which credit is given (except Athletics) are included in computing grade point average. Marks received in Band, Choir, and PE will count in computing grade point averages for the **first semester only in which a student is enrolled in those courses**. All subjects offered count as $\frac{1}{2}$ credits per semester, or 1 credit per year.
- Subjects, whether passed or failed, are recorded and used in computing grade point average. A course may not be retaken to improve GPA.
- Computing GPA
 - The following four point scale is used in computing GPA for each student:
 - 4 points....A
 - 3 points....B
 - 2 points....C
 - 1 points....D
 - 0 points....F
 - The following five point scale is used in computing GPA for AP classes:
 - 5 points....A
 - 4 points....B
 - 3 points....C
 - 2 points....D
- Weighted credit will be added at semester for students in AP classes. "A 5 point 'A' grading scale will be used for ADE approved Honors courses, IB, & AP courses." The failure of any student to take the AP/IB required test in May will result in the weighted credit being removed. The student will instead receive the same numeric value for the grade he/she received in the course as if it were a non-AP course. Quality points for AP are contingent on teacher training.
- Grade point averages are carried out 3 decimal points. Students who tie are given the same rank determined by the total number of students whose averages exceed his/hers. For example, if three students in a class of 85 are tied for fifth place, they would all be given the rank of 5/75. The next student would be ranked 8/75.
- Exact rank is determined at the end of each semester for grades 7-12.

- g. The rank for transfer students is computed the same as for local students. If numerical grades are sent, showing no letter grade scale, these are then converted to letter grades based on the local grading scale.
- h. Rank in class for seniors will be determined in the spring (May) prior to graduation.
- i. Students must have 22.5 credits for class of 2013-2014 and a 1.7 GPA to receive a diploma.
- j. To be designated as a Distinguished Honor Graduate, a student must have a cumulative GPA of 3.50. Students with at least a 3.25 GPA will be designated as Honor Graduates. In addition to maintaining a certain GPA, students must complete course requirements for the Smart Core Diploma. Seniors graduating in 2021-2022 and thereafter must earn at least four (4) AP course credits and students must either take 2 years of the same foreign language or must take 1 year of Computer Science Coding in order to be an honor/distinguished honor graduate.
- k. The senior student (or students in case of a tie) with the highest GPA is recognized as Valedictorian. The student (or students) with the next highest GPA is recognized as Salutatorian. In order for a student to be eligible for Valedictorian or Salutatorian designation, they must be enrolled in the district no later than the first day of their senior year. **These students must take the required course of study for Honor Graduates.**
- l. For students in regular resource room special education, the resource room grade is computed in grade point average and is considered an elective credit. These students are ranked in class as regular students are ranked. Students taking more than 1 credit of special education per school year are included in rank-in-class, but are noted as special education.
- m. For the sole purpose of determining eligibility for athletics, band, and choir, the Arkansas Activities Association guidelines will be followed.
- n. Transfer students will be required to meet the above standards.

HOME SCHOOLING - 4.6

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. By December 15 for parents who decide to start home schooling at the beginning to of the semester; or
3. 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; 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.

CLOSED 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 regular school day. Students may be given permission to leave the campus by a school official and must sign out in the office upon their departure.

EQUAL EDUCATIONAL OPPORTUNITY - 4.11

No student in the Marked Tree 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.

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 meeting 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 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.

Fraternalities, sororities, and secret societies are forbidden in 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 their arbitrary criteria. Students who are convicted of participation in hazing or the failure to report hazing shall be expelled.

PRIVACY OF STUDENTS' RECORDS/DIRECTORY INFORMATION - 4.13

All students' educational records are available for inspection and copying by the parents of any 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.

For purposes of this policy, the Marked Tree School District does not distinguish between a custodial and non-custodial parent with respect to gaining access to a student's records.

If there is an existing court order which directs that a parent not have access to a student or his records, the parent or guardian 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 issued 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, 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 file must be initiated with the building principal, followed by an appeal available to the Superintendent or his designees. Any appeal above that level will be to an independent hearing officer and must be consistent with the purposes of the federal Family Education Rights and Privacy Act.

Unless the parent or guardian of a student (or student, if about 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 publication such as annual yearbooks & graduation announcements. "Directory information" includes, but is not limited to, a student's name, address, telephone number, electronic mail address, photograph, date and place of birth, classes in which he/she is enrolled, his/her placement on the honor roll (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. A student's name when associated with their physical address, email address, telephone number or photograph will only be displayed on the district or school's web page after receiving the written permission of 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. Failure to file an objection by that time is considered a specific grant of permission.

In addition to releasing personally identifiable information 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.

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, 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 expressions 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 endorse such things as tobacco, alcohol, or drugs.
2. Publications may be regulated to prohibit writings which are, in the opinion for 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, 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 government 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 about plus they shall:

1. Not contain any non-educational advertisements. Additionally, student web publications shall;
2. Not contain any personally identifying information, as defined by "Directory Information" in **Policy 4.13** (Privacy of Student Records), without the written permission of the parent of the student or the student if over eighteen (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 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. Materials may also be barred from distribution if there is evidence that reasonable supports a forecast that is a substantial disruption of the orderly operation of the school or educational environment will likely result from the distribution. Concerns related to any denial or 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, place, 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 2 days.

The Superintendent, along with the student publication 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.

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 unsupervised 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 educational 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. 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.

STUDENT VISITORS - 4.16

Student visitors in the classroom can be disruptive to the educational process. Student visitation is strongly discouraged. Any visitation to the classroom shall be allowed only with the permission of the school principal.

PROMOTION/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 per semester, the parents and teacher(s) of student in kindergarten through eighth (8th) grade shall be notified in writing of the student's independent grade-level-equivalency in reading.

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 between the building principal, the student's teacher(s), counselor, a 504/special education representative (if applicable), and the student's parents shall be held before a final decision is made. The conference shall be held at a time and place that best accommodates those participating in the conference. The school shall document participation or non-participation in required conferences. If the conference attendees fail to agree concerning the student's placement or receipt of course credit, the final decision shall rest with the principal or the principal's designee.

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 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.

The Superintendent/Principal will determine the extenuating circumstances concerning the attendance for the Benchmark Remediation

1. At the end of the year, it shall be the responsibility of the principal to check failure and promotions; also to determine that these policies are adhered to.
2. Classifications:
 - 7th grade- Promotion from 6th grade
 - 8th grade- Promotion from 7th grade
 - 9th grade- Promotion from 8th grade
 - 10th grade- Minimum of five and ½ (5-1/2) credits
 - 11th grade- Minimum of eleven (11) credits
 - 12th grade- Minimum of sixteen and ½ (16-1/2) credits
 - Graduate- Twenty-two and one half (22.5) credits
3. Students must be enrolled in a high school for four (4) years to graduate.

SUBJECT REQUIREMENTS 9-12

All students will carry a minimum of six (6) academic subjects plus electives so as not to have but one (1) study hall. Students failing a required subject must make up that subject by regular class work.

Students in the 7th grade will carry six (6) basic subjects and at least one (1) elective. 8th grade students will carry six (6) basic subjects and at least one (1) elective. Students failing two academic subjects may be retained.

CORRESPONDENCE COURSES

Correspondence courses may be taken only with the approval of the principal. Correspondences courses are not to be taken to improve grade point average.

4.45—SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS FOR THE CLASSES OF 2018, 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 (7th) grade, or when a seventh (7th) through twelfth (12th) 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.¹ This policy is to be included in student handbooks for grades six (6) through – (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 at least every other year 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.⁵

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, the district requires an additional 0.5 units to graduate for a total of 22.5 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.

Beginning in the 2018-2019 school year, all students must pass the test approved by ADE that is similar to the civics portion of the naturalization test used by the United States Citizenship and Immigration Services in order to graduate.

Community Service Learning (CSL) – Act 648 of 1993 states that "a student who has completed a minimum of 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 be eligible to receive one (1) academic credit that may be applied toward graduation.

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.

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 Investigating 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 beyond Algebra II: this can include Pre-Calculus, Calculus, AP Statistics, Algebra III, Advanced Topic and Modeling in Mathematics, Mathematical Applications and Algorithms, Linear Systems and Statistics, or any of several IB or Advanced Placement math courses (Comparable concurrent credit college courses may be substituted where applicable); 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 Principles of Technology I & II or PIC 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 ($\frac{1}{2}$) unit
- World History - one unit
- American History - one unit

Physical Education: one-half ($\frac{1}{2}$) unit

Note: While one-half ($\frac{1}{2}$) 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 ($\frac{1}{2}$) unit

Economics – one half ($\frac{1}{2}$) 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 ($\frac{1}{2}$) 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.

CORE: Sixteen (16) units

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

Oral Communications: one-half ($\frac{1}{2}$) 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)
 - 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 ($\frac{1}{2}$) unit
- World history, one (1) unit
- American History, one (1) unit

Physical Education: one-half ($\frac{1}{2}$) unit

Note: While one-half ($\frac{1}{2}$) 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 ($\frac{1}{2}$) unit

Economics – one half ($\frac{1}{2}$) 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.⁸

Fine Arts: one-half ($\frac{1}{2}$) 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.

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 (7th) grade, or when a seventh (7th) through twelfth (12th) 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 at least every other year 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, the district requires an additional 0.5 units to graduate for a total of 22.5 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 pass the test approved by ADE that is similar to the civics portion of the naturalization test used by the United States Citizenship and Immigration Services in order to graduate.

Community Service Learning (CSL) – Act 648 of 1993 states that "a student who has completed a minimum of 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 be eligible to receive one (1) academic credit that may be applied toward graduation.

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 cover the Personal and Family Finance Standards by receiving credit in one of the state approved classes.

SMART CORE: Sixteen (16) units

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

Oral Communications: one-half ($\frac{1}{2}$) unit

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

5) Algebra I or Algebra A & B* which may be taken in grades 7-8 or 8-9;

6) Geometry or Investigating 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.

7) Algebra II; and

8) The fourth unit may be either:

- A math unit beyond Algebra II: this can include Pre-Calculus, Calculus, AP Statistics, Algebra III, Advanced Topic and Modeling in Mathematics, Mathematical Applications and Algorithms, Linear Systems and Statistics, or any of several IB or Advanced Placement math courses (Comparable concurrent credit college courses may be substituted where applicable); 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 Principles of Technology I & II or PIC 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 ($\frac{1}{2}$) unit
- World History - one unit
- American History - one unit

Physical Education: one-half ($\frac{1}{2}$) unit

Note: While one-half ($\frac{1}{2}$) 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 ($\frac{1}{2}$) unit

Economics – one half ($\frac{1}{2}$) 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 ($\frac{1}{2}$) 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.

CORE: Sixteen (16) units

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

Oral Communications: one-half ($\frac{1}{2}$) 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)
- 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 ($\frac{1}{2}$) unit
- World history, one (1) unit
- American History, one (1) unit

Physical Education: one-half ($\frac{1}{2}$) unit

Note: While one-half ($\frac{1}{2}$) 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 ($\frac{1}{2}$) unit

Economics – one half ($\frac{1}{2}$) 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 ($\frac{1}{2}$) 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.

ARKANSAS DEPARTMENT OF EDUCATION RULES AND REGULATIONS FOR CONCURRENT COLLEGE AND HIGH SCHOOL CREDIT FOR STUDENTS WHO HAVE COMPLETED THE 8th GRADE

- I) Concurrent college and high school credit for students who have completed the eighth grade.
 - A) These regulations shall be known as the Arkansas Department of Education regulations governing concurrent college and high school credit for students who have completed the eighth grade.
 - B) These regulations are enacted pursuant to the State Board of Education's authority under Act 1097 of 1991, Arkansas Code Annotated 6-18-223 (supp. 1991).
- II) Purpose
 - A) The purpose of these regulations is to provide concurrent college and high school credit for public school students who have successfully completed the eighth grade.
- III) Definitions
 - A) A student who "has successfully completed the eighth grade" is a student who has been promoted to the ninth grade.
 - B) Consistent with Act 34 of 1984, as amended, a student in grades 9-11 is considered "enrolled" in a public secondary school if he/she is taking four high school courses which count toward high school graduation, and a student in grade 12 is considered "enrolled" in a public secondary school if he/she is taking three high school courses which count toward high school graduation.
- IV) Any student who is enrolled grade 9-12 in an Arkansas public school shall be eligible to enroll in a publicly supported community college, technical college or four-year college or university in accordance with the rules and regulations adopted by the college or university.
 - A) Any public school student in grades 9-12 who enrolls in and successfully completes a course(s) offered by such a community college, technical college or university shall be entitled to receive both high school and college grades and credit (credit earned by CLEP examination may not be counted as high school credit) toward graduation, as outlined in these regulations.
 - B) Three semester hours of college credit taken by a student in grades 9-12 at a publicly supported community college, technical college or four-year college or university shall be the equivalent of one unit of high school credit.
 - C) College credit earned at a technical college or four-year college or university by an eligible student shall be counted by the high school toward graduation, including credit earned during summer terms.
 - D) All costs of higher education courses taken for concurrent college credit are the student's responsibility.
- V) Exception

Any public school student who was enrolled in and successfully completed a course(s) offered by a college or university after January 1, 1990, but prior to July 15, 1991, regardless of the student's grade level, shall be entitled to receive both college and high school credit, including credit toward graduation, as outlined in these regulations.
- VI) Effective Date
 - A) These regulations became effective on July 15, 1991.

EXTRACURRICULAR ACTIVITIES – 4.56 and 4.56.1

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 principal) 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 waive 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 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.

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).

ARKANSAS ACTIVITIES ASSOCIATION

In addition to the foregoing 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.

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.⁷

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).

All extracurricular activities require rules as follows:

1. Students may not participate in extracurricular activities on days they do not attend at least four (4) class periods a day, unless the absence is excused by the principal prior to the activity.
2. Administrators and teachers exercise the same authority over the student at extracurricular activities as they do during the regular school day.
3. Unsportsmanlike conduct of students at extracurricular activities will not be tolerated and offending students may lose their right to participate in or to attend future activities. In addition, the students will receive consequences appropriate for the infraction as outlined in this handbook.
4. Students involved in extracurricular activities must travel to and from an activity by school transportation. The only exception would be for a student to leave at the end of an activity if accompanied by their parent or legal guardian. The sponsor of the activity will require a note from the parent.
5. Any student who has been suspended at any time during the school year will not be allowed to participate in a school sponsored field trip that year.
6. Students, who check out early before an athletic event without the prior approval of the principal, will not be allowed to participate in the event. Approvals will only be granted in the case of extenuating circumstances.

HOMEWORK AND INDEPENDENT STUDY SKILLS

It shall be the policy of the Board of Education to delegate the responsibility of assigning homework for students to professional staff in accordance with the following principles and guidelines:

1. Homework assignments should not be excessive (approximately 15-20 minutes per non-AP subject daily and 20-25 minutes per AP subject daily). Long-range assignments may be an alternative to the amount of daily homework.
2. Homework assignments must be material relevant, previously taught, or reviewed.
3. Homework assignments may represent at least 10%, but no more than 20%, of the student's nine weeks grade. (If homework is to be counted as part of the nine week's grade each teacher will determine the percentage and make each student in the class aware of the percentage.) It is expected that all homework assigned shall be graded or reviewed.

SAFETY AND HEALTH

EMERGENCY DRILLS – 4.37

All schools in the District shall conduct fire drills at least monthly. Tornado drills shall also be conducted not fewer than three (3) times per year with at least one each in the month of September, January, and February. Students who ride school buses shall also participate in emergency evacuation drills at least twice each school year.

The school shall annually conduct active shooter drill and school safety assessment may be conducted for all District schools in collaboration, when possible, with local law enforcement and emergency management personnel. Students will be included in the drills to the extent that is developmentally appropriate to the age of both the students and grade configuration of the school.

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 an earthquake or terrorist attack that might include the use of biological or chemical agents. Students shall be included in the drills to the extent practicable. District schools will be in compliance with Act 950 of 2015.

IMMUNIZATIONS – 4.57

All children entering school must have required immunizations. Students with contagious infections should remain home until safe re-entry can be determined. Medical proof may be required before the student is permitted to return to school.

HYGIENE

Students must adhere to good personal hygiene practices. Since poor hygiene is not conducive to an effective learning environment, students who are habitually unclean will be subject to disciplinary actions. The minimum penalty for poor hygiene will be a confidential warning to student and parent, and maximum penalty will be release of this information to the proper authorities and/or suspension from school.

The parents or legal guardians of students found to have live lice or nits will be asked to pick their child up at school. The parents or legal guardians will be given information concerning the eradication and control of head lice. Before students may be readmitted following an absence due to head lice, the school nurse or designee shall examine the student to make sure they are free of any lice or nits.

Each school may conduct screenings of students for head lice as needed. The screenings shall be conducted in a manner that respects the confidentiality of each student.

STUDENT MEDICATIONS – 4.35

Prior to the administration of any medication 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 medications or any 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 nurse, or in the absence of the nurse, to the principal's office. 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 school 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 over-the-counter medications to the extent giving such medications are included in the student's IHP.

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)¹ shall be allowed to attend school.

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 destroyed by the nurse with a witness present.

Students who have written permission from their parent or guardian and a licensed health care practitioner on file with the District may:

- 1) Self-administer either a rescue inhaler or auto-injectable epinephrine;
- 2) Perform his/her own blood glucose checks;
- 3) Administer insulin through the insulin delivery system the student uses;
- 4) Treat the student's own hypoglycemia and hyperglycemia; or
- 5) Possess on his or her person:
 - a) A rescue inhaler or auto-injectable epinephrine; or
 - b) the necessary supplies and equipment to perform his/her own diabetes monitoring and treatment functions.

Students 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.

A student is 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 a rescue inhaler, auto-injectable epinephrine, diabetes medication, or combination 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, auto-injectable epinephrine, diabetes medication, or any combination 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, insulin, or both 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 which that provides for the administration of Glucagon, insulin, or both in emergency situations; and
2. a current, valid consent form on file from their parent or guardian.

A student shall have access to a private area to perform diabetes monitoring and treatment functions as outlined in the student's IHP.

Medication for students must be labeled indicating amount, dosage times and BROUGHT to school by PARENTS.

- Physicians or pharmacists should provide written orders and/or labels on prescription bottles stating the name of the drug, the dosage and time to be given, and the recommended interval between doses.
- A Medication Administration Release Form (see example attached to back of handbook) to be signed by the parents should be used. This form should include: request for medication to be given, student's name, grade, medication and dosage time to be given; what the medication is for; and emergency numbers in case child has a reaction to the medication.
- All medication should be in the original container with the child's name on label. (Pharmacists should provide a second container to be sent to the school upon request.) Drugs should not be mixed in a container.
- Prescriptions for long-term health problems should be updated at the beginning of each semester. The nurse should communicate with the physician regularly regarding students on long-term medications that would have an effect on the student's educational progress such as medication for hyperactivity, epilepsy, etc.
- Medication requests should be in a designated administrative office.
- No non-prescribed drugs will be given at school, as school personnel (excluding the licensed nurse) are not trained to determine when medications are needed as this is a form of prescribing.

SECURITY

- Each school or facility should design in writing the specific locked and limited access space within each building to store pupil's medication.
- In buildings where a full-time licensed nurse is assigned, access to medication locked in a designated space shall be under the authority of the nurse.

STUDENT ILLNESS/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 the 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 treatment of the student. When available, current, and applicable, the student's emergency contact numbers and medical information will be utilized. Parents are strongly encouraged to keep this information up to date.

PHYSICAL EXAMINATIONS OR SCREENINGS- 4.41

The district conducts routine health screenings such as hearing, vision, and scoliosis due to the importance these health factors play in the ability of a student to succeed in school. The intent of the exams or screenings is to detect defects in hearing, vision, or other elements of health that would adversely affect the student's ability to achieve to his/her full potential.

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.

OBJECTION TO PHYSICAL EXAMINATIONS OR SCREENINGS- 4.41F

Any parent/guardian who objects to physical exams or any screenings **MUST** submit in writing to the principal's office.

ASSEMBLIES

Attendance is required unless excused by the principal. Non-attendance is punishable in the same manner as any other type of truancy. Students will be seated in designated areas according to grade.

TELEPHONE

All office phones are business phones. Students will not be allowed to use telephones for personal reasons or to gain permission to check out, except in the case of sickness. **Any calls found to be necessary shall be made by a school employee.** Parents are asked to restrict messages "for emergencies only".

PHOTOCOPYING by STUDENTS (High School Only)

A copy machine is located in the library. School personnel must approve all copies. All copies by students will be assessed at a rate of \$.10 per copy.

VISITORS

Please come to Principal's Office for a pass. Conferences will be arranged through the office for parents or guardians either during the teacher's conference time or at the end of the school day after all students are dismissed.

Visitors are asked to wait in the foyer...only campus personnel are to be in the halls. **For safety reasons anyone visiting a student must remain in the office for the duration of that visit.**

ELEMENTARY LUNCH

Limit lunch visits with your child to one day each week. Parents are required to sign in at the principal's office and wear a visitor's badge. Anyone not wearing a visitor's badge will be asked to report to the office. Remember: This is for the safety of our children. **NOTE: Parents are not allowed to bring food and give to other students.**

CAFETERIA/LUNCH

Cafeteria behavior is covered under school discipline.

PARTIES – ELEMENTARY SCHOOL

The following are authorized parties for the Elementary School: Christmas and Valentine's Day. Parents will be contacted by the teacher when needed to help with parties or field trips. Birthday parties for individual students are prohibited.

TRANSPORTATION – ELEMENTARY SCHOOL

Mornings: Parents who bring children to school should let them off at bus loop (not behind the building or in the cafeteria parking area) after 7:30 a.m.

Afternoons: Parents will pick children up at bus loop. Parents parking in gym parking lot must come to the front entrance to pick up their children. If it is necessary for your child to go home in a different manner than usual, send a note with the child in the morning or notify the office by 2:00 p.m.

TRANSPORTATION - HIGH SCHOOL

A. Students, who have presented a valid driver's license and proof of insurance to the appropriate office personnel, may drive their vehicle to school. Vehicles driven to school shall be parked in the area designated for student parking.

- B. Students are not permitted to loiter in parking area and are not to return to their vehicles for any reason unless given permission to do so by school personnel.
- C. It is understood that there is no expectations 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.
- D. Any careless or reckless display of driving shall result in suspension of parking privileges and/or suspension from school.
- E. The following information MUST be provided for registration of vehicle:
 1. Vehicle Make and Model
 2. Vehicle License Number
 3. Student Driver's License Number (Copy of current driver's license must be on file in the office.)
 4. Proof of Liability (Copy of current insurance card must be on file in the office.)
 5. Provide documentation proving participation on the districts chemical screen policy

RESTITUTION

Students are expected to pay for any loss or damage to district owned textbooks or library books. Students are also responsible for damage to school buildings, buses, or other real school property. The School District will collect such damages from the parents.

Students, as well as parents, are responsible for turning in **ALL** proceeds from fund raising drives. Parents will have the opportunity to prevent their child from taking part in any fund raising drive, but if the child is allowed to participate, parents are responsible, as well as students for being sure all proceeds from their child's sales are turned in to the school. The Marked Tree School District has the right to prevent certain children from participating in fund raising projects if the child has failed to be fully accountable in a prior year. **Students owing money on fund-raising projects will not be allowed to participate in extra-curricular activities (including field trips) until their account is settled in full, in addition to being barred from participation in further fund-raising projects.**

OFF CAMPUS EVENTS

Students attending school sponsored events such as plays, football games, basketball games, field trips, etc., should exhibit good behavior. Misbehavior (such as playing on sidelines and running up and down the bleachers) will warrant removal of a child from the activity without any refund. Teachers and administrators have full authority over behavior problems at school sponsored events. (Elementary students will be required to sit with parents or in the STUDENT SECTION unless going to/from concession.)

OPENING/CLOSING OF BUILDINGS

There is no supervision scheduled for children prior to 7:30 each morning.

K-6

7:50 – Classes begin
 3:05 – Car riders/Walkers dismissed
 3:10 – Bus riders dismissed

7-12

7:55 – Jr. High classes begin
 8:00 – Sr. High classes begin
 3:15 – Students are dismissed

Parents are asked NOT TO PICK UP CHILDREN UNTIL SCHOOL IS READY TO BE DISMISSED, unless check-out procedures are followed.

CONDUCT TO AND FROM SCHOOL

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

The preceding paragraph also applies to student conduct while on school buses. 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.

STRUCTURED PHYSICAL ACTIVITY – ELEMENTARY SCHOOL – PE

A child must have an excuse from home if they are to stay in during structured physical activity. This excuse must be for sickness or some physical defect, and is subject to being substantiated or verified by the school.

FUND RAISING ACTIVITIES

(DOOR TO DOOR SALES)

It shall be the policy of the Board of Directors that: All door-to-door selling of fund raising merchandise by elementary school children shall be conducted with adult supervision. Accordingly, it is the intent of this policy to further insure the well-being of students of this School District.

Definitions:

1. "Elementary School Student" means a child in kindergarten through sixth grade.
2. "Adult" means a person age sixteen years or older and approved by the parent.
3. "Door-to-Door Sales" means the selling of merchandise outside of the child's home and off school grounds.
4. "Parent" means a parent or legal guardian.
5. "School" means a school or school sponsored organization such as PTA or booster club.
6. "Fund-Raising Companies" means businesses, including mail order companies that assist schools in raising funds in return for a share of all money taken in.

The school must provide written notification of the following to parents of all elementary school students who participate in fund-raising programs:

1. Student participation in fund-raising programs is voluntary;
2. Students who do not participate will not forfeit any school privileges;
3. Students may not participate in fund-raising programs without written parental permission returned to school authorities;
4. An elementary school student who sells fund-raising merchandise door-to-door must be accompanied by a parent or an adult; and
5. Unless the school provides supervision, parents must accept responsibility for appropriate adult supervision.

Parental Supervision

1. The School District will use the form developed by the State Department of Education for parental notification and permission.

Certification

1. The school which utilizes and coordinates fund-raising programs shall certify to the Superintendent each year that the requirements have been met.
2. The School District shall certify to the State Department of Education, no later than June 15 of each year, a list of District schools and fund-raising companies in violation of this policy.

VIDEO SURVEILLANCE – 4.48

The board 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 a part of fulfilling this responsibility, the board authorizes the use of video/audio surveillance cameras in any district building, on district property, and in district buses and vehicles. Video recorder placements shall be based on the presumption and belief that students, staff, and visitors have no reasonable expectation of privacy in areas or at events that occur in plain view of other students, staff, or visitors.

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.

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 surveillance cameras and equipment shall be subject to appropriate disciplinary action and referral to appropriate law enforcement authorities.

MARKED TREE SCHOOL DISCIPLINE POLICIES

The Marked Tree School District recognizes that discipline in the Public Schools can only be maintained through the cooperative efforts of the community, especially parents, educators and students. Each has a right to expect a wholesome atmosphere that is conducive to learning. Such a climate can best be created where respect and consideration of the rights of others prevail.

STUDENT'S RIGHTS AND RESPONSIBILITIES: All Activities are Non-Discriminatory

STUDENTS HAVE A RIGHT TO:

1. Pursue, through study and self-application, a quality education at public expense and to attain personal goals through participation in the entire school program.
2. Participation in school without being subject to unlawful discrimination on any basis. Where access to participation in programs or activities is on a competitive basis, each student has the right to compete on an equal basis.
3. Practice freedom of speech, freedom of expression of ideas and freedom of the press.
4. Express view or protest symbolically so long as the manner of expression does not interfere with the orderly operation of the school or the rights of others.
5. Participate in patriotic exercises or refrain from participating.
6. Be secure in the persons, papers, and effects against unreasonable searches and seizures; have privacy in regard to their personal possessions, unless there is reasonable suspicion that the student is concealing materials prohibited by law.
7. Determine their own dress, except where such dress is unsafe or unclean or is so distracting as to clearly interfere with the learning and teaching process.

STUDENTS HAVE THE RESPONSIBILITY TO:

1. Attend classes daily, be on time to all classes and obey school rules.
2. Foster good human relations within the school by practicing courtesy and tolerance in their dealings with each other and members of the school staff, and to respect the dignity and worth of other individuals.
3. Refrain from libel, slanderous remarks and obscenity in verbal and written expression.
4. Develop tolerance of the viewpoint and opinions of others; recognize the right of other individuals to form different points of view and to dissent in an orderly and respectful manner.
5. Respect the rights of classmates who do or do not wish to participate.

6. Respect the rights, property and privacy of other students and school personnel; carry only those materials which are acceptable under the law and which are not hazardous to any person or property; and accept the consequences for the articles stored in their lockers.
7. Observe the basic standards of cleanliness, modesty, and good grooming, and wear clothing which contributes to their own health and safety, as well as that of others.

DEFINITIONS

AFTER-SCHOOL DETENTION: A detention set aside for one (1) hour, three (3) days a week after normal school hours for those students who are not deferred from unacceptable behavior by other forms of disciplinary action.

CERTIFIED EMPLOYEE: An individual employed by the school district who holds a certificate to teach, issued by the Arkansas Department of Education which term includes, but is not limited to teacher, counselors, coaches and administrators.

CLASSIFIED EMPLOYEE: Employees who do not hold an Arkansas teaching certificate but perform duties in the Marked Tree School District necessary to the function of the school. Examples are: bus drivers, paraprofessionals, cafeteria workers, etc.

DISMISS: Removal of a student from a specific classroom by a certified employee for that class period only.

EXPULSION: Prohibition of a student from entering the school or school grounds (except for a pre-arranged conference with an administrator) either until the end of the semester, the end of the current year or permanently, depending upon the severity of the offense, with loss of academic credit which action must be taken by the board of education only.

NOON DETENTION: All students assigned to noon detention will report to the assigned detention area as soon as their last class before lunch is dismissed. A lunch from the cafeteria will be available for purchase. Vending machine purchases are not permitted for those in detention. Roll will be checked by the teacher and students will remain throughout the lunch period. Lunch will be served in that room.

PARENT: The term parent shall include every parent, legal guardian or person in parental relation having control or charge of any student in attendance in the schools of this district.

REASONABLE FORCE: The minimum amount of force necessary to stop or restrain a student from conducting himself/herself in an unlawful manner or in a manner which could cause physical injury to an individual.

SATURDAY SCHOOL: Detention hall held on Saturday morning governed by the same rules as for In-School Suspension. Students may be assigned to Saturday school for up to four hours and on consecutive Saturdays until their punishment is served. Students may be assigned to Saturday school for excessive tardies, or if other methods of discipline have been ineffective. Saturday school will begin at 7:00 a.m. and will conclude at 11 a.m. Failure to attend Saturday school without making prior arrangement with the principal will result in 3 days in In-School Suspension. Saturday school may be rescheduled at the Principal's discretion only once per semester, in which case it would be moved to the following Saturday.

SUSPENSION: Prohibition of a student from entering the school or school grounds (except for a pre-arranged conference with an administrator) for a period of time set by the principal of the school or the superintendent. Suspensions normally will not be longer than ten (10) school days including the day on which the offense occurred unless it is deemed a long-term suspension which must be determined by the Board of Education only.

IN-SCHOOL SUSPENSION: Student is suspended from regular class or classes, but **MUST** report to school and do his/her classroom assignments in isolation from other students. Students will be placed in a designated area under constant supervision. **Students may be assigned to In-School Suspension for up to twenty (20) school days.**

TRIPS: Parents accompanying students must

1. Adhere to all school district rules.
2. Provide own transportation & purchase own tickets for admission.
3. Bring no other children.
4. Supervise assigned students.
5. Students are to ride bus to and from the destination.
6. Follow teachers' instruction.
7. Extra food will be provided for all, not just a few.

WRITTEN ASSIGNMENT: When deemed appropriate a written assignment will be issued.

AUTHORITY FOR STUDENT DISCIPLINE

The minimum penalty for student misconduct will be a verbal warning and the maximum penalty will be expulsion by the Board or legal action dependent upon the severity and frequency of the misconduct.

Teachers, principals, administrators, and classified employees have the authority to take customary and reasonable measures to maintain proper control and discipline among students placed under their care and supervision. Such measures may include the use of reasonable force in the exercise of lawful authority to restrain or correct pupils and maintain order.

The school district reserves the right to punish behavior which is subversive to good order and discipline in the schools, even though such behavior is not specified in the written rules.

Discipline Actions For Unacceptable Behavior Are Listed From: A student who persists in acts of misconduct after reasonable efforts have been made by the school to secure the student's adherence to the established rules shall be recommended for expulsion; efforts toward behavior modification will be made prior to recommendation for expulsion except when very serious offenses have been committed. The range of consequences is as follows:

- | | |
|---------------------------------|----------------------|
| *Conference/Warning | *Corporal Punishment |
| *Parent Contact | *Suspension |
| *Parent Conference | *Expulsion |
| *Detention/In-School Suspension | |

Disciplinary actions may not follow steps in a., b., c. order, based on each set of circumstances.

*Persistent disregard of school rules will result in extended number of days of suspension or possible expulsion.

Maximum suspension for K-First will be three (3) days per incident.

Rule 1-A. Loitering (High School)

Students will not loiter or stand and talk in the hallway or use the vending machines while changing classes. Students are expected to move directly, without stopping, from one class to the next.

CONSEQUENCES FOR VIOLATING RULE 1-A

- A. Warning/Conference
- B. Written assignment
- C. In-School Suspension
- D. Suspension

Rule 1-B. Cell Phones, MP3 Players, iPods, etc.

Possession of cell phones, MP3 players, iPods and any other such devices are not allowed on campus. Any student who must have one of these devices for an after school event must check it into the office

by the 1st period of the day. Refusal to relinquish the device upon request of a school employee shall be treated as insubordination. The use of laptop computers, recorders, cameras, or any other electronic device must be approved by the administration.

CONSEQUENCES FOR VIOLATING RULE 1-B

- A. 1st offense – confiscate phone until parent retrieves. Student will spend the next day in ISS.
- B. 2nd offense – confiscate phone for three school days and then the parent can retrieve the phone. Students will spend three days in ISS.
- C. 3rd offense – confiscate phone for five consecutive school days and then the parent can retrieve. Students will spend five days in ISS.
- D. 4th offense – confiscate phone for 20 consecutive school days. Student will be suspended for five days.

Rule 2-A. Disregard to Directions or Requests

A student shall not fail to comply with reasonable directions or requests of teacher, student teachers, substitute teachers, teacher aides, principals, and administrative personnel, superintendents, school bus drivers, or other authorized school personnel.

CONSEQUENCES FOR VIOLATING RULE 2-A

- A. Conference
- B. Corporal Punishment/Detention
- C. In-School Suspension
- D. Suspension
- E. Repeated offenses will be grounds for recommended expulsion for the remainder of the semester.

Rule 2-B. Insubordination/Disobedience/Disrespect

Any serious case of insubordination, disobedience, or disrespect to teacher that leads to disruption of class or flaunts authority of the teacher will be referred to the office for appropriate action. Appropriate action may include detention, parent conference, and suspension.

CONSEQUENCES FOR VIOLATING RULE 2-B

- A. Corporal Punishment/Detention
- B. In-School Suspension
- C. Suspension
- D. Severity of the infraction or repeated offenses will be grounds for expulsion.

Rule 3: Truancy

A student shall not be absent from school without parent's and/or school authorities' prior knowledge and consent. After arrival on campus, a student absent from his/her assigned learning station without permission from school authorities shall be considered as truant.

- A. Counseling/Parent notification (Elementary)
- B. Short term assignment to In-School Suspension
- C. Long term assignment to In-School Suspension
- D. Suspension
- E. Alternative School (High School only)
- F. Follow State Law

Rule 4: Appearance and Dress Code

- Students in grades K-12 are allowed to wear acceptable shorts such as walking or Bermuda-type shorts. (NO BIKING SHORTS)
- All students should be as well groomed as possible.
- Students in grades K-12 may not wear halter tops and midriff-exposing blouses or shirts.
- Students will be subject to the following guidelines:

- A. (7-12) All wearing apparel must be knee length or longer.
(K-6) Shorts must extend past the fingertips.
- B. Students must wear clothing appropriately.
- C. Students shall wear appropriate footwear. (NO HOUSE SHOES)
- D. Students will not be allowed outside of gym in gym clothing except when PE is conducted outside.
- E. Leggings/jeggings are permissible with a shirt that extends past the fingertips.
- F. Any wearing apparel such as the rebel flag, or black panther, which offends others or distracts from classroom instruction and is detrimental to the school program or school facilities is prohibited. Examples include:
 - 1. Bare feet
 - 2. Unbuttoned shirts, blouses, or clothing that is too revealing
 - 3. Wife beater shirts, T-tops
 - 4. Pants with holes above the knees
 - 5. Caps/hats in the building, scarves, bandanas, beanies/toboggans, or sports headbands
 - 6. Items of clothing with suggestive or offensive messages or advertisements of drugs or alcoholic beverages
 - 7. Sunglasses
 - 8. Sagging of pants
 - 9. Strapless blouses or dresses
 - 10. Spaghetti straps
 - 11. Clothing that exposes underwear, buttocks, or the breast of a female (Act 835 of 2011)

CONSEQUENCES FOR VIOLATING RULE 4

- A. Warning (Elementary)
- B. Parent notification and/or sent home to change
- C. In-School Suspension

Rule 5: Indecent and/or Immoral Conduct

A student shall not engage in indecent or immoral conduct.

CONSEQUENCES FOR VIOLATING RULE 5

- A. Conference/Counseling/Parent Notification
- B. Written assignment
- C. In-School Suspension
- D. Suspension
- E. Repeated offenses or the severity of the case will be grounds for recommended expulsion for the remainder of the semester

Rule 6: Profanity (State Code 52)

A student shall not use abusive, vulgar, or inappropriate language on the school campus at any time or any school sponsored activity. Obscene physical gestures are also prohibited.

CONSEQUENCES FOR VIOLATING RULE 6

- A. Parent Notification/Conference
- B. Written assignment
- C. After-School Detention (High School)
- D. Short term In-School Suspension/Corporal Punishment
- E. Suspension

Rule 7: Cheating (State Code 51)

Cheating in any form will not be tolerated. This includes but is not limited to Plagiarism. Plagiarism is taking someone else's work and presenting it as your own.

CONSEQUENCES FOR VIOLATING RULE 7

- A. Conference, no credit for work
- B. No credit for work, notify parents, conference with counselor
- C. Suspension

Rule 8: Tobacco and Tobacco Products (State Code 4.23)

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. This policy's 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. "Tobacco-User-Lookouts" are subject to the same consequences.

CONSEQUENCES FOR VIOLATING RULE 8

- A. Conference/Notify parents
- B. In-School Suspension
- C. Suspension

Rule 9: Fireworks

A student shall not possess, handle or store firecrackers, smoke bombs, cherry bombs, stink bombs or any kind of fireworks that reasonably could be a danger to him/her or to other persons, that could cause damage to school property or that could be disruptive to the learning climate of the school, or to any school sponsored activity.

CONSEQUENCES FOR VIOLATING RULE 9

- A. In-School Suspension (Elementary)
- B. Suspension
- C. Repeated offenses will be grounds for recommended expulsion for the remainder of the semester.

Rule 10: Bus Rules and Procedures

A student will not verbally abuse or assault a school employee (legal action may be taken under Act 125 of 1979).

1. Conduct on the bus shall be the same as required in the classroom. Students riding the buses are under the bus driver's supervision. All rules are to be followed as if on campus.
2. Procedures:
 - A. While waiting for the school bus, students shall wait in an orderly manner.
 - B. Do not play in the street.
 - C. Respect private property.
 - D. Stand back ten feet from roadway until bus stops for loading.
3. Bus Rules:
 - A. Students will stay seated in their assigned seats from the time they get on the bus until the bus stops for them to get off.
 - B. There shall be no swearing, cruel teasing, rude gestures or put-downs on the bus.
 - C. Students shall keep hands, feet, books, pencils, and all other objects to themselves.
 - D. There shall be no screaming or hollering.
 - E. Students shall follow all directions of the bus driver.
 - F. Pupils cannot ride any bus other than their own unless verbal or written permissions are received from the parent.

Consequences for Violating Rule 10

- A. Parent Notification/Conference/Written assignment
- B. Suspension from bus for five to ten days effective on the day following disruption
- C. Suspension from bus for the remainder of the semester

Additional consequences for inappropriate behavior will be assigned at the discretion of the building principal depending upon the discipline record of the student and the severity of the offense.

Rule 11: Damage or Destruction of School Property – Act 36 of 1987

A student shall not cause or attempt to cause damage to school property or steal or attempt to steal school property. The school district will attempt to recover damages from the student destroying school property. Parents of any minor student under the age of 18, living with the parents, may be liable for damages caused by said minor, for an amount not in excess of \$5,000 as defined in Act #36 of 1987.

Consequences for Violating Rule 11

- A. Financial restitution to person that sustained loss
- B. Penalty related to severity of damages & notifies parents
- C. Notification of proper legal authority
- D. Suspension
- E. Repeated offenses will be grounds for expulsion for the remainder of the year

Rule 12: Theft, Damage, or Destruction of Private or Public Property

A student shall not cause or attempt to cause damage or steal or attempt to steal private or public property while under the jurisdiction of the school. **The school district is not responsible for personal property damaged or stolen at school.**

Consequences for Violating Rule 12

- A. Conference with parents, probation, and restitution
- B. Corporal Punishment/Detention/ and restitution for damages
- C. Suspension and restitution for damages
- D. Repeated offenses will be ground for recommended expulsion for the remainder of the semester. The student will make restitution for damages.

Rule 13: Verbal/Physical Abuse or Assault by a Student on a school employee or a person not employed by the school (Act 104 of 1983 Special Session)

A student shall not threaten, physically abuse, or attempt to cause physical 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.

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: a) cause a breach of the peace; b) materially and substantially interfere with the operation of the school; c) arouse the subject 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. Legal authorities may be called. (Arkansas Law 5-13-201, 513-202 – 6-17-106)

The principal will judge the severity of the incident and assign an appropriate punishment from the list of consequences.

Consequences for Violating Rule 13

- A. Conference/Written warning
- B. In-School Suspension/Corporal Punishment
- C. 5 days suspension
- D. Recommendation for Expulsion

Rule 14: Use or Influence of Alcoholic Beverages and/or Controlled Substances

Students selling, passing, or having possession of or under the influence of alcoholic beverages, controlled substances (illegal drugs), marijuana, or other materials expressly prohibited by federal, state, or local laws on school property, at school functions, at the home school, or at the visited school shall be suspended and recommended for expulsion. **Paraphernalia generally associated with the use of such items are also forbidden.** Furthermore, the student may be prosecuted according to Act 590 of 1971 of the State of Arkansas as amended.

Consequences for Violating Rule 14

Suspension/recommendation for expulsion/referral for treatment/counseling: when the need for treatment is evident. A student's parent will be supplied with a list of treatment centers whose services can be sought privately by the parent/guardian. The school district will not assume any expenses incurred in counseling or attendance in a drug/alcohol program. A list of current treatment centers/agencies is available in the school counselor's office.

Rule 15: Weapons or Dangerous Instruments and Contraband (4.22)

No student shall possess 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 grounds at any school bus stop, or at any school sponsored activity or event.

A weapon is defined as any firearm; knife; razor; ice pick; dirk; box cutter; numchucks; pepper spray; mace; or other noxious spray; explosive; taser or other instrument that uses electrical current to cause neuromuscular incapacitation; 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, a student discovers prior to any questioning or search by any school personnel that he/she has accidentally brought a weapon, other than a firearm, to school on his/her person, in a book bag/purse, or in his/her 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.

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 School Board 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 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 weapon policy violation shall also be given a copy of the current laws regarding the possibility of parent 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.

In addition, any student withholding knowledge of a firearm or any other potentially disruptive or dangerous situation will be held accountable if they fail to notify a faculty member or administrator.

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.

Consequences for Violating Rule 15

Suspension from school and recommended for expulsion.

Rule 16: Fighting

Fighting includes any act of violence between students with intent to cause harm, including participants in school sponsored events.

Consequences for Violating Rule 16 - The police may be notified.

- A. 3-5 days In-School Suspension
- B. Immediate removal from school population, notification of parents, 3 days out of school suspension
- C. 5 days out of school suspension
- D. Alternative School (High School only)
- E. Recommendation for Expulsion for the remainder of the semester

Rule 17: Gambling (State Code 55)

Gambling in any form is not permissible on school grounds, school trips, or at any school sponsored activity.

Consequences for Violating Rule 17

- A. Conference/Parent Notification
- B. Corporal Punishment/Detention/In-School Suspension
- C. Repeated instances shall be grounds for suspension

Rule 18: Display of Affection

Open display of affection is not in good taste while on school grounds or during school sponsored activities. Open display of affection will be grounds for disciplinary action.

Consequences for Violating Rule 18

- A. Conference
- B. After-school detention/Parent notification
- C. In-School Suspension
- D. Out of School Suspension

Rule 19: Attendance/Tardies

High School: Tardies include times students are late to class without excuses. The only excused tardy will be if it was the fault of the school. When a student is tardy to a class for more than 10 minutes, it will be treated as an absence.

Consequences for Violating Rule 19

- A. 3rd-4th tardy – 1 noon detention
- B. 5th-10th tardy – after school detention
- C. 11th & after – In-School Suspension

Elementary School: Tardies include times students come late to school. Any student arriving at school between 7:50 and 8:30 will be considered tardy. Students that are checked out before dismissal are also prevented from receiving valuable instruction time. Research shows that excessive absenteeism and/or tardiness affects a student's academic performance.

Consequence for Violating Rule 19

Students will be allowed to be tardy 3 times. At that time it will be considered a half days absence. These will count toward the 10 day allowable absences. A tardy is given if a student arrives between 7:50 and 8:30. Students arriving after 8:30 will be counted ½ day absent.

Rule 20: Hall Passes (High School)

Students are not to be in the hallway during class time. No more than one pass to the restroom is to be issued per week without a Doctor's release. The only exception will be if students are called to the office.

Consequences for Violating Rule 20

- A. Conference
- B. Noon detention
- C. After-school detention/In-School Suspension
- D. Suspension

Rule 21: Persistent Disregard for School Rules

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

Rule 22: Gangs and Gang Activity – Act 1108 of 1987

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

Consequences for Violating Rule 22

- A. Warning/Conference
- B. Noon Detention
- C. In-School Suspension
- D. Suspension
- E. Recommended Expulsion

Students who are arrested for gang-related offenses, regardless of where the offense may have occurred, may be recommended for expulsion for the remainder of the semester, for the remainder of the school year, or for one calendar year, depending on the circumstances of the arrest.

Rule 23: Sexual Harassment (4.27)

The Marked Tree School District is committed to having an academic environment in which all students are treated 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.

Believing that prevention is the best policy, the District will periodically inform students and employees about the nature of sexual harassment, the procedure for registering a complaint, and the possible redress that is available. The information will stress that the district does not tolerate sexual harassment and that students can report inappropriate behavior of a sexual nature without fear of adverse consequences. The information will take into account and be appropriate to the age of the students.

It shall be a violation of this policy for any student to be subjected to, or to subject another person to, sexual harassment as defined in this policy, any student found after an investigation, to have engaged in sexual harassment will be subject to disciplinary action up to, and including expulsion.

Sexual harassment refers to unwelcome sexual advances, requests for sexual favors, or other personally offensive verbal, or physical conduct of a sexual nature made by someone under any of the following conditions:

1. Submission to the conduct is made either explicitly or implicitly, a term or condition of an individual's education.
2. Submission to, or rejection of, such conduct by an individual issued as the basis for academic decisions affection that individual; and/or
3. Such conduct has the purpose or effect of substantially interfering with an individual's academic performance or creates an intimidating, hostile, or offensive environment.

The terms "intimidating", "hostile", and "offensive" include conduct of a sexual nature which 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.

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. Depending upon such circumstances, examples of sexual harassment include, but are not limited to: unwelcome touching, crude jokes or pictures; discussions of sexual experiences; pressure for sexual activity; intimidation by words, actions, insults, or name calling; teasing related to sexual characteristics; and spreading rumors related to a person's alleged sexual activities.

Students who believe they have been subjected to sexual harassment, or parents of a student who believes their child has been subjected to sexual harassment, are encouraged to file a complaint contacting a counselor, teacher, Title IX coordinator, or administrator who will assist them in 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.

To the extent possible, complaints will be treated in a confidential manner. Limited disclosure may be necessary in order to complete a thorough investigation. Students who file a complaint of sexual harassment will not be subject to retaliation or reprisal in any form.

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.

Consequences for Violating of Rule 23

- A. Warning/conference
- B. Long term In-school Suspension
- C. Suspension
- D. Recommended for Expulsion

The district will discipline any individual who retaliates against any person who reports alleged sexual harassment or who retaliates against any person who testifies, assists or participates in an investigation proceeding related to a sexual harassment complaint. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

Rule 24: Internet Policy – Act 801 of 1997 (See Student Internet Use Agreement)

Students may have the opportunity to use a variety of technologies at school, including computers and the Internet. Students are to use this technology as directed by the staff in conformity with school curriculum. A written technology user agreement must be signed by the student. Students who use any technology in an inappropriate manner and/or not as directed by the school are in violation of school policy and subject to discipline, up to and including the loss of the right to use the technology (which may involve loss of credit if the technology use was course work). Students who violate technology user agreements are also subject to the penalties outlined in the agreement.

Students who use technology to violate other policies will be subject to discipline for misuse of technology as well as the policy violation. **Example:** A student sends a threatening E-mail message to another student. The student would be disciplined for misusing technology as well as threatening another student.

Consequences for Violating Rule 24

- A. Warning/conference/loss of right to use technology for a specified amount of time
- B. In-School Suspension/loss of right to use technology for specified amount of time
- C. Suspension/revocation of right to use technology for the remainder of the semester
- D. Expulsion/permanent revocation of right to use technology

Rule 25: Cafeteria/Lunch Rules

- 1. Stay in line. NO pushing, breaking, or running permitted.
- 2. Have money ready or be prepared to sign when reaching the cashier.
- 3. Be polite to fellow students and cafeteria workers.
- 4. Remove trays, glasses, and milk cartons from your table.
- 5. Students are to behave in an orderly manner at all times.
- 6. After finishing, a student will leave his/her eating area clean “whether inside or outside”.

Consequences for Violating Rule 24

- A. Warning/Conference/Cafeteria Clean-Up
- B. Detention
- C. In-School Suspension
- D. Suspension

Rule 26: Bomb Threats

A student who calls in a bomb threat and/or any other threat to the health and safety of students and staff will be referred to the legal authorities and will receive disciplinary action.

Consequences for Violating Rule 26

- A. Long-term In-School Suspension
- B. Suspension
- C. Recommended for expulsion for the remainder of the semester

Rule 27: School Break-Ins

Any student who enters a school facility with intent to steal or vandalize the premises will be suspended and recommended for expulsion for the remainder of the semester.

Rule 28: Falsification of Documents

A student shall not falsify another person's name to any pass or student scheduling information nor falsify telephone numbers and addresses on general information forms, notes from home, or improper hall passes.

Consequences for Violating Rule 28

- A. In-School Suspension/Corporal Punishment
- B. Suspension
- C. Recommend expulsion

Rule 29: Bullying (4.43)

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

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

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.

Copies of this policy shall be available upon request.

*Reference Arkansas Code 6-18-514; 5-71-217

Consequences for Violating Rule 29

- A. Conference/Warning
- B. 2 days In-School Suspension
- C. 10 day In-School Suspension
- D. Alternative School (High School)
- E. Suspension
- F. Recommended Expulsion

Rule 30: Cell Phone Use in Motor Vehicle (4.47)

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

Rule 31: Hazing (4.12)

Students who are convicted of participation in hazing or the failure to report hazing shall be expelled.

DISCIPLINE FOR THE HANDICAPPED

1. Handicapped students who engage in misbehavior and disciplinary infractions are subject to normal school disciplinary rules and procedures so long as such treatment does not abridge the right to free appropriate public education.
2. The I.E.P. team for a handicapped student should consider whether particular procedures should be adopted for that student and included in the I.E.P.
3. Handicapped students may be excluded from school, but only in emergencies and only for the duration of the emergency and never for more than ten (10) days cumulatively in a school year.
4. After an emergency suspension is imposed on a handicapped student, an immediate meeting of the student's I.E.P. team should be held to determine the cause and effect of the suspension with a view toward assessing the effectiveness and appropriateness of the student's placement and toward minimizing the harm resulting from the exclusion.
5. The suspended student should be offered alternate educational programming for the duration of the exclusion.

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. 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 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 item 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.

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 about 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.

SUSPENSION FROM SCHOOL – 4.30

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

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

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

- 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.

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.

When possible, notice of the suspension, its duration, and any stipulations for the student's re-admittance to class will be given to the parent(s), legal guardian(s), or the student if age 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 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 person or property or threatens disruption of the academic process, thus justifying immediate removal from school; the necessary notice and hearing should follow as soon as possible.

It is the parents' or legal guardians' responsibility to provide current contact information to the district which the school staff 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, voicemail, or text messaging)
- 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.

OSS shall be treated as unexcused absences and during the period of suspension students shall not attend or participate in any school-sponsored activities during the imposed suspension.

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

EXPULSION – 4.31

The Board of education may expel a student for a period longer than ten (10) school days for the 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:

- 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.

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, Hearing Officer, or other designated Board member shall preside at the hearing. The student may choose to be represented by legal counsel. The hearing shall be conducted in open session of the Board unless the parent, or student if age 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 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.

The Superintendent shall recommend the expulsion of any student for a period of not less than one (1) year for possession of any firearm or other weapon 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 weapon policy violation shall be given a copy of the current laws regarding 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.

GROUP HEARINGS FOR SUSPENSION OR EXPULSION

When two or more students are charged with violating the same rule and have acted in concert and the facts are basically the same for all such students, a single hearing may be conducted for them if the president of the board believes the following conditions exist:

- 1. Single hearings will not likely result in confusion, and
- 2. Student will not have his/her interest substantially prejudged by group hearing.

If during the hearing the president finds that a student's interest will be substantially prejudged by the group hearing, a separate hearing may be ordered for that student.

DUE PROCESS

- 1. Prior to any suspension, the school, principal or his/her designee, shall advise the pupil in question of the particular misconduct of which he or she is accused, as well as the basis for such accusation.

2. The pupil shall be given an opportunity at that time to explain his/her version of the facts to the school principal or his/her designee.
3. Written notice of suspension and the reason(s) for the suspension shall be given to the parent(s) or the pupil.
4. Any person(s), tutor or legal guardian of a pupil suspended shall have the right to appeal to the Superintendent of Schools and then to the School Board.

COMPLAINTS AND GRIEVANCES

If a student and/or the parent of a student involved in a disciplinary ruling wish to contest a disciplinary ruling, they must state their complaint in writing to the school principal asking the ruling be changed. If the complaint is not satisfactorily resolved by the principal, an appeal is possible to the Superintendent, then to the Board of Education.

CORPORAL PUNISHMENT

Reasonable discipline may include the administration of corporal punishment to a student in the exercise of sound discretion by a certified employee in the presence of an administrator provided that corporal punishment shall not be excessive or unduly severe.

Corporal punishment will be administered according to the following requirements:

1. It may be used only after other alternatives, including but limited to counseling, have failed or under unusual circumstances.
2. It will be administered in the presence of an administrator.
3. It will not be administered in the classroom, in a spirit of malice or anger, nor will it be excessive.
4. Before corporal punishment is administered, the student should be advised of the rule and infraction for which the student is being punished in the presence of the witness. If the student claims innocence, the employee will permit the student to state his/her position which shall be considered prior to punishment. School officials are not required to conduct formal hearings prior to corporal punishment.
5. Refusal to take corporal punishment will result in other disciplinary measures.
6. The principal will be notified when corporal punishment is administered, and a written report shall be filed in the principal's office.

IN-SCHOOL SUSPENSION

1. Rationales

It is the intent of the Marked Tree School District to provide educational opportunity for all students. It is imperative that an atmosphere be created in which students and teachers interact without interruptions from disruptive students. It is the duty of the administration to provide disciplinary procedures which:

- a. Encourage students who misbehave to modify their behavior, and,
- b. Limit the amount of interruption to other students.

Suspension from school removes the disruptive student from classroom but does little to modify behavior. In addition, the student gets further behind in the classroom which often contributes to further misbehavior.

2. Objectives

- a. To provide an alternative to out-of-school suspension.
- b. To provide an intensified study environment for suspended students.
- c. To prevent excessive unexcused absences.
- d. To improve the overall discipline within the school.
- e. To provide a "last chance" for disruptive students to modify their behavior before being suspended (out-of-school) or before expulsion.
- f. To provide materials that will assist the student in modifying disruptive behavior.

3. Procedure

- a. Each student will receive a copy of the In-School Suspension classroom policies as an addendum to the student handbook.
- b. Parents will be required to sign that they have read the rules and regulations.
- c. Procedural due process will be the same as for all discipline.
 - i. Explain to the students the reason for the punishment.
 - ii. Allow the student to explain his/her actions.
 - iii. Tell the student the number of days for In-School Suspension.
 - iv. Give the student a copy of the rules of the In-School Suspension classroom.
- d. Failure on the part of the student to abide by the rules of the In-School Suspension classroom will result in either:
 - a. Additional days In-School Suspension.
 - b. Out-of-School Suspension.
 - c. Expulsion
- e. For major violation of state laws students will be charged through the local court system.

4. **Assignments**

Assignments to the In-School Suspension classroom will be made by the Principal, assistant Principal, or Principal's designee for those offenses outlined in the student handbook as In-School Suspension.

RULES

1. **Students will go directly to the In-School Suspension classroom upon arrival at school.**
Suspended student will not visit other students before school.
2. In-School Suspension classroom will be open at 7:50 a.m.
3. Students must be in their assigned seat prior to 8:00 a.m.
4. Students are not to leave the classroom during the school day for any reason, other than supervised lunch activities and restroom breaks.
5. There will be no visitors other than parents at the In-School Suspension classroom.
6. Students who are late will have an additional day in the In-School Suspension School.
7. There will be no talking to other students. Students are required to bring all necessary materials; books, notebooks, paper, pencils, etc.
8. Students assigned to the In-School Suspension classroom are prohibited from participating in or attending extra-curricular activities.
9. Students are to remain busy the entire day. Class work will be supplemented by additional work provided by the supervisor.
10. All work must be completed each day and returned to the supervisor.
11. Students assigned to the In-School Suspension classroom may bring their lunch or dine in the lunchroom at designated times under strict supervision.
12. Failure on the part of the student to observe these rules will result in further disciplinary action.
13. Abusive language or threatening the supervisor will result in possible expulsion. In addition, violence or threat of violence to school personnel will result in criminal charges.

NOTE: Teachers will provide lesson assignments to the In-School Suspension School supervisor each day prior to school beginning. The supervisor will collect all completed assignments and forward it to the student's teacher.

INTERNET SAFETY and ELECTRONIC DEVICE USE POLICY- 4.29

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 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 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.

*The designated District Technology/Administrator or designee may authorize the disabling of the filter to enable access by an adult for a bona fide research or other lawful purpose.

STUDENT ELECTRONIC DEVICE AND INTERNET USE AGREEMENT- 4.29F

(SEE BACK PAGE FOR PARENT/LEGAL GUARDIAN/STUDENT SIGNATURE)

The Marked Tree School District agrees to allow the student identified 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 ("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.

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.

(SEE BACK PAGE FOR PARENT/GUARDIAN/STUDENT SIGNATURE)

HOMELESS STUDENTS- 4.40

The Marked Tree 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.

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.

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.

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:

A. 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

- B. 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;
- C. Are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- D. 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.

POSSESSION AND USE OF CELL PHONES, ETC. – 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 IEP or individual health plan. This means that when a student is taking an AESAA assessment, the student shall not have his/her electronic device in his/her possession. Any student violating this provision shall be subject to this policy's disciplinary provisions.

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

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

1. Using electronic devices during class time in any manner;
2. Permitting any audible sound to come from the device when not being used for reason #1 above;
3. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, or wrongfully obtaining test copies or scores;
4. Using the device to take photographs in locker rooms or bathrooms;
5. Creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person.

Use of an electronic device is NOT permitted from 7:30 am to 3:30 pm unless it is approved in a student's individualized education program (IEP) or it is needed in an emergency that threatens the safety of students, staff, or other individuals.

Before 7:30 am and after 3:30 pm, possession of electronic devices is permitted on the school campus. The use of such devices at school sponsored functions outside the regular school day is permitted to the extent and within the limitations allowed by the event or activity the student is attending.

The student and/or the student's parents or guardians expressly assume any risk associated with students owning or possessing electronic devices. Students misusing electronic devices shall have them confiscated. Confiscated devices may be picked up at the school's administration office by the student's parents or guardians. Students have no right of privacy as to the content contained on any electronic devices that have been confiscated. A search of a confiscated device shall meet the reasonable individualized suspicion requirements of Policy 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 using, or possessing cell phones or other electronic communication devices after the first bell and before the last bell shall have them confiscated. Confiscated cell phones and other electronic communication devices may be picked up at the school's administration office by the student's parents or guardians.

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.

TECHNOLOGY POLICIES (K-6)

As society today becomes more technologically advanced and 21st century skills become more important, we see the need to provide and allow students access to various types of equipment and internet access. As our school works to become more technologically advanced, we also realize that students must be taught and act as responsible digital citizens. The purpose of the following sections is to help define what is acceptable and begin allowing students to create a respectable digital footprint.

TERMS OF IPAD/LAPTOP USE

The school has purchased iPads/laptops for use in the classrooms. Each student will be assigned a specific number and will always use the laptop or iPad that is also assigned this number.

UNAUTHORIZED ACCESS

- Learners must never use an iPad or laptop that is not assigned to them.
- Learners must never allow another learner to use their assigned iPad/laptop.
- Learners must not share their passwords or usernames with others.
- Learners must never use passwords or usernames intended for other learners.
- Access to another user's account or computer without their consent or knowledge is considered hacking.

SOUND/SCREENSAVERS

- Sound will be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Ear buds can be used when permission is granted by the teacher.
- Ear buds may be purchased from the school. No other headphones will be allowed.
- Learners must not change screensavers.

DELETING/DOWNLOADING FILES

- Learners must not delete any apps.
- Learners must not download any music or games.
- Music or games may not be played or streamed over the internet. This may be a violation of copyright laws.
- All apps loaded on the system must be District approved by either the principal or the school technology director.

APPROPRIATE AND INAPPROPRIATE SITE VISITS

Inappropriate images should not be displayed and inappropriate websites should not be visited on laptops or school computers during the school day. Inappropriate images and websites are defined as images and websites dealing with inappropriate classroom themes. These themes include, but are not limited to: pornographic or suggestive topics or imagery, drug-related topics or imagery, violence-related topics or imagery.

THUMBDRIVES

Thumb drives must never be used on school computers. Alternative file-sharing resources such as Google Drive or DropBox should be used for file-sharing purposes.

TECHNOLOGY ABUSE AND FINES

Should a student damage any form of technology, including but not limited to, electronic reading tablets, iPads, laptops, desktops, etc. The student will be fined and will not be allowed to use any technology in the school until the fine is paid.

NEW TECH POLICIES (7-10)

As society today becomes more technologically advanced and 21st century skills become more important, we see the need to provide and allow students access to various types of equipment and internet access. As our school works to become more technologically advanced, we also realize that students must be taught and act as responsible digital citizens. The purpose of the following sections is to help define what is acceptable and begin allowing students to create a respectable digital footprint.

TERMS OF LAPTOP LOAN/USE

Students who are issued a school computer will not be allowed to check it out for the day if they are late for school. The only type of tardy that will permit a student to check out their laptop is a late bus.

Students who bring their own device must adhere to the policies that are listed below.

UNAUTHORIZED ACCESS

- Learners must NEVER loan a school-provided laptop to other learners.
- Learners must NEVER borrow a school-provide laptop from another learner.
- Learners must not share their passwords or usernames with others.
- Learners must never use passwords or usernames intended for other learners.
- Access to another user's account or computer without their consent or knowledge is considered hacking.
- NEVER impersonate another person on any computer or account not specifically assigned to you.

SCREENSAVERS

- Inappropriate media may not be used as a screensaver.
- Presence of weapons, pornographic materials, inappropriate language, alcohol, drug, gang-related symbols or pictures will result in disciplinary actions.
- Passwords on screensavers and power-on screen are not to be used.
- There is a \$20 re-imaging charge to get rid of any of the above.

DELETING FILES

- Do not delete any folders or files that you did not create or that you do not recognize. Deletion of certain files will result in a computer failure and will interfere with your ability to complete class work and may affect your grades.
- There is a \$20 re-imaging charge to correct system files.

MUSIC, GAMES, OR PROGRAMS

- Music and games may not be downloaded, played, or streamed over the Internet. This may be a violation of copyright laws.
- All software loaded on the system must be District approved by either the principal or the school technology director.
- There is a \$20 re-imaging charge to get rid of any unapproved software or files.

BACKPACKS/LAPTOP BAGS

Students are required to transport their computers between classes in a laptop bag in order to protect the computers. Students who do not will lose their trust card and may be held responsible for damages incurred if the computer is dropped.

LAPTOP ABUSE AND FINES

At the conclusion of every 9 weeks, each laptop will be checked and fines will be issued in order to cover the cost of needed repairs.

USE OF TECHNOLOGY AT MTHS

SOCIAL MEDIA

As social media becomes more relevant to learning, sites such as Facebook and Twitter may benefit the learning experience. Being prudent in our approach, the philosophy of Marked Tree School District is that we must create responsible digital citizens before utilizing forms of media that are readily accessible to such a large public forum. Likewise, following the policy of Facebook and Twitter must be considered before their use in our school. The minimum age of use by most social media websites is 13.

On school computers, students in our New Tech 7th and 8th grade classes may only access social media sites such as Today's Meet and Edmodo if it is related to a project that has been approved by the administration. These sites are more secure and school-friendly. Also, facilitators may view all student activity.

Students in grades 9-12 may access Facebook and Twitter if being used on a project or learning activity that has been approved by the administration. In that case, it must be done in the presence of a teacher or administrator and can be used for that purpose, only. Otherwise, social media websites are not to be accessed at school.

SCHOOL FILTERS AND DOWNLOADING

- Learners should not bypass, or attempt to bypass, school internet filters unless given explicit teacher instructions to do so.
- No files or applications should be downloaded onto laptops without explicit administrative (principal or technology director) permission.
- Downloading, transferring, or distributing any files that violate copyright rules are strictly prohibited. The school will not be held responsible for any illegal content found on the computer.

APPROPRIATE AND INAPPROPRIATE SITE VISITS

Inappropriate images should not be displayed and inappropriate websites should not be visited on laptops or school computers during the school day. Inappropriate images and websites are defined as images and websites dealing with inappropriate classroom themes. These themes include, but are not limited to: pornographic or suggestive topics or imagery, drug-related topics or imagery, violence-related topics or imagery.

THUMB DRIVES

Thumb drives must never be used on school computers. Alternative file-sharing resources such as Google Drive or DropBox should be used for file-sharing purposes.

USE OF PHOTOCOPIER

Some computers will be connected to a multi-purpose photocopier that will give the learner/facilitator the ability to wireless print, scan and email, and other necessary functions. However, the use of technology can make our dependence on paper very minimal. Students are expected to seek permission from the facilitator before printing. Students found to be abusing the copier and/or using it without permission will lose their trust card and all access to technology for a time to be determined by the facilitator.

Violations of the Marked Tree High School Appropriate Use will fall under the appropriate section of the handbook.

TRUST CARDS

Learners at MTHS will be given Trust Cards at the beginning of each school year. These cards are a visible symbol of our school's culture of trust, respect, and responsibility. Each learner is given a card at the beginning of the year because we expect each learner to be trustworthy, respectful of themselves and others, and responsible for their actions, belongings, and learning. Learners may forfeit their Trust Cards to facilitators

or administrators if they violate the school's Rules to Live By. Learners who do not have their trust card lose privileges in the building and in classroom such as the ability to use cell phones, working in project workrooms, or having water in class.

PRIVILEGES ASSOCIATED WITH TRUST CARDS

Students holding trust cards may:

Bring capped bottled water to drink in classrooms.

- Stay after school until 5 PM, in order to work on assignments in the school library (learners must make arrangements with the principal or a teacher to ensure that adult supervision will be present and will need to make their own travel arrangements).
- Students, with their group members who have trust cards, can work in the library on a project during the appropriate class and with teacher permission.
- If proficient on test, be released for lunch on the first bell.

If a learner without a trust card is found to be exercising any of these privileges on campus, that learner will be given a day of ISS and/or will have the consequences applied that are determined by the handbook.

Confiscated items will also be taken up, when applicable. If the learner does not have their trust card on that day, then they are not entitled to the privileges that the trust card provides.

REVOCAION OF TRUST CARDS

A learner's trust card will be revoked by a member of the faculty or administration if a learner breaks any handbook rule, including inappropriate use of technology.

Trust cards may be revoked for different periods of time, depending on the discretion of the teacher or administrator who revoked it.

LOST OR STOLEN TRUST CARDS

Trust cards will be issued at the beginning of the school year. If a trust card is lost, a new one can be bought for \$5. If, however, a student attempts to purchase a trust card because their card has been taken by a school employee, then the student will be placed in ISS for an amount of time to be determined by the principal.

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Use of Technology

All students in grades 7 – 12 will be issued Google Chromebooks for educational use at school. This document provides students and their parents/guardians with information about the general use of technology, ownership of the devices, rights and responsibilities for possession of the device, educational use, care of the Chromebook and being a good digital citizen. Additionally, the last pages are the Chromebook Agreement form and Computer User Agreement form for parents to complete.

Students and their parents/guardians are reminded that use of School Technology is a privilege and not a right and that everything done on any School owned computer, network, or electronic communication device may be monitored by school authorities. Inappropriate use of School Technology may result in limited or banned computer use, disciplinary consequences, removal from courses, loss of credit, receiving a failing grade, and/or legal action as stated in the Student Code of Conduct.

To understand the technology use expectations, students and their parents/guardians are responsible for reviewing the Marked Tree School District's Student Computer and Internet Use Policies.

Ownership of the Chromebook

Marked Tree School District retains sole right of possession of the Chromebook. Marked Tree School District lends the Chromebook to the students for educational purposes only for the academic year. Additionally, Marked Tree School District administrative staff and faculty retain the right to collect and/or inspect Chromebooks at any time, including via electronic remote access and to alter; add or delete installed software or hardware.

Receiving Your Chromebook

Terms of Laptop Loan

Issuing of Laptops

Students within grades 7 – 12 attending Marked Tree High School will be issued a laptop after the following conditions of the loan are met:

1. Parent/guardian and student must sign Student/Parent Laptop Agreement forms (mandatory).
2. Parent/guardian must sign Computer User Agreement Form (mandatory). The annual User Agreement fee is \$10. Checks are made payable to the Marked Tree School District. **NOTE: Parents must pay the User Agreement Fee and bring completed forms before a student will be issued a computer.**

Procedure

1. The laptop will be assigned in the same manner as a textbook.
2. The serial number of the laptop is recorded.
3. The laptop is issued to a student and the loan is recorded.
4. The laptop remains with the student for the remainder of the school year unless s/he withdraws from school.
5. Students are reassigned the same laptop each year while enrolled.
6. The laptops must not be left unsupervised at school in unsecured locations.

Transfer/New Student Distribution

All transfers/new students must participate in a school orientation and will be able to pick up their Chromebooks on campus. Both students and their parents/guardians must sign the Marked Tree School District Chromebook Agreement and sign the Computer User Agreement Form and pay the user fee prior to picking up a Chromebook.

Returning Your Chromebook

End of Year

- The right to use and possess the laptop and all peripherals terminates no later than the last day of the school year unless earlier terminated by the district or upon withdrawal from the school through dropping-out, suspension, expulsion, or transfer.

- The school principal or his or her designee will be in charge of seeing this equipment is returned in a timely manner.
- Failure to return the laptop on or before the due date, to the school principal or his designee, will result in criminal charges being filed against the student, parent, and/or the person who has the laptop.
- The laptop remains the property of Marked Tree School District and cannot be loaned, sold, bartered, traded, leased, rented or given to any other person(s).
- At the end of the school year an announcement will be made for students to turn in their Chromebooks and all peripherals and accessories. Failure to turn in a Chromebook will result in the student being charged the full \$400 replacement cost. Additionally, the school or school designee will file a report of stolen property with the local law enforcement agency.

Transferring/Withdrawing Students

Students that transfer out of or withdraw from Marked Tree School District must turn in their Chromebooks and peripherals and accessories to campus office personnel on their last day of attendance. Failure to turn in the Chromebook will result in the student being charged the full \$400 replacement cost. Unpaid fines and fees of students leaving Marked Tree School District may be turned over to a collection agency or small claims court. Additionally, the school or school designee will file a report of stolen property with the local law enforcement agency.

Rights and Responsibilities

Responsibility for Electronic Data

The students are solely responsible for any apps or extensions on their Chromebooks that are not installed by a member of the Marked Tree School District technology staff. Students are responsible for backing up their data to protect from loss. Users of School Technology have no rights, ownership, or expectations of privacy to any data that is, or was, stored on the Chromebook, school network, or any school issued applications and are given no guarantees that data will be retained or destroyed.

Operating System and Security

Students may not use or install any operating system on their Chromebook other than the current version of ChromeOS that is supported and managed by the school.

Updates

- The Chromebook operating system, ChromeOS, updates itself automatically. Students do not need to manually update their Chromebooks.

Virus Protection

- Chromebooks use the principle of “defense in depth” to provide multiple layers of protection against viruses and malware, including data encryption and verified boot.
- There is no need for additional virus protection.

Content Filter

- The school utilizes an Internet content filter that is in compliance with the federally mandated Children’s Internet Protection Act (CIPA). All Chromebooks will have all Internet activity protected and monitored by the school while on campus. All school issued Chromebooks will have Internet activity filtered and logged. Marked Tree School District cannot guarantee that access to all inappropriate sites will be blocked. No filter is as reliable as adult supervision. If an educationally valuable site is blocked, students should contact their teachers to request the site be unblocked.

Software (Google Apps for Education)

- Chromebooks seamlessly integrate with the Google Apps for Education suite of productivity and collaboration tools. This suite includes Google Docs (word processing), Spreadsheets, Presentations, Drawings, and Forms.
- All work is stored in the cloud.

Chromebook Identification

Records

- The school will maintain a log of all Chromebooks that includes the Chromebook serial number, asset tag code, and name and ID number of the student assigned to the device.

Users

- Each student will be assigned the same Chromebook each year they attend Marked Tree School District. Take good care of it!!

Repairing/Replacing Your Chromebook

Vendor Warranty

- Chromebooks include a one-year hardware warranty from the vendor.
- The vendor warrants the Chromebook from defects in materials and workmanship.
- The limited warranty covers normal use, mechanical breakdown, and faulty construction. The vendor will provide normal replacement parts necessary to repair the Chromebook or, if required, a Chromebook replacement.
- **The vendor warranty does not warrant against damage caused by misuse, abuse, or accidents.**

Laptop Fees

- Parents/students must pay the Computer User Agreement fee of \$10. This fee is due at the beginning of each school year and is non-refundable. This fee will cover accidental damage, theft, and vandalism. Specific procedures for filing claims must be followed and are included in the handbook. There are some limitations on the User Agreement coverage. An additional fee will be required for repair resulting from neglect or abuse.
- Intentional misuse or neglect can result in loss of laptop use, disciplinary action, and/or fines for any needed repairs or maintenance. (Please refer to the Fines and/or Fees section within this handbook.)

Estimated Costs (subject to change)

The following are estimated costs of Chromebook parts and replacements:

- Replacement - \$400
- 1st Screen \$20; 2nd Screen \$30

No Expectation of Privacy

Students have no expectation of confidentiality or privacy with respect to any usage of a Chromebook or their school issued Google account, regardless of whether that use is for school-related or personal purposes, other than as specifically provided by law. The school may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Chromebooks at any time for any reason related to the operation of the school. By using a Chromebook, students agree to such access, monitoring, and recording of their use.

Monitoring Software

Teachers, school administrators, and the technology department staff may use monitoring software that allows them to view the screens and activity on student Chromebooks.

Educational Use

School-issued Chromebooks should be used for educational purposes and students are to adhere to the Student Computer and Internet Use Policies (Appendix A & B) and all of its corresponding administrative procedures at all times.

Email

- Students are provided a filtered/monitored email account by the school.
- When emails are sent, the name and user identification are included in the email message.
- **Students are responsible for all email originating from their user account.**
- By utilizing an email account, the user authorizes designated system administrators access to the email.
- Emails will be made available to district, local, state, and federal officials in association with any investigation.
- Emails, stored data, transmitted data, or any other use of online services are not confidential and may be monitored at any time by designated staff to ensure appropriate use.

Chromebook Repairs

Students who need to have their Chromebook repaired or replaced should leave the device with the School Library Media Specialist. The Media Specialist will document the issue for the Technology Department. The Technology Department will collect the device for repair. If available, loaner laptops may be issued to students when they leave their school-issued Chromebook for repair. If repair is needed due to malicious damage, the school may refuse to provide a loaner or re-issue a Chromebook until restitution is provided. A student borrowing a Chromebook must sign a loaner agreement and will be responsible for any damage to or loss of the loaned device.

Charging Chromebooks

Chromebooks will be stored in the library. Students are responsible for placing their computers in their appropriate cart when they checkout or at the end of the day. If students check out during the day, the librarian or an office staff must accompany them to the carts. At the end of the school day, students are required to place their computers in their appropriate carts and make sure they are charging.

Backgrounds and Themes

Inappropriate media may not be used as Chromebook backgrounds or themes. No images or graphics containing people can ever be used as a background or theme. The presence of such media will result in disciplinary action.

Sound

- Sound must be muted at all times unless permission is obtained from a teacher.
- Headphones may be used at the discretion of the teachers.
- Students should have their own personal set of headphones.

Printing

- Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.
- Because all student work should be stored in an Internet/cloud application, students will **NOT** print directly from their Chromebooks.

Logging into a Chromebook

- Students will log into their Chromebooks using only their school issued Google Apps for Education account.
- Students should never share their account passwords with others, unless requested by an administrator.
- Sharing login information with other students will result in disciplinary action.

Managing and Saving Your Digital Work with a Chromebook

- The majority of student work will be stored in Internet/cloud based applications and can be accessed from any computer with an Internet connection and most mobile Internet devices.
- Some files may be stored on the Chromebook's hard drive.
- Students should always remember to save frequently when working on digital media.
- Marked Tree School District does not guarantee that its technology resources will be uninterrupted or error-free. Access to the network is provided on an "as is" basis without warranties of any kind. In the rare event that the network is down, neither Marked Tree School District, nor any of its agents or employees will be responsible for lost or missing data.

Chromebook Care: Taking Care of Your Chromebook

Tech Support

Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken or fail to work properly must be reported to a teacher or administrator as soon as possible so that they can be taken care of properly. Students should never leave their Chromebooks unattended.

General Precautions

- No food or drink should be next to Chromebooks.
- Chromebooks must remain free of any writing, drawing, stickers, and labels.
- Heavy objects should never be placed on top of Chromebooks.
- Students may not loan laptops to others for any reason. You are responsible for any loss or damages incurred.

Carrying Chromebooks

- Always transport Chromebooks with care and with the screen closed. Failure to do so may result in disciplinary action.
- Never lift Chromebooks by the screen.
- Never carry Chromebooks with the screen open.

Screen Care

The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure, heat, and light.

- Do not put pressure on the top of a Chromebook when it is closed.
- Do not store a Chromebook with the screen open.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Only clean the screen with a soft dry microfiber cloth or anti-static cloth.

Asset Tags

- All Chromebooks will be labeled with a school asset tag and a tag stating the name of the student responsible for the device (7th – 12th).
- Asset tags and logos may not be modified or tampered with in any way.
- If a label is intentionally damaged, removed, or tampered with, the damage assessment fee charged is \$5.00.

Chromebooks Left Unattended

Under NO circumstances should Chromebooks be left in unsupervised areas. Unsupervised areas include the school grounds, the lunchroom, bathrooms, computer labs, library, unlocked classrooms, and hallways. Any Chromebook left in these areas is in danger of being stolen. If a Chromebook is found in an unsupervised area, it should be taken immediately to the office. If a Chromebook is found unattended by any staff or faculty, students will pay a retrieval fee of \$5.00 or after school detention. If a Chromebook AC Adapter is found, it should be returned to the building library, for retrieval by the student. On the 2nd offense, students will pay a \$2.00 retrieval fee or after school detention for a Chromebook AC Adapter.

Warranty and User Agreement

The school will repair or replace damaged equipment resulting from normal use. Abuse or neglect may result in damages that are the responsibility of the student and parent to pay for. A summary of the User Agreement policy that is covered by the laptop fee is included in this handbook. Claims will be processed through the Marked Tree Technology Department.

Monitoring and Supervision

- Students should **never** be left unattended while using laptops or other computers.
- The laptops will be subject to routine monitoring by teachers, administrators, and members of the Marked Tree Technology Department.
- Students will provide access to the laptop assigned to them upon request by teachers, administrators, or a member of the Marked Tree Technology Department.
- A search of the laptop and student files may be conducted if there is suspicion that any policies, procedures, or guidelines have been violated.

Laptop Inspections

Students may be randomly selected to provide the laptop for inspection.

Laptop Damage Fees

If a laptop is damaged, the parent/student will be responsible for the cost of repair or replacement of the computer. If there are repeated incidents of damage in a single school year due to negligence, the student may lose his or her computer for a period of time and face disciplinary action.

Damage not covered under warranty repairs includes: cracked screens, impact/pressure damage, water damage, and damage as a result of negligence.

Negligence is defined as:

- Intentional damage
- Leaving a laptop unattended
- Leaving a laptop unsecured
- Exposing a laptop to unacceptable conditions such as exposure to any liquid or moisture of any kind
- Exposing a laptop to unacceptable conditions such as rain, extreme heat or cold

Fee Schedule: Incident Description Fee

Incident Description	Fee
Laptop fee for User Agreement coverage for use during term of loan	\$10
Damage incident not covered under warranty or user agreement or due to negligence	Actual cost of repair or replacement cost of the laptop
Intentional damage	Actual cost of repair or replacement cost of the laptop
Laptop left unattended and turned in to school library or school office. A return fee will be charged for each offense.	\$5 or after school detention
Intentional tampering to identifying information labels on the laptop	\$5 or after school detention
Theft or loss of laptop	Full replacement cost of laptop
AC Adapter taken from Chromebook cart and turned in to school library. A return fee will be charged starting with the 2 nd offense.	\$2 or after school detention

Digital Citizenship

Appropriate Uses and Digital Citizenship

While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

1. **Respect Yourself.** I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images, and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.
2. **Protect Yourself.** I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.
3. **Respect Others.** I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites. I will not visit sites that are degrading to others, pornographic, racist, or inappropriate. I will not enter other people's private spaces or areas.
4. **Protect Others.** I will protect others by reporting abuse and not forwarding inappropriate materials or communication. I will avoid unacceptable materials and conversations.
5. **Respect Intellectual Property.** I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.
6. **Protect Intellectual Property.** I will request to use the software and media others produce. I will purchase, license, and register all software or use available free and open source alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.

Copyright and File Sharing

Students are required to follow all copyright laws around all media including text, images, programs, music, and video. Downloading, sharing, and posting online illegally obtained media is against the Student Computer and Internet Use Policies.

Appendix A – Consequences for Violations of the Student Chromebook Handbook, Internet Use and/or Computer Use Policy

Violations of these policies may result in one of the following but not limited to these disciplinary actions:

- Restitution (money paid in compensation for theft, loss, or damage)
- Student/Parent Conference
- Removal of Unauthorized Files and Folders
- Restriction of The Internet Privileges*
- Restriction of District-Issued Chromebook Use Privileges**
- Suspension
- Court Referral/Criminal Charges
- Alternative School Placement
- Expulsion

If a violation of the Student Chromebook Handbook, Internet Use and/or Computer Use Policy violates other rules of the student handbook, consequences appropriate for violations of those rules may also be imposed.

*If a student's Internet privileges are restricted, this means that for the period of the restriction, the student may only access Internet under teacher supervision.

**If a student's District-Issued Chromebook privileges are restricted, this means that for the period of the restriction, the student may only use his/her Chromebook while under teacher supervision.

General Rules:

If there is a repeated occurrence of a Chromebook not being usable for the school day, then the administration reserves the right to make the student a day user for a length of time to be determined by the administration.

The following rubric is not meant to be all encompassing but to serve as a guideline for determining appropriate disciplinary action when a violation of a technology rule occurs.

Level I Offenses	Level II Offenses
<p>Level I offenses are less serious and begin with a student and/or parent conference. However, depending on the frequency, a Level I violation may merit a more severe disciplinary action such as the ones set forth above.</p>	<p>Level II offenses are more serious and begin with a required conference, the restriction of the Internet and/or District-owned Chromebook privileges, and an in-school alternative placement. However, depending on the seriousness and frequency of the violation, a Level II offense may merit a more serious disciplinary action such as the ones set forth above.</p>
<p>Examples of Level I Offenses:</p> <ul style="list-style-type: none"> *Sharing passwords *Plagiarism *Bypassing District security control *Defacing computer (e.g., stickers, marker) *Removing District labels or tags *Clearing web browser history *Creating, accessing, downloading, or distributing non-educational materials (e.g., games, music) *Commercial or Political use *Accessing chat rooms, bulletin boards, or blogs without teacher/administration permission *Failure to Follow Teacher Directives *Failure to be Polite and Courteous 	<p>Examples of Level II Offenses:</p> <ul style="list-style-type: none"> *Downloading, posting, or distributing materials that: <ul style="list-style-type: none"> --Are harmful or prejudicial to others (e.g., defamatory or libelous) --Are pornographic, obscene, or sexually explicit, or profane (e.g., music) --Are illegal (e.g., copyrighted materials) --Reference to weapons, alcohol, guns, drugs or gangs --Constitutes gambling --Are restricted *Engaging in online activity that threatens, intimidates, bullies, harasses, discriminates, or defames *Intentionally destroying hardware or software *Engaging in theft *Engaging in any illegal activity *Harming or destroying another user's data *Creating or sharing a computer virus *Disrupting the network or the educational process

EXPECTATIONS:

Parent Expectations

1. Ensure your child understands and adheres to laptop and Internet policies and guidelines set forth in the Chromebook Handbook.
2. Sign the agreement.
3. If the device is intentionally damaged, parents will reimburse the school district per school policy for any costs incurred due to misuse, neglect, manage, or loss, including theft up to the full replacement cost of the laptop.
4. Review Marked Tree School District's Chromebook Handbook, Computer Use Policy, Internet Use Policy, and Consequences for Violations of the policies with your child.

Student Expectations

I Promise to...

- *be responsible for my laptop at all times;
- *immediately report technical problems with my laptop to the **Library Media Specialist**;
- *not share my login password with anyone;
- *not loan my laptop or any laptop component to another student for any reason;
- *return to charging cart at the end of the school day.

INDIAN ATHLETE HANDBOOK

This material is presented to you because you have indicated a desire to participate in interscholastic athletics. We believe participation in sports provides a wealth of opportunity and experiences which will assist you in personal adjustment. We are concerned with the educational development of boys and girls through athletics and feel that a properly controlled, well organized sports program meets the student's needs for self-expression, mental alertness and physical growth. It is our hope to maintain a program that is sound in purpose and to further each student's educational maturity. A student who elects to participate in athletics is voluntarily making a choice of self-discipline and self-denial. This concept of self-discipline and self-denial is tempered by our responsibility to recognize the rights of individuals within the objectives of a team.

We as school officials have committed ourselves to providing: (1) equipment and facilities; (2) trained coaches; (3) trained officials; (4) transportation; and (5) secondary insurance.

We are pleased to share this educational experience with you. It is our goal that every student will develop the skills necessary to become an independent problem solving adult.

PHILOSOPHY OF THE MARKED TREE ATHLETIC DEPARTMENT

The philosophy of the Marked Tree Athletic Department is to maintain a broad-based program that will afford all students with athletic interest an opportunity for safe participation in the sports of their choice.

The coaches shall deal with the athletes with firmness and fairness in order to establish the leadership they respect and admire. They will create enthusiasm for success and encourage high ideals in the process. Coaches will establish goals and then create the desire to pay the price to attain these goals. They will also maintain an organization to which it will be an honor to belong.

GOAL OF THE MARKED TREE ATHLETIC DEPARTMENT

Our goal is that student athletes will develop the skills necessary to become independent problem solving adults.

OBJECTIVES OF THE MARKED TREE ATHLETIC DEPARTMENT

The athletic experience shall:

- A. Develop attitudes that must be a part of each individual for success in athletics and life

Specific attitudes are:

1. Pride in performance
2. Sacrifice and preserving application
3. Competition to win- the purpose of athletics is to win and to dilute the will to win is to destroy the purpose of athletic contests.
4. Sportsmanship- the good of the team comes before individual glory and desire
5. Educational goals- the main reason why boys and girls go to school is to receive an education; athletic participation is secondary.

- B. Develop in athletes an appreciation for optimum health and physical fitness. The importance of proper rest, good eating habits and cleanliness will be stressed at every opportunity.
- C. Encourage athletes physically, mentally and socially as they develop an appreciation for sports. They should become aware that this will take strength and courage.
- D. Base all teaching and learning situations on a sound progressive educational approach. Successful coaching is teaching at its best.
- E. Include coaches' training. Constant evaluation and improvement of techniques must be evident if athletic program is to be outstanding.
- F. Develop all programs in such a manner that the end result will be one of unity, harmony, and success. Mass participation is to be emphasized and encouraged below varsity level.

- G. Attempt constantly to motivate athletes to be better students. Coaches should display approval for school life and classroom achievement.
- H. Cultivate in all athletes a strong desire to be an Indian.
- I. Instill in all athletes the desire to represent their school and community in a manner that will make school administrators, teachers, parents and townspeople proud of them.
- J. Emphasize to athletes, at all levels of competition, the realization that athletic competition is a privilege that carries definite responsibilities with it. Some of the responsibilities are training, loyalty, eligibility, improvement, courage and perseverance.
- K. Bring recognition- to attain success in athletics; the participants must train their minds and bodies to respond instantly and effectively to the multitude of the situations that arise during the course of play. This, of course, parallels success in later life. The competitive world- among children as well as adults- is neither gentle nor overly kind in such a world, however, the youngster under wise direction begins to grow toward social maturity by learning to: (1) suffer mind hurts, mental and physical, in silence; (2) control emotional outbursts; (3) overcome feelings of fear; (4) restrain the outward expression of sudden impulses; (5) understand and endure delays in getting what he/she wants, and (6) reject being "babied". Athletics in an elective; however, due to physical and emotional makeups and for other reasons many youngsters should not participate in competitive athletics and should not be expected to do so. Reasonable efforts should be made to locate and identify students in the elementary and junior high schools who have the interest, desire, ability and the heart to participate.

WARNING, PHYSICAL AND PERMISSION SLIPS

All athletes must pass a physical and have signed and returned the permission forms in the back of this handbook before being allowed to participate in the athletic programs of the Marked Tree Public Schools.

BEHAVIOR AND CITIZENSHIP

The conduct of an athlete is closely observed by many and it is important that an athlete's behavior be above reproach. Appearance, expression and actions, always influence people's opinions of the athletics as well as the sport. Once you have volunteered to be a member of a squad, you have made the choice to uphold certain standards expected of all athletes in this community. Be proud to be an athlete for it is a privilege, not a right.

The way an athlete acts and looks is of great importance, thus proper dress, appearance, grooming and personal cleanliness are expected. Athletes should be leaders and fellow students should respect and follow them. Proper dress and appearance will include not sagging, not wearing earrings while representing the school in athletics; this includes playing, practice, and traveling to and from contests. Any unusual dress or hairstyle that draws attention on the athlete and away from the team will not be tolerated.

COMPLAINTS

The following procedures should be followed in reporting a complaint:

- a) Contact the coach who had direct supervision of the athlete at the same time. If satisfactory Resolution of the complaint is not made, then
- b) Contact the head coach of the sport which the athlete was participating in. if satisfactory Resolution of the complaint is not made, then
- c) Contact the athletic director in writing of the complaint. If satisfactory resolution is not made, then
- d) Contact the superintendent of the Marked Tree School District.

COLLEGE RECRUITING

In the event an athlete should be contacted personally by a college recruiter, he/she has an obligation to work through his/her coach. Inform your coach of such contact as soon as possible. College recruiting information is available in the counselors' office.

TRAINING RULES

Athletes should never use tobacco, alcohol or drugs; it's been proven that athletes that refrain from the use of these substances have a better performance level than those that use them. Research clearly states that the use of tobacco, alcohol, and any type of mood modifying substances produces harmful effects on the human organism. If you wish to be an Indian athlete, you have to pay the price to be a fine competitor.

ATHELETIC ACADEMIC RESPONSIBILITY

All student athletes are required to maintain a 2.0 GPA. If a student falls below this level for a semester, they must enter the SIP Program. Instead of being reactive, the athletic department has to be preventive. In order to achieve this, each week students will have teachers fill out grade sheets. Any student deemed in need of assistance will report to "athletic study hall" at 7:30 three days a week for one week. In need of assistance will be defined as below a 2.0 GPA or if the student has suffered a rapid decline in grades from the previous week. If an athlete fails to report and/or is late for athletic study hall, that student will be placed in ISS for one day.

ATHLETE RESPONSIBILITY

Being a member of a Marked Tree athletic team is at the fulfillment of an early ambition of many students. The attainment of this goal carries with it certain traditions and responsibilities that must be maintained. Our tradition has been to win with honor, pride, and dedication.

When an athlete wears the blue and gold of our school, we assume that he/she not only understands our traditions but also is willing to assume the responsibilities that go with being an Indian.

1. In the classroom: In the academic area, the athlete is expected to become a good student. A good student doesn't mean all "A's". A good student means trying to be the best with what you have.
2. On the field/floor: The desire to win is the most important factor in achieving success in athletics. Indian athletes are expected to play with a burning desire in order to win with honor, dedication and loyalty to the rules of the game.
3. Practice & Games: The athlete is expected to attend regardless of holidays, job commitment, social activities or weekends.

TEAM RESPONSIBILITY

- A. Common goals and group loyalties.
- B. Subordination of self-interest to team values.
- C. Self-discipline and personal sacrifice for team goals.

The coach and athletic director are primarily responsible for implementing these goals and standards. No student is obligated to take part in athletics. Athletics is a privilege, not a right. Since it is a privilege, the coach should have authority to revoke the privilege, when rules are broken. Each athlete will realize that the school wishes the athlete to reach his/her very best achievement level, both in life and in interscholastic athletics.

CARE OF EQUIPMENT

- A. Equipment should be turned in within one week following the end of the season.
- B. An athlete is financially responsible for all equipment checked out to him/her. The cost of destroyed equipment will be replacement costs.
- C. An athlete must treat school equipment as though it was his/her personal property. It should never be abused.
- D. If an athlete is involved in the theft of school equipment, he/she could be dismissed from the team.

OFF-SEASON

The purpose of an off-season is to prepare a student physically and mentally for participation in athletics; therefore, it is in the student's best interest to have completed a conditioning program before participation in a sport. Required participation is left up to the discretion of the coach.

ATHLETIC INJURIES

The school district has purchased a group accident program covering students while practicing for, and competing in, interscholastic sports and AAA sanctioned events. Students are covered by the accident policy while they are participating in sports and AAA activities that are school scheduled, school supervised and school funded during the regular school term. Participants are also covered while they are traveling as a sponsored group in a school assigned car, bus or van operated by a licensed driver over the age of 21 to and from the school and a covered event site, and while staying overnight, as a school supervised group, during a covered event held away from the home school. Individual travel or travel in a vehicle that is owned, assigned or operated by the school is not covered by this policy.

Arkansas schools are not required to buy insurance or pay student medical expenses associated with school injuries. The school purchases the accident insurance policy as a public service to assist parents that may be without insurance or need to supplement their own personal insurance program. The school policy will not provide 100% reimbursement for all medical expenses incurred. The plan has limitations and benefits. The school cannot assume responsibility for payment of medical expenses that are not covered by the accident insurance policy.

If you have other insurance, you must first file a claim with your insurance carrier and obtain benefits from that insurance. This policy is designed to consider payment of the eligible expenses that are not paid by your insurance carrier. A complete description of the policy benefits and limitations will be mailed if we receive an accident claim from your athlete's coach. All billing on an injury must be filed through the parents, not the school.

- A. Any injury, large or small, should be reported to the coach in charge.
- B. Any injuries requiring a doctor's care should be noted and a doctor's release required before the athlete is allowed to play or practice. Any athlete not having a doctor's release will not be allowed to practice unless the parent or guardian contacts the coach in charge or athletic director and signs a release form.
- C. Injuries not requiring a doctor's care will be addressed by the coach in charge in order to determine the athlete's ability to play or practice.
- D. If injuries are not reported within three days, the school's secondary athletic insurance will not be filed.
- E. Athletes who are not able to practice or play due to an injury will still be required to attend all games and practices.

TEAM TRIPS

All athletes must travel to and from athletic contests in transportation provided by the athletic department. Special arrangements can be made in advance by the parent by contacting the coach in charge and signing a release.

PARTICIPATION OF ATHLETES IN DIFFERENT SPORTS

- A. The athletic department's philosophy is that each sport complements the other, both physically and competitively.
- B. Students will be encouraged by the coaching staff to participate in all sports.
- C. The head coach in each sport has absolute total discretion as to who plays, how long they play, and under what circumstances they play.
- D. Try-outs: Sports that are limited to a number of participants will conduct tryouts based on ability and grade level. Selection of the team will be at the discretion of the coach.

DROPPING & TRANSFERRING SPORTS

An athlete who is participating in a sport is not allowed to quit that sport, while in season, and take up another sport without the consent of both coaches involved. The athlete may drop a sport and go on an off-season program. This doesn't apply to discipline cases.

ATHLETIC AWARDS

The requirement for earning an athletic award in Marked Tree athletics is to play in ½ of the quarters, innings, or matches at the varsity level. Exception may be made for the athlete who is injured during the season, who transfers into the season, or who shows marked improvement during the season. All exceptions are at the coaches' discretion. Ninth grade doesn't count in the years awarded. To be eligible for any athletic award the student must have successfully completed the year. Scholar/Athlete awards are based upon carrying a 3.5 GPA for the fall semester.

AWARDS:

- A. 1st year- Students may order an athletic jacket.
- B. 2nd year- Students will receive a certificate.
- C. Blankets: The policy for blankets will be as follows: Any student participating in two sports for all years in which it was offered will receive a blanket.

SUMMER WORKOUTS

All athletes are expected to maintain their physical conditioning throughout the summer. Coaches should inform athletes of any special workout programs to be followed. Weight rooms and gyms will be open as scheduled through the summer.

TEAM CAMPS

Coaches may enroll their teams in organize teams camps during the summer. Athletes are encouraged to attend if possible.

FALL SPORTS PRESEASON

Fall sports (Football) begin their pre-season workouts during the month of August as per Arkansas Activities Association guidelines. Athletes should keep an eye on the media as to the starting dates of practice or get in contact with their coaches. If conflicts arise, athletes should contact their coaches to receive these conflicts.

ELIGIBILITY GUIDELINES

The athletic department encourages the academic excellence of all athletes. The eligibility requirements are those set forth by the Arkansas Association, and the State Department of Education.

ATHLETIC EVENTS

An athlete will get in free to sporting events that he/she participates in. it's the athletes responsibility to be at the pass gate at the prescribed time or admission will be charged.

In the case of a tornado warning or other inclement conditions, athletes will be moved to the dressing rooms on the north side of the gym with their backs against the south wall. If time is permitting the athletes will be dismissed.

ABSENCES

An athlete should consult his/her coach before missing practice. Missing practice or an event without good reason will be dealt with severity. An athlete missing for any reason is expected to make up the practice session. Two absences will result in disciplinary action at the discretion of the coach.

UNDERSTANDING OF RULES/REGULATIONS

We hope that the parent and athletes understand the rules and regulations covered in this handbook. If a rule or regulation is broken and dismissal from a team is necessary, then the parent will be notified why the dismissal took place. It should be understood that the coach has the final say and is the final authority regarding dismissal from a team.

PARENT'S ROLE

In sports each athlete has a role to perform, if he fails at his role, failure for the whole team is a possibility. Off the field the parent has a role. The player's role is to play the coaches role is to coach and to critique. The

parent's role is to support and cheer. Negative comments about another player, a coach, or a coach's decision have an impact on the success or failure of a team. It is of utmost importance that parents refrain from negative comments around their children about the team. Encourage constantly and make sure they get where they are supposed to be, and together we can be successful in all sporting endeavors.

ESTIMATED CHEERLEADING EXPENSES

Tryout fee	\$20 non-refundable
Summer camp fee	\$145
Camp clothes	\$50
Camp uniform (new)	Sr. High \$260 - Jr. High \$180
Shoes and Bloomers	\$90/\$20
Sling Backpack	\$45
Windsuit	\$100
Bodyliner	\$70
Pom Poms	\$20

School jackets are not furnished by the school. They are optional and you must buy them yourself.

CHEER EXPENSES

All required cheer expenses must be paid in full before the first football game in order to cheer. Cheer camp fee must be paid in full before you attend camp. Any outstanding balances that arise during the cheer season will have to be paid before you will be allowed to tryout for the next year.

CAMP INSTRUCTION

Cheer camp training sessions as designed by the coaches and administrators **ARE MANDATORY**. Failure to attend will automatically dismiss a cheerleader from the squad. Parents who wish to volunteer as a camp mom chaperone must contact the cheer coach and have prior approval by the coach or principal.

Camp clothes are **MANDATORY** for camps (optional only for private camps if held at home). If the squad decides to order camp clothes for the private camp, then every cheerleader **MUST** order camp clothes.

Payment in full or specified deposit must be received by all cheerleaders before a cheer order is placed, unless given special consideration by the coach and administrators.

MTHS CHEERLEADING HANDBOOK

Cheerleaders are an important part of athletics because they bring enthusiasm to team members as well as the fans. The purpose of a cheerleader is to promote school spirit and serve as a representative of Marked Tree High School. This is accomplished through our support of teams at athletic events, academics, and sportsmanship. This handbook was set up to establish guidelines and rules that the cheerleaders and parents must follow in order to have a productive squad.

ACADEMICS

Cheerleading is an extracurricular activity. This means that academics come before cheerleading. A cheerleader's first responsibility is to his/her academic program. The educational process should not be compromised by participation in cheerleading. All cheerleaders must maintain a 2.0 GPA in order to participate. If the GPA falls below this, the cheerleader will be dismissed from the squad and whether or not he/she can try out again will be left up to the coach and principal. Practice and travel schedules will be altered in peak study periods if determined necessary by the coaches. Skipping academic classes will result in probation for the cheerleader.

SUPPORTING TEAMS

As a cheerleader he/she should assist in creating an atmosphere of spirit and support throughout the school and community. The squad should encourage participation and spirit from the crowd that will encourage and support the team. The crowd's response to the material presented by cheerleaders should be acceptable to

our school's standards of sportsmanship, ethics and image. It should be presented in a tasteful manner. Any cheer or activity that does not follow these standards will be removed from the program.

TRYOUTS

1. Practice will be held 1 or 2 weeks before tryouts.
2. Tryouts will be held on a Saturday following the week of practice.
3. Tryouts will be closed to everyone but the judges and coaches.
4. Those wishing to try out for cheerleading are **REQUIRED TO ATTEND A MANDATORY HANDBOOK POLICY MEETING**. A **parent or guardian** **MUST** attend also. (This may not be a friend, neighbor, or relative.)
5. There will be a **NON-REFUNDABLE** tryout fee of \$20.00 to be paid **PRIOR** to the first day or practice. This is used to help for the judges' expenses.
6. Tryouts will be held at the end of basketball season, when possible.
7. Any person trying out for cheerleading must have a grade point average of 2.0 based on the Fall semester preceding tryouts.
8. Judges from out of town will be used whenever possible. Due to living in a low population, it is sometimes impossible to get judges that don't know somebody from MT.
9. Participants will be judged on their skills as a cheerleader based on a rubric scale (1=poor 2=fair 3=good 4=superior). It will take a score of 3.0 or higher- averaged between all the judges/ coaches/ principals evaluations in order to become a cheerleader. If at least 8 participants don't score a 3.0 or higher, then the next highest score (closest to 3.0) will be chosen to make the minimum squad members of 8 cheerleaders
Minimum squad members- 8 per team
Maximum squad members- 12 per team

Results of the tryouts will be posted in front of the school when the totaling is completed. Each squad will have a captain and co-captain. They will be selected by the coach (es) according to their leadership ability, cheering ability, experience, and attitude.

FUND RAISING

The cheerleaders will participate in some fund raising activities. The funds raised will be used for cheerleading materials including spray paint, homecoming supplies, etc. Some of the money may be used to help pay for individual uniforms and supplies. If the cheerleader does not put out an effort to raise the money he/she will not receive any funds. Records will be kept for this purpose.

THE DEMERIT SYSTEM

A demerit system has been established and will be given by the coaches and the principal to cover the cheerleading handbook and student handbook policies. A cheerleader may receive demerits for any breach of any portion of this handbook. Some specific demerits that will be issued are as follows:

Mandatory pre-school practice- missing	1 demerit
All practices- late	1/2 demerit
Missing practice w/o a doctor's excuse or w/o prior approval of coach or principal	1 demerit
Games- late	1/2 demerit
Missing games w/o a doctor's excuse or w/o prior approval of coach or principal	1 demerit
Unpreparedness	1 demerit
Unacceptable behavior-Uncooperative attitude or behavior	1 demerit
Violation of safety rules, improper attire	1/2 demerit

If a cheerleader receives 4 demerits, the cheerleader will be suspended for 1 game and a conference will be held. On the 5th demerit, the cheerleader will be suspended for 2 games (When on suspension, the cheerleader will dress out, sit with the coach, and not cheer.) If the cheerleader receives a 6th demerit, he/she will be immediately dismissed from the squad. Demerits will begin from the time the cheerleader makes the squad.

*****THESE ARE JUST EXAMPLES OF WHEN A DEMERIT WOULD BE ISSUED. A CHEERLEADER MAY RECEIVE A DEMERIT FOR ANY BREACH OF THIS HANDBOOK. *****

MERITS

Cheerleaders may earn 1/2 merits for each non-mandatory summer practice they attend, and for work during homecoming week. These will help counter-act 1/2 demerits issued during the season.

GENERAL RULES

1. A physical is required (AAA RULES) for all cheerleaders before they will be allowed to participate in practice or games.
2. Cheerleaders will be required to do some gymnastics. Any physical limitations need to be known before tryouts to be excluded from these activities.
3. Conditioning, such as weight lifting, running, aerobics, etc...may be included in practices.
4. Cheerleaders must attend all assigned ball games.
5. Cheerleaders will cheer the entire ball game (rain or shine) and will not be allowed to leave early unless instructed to do so by the coach.
6. Cheerleaders are required to ride the bus to and from the ball games. The one and only exception to this is if the cheerleaders ride home with that cheerleader's parent. They must hand the coach a note at the game, written and signed by their parent.
7. Cheerleaders must obey all reasonable requests from the coach. Any insubordinate comments and/or actions could result in disciplinary action, demerits, and/or dismissal from the squad.
8. If hair is longer than shoulder length, it must be worn up (bun, braid, or ponytail) for safety reasons at all cheer activities (practices, games, pep rallies, and other).
9. No chewing gum at any cheer activity (practices, games, pep rallies, other activities.)
10. *Safety rule: No jewelry whatsoever. This includes ALL types of earrings, belly rings, tongue rings, etc., at PRACTICE, GAMES, PEP RALLIES or other cheer ACTIVITIES- NFHS RULE
11. *Safety rule: NAILS should NOT be seen above the tips of fingers (incl. acrylic nails)- NFHS RULE
12. A cheerleader must cheer the entire ball game (4 quarters) unless otherwise instructed by the coach.
13. If a cheerleader quits during the school year or if he/she is dismissed from the squad for disciplinary reasons, he/she may not try out again until the year after, depending on the principal's or coach's ruling.
14. *Safety rule: Cheerleaders must be dressed in exercise clothing with shoes worn at all times.
15. The cheerleaders are expected to attend pre-school practices (2 weeks before school). Set summer vacations accordingly. These are mandatory practices.
16. The cheerleaders will hold practices after school. Practice times and lengths are up to the coach with principal's approval. The coach will try to schedule practices around all cheerleader's schedules, but sometimes that is not possible. They are expected to attend. Cheerleaders who miss ALL practices during the school week (whether excused or unexcused) will not be permitted to cheer at pep rally or game. The cheerleader must dress out and sit with the coach. Unexcused absences will receive a demerit.
17. In addition, if the practice preceding a game is missed (whether excused or unexcused), the cheerleader will not be permitted to participate in half time show. The cheerleader will sit with the coach during the show.
18. Cheerleader must decide if they are going to participate in any activity that will conflict with the cheerleading schedule. Missed practices and games will result in demerits being issued. Work is not considered an excused absence.
19. Any exceptions to the rules will be made by the coach and principal.
20. Excuses need to be given to the coach no later than 7 days after misses or they will not be accepted.

Safety Rules: NFHS- National Federation of State High School Association Spirit Rules 2000-2001.

CAPTAIN AND CO-CAPTAIN RESPONSIBILITIES

The captain and co-captain will have some different duties than that of a cheerleader.

1. The captain will plan all activities and practices with the coach (es).
2. The captain will be in charge of his/her squad at all times. If the captain is not present, the co-captain will be in charge. The captain will answer to the coach at all times.
3. If the captain receives 3 demerits he/she will be removed as captain and the co-captain will take her place. Someone else will be selected by the coach to be co-captain.
4. If the co-captain receives 3 demerits, he/she will be removed from that position. Someone else will be placed in that position.

SUSPENSION OR SQUAD DISMISSAL

The principal and/or coach (es) shall have the authority to suspend or dismiss a cheerleader for any of the following reasons:

1. Smoking in uniform
2. Failure to perform duties
3. Undesirable behavior that reflects against the reputation of our school
4. Disrespect for authority- uncooperative attitude
5. Continual arguing and inability to get along with other members of the squad
6. In compliance with other activities (football, basketball, baseball and band), practices or games may not be missed due to work or any other outside activity
7. Refusal to cheer at a game
8. Any cheerleader at any school activity under the influence of alcohol or drugs will be immediately dismissed from the squad. There will be no probationary period for this offense.

*****IF A CHEERLEADER IS DISMISSED FORM THE SQUAD HE/SHE WILL NOT BE ALLOWED TO ATTEND THE YEAR END SPORTS BANQUET. *****

****In accordance with Arkansas Act 1220 of 2003**, parents may pick up verification forms in the principal's office for students participating in any type of physical activity outside the school day. **

MEDICAL TREATMENT AUTHORIZATION AND LIABILITY RELEASE

I, undersigned parent or guardian, do hereby grant permission for my child _____, to participate in extracurricular activities at Marked Tree School District. In order that my child may receive the necessary medical treatment in the event he/she may sustain injury or illness during participation in this activity. I hereby authorize the coaches or other supervising adult to obtain medical treatment for my child for such injury or illness during the activity and I hereby hold Marked Tree School District and its representatives harmless in the exercise of authority.

I understand that extracurricular activities involve risks to the participants. I further acknowledge and understand that due to the nature of these activities, there is a possibility that my child may sustain serious physical illness or injury in connection with his/her participation. I further acknowledge and understand that my child is assuming the risk of such physical illness or injury by his/her participation, and I further release Marked Tree School District and its representatives from any claims for personal illness or injury that my child may sustain during participation in this activity.

I further understand that Marked Tree School has established rules and regulations pertaining to conduct, behavior and activities of all extracurricular participants, by which my child must abide during participation in the activity, and that my child and I will be responsible for his/her failure to abide by those rules and regulations.

My child and I have read and understand the above Medical Treatment Authorization and Liability Release.

Signature of Parent or Guardian

Date

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PARENTAL PERMISSION PAGE

This page has been created for the parents/guardians of Marked Tree students. Permission for several specific items concerning activities at Marked Tree must be given. Please read over the following, check yes or no in the boxes provided, and then sign off on the bottom.

Item #1: Internet Access _____ YES _____ NO

As the parent or legal guardian of the minor student, I grant permission for my son/daughter to access networked computer services such as electronic mail and the Internet. I understand that individuals and families may be held liable for violations. I understand that some materials on the Internet may be objectionable, but I accept responsibility for guidance of Internet use-setting and conveying standards for my son/daughter to follow when selecting, sharing or exploring information and media I agree to be bound by the terms and conditions as outlined under policy 4.29 beginning on page 56 of this handbook.

Item #2: Marked Tree Student Policy Handbook _____ YES _____ NO

I have received a copy of the Marked Tree School Student Policy Handbook for the current school year. (If you have any questions or concerns about these policies, please contact the school office.)

Item #3: Corporal Punishment (K-6) _____ YES _____ NO

I give permission for my child to receive corporal punishment. (If you do not wish your child to receive corporal punishment, you must submit a request in writing to the principal's office at the beginning of each school year. The note will be kept on file for one school year.)

Item #4: Medication Administration _____ YES _____ NO

I give permission for my child to receive medication from the school nurse. (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 instruction (such as special storage requirements) or warnings.)

Item #5: Information Release to the Military (HS) _____ YES _____ NO

This is an opportunity to object to the disclosure or publication by the Marked Tree School District of directory information to branches of the military. If you check **NO** to this statement a form must be filed with the office of the principal within ten (10) days from the beginning of the current school year in order for the District to be bound by the objection. Failure to file this form within that time is a specific grant of permission to publish such information.

Item #6: Publication of Student's Name/Pictures to School Website _____ YES _____ NO

I give permission for my child's name and/or picture to be published on the school website. It is understood, however, that once the photograph or video clip is displayed on a website, the District has no control over how the photograph or video clip is used or misused by persons with computers accessing the District's website.

AFTER YOU HAVE CHECKED THE APPROPRIATE BLANKS TO THE ABOVE STATEMENTS, COMPLETE THE FORM BELOW AND SIGN OFF.

We, the parents of _____ have indicated our preferences for each of the statements above and hereby grant or deny permission for the same.

Parent's Name & Signature: _____ Date: _____

Student Name & Signature: _____ Grade: _____

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MEDICATION ADMINISTRATION CONSENT FORM

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.

Medications, including those for self-medication administration, 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.

I hereby authorize the school nurse or his/her designee to administer the following medications to my child.

Name(s) of medication(s) _____

Name of physician or dentist (if applicable) _____

Dosage _____

Instructions for administering the medication _____

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 medications in accordance with this consent form.

Parent or legal guardian signature _____

Date _____

Date Adopted: July 22, 2013
Last Revised:

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4.35F3—GLUCAGON AND/OR INSULIN ADMINISTRATION CONSENT FORM

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 _____

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EPINEPHRINE EMERGENCY ADMINISTRATION CONSENT FORM

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.

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 _____

Date Adopted: July 22, 2013
Last Revised:

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Technology Agreement (K-6th)

The laptop/iPad/reading tablet is intended for educational purposes and will be issued upon the learner's and parent/guardian's signed acceptance of the terms of Marked Tree School District.

Student

Parent/Legal Guardian

Date

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7-12 Chromebook Agreement

By signing this agreement, the student and parent/guardian agree to follow and accept:

- Student Computer and Internet Use Policies
- This Chromebook Agreement in its entirety
- The Website and Social Media Guidelines (below)
- That Marked Tree School District owns the Chromebook, software, and issued peripherals
- If the student ceases to be enrolled in Marked Tree School District, the student/parents will return the Chromebook in good working order or pay the full \$400 replacement cost of the computer. In addition, the student must also return both the Chromebook and AC adapter. Students may be charged for any piece that is not returned.
- In no event shall Marked Tree School District be held liable to any claim of damage, negligence, or breach of duty.

Chromebook computers that are not returned prior to student departure for the summer or withdrawal from school will cause the school district to file a criminal complaint with the Poinsett County Sheriff's Office.

PART ONE

Website & Social Media Guidelines

Think before you act because your virtual actions are real and permanent!

Student Initials		Parent Initials
	Be aware of what you post online. Website and social media venues are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you wouldn't want friends, enemies, parents, teachers, future colleges, or employers to see.	
	Follow the school's code of conduct when writing online. It is acceptable to disagree with other's opinions; however, do it in a respectful way. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.	
	Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birth dates, and pictures. Do not share your password with anyone besides your teachers and parents.	
	Linking to other websites to support your thoughts and ideas is recommended. However, be sure to read and review the entire website prior to linking to ensure that all information is appropriate for a school setting.	
	Do your own work! Do not use other people's intellectual property without their permission. Be aware that it is a violation of copyright law to copy and paste other's thoughts. It is good practice to hyperlink to your sources.	

	Be aware that pictures may also be protected under copyright laws. Verify that you have permission to use the image or that it is under Creative Commons attribution.	
	How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity.	
	Online work should be well written. Follow writing conventions including proper grammar, capitalization, and punctuation. If you edit someone else's work, be sure it is in the spirit of improving the writing.	
	If you run across inappropriate material that makes you feel uncomfortable or is not respectful, tell your teacher right away.	

PART TWO

Student/Parent Information and Signatures

Yes, I have received a copy of the Chromebook Handbook. I understand the program conditions and my responsibilities in using the Chromebook computer and AC Adapter.

Student's Full Name: _____ Grade: _____
(Please print)

Student Signature: _____ Date: _____

Parent's Name: _____
(Please print)

Parent Signature: _____ Date: _____

Parent Email: _____

Parent's Best Contact Phone Number: _____

7-12 COMPUTER USER AGREEMENT FORM

Please return to the school district office.

Parent Name (please print)	
Student Name (please print)	
Parent Phone Number	
Parent Email Address	

Please place your signature for the option you choose and attach your \$10 payment.

_____ I have enclosed the \$10 payment for the computer User Agreement.

Date Signed: _____

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7-12 ACCEPTABLE USE POLICY

The use of the Internet at MTSD is very special. The network is provided for students to conduct research and communicate with others. Access to network is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Parent permission is required. Access is a privilege--not a right. Access entails responsibility.

Students are expected to follow all guidelines stated below as well as those given orally by the staff and to demonstrate ethical behavior in using the network facilities. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district servers would always be private.

Filters are in place within the network system, but parents must understand that their child may still encounter materials that they may consider inappropriate via email/www, etc. The student is responsible for not pursuing material that could be considered offensive.

As outlined in Board Policy and Procedures on student rights and responsibilities, the following are not permitted:

- Unauthorized access or hacking
- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting, or attacking others
- Damaging computers, computer system, or computer networks
- Violating copyright laws

I recognize that software is protected by copyright laws; therefore, I will not make unauthorized copies of software found on school computers, either by copying them onto my own diskettes or onto other computers through electronic mail or bulletin boards; and I will not give, lend, or sell copies of software to others unless I have the written permission of the copyright owner or the original software is clearly identified as shareware or in the public domain.

- Using another's password
- Trespassing in another's folders, work or files
- Intentionally wasting limited resources
- I will not waste nor take supplies, such as paper, printer ribbons, and disks that are provided by MTSD.
- Employing the network for commercial purposes

Violations may result in loss of success as well as other disciplinary or legal action as stated in the student policy handbook.

As a user of the Marked Tree School District's computer network, I hereby agree to comply with the above stated rules/communication over the network in a reliable fashion while honoring all relevant laws and restriction.

Student Signature:

School District Acceptable Use Policy (cont.)

As the parent or legal guardian of the minor student signing above, I grant permission for my son or daughter to access networked computer services such as electronic mail, and the Internet. I understand that individuals and families may be held liable for violations. I understand that some materials on the Internet may be objectionable, but I accept responsibilities for guidance of Internet use setting and conveying standards for my son or daughter to follow when selecting, sharing or exploring information and media.

Please sign and return:

We, the parents of _____ have read and discussed the above Acceptable Use Policy for Marked Tree School District with our child.

Parent Signature

Date

Student Signature

Date