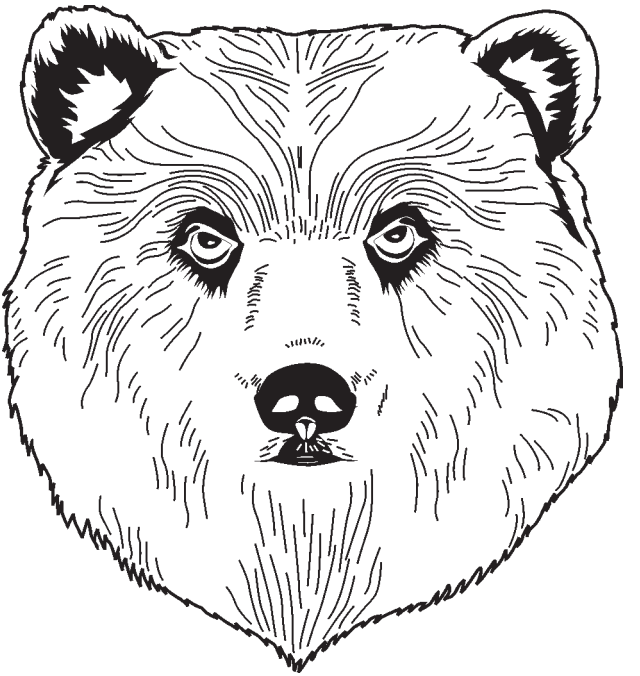
MAMMOTH SPRING HIGH SCHOOL

STUDENT HANDBOOK



2020-2021

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FORWARD

It is a pleasure to welcome you to Mammoth Spring School, home of the "Bears". We hope that this handbook will answer some of the questions you may have in reference to the school and curriculum.

It is the special function of the public schools to serve the needs of youth during the early years of their life. It must, therefore, provide an environment in which each individual may find the opportunity for wholesome growth so they can develop a sense of social and civic responsibility.

This handbook has been published to provide information for both parents and pupils concerning the policies of Mammoth Spring School. It should be of assistance in planning the pupil's program. Mammoth Spring School has rendered immeasurable service throughout the many years of its existence with hundreds of young men and women who have later distinguished themselves in countless fields of service. In accordance with its tradition, rich in achievement, the school continues to hold that it can serve the pupil only to the extent that he/she is willing to be of service in it to himself/herself and to others.

This handbook should be studied and kept as a reference. It is probable that changes will be made as new policies become effective. In the event of changes, you will be notified.

Respectfully,

The Administration

MAMMOTH SPRING SCHOOL DISTRICT
SCHOOL CALENDAR
2020-2021

Teacher Inservice ..... August 6, 10, & 11, 2020
First Day of School ..... August 24, 2020
Labor Day Holiday ..... September 7, 2020*
Parent-Teacher Conference ..... September 24, 2020
End of 1St Quarter ..... October 20, 2020
Report Card Day ..... October 22, 2020
Thanksgiving Holiday ..... November 25-27, 2020*
End of 2nd Quarter & 1st Semester ..... December 22, 2020
Christmas Holidays ..... December 23, 2019 – January 3, 2021*
Report Card Day 2nd Quarter ..... January 6, 2021
Parent-Teacher Conference ..... February 11, 2021
End of 3rd Quarter ..... March 9, 2021
Report Card Day 3rd Quarter ..... March 11, 2021
Spring Break (Tentative) ..... March 22-26, 2021*
Graduation ..... (7:00 P.M.) ..... May 17, 2021
End of 4th Quarter Last Day of School ..... *(Plus 5 Snow Day) .... May 28, 2021

- * No Classes on These Dates
- 178 Student-Teacher Interaction Days
- 10 Teacher In Service Days
- *5 Snow Days
- 2 Parent-Teacher Conference Days
  September 24, 2020 – 3:00 P.M. to 6:00 P.M.
  February 11, 2021 – 3:00 P.M. to 6:00 P.M.

1st Quarter Will Have 41 Student – Teacher Interaction Days
2nd Quarter Will Have 42 Student – Teacher Interaction Days
3rd Quarter Will Have 47 Student – Teacher Interaction Days
4th Quarter Will Have 48 Student – Teacher Interaction Days

STUDENT RECORDS - NOTICE OF PRIVACY RIGHTS

This notice informs parents and eligible students (those age 18 and older) of their rights concerning educational records maintained by the Mammoth Spring School District. These rights include those of access to records, opportunity to challenge such records, limitations on disclosure, and provisions to file a complaint with the Department of Education.

These rights are explained in the Family Educational Rights and Privacy Act of 1974 as amended (Public Law 93-830 and 124g).
The laws and regulations require school systems to:

1. Provide parents and eligible students the opportunity to inspect educational records. Requests should be directed to the school principal.
2. Provide parents and eligible students the opportunity to challenge the contents of records when they believe it contains information that is inaccurate, misleading, or invasive.
3. Limit disclosure of information from the student's record to those who have written consent of the parent or eligible student, or to officials specifically permitted under the law (such as Mammoth Spring School officials), to those of other schools in which the student seeks to enroll; and under certain conditions and for specific purposes to local, state and federal officials.

Parents and eligible students may file a complaint with the Department of Education if they believe their rights under this law have been violated and if efforts to resolve the situation through appeal channels within the Mammoth Spring School District have not proven satisfactory.
Complaints should be addressed to: Family Educational Rights, Switzer Building, Room 4511, Washington, D.C. 20202.

PARENTAL INVOLVEMENT

The Mammoth Spring School District recognizes the significance of parents/guardians and the roles they play in the education of their children. The Parental Involvement plans for the elementary school, the high school, and the district can be found on the district's website at www.mammothspringschools.com.
If you would like information for the elementary school contact Mr. Wade Powell, Parental Involvement Facilitator for the elementary, at (870) 625-7213.
For information regarding the high school contact Mr. Lindy Greene, Parental Involvement Facilitator for the high school, at (870) 625-7212.

MOMENT OF SILENCE AND THE PLEDGE OF ALLEGIANCE

A public school in this state shall observe one minute of silence at the beginning of each school day. During the period of silence a student may, without interference with or distracting another student: reflect, pray, or engage in a silent activity. {ACT 576}

The Mammoth Spring School building contains some asbestos materials; however, the district has a Management Plan to safely control the asbestos. This plan can be viewed at the administration office during normal business hours.

ATTENDANCE POLICY

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.

A student is absent if the student is not:

1. Present for onsite instruction provided by the district
2. Participating in a planned district-approved activity, or
3. Engaged in scheduled instruction at an off-site location, including remote learning.

An excused absence is defined as an absence that can be verified by a note from a doctor, dentist, lawyer, counselor, or other medical/professional group. An unexcused absence shall be an absence not defined as an excused absence.

A student must be fever free for 48 hours before returning to school.

Failure to provide the school with documentation (ie. Dr.'s notes, etc.), may result in the student losing credit if they have more than 10 absences.

Parent/guardian must notify high school principal's office each day of the student's absence.

If parent/guardian fails to notify principal's office by 10 am, office will attempt to notify parent/guardian of student absence by phone or email.

A student who has missed more than ten (10) days in a semester for any reason will be considered to have excessive absences.

A student's parent or guardian shall be notified when the student has had three (3) absences. Notification will also be sent when the student has five (5) and ten (10) absences. Notification may be by mail or phone.

Absence for three (3) to four (4) periods constitutes one-half (1/2) day absence; Absence for five (5) to seven (7) periods constitutes a full day.

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

Students participating in school sponsored activities or 4-H will not be counted absent.

Students who maintain perfect attendance for the entire school year will be presented with a certificate and recognition of this accomplishment.

The school day begins when the students enter the school bus en-route to school, or for those who walk or use private transportation when they enter the school grounds. The school day ends when the students depart the school bus, or for those who do not ride the bus, when they leave campus. The academic day begins at 7:55 a.m. and ends at 3:03 p.m.

Mammoth Spring Schools require teachers to be on duty at 7:30 a.m. since students arriving before that time would be unsupervised, they are not to arrive at the school before 7:30 a.m., without building principal permission

MAKE-UP WORK

Students who miss school 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 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 one class day to make up their work for each class day they are absent, up to three (3) days. Any extension for make-up time at the discretion of the instructor.
6. Make up work which is not turned in within the make up schedule for that assignment may have points reduced.
7. **Students** are responsible for turning in their make up work without the teacher having to ask for it.
8. Students who are absent on the day their make up work is due must turn in their work on the day they return to school whether or not the class for which the work is due meets the day of their return.

EXCEPTION TO EXCESSIVE ABSENCES

A committee meeting has been held consisting of the principal or his designee, counselor, and a minimum of three teachers, and a conclusion has been reached that a sufficient number of student's absences are necessary. Note: The burden of proof (doctor's notes, etc...) is the responsibility of the parent or guardian and student. It should also be stressed that it is the parent or guardian's responsibility to request a conference. The time will be determined by the principal or designee. The presence of the parent or guardian and student is required. However, in the event that the principal or designee has prior knowledge of a student's

absence (example: accident, death in family, etc...) and is able to document this appropriately the conference may be found to be unnecessary. In this event the parent or guardian will be notified that a conference is not required.

SCHOOL NURSE

The Mammoth Spring health program is under the supervision of a licensed nurse during the regular school hours. She will do regular screening as needed for vision, hearing, scoliosis, head lice, or other areas as needed. She is available for treatment of minor injuries or referral for appropriate medical care.

IMMUNIZATIONS

No child shall be admitted to a public or private school of this state who has not been immunized from poliomyelitis, diphtheria, tetanus, pertussis, red (rubeola) measles, and rubella as evidenced by a certificate of a licensed physician or a public health department acknowledging the immunization. A Hepatitis B vaccination is required for all kindergarten and seventh grade transfer students.

MEDICATIONS

Acetaminophen may be given at school only when parents have given permission and this has been recorded on the school health form. Medication will be locked in a storage area designed by the principal or nurse. Prescriptions for long-term health issues should be updated at the beginning of each Semester. Only physician prescribed, FDA approved medications and acetaminophen will be administered. A list of students receiving DAILY MEDICATIONS will be posted in the nurse's office. A list of students requiring EMERGENCY MEDICATIONS will be posted in the nurse's office and made available to teachers. The principal will designate a person and alternate to dispense medications from a centrally located place.

A PHYSICIANS DESK REFERENCE (PDR) will be used by the nurse to determine the possible side effects of medication.

A PHYSICIANS DESK REFERENCE (PDR) will be used to identify unauthorized medications found on the district campus.

ADMISSION TO CLASS

Students who have been tardy or absent from school must obtain an admittance slip from the principal's office before attending classes. A telephone call by the parent or guardian explaining the cause of the absence or tardy is required. The student is to present the admittance slip to each teacher. Only one slip will be issued. If it is lost, noon detention will be assigned. Absentee slips are to be picked up BEFORE class begins. Detention will be assigned for getting them later.

GRADUATION REQUIREMENTS

The Mammoth Spring High School will be using an eight (8) period bell schedule. This creates more opportunities to obtain credits so the credits needed to graduate are as follows:

Seniors 26 Credits

1. A student who has completed a minimum 75 clock hours of documented community service in grades 9-12, as certified by the service agency or organization to the school shall be eligible to receive one (1) academic credit that may be applied toward graduation. (Act 648 of 1993)
2. Each senior shall take at least four (4) academic courses during the senior year. Courses taken from post-secondary institutions by qualified seniors shall not count as one of these four courses.
3. Any student who is enrolled in a public high school in Arkansas and has earned the number of credits required by the local school district for graduation shall be eligible to graduate from the high school without regard to the grade level the student is enrolled in a the time such credits are earned. (Act 275 of 1997)
4. All grades will be assigned based on educational objectives.
5. Beginning with the seventh grade class of 2004-2005, the Smart Core curriculum and the Core curriculum will be a standard component of the required course of study to graduate from Arkansas public schools. All students must participate in the Smart Core unless the parent or guardian waives the student's right to participate. In such case of a waiver, the student will be required to participate in the Core. The Smart Core and Core will both require twenty-two (22) units of credit for graduation. (Act 1467 of 2003)
6. 1. A minimum of 26 total credits for Mammoth Spring School District
   2. A minimum of 16 credits in the following areas:
      English - 4 units
      Mathematics - 4 units
      Social Studies - 3 units (1 unit of World History; 1 unit of American History, 1/2 unit of Civics and 1/2 unit Social Studies electives)
      Science - 3 units (at least 1 unit in Life Science and 1 unit in Physical Science)
      Oral Communication - 1/2 unit
      Physical Education - 1/2 unit
      Health & Safety - 1/2 unit
      Fine Arts - 1/2 unit

For the class of 2014 and beyond, one semester of Economics will be required for the Smart Core Curriculum.

Beginning with the Freshman class of 2014-2016, all students shall complete one digital learning class for graduation (Act 1280 of 2014).

Civics Test

Beginning with 2018-2019, all students must pass the Arkansas civics exam with a score of at least 60% in order to graduate. This requirement shall not apply to those students exempt by law. {Act 478}

GRADE POINT AVERAGE (GPA)

Grade points are awarded for courses as follows:

Regular Courses	Weighted Courses
A=4	A=5

B=3	B=4
C=2	C=3
D=1	D=2
F=0	F=0

All courses that are assigned credit towards graduation will be used to calculate grade point average.

GRADING SCALE:

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

ADVANCED PLACEMENT/CONCURRENT CREDIT

It shall be the policy of Mammoth Spring High School to permit certain students in grades 9-12 to attend an institution of higher education on a part-time basis.

1. In accordance with the Arkansas Department of Education Director Memo #91-92 and Act 1097 of 1991, Arkansas Code Annotated 6-18-223, any student who is enrolled in grades 9-12 in Mammoth Spring High School shall be eligible to enroll in a publicly supported community college or four-year college or university in accordance with the rules and regulations adopted by the college or university.
2. Students must comply with applicable enrollment and graduation requirements of Mammoth Spring High School.
3. Any Mammoth Spring High School student in grades 9-12 who enrolls in and successfully completes a course or courses offered by such a college or university shall be entitled to receive both college and high school credit toward graduation, as outlined in Arkansas Department of Education regulations. This includes credit earned during summer terms prior to graduation.
4. Three semester hours of college credit taken by a student in grades 9-12 shall be equivalent to one unit of high school credit.
5. All costs of higher education courses taken for concurrent college credit are the student's responsibility.
6. It is the responsibility of the student to notify the counselor and complete the proper form(s) before the credit is recorded. An official transcript or grade report from the college must be presented at the time of the request.
7. College course credit may be used as high school elective credit, or a student may receive credit for a course required for high school graduation under the following conditions:
    A. the student requests substitution for a course required for high school graduation;
    B. a committee consisting of the principal, counselor, and teacher(s) responsible for the course to be substituted for determine that the college course meets or exceeds the requirement of the high school course; and
    C. credit is granted prior to graduation from high school.

8. Any grades earned in college courses accepted for high school credit will be applied in the calculation of grade point average and class rank.
9. To receive weighted credit for Advanced Placement courses, the teacher will have had AP training and the student must take the course the entire year and must take the AP exam.
10. A 5.0 grade scale is used for Advanced Placement, IB and ADE approved honors classes.
11. ***College Algebra and Composition I are limited to seniors only

COLLEGE DAYS

Seniors are permitted to have two (2) college days per year. Juniors are permitted one (1) college day per year. The purpose of a college day is for the student to visit a college or vocational-technical school for an orientation of that particular institution. Students wishing to take college days must have prior approval through the counselor's office, so that the appropriate contact will be made with the college and the student will gain the most benefit from the visit.

VALEDICTORIAN - SALUTATORIAN

Beginning with the 2010-2013 school year, grade point averages for valedictorian and salutatorian will be figured at the midpoint of the fourth quarter. All other grade point averages will be computed after final exams have been given. A student must have successfully completed a minimum core of high school courses recommended to be eligible as an honor graduate, valedictorian, or salutatorian of his/her class. (Act 980 of 1991)

In order to graduate valedictorian or salutatorian, a student must also attend high school eight semesters with the last four semesters at Mammoth Spring High School. All final grade point averages will be rounded to the nearest 100th point.

INSTRUCTIONAL TIME

Freshmen, Sophomores, and Juniors must be in class or supervised study a minimum of eight (8) periods all day.

CORRESPONDENCE CREDIT

All correspondence credits must be approved by the principal before they will be accepted toward meeting requirements for graduation.

LUNCH

The purchase of lunch tickets or payment of charges may be made in the principal's office each day before 7:50 a.m. Lunch hour is scheduled to accommodate the needs of the student population and to align with ADE and ADH guidelines and recommendations.

TELEPHONE

The telephones in the school offices are placed there for school business. Parents should not phone students except in emergencies, and should make known the emergency to the person answering the telephone. Students will only be called

out of classes to answer the telephone in extreme emergencies. Messages from parents or guardians will be delivered to students.

ELEMENTARY CAMPUS

High school students are not to go to the elementary campus/building during the high school day without permission. This includes before school and during the noon hour.

STUDENT TRANSFER POLICY

Students transferring from a school accredited by the State Department of Education to the Mammoth Spring School District shall be placed in the same grade he/she would have been in the former school. Students will be placed in classes as close to those of the former school to ensure proper transferal of credits and/or grades.

Any student transferring from a school not accredited by the State Department of Education or Home School to the Mammoth Spring School District shall be evaluated to determine the student's proper grade placement and assignment of credits. (Ex. Criterion referenced tests, norm referenced tests, etc...)

HOME SCHOOL/NON-ACCREDITED SCHOOL POLICY

Any student transferring from a non-public school (including home schooling) shall be enrolled and placement determined according to the following procedures:
REQUIREMENTS FOR GRADES 7-12

1. The local school (or designee) shall administer a battery of examinations for placement or determination of credits.
2. A placement conference shall be held for any student who scores 8 months or more below a grade level on any of the basic areas (language arts, reading, and mathematics) or on the required achievement test. Conference participants shall include an administrator, a counselor, and other personnel deemed necessary. The school administrator shall determine grade placement based on the data presented during the conference. The local school shall retain the option to reconsider placement at any time during the school year. If a student leaves an accredited public school in order to attend a non-accredited school or a home school and then re-enters Mammoth Spring School, he/she will not be placed in a higher grade level from what he/she would have been if he/she had remained in a public, accredited school.
3. The parent shall provide the school with a list of textbooks used by the student and a list of the courses taught.
4. The maximum credits that will be accepted for each year in attendance in home school cannot exceed the number of credits earned by a student enrolled in the Mammoth Spring School District during a regular school year.
5. Students who receive home instruction will not have letter grades entered on their permanent record cards. When they enroll, "Home Schooling" will be written in the attendance and grade section of the card. At the secondary level, courses will be listed and credit will be recorded by marking "cr" in the space provided for a grade.

6. Rank in class and grade point average will be determined only by credits earned while attending an accredited high school.
7. A student must attend accredited public or private schools for a minimum of six (6) semesters to be considered for an honor graduate. Summer school may not be substituted for a regular semester.
8. The Mammoth Spring School District will not award a diploma to any person who does not meet all requirements necessary for graduation and who has not completed his/her last nine months of school at Mammoth Spring High School.

GENERAL INFORMATION

Students and their parents interested in home schooling need to consider the following facts:

1. Some college scholarships are based on GPA. Students receiving "cr" and not letter grades will not be eligible for these scholarships.
2. It is the sole responsibility of the school district to determine the method by which credits are earned in order to receive a high school diploma. There is no requirement that the school honor the credits from home schooling experience.

REGISTRATION

Each spring a preliminary registration for the next school year is made. In the fall students are expected to take those courses signed for in pre-registration. Changes of courses will be made reluctantly, and may require a parent conference. (All changes will be made at the beginning of each semester and have the principal's approval.) Only in special cases will changes be made after that time.

The compulsory attendance ages for students in Arkansas is 5-17 years old. The minimum age for enrollment in school is age 5 on or before August 1. Students may attend public school between ages 5 and 21. Proof of age can be documented by any of the following: Birth Certificate, Registrar Statement, Baptismal Certificate, Passport, Affidavit, Military ID or Previous School Records

REPORTS TO PARENTS

Report cards will be issued every nine weeks. Parents should examine the cards and, if desired, contact the principal's office to schedule a parent-teacher conference. There will be two regularly scheduled times for parent-teacher conferences. These will be at the end of the first and third quarters. Report cards will be mailed to parents at the end of each semester.

HONOR ROLL

All students receiving all A's and B's during a grading period will be placed on the honor roll. Their names will be published in the local newspaper. Parents or guardians of a student or a student over 18 or older may choose not to have their name or picture released to the media. Opt-out forms are in the back of the handbook and should be returned to the principal's office.

SCHOLASTIC LETTERS

Scholastic letters will be awarded to students who maintain a 4.0 grade point average in each class through the first three quarters and fourth quarter midterm report. Students who maintain a 4.0 grade point average through all 4 quarters will also be awarded a scholastic letter.

ATHLETIC JACKETS

When ordering an athletic jacket or patches, payment must be made in full before order is placed.

STUDENT ACTIVITIES

Student organizations that provide group activities which are in accordance with the educational objectives of the school system are to be encouraged. They must be approved by the principal and under the supervision and direction of regular school personnel. New organizations may be formed when an appropriate number of students are interested and a sponsor has been appointed.

All fund-raising projects must have prior approval of the principal and be put on the school calendar. Money received should be deposited with the high school secretary or the district bookkeeper. Withdrawals are made by filling out a requisition form which must be approved by the principal.

EXTRACURRICULAR ACTIVITIES POLICY
ABSENCE FROM INSTRUCTION

Excessive student absences from classroom instruction due to participation in extracurricular activities shall not be allowed in this district.

Occasionally, however, students may be required to miss classroom instruction due to participation in a school sanctioned activity. This shall occur only when scheduling of that activity has been approved by the school administrator and advance provisions have been made for the make-up of classwork missed during the approved absence.

REQUIREMENTS FOR PARTICIPATION

Student participation in extracurricular activities is subject to the requirements in the Arkansas Activities Association Official Handbook.

In addition, no student will be allowed to join or continue in any club or extra-curricular activity for the remainder of that semester, if they receive conduct grade of U (unsatisfactory), for the remainder of that semester. If a conduct grade of U is given at the end of the semester, participation will not be allowed the following semester.

New students who enroll at Mammoth Spring Schools will be allowed to participate in all extra-curricular activities and clubs under the requirements in the AAA handbook but may not hold any elected position (office, homecoming candidate, etc...) until they have completed 45 days at Mammoth Spring School.

***Students may not participate in extracurricular activities if they are absent the day prior to the activity. Principal may allow participation if there are extenuating circumstances for the absence or it the absence is documented (see p. 6, 3rd paragraph).

OTHER REQUIREMENTS

Students will not be penalized for nonparticipation in any extracurricular activity scheduled on a holiday or during a holiday period if he/she is instead participating in a pre-planned family activity.

Any interscholastic event scheduled shall require AAA sanction and approval from both the school principal and superintendent of this district. Extracurricular activities shall not be scheduled on days or evenings during the final evaluations at the close of each grading period nor shall they be scheduled on days or evenings prior to or during periods of standardized state competency testing.

CHEERLEADERS

All cheerleaders must meet the AAA rules for participation in extracurricular activities and are considered athletes.
Cheerleaders will attend home games, selected away games, practices, and pep rallies as scheduled by the cheerleading sponsor.
Cheerleaders will exhibit good sportsmanship at all times.

SPORTSMANSHIP

Mammoth Spring High School is a member of the Arkansas Activities Association. Each student, faculty member, parent and fan is responsible for abiding by AAA rules and regulations. Sportsmanship is encouraged at all times and is a true measure of both participants and fans.

TRAVEL TO AWAY BALL GAMES

1. All players will ride to away games on the bus unless there is an exceptional situation or emergency as determined by the coach or principal.
2. Players may return home with parents or guardians. If a player rides with persons other than the parent or guardian, written notification is required (from the parent or guardian) to be presented by the player to the appropriate coach BEFORE the bus departs for the away game. All notes are subject to verification.

HOME STUDY

The Mammoth Spring School District maintains the following policy regarding home study. Students participating in Home Study program may participate in sports.

DEFINITION

Home study is a specific activity or series of activities designed for the reinforcement or extension of school activities. Study of this variety occurs outside of regularly scheduled class periods.

GRADING

Home study assignments shall be evaluated in a manner similar to the evaluation of in-class assignments. Students are expected to complete all home study assignments and submit them for evaluation as they become due. At the discretion of the teacher, a student's homestudy assignment grade may be lowered proportionately for each assignment turned in after the specified due date. Provisions, without grading penalties, shall be made for students who, because of documented illnesses or extenuating circumstances, (1) fail to complete home study assignments, or (2) submit such assignments after the specified due dates.

RULES AND RESPONSIBILITIES

1. The teacher has the responsibility to define and communicate expectancies regarding home study to students and parents.
2. Parents have the responsibility to cooperatively support this portion of the educational process by encouraging and becoming involved in the student's learning experience.
3. Each student has the responsibility to complete assigned tasks upon the specified due dates.

LIMITATIONS

The following limitations shall be followed regarding home study assignments:

1. Home study assignments shall not be used as a means of punishing inappropriate student behavior.
2. Each student has the responsibility to complete tasks upon the specified due dates.

RECOMMENDATIONS FOR HOME STUDY BY GRADE LEVEL

LEVEL	MINUTES PER DAY	DAYS PER WEEK
K	Minimal Use	2-4
1-2	15-25	4
3-4	25-40	4
5-6	40-60	4
7-8	60-90	4
9-12	90-110	4

NATIONAL HONOR SOCIETY

National Honor Society members and National Junior Honor Society members are chosen from a pool of students who have maintained a 3.0 grade point average by the end of the first semester in 7th and 10th grades. Students not selected are reconsidered each year as long as they maintain at least a 3.0 grade point average.

Each person in the pool is ranked on a scale of 4 (high) to 1 (low) in each of the following categories: scholarship, character, leadership, service, and citizenship

(Jr. High only) by each of five-member faculty committee. Separate committees are formed for each Honor Society. A student must maintain an average rank of 3 in each category or a total of 60 points for Senior High and 75 points for Junior High. These guidelines comply with the bylaws set forth in the National Honor Society handbook.

Only a student who is enrolled in a course recommended for preparation for post-secondary education or a more rigorous program of vocational study shall be eligible for membership in the National Honor Society or Beta Club. (Act 980 of 1991)

BETA CLUB

The Mammoth Spring School District Chapter of BETA Club has determined that a minimum of a 3.25 cumulative GPA must be maintained to remain in good standing with the club. If a member's GPA should fall below the minimum then that member is disqualified from participating in activities until the GPA is brought back up to a minimum of 3.25. At that time the member will be reinstated. GPA's will be calculated at semester. Senior members will have their final GPA calculated at the midpoint of the 4th quarter during their senior year. If a senior member's GPA should fall below 3.25, they will be disqualified from BETA Club and will not graduate with BETA Honors.

SEMESTER EXAMS

The semester test will be a comprehensive survey of the semester work and will be given at the appointed time. The test will count 10% of the semester grade. Make-up tests missed because of illness will be given the day the student returns to school as a general rule. Extenuating circumstances will be submitted to the principal whose decision is final. Requests to take semester tests other than at scheduled times will not be granted without administrative approval.

Mammoth Spring High School Exemption Policy for Grades 7-12 (Spring Semester Only)

The following policy was approved for spring semester testing only at Mammoth Spring High School:

1. Any student with a grade of A, no more than three (3) absences during the semester, and a conduct grade of S or E will be exempt from the semester test in that class.
2. Any student with a grad of B, no more than two (2) absences during the semester, and a conduct grade of S or E will be exempt from the semester test in that class.
3. Any student with a grade of C, no more than two (2) absences during the semester, and a conduct grade of E will be exempt from the semester test in that class.
4. Any student with a conduct grade of U (unsatisfactory) will not be exempt from semester tests.
5. All absences (excused and unexcused) on a class-by-class basis, will count towards a student's total number of days absent for exemption.

6. Absences will be determined by the individual teacher for the class.
7. At the discretion of the principal, if any qualifying student receives disciplinary action, participation in the exemption program may be denied.
8. Semester tests will not lower the grade if an exempt student chooses to take the test.
9. All semester tests will count one-tenth (1/10) of the grade.
10. Students must return all school issued material in order to be exempt.
11. Students not participating in the exemption program must turn in their books before taking their semester tests.
12. Advanced Placement Program students must take semester tests.
13. All other course teachers must participate in the exemption program.
14. DAY PASSES must be used by May 1 of the school year.

PROMOTION AND RETENTION OF STUDENTS

Decisions pertaining to promotion or retention of students in Grades 7 and 8 are the responsibility of the school and will be done at the end of the school year. Assessment data includes competency test scores, standardized test scores, subject matter mastery test scores, and observations of teachers and parents or guardians. It is recommended that students in Grades 7 and 8 pass at least three (3) units of their core subjects (Math, Social Studies, English, and Science) to be promoted. Exceptions can be made upon approval of a committee of teachers, the counselor and the building principal. The school district's decision will be final. Students in grades 9-12 will be classified according to the following:

9th	promotion from the eighth grade.
10th	must have accumulated 6 credits and attended school two semesters.
11th	must have accumulated 12 credits and attended school four semesters.
12th	must have accumulated 18 credits and attended school six semesters.
Graduate	must have accumulated all credits necessary as specified in the student handbook.

Parents will be notified as soon as possible once it is determined a student may not be promoted. If desired, the parents may then present any information they feel will have a bearing on the promotion/retention decision. Those students in special education will be promoted upon successful completion of their IEPs. Any student required to have an Academic Improvement Plan (AIP) will be retained if they do not participate in the required remediation.

RETAKING CLASSES

When space is limited, students repeating a class will be considered only after those students normally taking the class have been placed.

NEWSPAPER/YEARBOOK

The school newspaper and yearbook are an integral part of the curriculum at

Mammoth Spring High School. The principal and publications' instructor will have the right to review and edit all issues before publication.

APPEARANCE AND DRESS CODE

We recognize that among those rights retained by the people under our Constitutional form of government is the freedom to govern one's personal appearance. However, when dress and grooming substantially disrupt the learning process, it becomes a matter subject to school authority. Students are expected to present an appearance at school and at all school functions (including ball games) that maintains a reasonable degree of modesty and dignity. These guidelines apply not only to school hours but also to all school-sponsored activities. Students whose clothing does not meet the school guidelines will be required to change before attending school-sponsored trips.

Accordingly, the following regulations have been established:

1. Transparent or extremely tight garments are prohibited.
2. Shorts must be worn 4 inches or less above the knee.
3. Any language, symbols, or depictions on clothing that are vulgar, crude, substance-related, or gang-related are prohibited.
4. All sunglasses, caps, and hats are to be removed before entering the building and secured in student's locker or backpack while inside the building.
5. Halter-tops, tank tops, and sleeveless shirts are prohibited.
6. Baggy or loose-fitting pants must be belted and secured around the waist if undergarments are revealed with normal daily movement.
7. Holes no wider than seam-to-seam or no gap wider than 1/2 inch. Holes more than 4 inches above the knee must be patched or student must wear leggings/shorts underneath pants/shorts.
8. Students must wear appropriate footwear at all times.
9. Shirts, blouses, sweaters, and sweatshirts must completely cover the torso during normal daily movement.
10. Leggings and jeggings must be worn with shirts that completely cover the torso during normal movement.
11. Remove hoodies from the head when entering the building.

The following action will be taken if a student is found in violation of the dress code:

PENALTY: Required to Change - Expulsion

LATE ENROLLMENT

A student will not be permitted to enroll after the eleventh (11) day of any semester, unless the principal determines that extenuating circumstances exist.

Exceptions may be made for transfer students who were in good standing (not suspended or expelled from the school previously attended) have no excessive absences in previous district, and immediately enroll in the Mammoth Spring School District (no lapse in school attendance).
Exceptions may include permission to enroll student but deny credit for the semester because of attendance requirements (p. 6, paragraph 3).

EVALUATION

In order to establish equal value in grading, the following percentage values are to be used in making the transfer to letter grades.

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

A notation shall be made on a student's transcript to indicate each special education class included on the transcript. (Act 107 of 1991)

OFF CAMPUS EVENTS

Students at school-sponsored, off-campus events shall be governed by school district rules and regulations and are subject to the authority of school district personnel at all times.

COMPUTER NETWORK AND INTERNET POLICY

1. Purpose and Use. The purpose of the Mammoth Spring School District Computer Network (MSSDCN) is to provide students, parents, teachers and staff with opportunities for resource sharing, communication and innovation to promote educational excellence in the school district. The following are eligible to obtain an account for the MSSDCN:
   - faculty, staff and administrators at Mammoth Spring School District
   - students and their parents
   - Mammoth Spring School Board Members

   Services which may be available to users of the MSSDCN are:
   - electronic mail
   - internet access

Access to, and use of, the MSSDCN is a privilege and not a right. Violation of any portion of this policy may result in loss of access to/use of the MSSDCN. Information services and features contained on the MSSDCN are intended for the private use of its patrons and any commercial or other unauthorized use of those materials, in any form, is expressly forbidden. Registered users are responsible for the use of their password and account. Any problems which arise from the use of an account are the responsibility of the account holder. Any misuse may result in suspension of the account privileges. The MSSDCN hardware, software, and user accounts are the property of the Board of Education and network administrators, as representatives of the Department of Education, have the right to inspect user accounts, if deemed necessary.

2. Prohibited Activities: The following activities are not permitted:
   - sending or displaying offensive messages or pictures
   - harassing, insulting, or attacking others
   - damaging or attempting to damage computer systems or software
   - violating software licensing or copyright laws
   - trespassing in another's folder, work or files (including network files or files on individual hard drives)
   - intentionally wasting network or computer resources
   - employing the network for commercial purposes
   - downloading software from network or networked equipment without legal license or authorization
   - loading/installing software on any computer or portion of the MSSDCN without permission from the network administrator
   - accessing or viewing pornographic related material
   - accessing or viewing sites which promote illegal activities

   When applicable, law enforcement agencies may be involved

3. Warranty Disclaimer: The Mammoth Spring School District does not warrant that the functions of the system will meet any specific requirements users may have, or that it will be error-free or uninterrupted; nor shall it be liable for any direct or indirect, incidental, or consequential damages (including data information) sustained or incurred in connection with the use, operation or inability to use the system.

4. Electronic Mail and Internet Use Disclaimer: Having access to the internet means a user has access to information and material which may be considered inappropriate or obscene. Users will also have access to material which may not be legally viewed by a minor. The Mammoth Spring School District has no way of blocking access to all internet web sites which parents or guardians may find inappropriate for their children or of identifying all such sites. In granting their children access to the Mammoth Spring School District Network, parents or guardians relieve the Mammoth Spring School Board, board members, superintendent, principals, and teachers of responsibility for material to which their children may be inadvertently exposed when using the internet or electronic mail.

SCHEDULE CHANGES

1. Changes in class schedule (from one subject to another) must be completed during the first week of the semester. People involved in these changes are the student, parent, counselor, and principal.
2. Students who are dropping out of school for any reason must pick up a withdrawal sheet from the principal's office. This withdrawal sheet will be presented to the teachers involved, as well as the principal. When completed, it must be returned to the principal's office.

MOTOR VEHICLE REGULATIONS

The following rules are to be observed when using a car on campus:

1. When you arrive at school, park your car, exit the vehicle, lock your car, and go directly into the building. When you arrive on campus you are considered to be here for the day. You are not to leave campus after arrival without checking out in the office.
2. Students are not to be in or around parked cars during the school day.
3. Parking is limited to the student parking lot.
4. There will be no loitering in the parking lot or visitation of same without permission.
5. There is a speed limit of 10 miles per hour on campus. Reckless driving will not be tolerated.
6. Permission to drive to school may be revoked if a student receives an unexcused tardy three (3) times in a quarter.
7. Student driver arrival time is 7:40 a.m. (breakfast in the cafeteria) to 7:55 a.m.

ACCIDENTS

Any accident in the school building or on the school grounds is to be reported to the teacher on duty or the Principal's office as soon as possible.

VISITORS

Visitation by school age students is not permitted during the school day. Parents are encouraged to visit the school and consult with teachers about the progress of their child. Teachers are available for this purpose but an appointment should first be made through the Principal's office. Parents or adult visitors are asked not to go to classrooms without first clearing through the Principal's office.

INCLEMENT WEATHER

In case of inclement weather or threat of inclement weather, the superintendent will determine any school cancellation. All cancellations will be announced on radio stations KALM/KAMS, television station KAIT-8, district-wide text system, and official MSSD web site.

SCHOOL SAFETY

The Mammoth Spring High School Fire Marshals and their sponsors will conduct regular monthly fire drills and report the date and time to the principal. The fire marshals will also make an inspection of the school, equipment, and grounds at least once each semester and report any identified deficiencies to the principal.

Tornado drills will be conducted periodically during each school year. Student fire marshals and designated school officials will supervise these drills. Fire and tornado drill plans will be made available to all faculty and staff members at the beginning of each year. Classroom teachers will then make the procedures known to the student body.

JUNIOR-SENIOR PROM

Attendees to the Junior-Senior Prom will be limited to:

1. Seniors and their dates
2. Juniors and their dates
3. Maximum age for attendance is 20 years.
4. Any date who is not a student at Mammoth Spring High School must fill out an application a minimum of two weeks before the prom and receive principal permission to attend.
5. Prom will be held in a designated location upon Board of Education approval.
6. IF prom is not on the Mammoth Spring Campus, all MSHS students and their dates will be transported to and from the prom from MSHS campus to the approved site and returned to the MSHS campus. Transportation method must be BOE approved.

ENTERING OR LEAVING SCHOOL DURING THE DAY

Any student coming to school after 7:55 a.m. or who finds it necessary to leave school during the school day must check in or out through the principal's office. The check-out procedure includes the following:

1. A note or a telephone call from the parent
2. Sign the check-out sheet after checking with the principal or designated faculty member. Failure to do so will result in a truancy and appropriate consequences will be applied.
3. Students are not to leave the campus during lunch unless you sign them out. The rationale for this is:
    1. Our campus is considered to be a closed campus
    2. Because of the size of the campus and the split lunch schedule, it is virtually impossible to control who is coming and going.
    3. We have had several minor accidents (fender benders) in the student parking lot in past years and
    4. The majority of students who checked out for lunch were not going home to eat as policy specified, but were driving around town, walking off campus to smoke, and returning to school late.
4. Seniors may attend school on a part-time basis if they are gainfully employed. (Act 675 of 2003) They must have a minimum of 21 credits and meet additional specific criteria. The rationale for this is:
    1. To provide students an opportunity to learn on-the-job skills that can not be taught at school and
    2. To develop a relationship between the school and private business and industry

The work/study program involves additional paperwork and specific approval from the principals's office. Students may be observed on the job by a faculty member, and the school reserves the right to terminate this agreement should a student be in danger of failing a class. You may contact the principal's office for specific details.

TOBACCO AND ELECTRONIC SMOKING DEVICES

High School students are prohibited by law to use, possess, or distribute tobacco products or the paraphernalia associated with tobacco or electronic smoking devices on campus or any school-related activity at any time.

LOCKERS

At the beginning of school each student will be assigned a locker. Lockers are not to be traded or shared. Writing or permanent objects should not be put on lockers. Students may use a personal combination. Principal's office must have the combination.

Lockers are school property to be used by the student for storage of books and supplies. They may be searched at any time by the school administration.

IN-SCHOOL SUSPENSION

ISS is a detention room the student will attend during the school day. Students will be allowed to complete homework and test assigned for a grade. Students who refuse to abide by the ISS classroom rules may be sent home and given zeros for that day.

DETENTION HALL

1. Detention is the loss of a student's free time.
2. Detention may be assigned by the principal or a teacher for rules infractions and/or misconduct.
3. Students will not be assigned more than two (2) days detention at one time by one teacher.
4. Students must bring school work to detention.
5. If work is not completed, an extra day of detention may be assigned.
6. Students who fail to show up for detention will be given an extra day of detention.
7. If a student receives 5 detentions in a semester, he/she will be referred to the office for further disciplinary action.

POLICIES FOR STUDENTS RIDING SCHOOL BUSES

1. Be at the bus stop at the scheduled time. Stand back about ten feet from the bus stop and wait until the door is opened before moving closer to the bus.
2. While loading or unloading, enter or leave the bus orderly and quickly.
3. While riding the bus, students are under the supervision of the driver and must obey the driver at all times. Students causing disciplinary problems on buses will be identified and corrective action will be taken in compliance with school policy.

These corrective measures may include:

A. Corporal punishment
B. Parent conference
C. Suspension from school or from bus riding

4. Students are not to distract the attention of the driver or disturb other riders on the bus (which includes keeping your hands to yourself; attend to your own matter; let other pupils alone, and be reasonably quiet.)
5. Neither food nor drink are to be brought aboard or consumed on buses. Lunches may be carried, but not opened. No knives or sharp objects are allowed. No firearms, pets, or animals are allowed.
6. You are not to tamper with any of the safety devices such as door latches, fire extinguishers, etc... Pupils must remain seated while the bus is in motion (Act 1744 of 2000) and must not ever move while it is stopped except as the driver directs. Pupils are not to put their hands, arms, head, or body out of the window. Do not yell at anyone outside the bus.
7. Students are not to deface the bus or damage the seats, etc... Do not throw paper, food, or other objects on the floor of the bus. Do not eat on the bus. Keep the aisle of the bus clear from books, lunches, coats, etc... Do not put feet in the aisle.
8. Act 729 of 1977 makes it illegal to smoke on the school bus. The penalty for violating this law is a fine ranging from $10 to $100.
9. Act 814 of 1977 makes it unlawful to threaten, curse, or use abusive language to a school bus driver or in the presence of students.
10. Do not ask the driver to let you off the bus at any place except your regular stop.
11. If you must cross the road or highway to enter the bus, try always to be on the right side of the road waiting for the bus. If you arrive at the stop late, wait until the bus has come to a complete stop and the driver has signaled for you to cross in front of the bus.
12. Pupils who must cross the road after leaving the bus in the afternoon must go to a point on the shoulder of the road 15 feet in front of the bus before crossing.
13. Pupils should not ride any bus except their own, unless they have written permission from their parents and approval by the office to ride a different bus.
14. This is not intended to cover all the do's and don'ts. But, it is a very specific guide. The driver may find it necessary to interpret these policies in light of his or her own bus needs.

INTERROGATION OR REMOVAL FROM SCHOOL BY LEGAL AUTHORITIES

Students have the right to be advised of their rights, to know why they are being questioned, to remain silent, and to know anything he/she says may be held against him/her in court. Any interrogation shall take place in the presence of a school official unless he/she has been observed violating a law by a law enforcement officer and/or the official school representative is presented a warrant or other valid order for arrest.

School administrators have the responsibility to notify parents of pending or past interrogation, to be present in the absence of parents during an interrogation, and assure the student of his/her rights. Act 613 of 2013 requires that the principal or his/her designee shall not provide notification if a request is made to interview a

student during the course of an investigation of the suspected child maltreatment and a parent, guardian, custodian, etc. is named as an alleged offender.

COMMENCEMENT EXERCISES

Only students meeting all graduation requirements will be allowed to participate in commencement exercises.

The actual diploma will be handed out after the graduation ceremony. Any student who displays misconduct during the commencement ceremony will have to appear before the Board of Education with his/her parents at the next regularly scheduled board meeting and present a reason for said misconduct. The diploma may be handed out at this time, pending Board approval. In addition, the student's transcript may contain reference to misconduct.

POLICIES FOR STUDENT CONDUCT AND DISCIPLINE TO THE STUDENT

This portion of your handbook has been prepared for the purpose of outlining to you the expectations of the Mammoth Spring School District in regard to student conduct.

The District recognizes that students are guaranteed full rights of citizenship by the United States Constitution and these rights may not be denied except in accordance with due process of law. The District further recognizes that with these rights there are responsibilities which are designed to help all participants acquire the full benefits of the educational program regardless of race, sex, creed, or national origin.

It is impossible to list in this handbook all of the rules and guidelines for students and staff use. Therefore, the contents of this handbook should not be construed as limiting or denying your principal the right and responsibility to develop such necessary rules and regulations that are consistent with federal and state laws and Board of Education policies and regulations.

Each student will receive a copy of the handbook. Parents will be required to sign a statement of receipt which must be returned to the Principal's office where it will be kept on file in accordance with Act 104 of 1983.

WHO IS RESPONSIBLE FOR STUDENT CONDUCT?

Freedom is a constitutional right, but it does not mean the absence of reasonable rules and regulations which serve to guide the actions of individuals. Along with freedom comes the responsibilities to act in such a manner as to insure that all participants may enjoy the same freedom. To obtain the greatest possible benefit to the students, teachers, administrators, parents, Board of Education, and the entire community, it is essential all work together to insure that all persons are treated equally and with dignity in respect to their rights.

STUDENTS

Students have the responsibility to pursue their education in a manner that shows respect for students, faculty members, parents and other citizens. Students should be aware that they have the responsibility to cooperate and assist the school staff in the orderly and efficient operation of the schools by abiding by rules and regulations established by the Board of Education and implemented by teachers and school administrators. Each student is responsible for his/her conduct at all times.

PARENTS OR GUARDIANS

Parents or guardians are responsible for exercising the required controls so their children's behavior at school will be conducive to their own progress and not disruptive to the school's educational program. They are responsible for alerting school personnel when they have reason to believe their children are experiencing difficulties at school or at home. By actively soliciting the help of the school, a positive behavioral support plan can be developed and maintained through the Collaboration.

TEACHERS

Teachers are responsible for the supervision of the behavior of all students in the school. This includes not only the students who are regularly assigned to the teacher, but all other students with whom the teacher comes into contact. Each teacher is expected to maintain the kind of atmosphere which will promote the learning process and to utilize appropriate techniques. These techniques include conferences with students and parents, referral to counselor or referral to other appropriate school personnel. The teacher is authorized to administer corporal punishment according to guidelines established by district policy. When the teacher is unable to maintain a proper classroom environment, the student(s) are to be referred to the principal.

PRINCIPAL

The principal of the school is expected to disseminate to all students at the beginning of the year, and to each new student upon registration, the rules and regulations currently in effect. The principal is expected to inform the parents or guardians of any student whose behavior is in serious conflict with established laws, rules and procedures.

SUPERINTENDENT

The superintendent is responsible for exercising leadership in establishing all necessary procedures, rules, and regulations to make effective the Board of Education policies relating to standards of student behavior.

BOARD OF EDUCATION

The Board of Education, acting through the Superintendent, holds all school employees responsible for the supervision of the behavior of students while legally under supervision of the school.

DEFINITIONS

1. EXPULSION: Prohibition of a student from entering the school or school grounds (except for a prearranged conference with an administrator) until the end of the current year, semester, permanently or other specified length of time, with the loss of academic credit. This action shall be taken by the Board of Education only.
2. SUSPENSION: Prohibition of a student from entering the school or school grounds (except for a prearranged conference with an administrator) for a period of time set by the principal or superintendent of the school. Suspensions may not exceed ten (10) school days including the day on which the offense occurred. Suspension does not carry with it loss of credit for the semester. Coursework for the duration of the suspension will be provided to the student. Upon return to campus, completed assignments must be returned to the individual teacher who assigned the work, in order to receive academic credit for the time if the suspension.
3. PROBATION: When a student is placed on probation, that student must obey the rules and regulations for the rest of the school year. If probation is broken by the student, expulsion will be recommended.
4. REASONABLE FORCE: The minimum amount of force necessary to stop or restrain a student from conduct or actions that are inappropriate or that may cause physical injury to herself/himself or another individual.

STANDARDS OF CONDUCT

All students are expected to conduct themselves at all times in a manner that will contribute to the best interest of the school and not infringe on the rights of others. The school staff has the authority and the responsibility 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 students and maintain order.

A student who is well informed concerning his/her rights and responsibilities, and the standards of behavior expected should not require disciplinary action. For the information of all students, however, infractions to avoid and recommended disciplinary actions are presented below.

POSSESSION OF ELECTRONIC DEVICES

Students will not be permitted to bring to school such items as radios, CD players, playing cards, laser pointers, beepers, paging devices, etc. that may distract from the learning environment, unless specifically needed for health or other compelling reasons.

Penalty: First Offense - Three (3) days of In-School Suspension or Corporal Punishment - Parents pick up Second Offense - Three (3) days of In-School Suspension - Parents pick up Third Offense - Five (5) days of In-School Suspension - Parents pick up

CELL PHONES

Students are permitted to use cell phones during morning break and lunch. Cell phones must be turned off and put away during instructional time, unless permitted by the classroom instructor. If a cell phone notification disrupts instruction time, or if a student has a cell phone out during instruction time, the teacher will respond in accordance with her/his classroom procedures and the MSHS Student Handbook guidelines and rules.

Teacher's referral to the principal's office will include cell phone confiscation, parent conference, and possible further disciplinary action.

INFRACTIONS TO AVOID

The following activities are considered infractions of proper conduct and will subject the student to disciplinary action including, but not limited to, suspension or expulsion from school, and/or notification of law enforcement officials. The rules will be in effect at all times on school grounds, off school grounds during a school sponsored activity, and enroute to and from school.

Disciplinary action may range from a minimum of a reprimand to a maximum of expulsion and notification of authorities.

BEHAVIOR NOT COVERED

The school district reserves the right to pursue disciplinary or legal action for behavior which is subversive to good order and discipline in the schools even though such behavior is not specified in the preceding written rules.

DISCIPLINE OF STUDENT WITH DISABILITY

Students with disabilities who engage in misbehavior are subject to normal school disciplinary rules and procedures unless the disability condition is a cause of his behavior.

The individual education plan (IEP) team will consider whether special disciplinary procedures should be followed with regard to any particular special education student. This information will be placed on the student's IEP.

DISREGARD OF DIRECTIONS OR COMMANDS (INSUBORDINATION)

A student shall comply with reasonable directions or commands of teachers, substitute teachers, teacher aides, principals, administrative personnel, school bus drivers, or other authorized personnel.

PHYSICAL ABUSE OR ASSAULT BY A STUDENT ON A SCHOOL EMPLOYEE

A student who commits assault and/or battery upon a member of the faculty or staff of the Mammoth Spring School District shall be expelled from Mammoth Spring School District. (Act 104 of 1983)

ANTI-BULLYING POLICY

Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. www.stopbullying.gov.
A student shall not bully or harass another student. Conduct that constitutes bullying may include but not be limited to verbal threats, tripping, shoving, or other types of behavior that intimidates another student. Bullying is prohibited while on school property, at school sponsored activities, at bus stops, and on school busses. (Act 681 of 2003) Electronic acts of bullying are prohibited whether or not the electronic act originated on school property or with school equipment. (Act 115 of 2007) Copies of the districts' anti-bullying policies shall be available upon request.

Hazing of any kind will not be tolerated. This would include the initiation into or affiliation with sports programs and other extracurricular activities.

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

THREAT/PHYSICAL ABUSE OR ASSAULT BY A STUDENT ON ANOTHER STUDENT

A student shall not threaten or attempt to cause injury or physical harm to another student nor shall a student strike another student.

FIREARMS AND WEAPONS

Carrying, using, or storing weapons in a school building, on school grounds, or at school activities will be subject to disciplinary action with Federal and State law and Board of Education Policy.

1. FIREARMS AND OTHER WEAPONS PROHIBITED UPON SCHOOL CAMPUS BY LAW
    1. Any student, regardless of grade or age, possessing a firearm or other weapon prohibited upon a school campus by law shall be "EXPELLED" from school for a period of one (1) year (365 days) from the date of expulsion.

NOTE: A student found in possession of a firearm or prohibited weapon will be immediately suspended from school (O.S.S.) for ten (10) days during such time an expulsion hearing before the Board of Education shall be scheduled and conducted.

2. In order to discipline students with disabilities in accordance with requirements of part B of the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act (Section 504), the superintendent shall have discretion to modify such expulsion requirements for a student on a case-by-case basis.
3. All incidents under this section WILL BE referred to the appropriate local criminal justice system.

2. OTHER WEAPONS

   Any instrument specifically designed or commonly used to inflict bodily harm and/or intimidate another individual is considered to be a weapon. Students in possession or storing of such instruments on the school campus or at any school activity, regardless of location, will be immediately suspended for a period of TEN (10) DAYS and will be recommended for expulsion by the principal.

The superintendent and School Board will review the expulsion recommendation and take into consideration the following criteria:

1. Gravity of the situation
2. Past academic performance and placement
3. Past discipline record
4. Character reference from teacher
5. Student's remorse and willingness to seek professional counseling or some rehabilitation

3. OTHER INSTRUMENTS USED AS WEAPONS

   Any instrument designed for other purposes but has been used or threatened to be used to inflict bodily harm and/or intimidate is considered a weapon. EXAMPLES: Belts, Combs, Pencils, Files, Compasses, Pens, Pocket Knives, etc.. Students acting belligerently or aggressively with any of the above identified or unidentified instruments in a manner that would indicate intended harm or intimidation to any person may be administratively judged to be in possession of a weapon and disciplinary action against the pupil be taken.

NOTE: This policy is applicable on any school campus or any school activity, regardless of location.

The minimum penalty will be disciplinary conference with the principal with possible parental conference when appropriate, and maximum penalty of expulsion for the remainder of the school year.

LEGAL REFERENCES: A.C.A. 6-18-502, A.C.A. 6-21-608 Gun-Free School Act (GFSA), Individuals with Disabilities Education Act (IDEA), The Rehabilitation Act (Section 504)

Parents, guardians, or other persons in loco parents of an expelled student must sign a statement acknowledging that they have read and understand current laws regarding the possibility of parental responsibility for allowing a child to possess a weapon on school property. The statement shall be signed by the parents, guardians, or other persons in loco parents prior to readmitting a student in any public school immediately after the expiration of an expulsion period.

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.

TRUANCY

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

GAMBLING

A student shall not participate in any activity which may be termed gambling or wagering where the stakes are money or any other object or objects of value.

VIOLATION OF PARKING AND DRIVING REGULATIONS

A student using any type of vehicle as a means of transportation to and from school shall not violate the rules and regulations set forth by the school.

1. Conference and warning and/or loss of driving privileges for 1-5 school days.
2. Loss of driving privileges for 10 school days.
3. Suspension of right to drive any vehicle for remainder of school year.

CUTTING LUNCH LINE

Students shall always keep their place in lunch line. Serious altercations often develop as a result of this infraction. If a student lets someone cut in front or behind him, he/she shall also be penalized.

WILLFUL DAMAGE/DESTRUCTION TO SCHOOL, STAFF, OR STUDENT PROPERTY

A student shall not cause or attempt to cause damage to school property or steal or attempt to steal school, staff, or student property.

The school district will attempt to recover damages from the student destroying or stealing any school, staff or student property. Parents of any minor student under the age of 18 living with the parents may be liable for damage caused by said minor in an amount not in excess of $5,000.

THEFT AND EXTORTION

A student shall not cause or attempt to cause damage, or steal or attempt to steal the property of another student or any other person, nor shall a student obtain or attempt to obtain something of value from another person by either physical force or threat.

USE OF PROFANITY - VERBAL ABUSE

Students shall abstain from using profanity and language deemed improper.

IMMORALITY

Students shall abstain from indecent and immoral acts.

LASERS

Possession of a hand-held laser pointer is prohibited on school property. It is considered contraband and will be confiscated by school personnel.

PUBLIC DISPLAY OF AFFECTION

Public display of affection is not appropriate behavior at school. Failure to comply with reasonable expectations of the school staff will lead to disciplinary action.

SEXUAL HARASSMENT

Unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written, or physical conduct of a sexual nature by any student to another may constitute sexual harassment. A substantiated charge against a student shall subject that student to disciplinary action including suspension or expulsion, consistent with the Student Discipline Code.

DISRUPTION AND INTERFERENCE WITH SCHOOL

No student shall block the doorway or corridor; prevent others from attending a class or school activity; block normal pedestrian or vehicular traffic; use violence, force/noise, coercion, threat, intimidation, harassment, fear, passive resistance or any other conduct intentionally to cause a disruption. Nor shall he/she refuse to identify himself/herself on request or encourage other students to violate any rule or school board policy.

LOITERING BY SUSPENDED STUDENTS

A student provided written notification that because of an act of misbehavior he/she is prohibited from being in a school building or on school campus for a specific period of time shall not enter such building or be present on school grounds.

BOMB THREAT PROCEDURE

When School Is Not In Session:

Upon receipt of a bomb threat the local law enforcement and/or county sheriff's office shall be notified immediately and shall be given a complete description of the threat and any supporting evidence that may be available. The superintendent then shall be notified. The county sheriff's or local police department shall search the building or buildings involved with their personnel or with personnel designated and supervised by the sheriff's or local police department.

The schools shall not be opened to the students until the building or parts thereof are approved for occupancy by the police officer in charge of the search and by the principal of the school building involved.

When School Is In Session:

Upon receipt of a bomb threat the fire drill procedure will be followed and all personnel will be evacuated from the building or buildings included in the threat. After activating evacuation procedures, the county sheriff's office, local police department, and the local fire department shall be notified and shall be given a complete description of the threat and any supporting evidence that may be available. The superintendent shall then be notified.

The county sheriff's department or local police department shall search the

building or buildings involved with their personnel or with personnel designated and supervised by their respective offices. The law enforcement personnel may be requested to search the gymnasium and adjoining facilities first in order that students may be returned to these rooms, upon approval of the police officer in charge of the search and the principal of the school involved, prior to the search of the remainder of the buildings.

Circumstances will dictate whether any strange or foreign objects should be removed immediately or left for removal by a qualified person. After the entire building is approved for occupancy by the police officer in charge of the search and principal of the building, the school day shall be resumed.

School Personnel Procedure:

1. Evacuate and call roll in the designated area.
2. After notification from the principal, teachers may have to move their students to a more secure area. The area will be specified by the principal or designee.

Penalty:
A student who calls in or writes a bomb threat and/or any other threat to the health and safety of students and employees will be referred to the legal authorities and will be recommended for expulsion. (AR State. 41-2911, 49-2912)

Any false bomb threats may be punished to the maximum penalty as provided by law. ($5,000.00 and five years imprisonment in the state penitentiary) (School Laws of Arkansas 211-4611).

STUDENT DRUG-FREE SCHOOLS AND CAMPUSES POLICY

In an effort to create a healthy environment for students and staff members, and in compliance with the provisions of Public Law 101-226, the Mammoth Spring Board of Education prohibits the possession, use or distribution of illegal drugs and/or alcohol by its students on School District property or as a part of any school activity.

The illegal manufacture, distribution, dispensation, possession or use of narcotics, drugs, alcohol, controlled substance, intoxicant of any kind or substances represented to be such during working hours, school activities, or on School District property constitutes conduct unbecoming a student and is prohibited. A student shall not report to school or any school activity after having used any prohibited drug. Compliance with the standards of conduct stated in this policy is mandatory of all students. Violations of any part of this policy may result in disciplinary action, including suspension and expulsion. If the situation warrants, the principal shall communicate all available information promptly to the proper law enforcement agency(ies) and offer full cooperation of the Mammoth Spring School District in an investigation.

Students are encouraged to seek treatment and/or counseling for drug problems (see referral/resource list). The Mammoth Spring School District will not assume any expenses incurred in counseling or attendance in a drug/alcohol program.

The sale, purchase, distribution and/or receiving (or the attempt of such)

Step One: 10 OSS; Referral to superintendent for possible expulsion.

Step Two: Referral to superintendent; possible expulsion.

Possession of or in attendance while under the influence

Step One: 10 day OSS. If a student agrees to a chemical dependency evaluation at an approved facility, suspension will be reduced to 5 days; superintendent referral.

Step Two: 10-180 day OSS; superintendent referral; pending expulsion, unless the student agrees to a chemical dependency evaluation and complies with the recommended treatment plan.

Step Three: Referral to superintendent for possible expulsion.

SEARCH AND SEIZURE

Students have the right to be protected from unreasonable search and seizure by either state, federal or school officials.

School administrators have the responsibility to make a determination of the point at which the student's right to protection against unreasonable search and seizure is in conflict with the administrator's official duty to maintain a safe, orderly and efficient school. Search and seizure by the administrator and/or his designee may occur when reasonable suspicion exists.

School authorities may take a personal search and seize any illegal contraband, dangerous weapons or stolen property. Warrantless searches of students automobiles may be made at any time by school authorities. Search and seizure by law enforcement officials shall occur only when a warrant exists. School administrators have the responsibility to make students aware of search and seizure procedures involving school property.

CORPORAL PUNISHMENT - BOARD POLICY

The Board of Directors recognizes the need for firmness in dispensing with problems calling for disciplinary action in any school setting, on any school property, or at any school sponsored event. The Board further recognizes that the principal and faculty of the school must always be in a position to take disciplinary action if the atmosphere for learning is to be maintained. All disciplinary action should contribute to the general welfare of the school or class as a whole and should be directed toward the positive improvement of citizenship of the group of individuals involved.

The Board directs that corporal punishment, when deemed necessary, may be administered by any certified employee provided such punishment is administered according to the following requirements:

1. Corporal punishment shall not be administered to any pupil until a witness, who shall be a certified employee, has been summoned and advised in the

presence of the pupil the reason for the punishment and the pupil has been given the opportunity to explain the reason for his/her actions.

2. The administration of the corporal punishment shall be observed by the witness.
3. Corporal punishment shall never be administered in the presence of other students, neither shall it be excessive nor administered in a spirit of malice or anger.
4. A written report signed by the employee administering the corporal punishment shall be filed in the principal's office immediately following the punishment. The report shall give the reason for the punishment.
5. The parent, upon request, shall be provided a written explanation.
6. Refusing corporal punishment will result in a three (3) day suspension.

SUSPENSION - AUTHORITY AND PROCEDURES

The Principal and/or Superintendent may suspend pupils from school for disciplinary reasons when the best efforts of the staff, the counselor, and the parents or guardian of the pupil have failed.

Unless the official imposing the supervision has personally witnessed the infraction, he will conduct such investigation into the matter as he deems necessary, including an interview with the student before imposing a suspension.

The suspension shall not exceed ten (10) school days, including the day upon which it was initially imposed, and the parent or guardian will be given written notice of such suspension which shall include the reasons for the suspension, its duration, and the manner in which the suspension can be reviewed. Such notice will be mailed on the day the suspension is imposed to the parent or guardian at the address reflected on the records of the School District.

At the request of the parent, a suspension will be reviewed by the Superintendent. At such review, the student may make a statement in his/her own behalf and present any other available evidence in support of this position. The Superintendent shall have authority to revoke, terminate, or otherwise modify the suspension, and will notify the parents of his action in this regard on the day the review is completed.

If the Superintendent initiates the suspension process, the decision may be appealed to the Board.

EXPULSION

The Board of Education is authorized to expel a student for the remainder of the current year, semester, permanently or other specified length of time for conduct it deems to be of such gravity as to make a suspension inappropriate, or where it finds that the student's continued attendance at school would be unacceptably disruptive to the educational program or would be an unreasonable danger to other students and faculty members. The Superintendent shall give written notice to the parent or guardian (mailed to the address reflected on the School District records) that he has recommended to the Board of Education that a student be expelled and notice shall contain a statement of reasons for this recommendation. The notice shall reflect the date, hour and place where the Board of Education will consider and dispose of the recommendation, and such hearing shall be

conducted not earlier than three (3) calendar days, not more than seven (7) calendar 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 situation.

The President of the Board shall preside at the hearing which will be a public hearing. The matter may be considered in executive session if such is requested by the parent or guardian of the student.

The Superintendent may present any evidence, including statements of those persons having personal knowledge of the events and circumstances giving rise to the expulsion recommendation, at the hearing. The student, or his representative, may then present statements of any personal knowledge of events or circumstances relevant to the issues. Normally, formal cross-examination shall be limited to the question or questions as to which the credibility of the witnesses has become an issue.

Written questions may be submitted by the Superintendent or student to any witness presented by the other, and the witness will answer those which the Board deems material or relevant. Members of the Board may question any witness. It is noted that Arkansas Law makes no provision for taking of testimony under oath, and no sanctions for perjury at proceedings such as these.

At the conclusion of the hearing, the Board's decision on the question of expulsion will be made in open session.

Arkansas Statute 80-1516 provides that the Directors of a School District may exclude students for immorality, refractory conduct, insubordination, infectious disease, habitual uncleanliness, or other conduct that would tend to impair the discipline of the school or harm the other pupils.

GRIEVANCE PROCEDURES

The Mammoth Spring School District utilizes the chain of authority in the processing of complaints, problems or grievances of parents concerning discipline and grades of their children. In order to satisfactorily alleviate the problem the following procedure shall be followed.

1. In problems concerning grades or discipline of a student and a teacher is involved, the principal shall arrange a conference between the parent and teacher concerned.
2. If the parent is not satisfied with the teacher's explanation, the parent may request a conference with the Principal.
3. Parents not satisfied after the conference with the Principal may request a conference with the Superintendent.
4. Parents who are still not satisfied after the conference with the Superintendent may request to have the problem brought before the Board of Education.

   Teachers are not required to talk either directly or by telephone to parents who are irate, abusive, threatening, or using foul language. They should be referred to the Principal.

CIVIL RIGHTS STATEMENT

The Mammoth Spring School District does not discriminate against any individual because of race, color, national origin, age, sex, or handicap. These conditions shall not be used to exclude an individual from participation in or from the benefits of any program or activity sponsored by this school district. The Mammoth Spring School District is also an equal opportunity employer and the conditions stated above shall not be a factor in the employment or promotion of an individual. The School Board has designated the Superintendent as the Civil Rights Coordinator and he may be reached by calling 625-3612.

CONTRACT

Parents For Excellence

Mammoth Spring High School is committed to the belief that all children can learn and acknowledges that all of us...teachers, administrators, and parents... working together can make a positive difference in student achievement. The school district will provide an optimum learning environment in which students will experience success and achieve excellence in learning.

Student's Pledge

As a student, it is important that I work to the best of my ability. Therefore, I shall strive to do the following:

1. Attend school regularly.
2. Work hard to do my best in class and schoolwork.
3. Help to keep my school safe.
4. Ask for help when I need it.
5. Respect and cooperate with other students and adults.

Parent's Pledge

As parents, we want our children to have the best possible education and realize that strong school systems are essential. We, therefore, join with the Mammoth Spring School District in providing an optimum learning environment for our children.

1. I will insist that all homework assignments are done each night.
2. I will remind my child of the necessity of discipline in the classroom... especially self-discipline.
3. I will have high expectations for my child as an individual.
4. I will communicate and work with teachers and school staff to support and challenge my child.

OBJECTION TO PUBLICATION OF DIRECTORY INFORMATION
(Not to be filed if the parent/student has no objection)

I, the undersigned, being a parent of a student, or a student eighteen (18) years of age or older, hereby note my objection to the disclosure or publication by the Mammoth Spring School District of directory information, as defined in Policy No. 4.13 (Privacy of Students' Records), concerning the student named below.

I understand that the participation by the below-named student in any interscholastic activity, including athletics and school clubs, may make the publication of some directory information unavoidable, and the publication of such information in other forms, such as telephone directories, church directories, etc., is not within the control of the District.

I understand that this form must be filed with the office of the appropriate building principal within ten (10) school days from the beginning of the current school year or the date the student is enrolled for school in order for the District to be bound by this objection. Failure to file this form within that time is a specific grant of permission to publish such information.

I object and wish to deny the disclosure or publication of directory information as follows:

Deny disclosure to military recruiters _____

Deny disclosure to Institutions of postsecondary education _____

Deny disclosure to Potential employers _____

Deny disclosure to all public and school sources _____
Selecting this option will prohibit the release of directory information to the three categories listed above along with all other public sources (such as newspapers), AND result in the student's directory information **not** being included in the school's yearbook and other school publications.

Deny disclosure to all public sources _____
Selecting this option will prohibit the release of directory information to the first three categories listed above along with all other public sources (such as newspapers), but permit the student's directory information **to be included** in the school's yearbook and other school publications.

_____
Name of student (Printed)

_____
Signature of parent (or student, if 18 or older)

_____
Date form was filed (To be filled in by office personnel)