Mammoth Spring Elementary School

Student Handbook 2025-2026



Mammoth Spring Elementary School
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SECTION I – INTRODUCTION

Foreword

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 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

Vision

The Mammoth Spring School District is dedicated to working with the community to provide a safe, nurturing, and positive learning environment to all students.

Mission Statement

To provide our students a safe learning environment and the skills to become confident, productive, empathetic, lifelong learners in a diverse and ever-changing society.

School Board

Alexis Davis
Joe Flynn
Thomas Owsley
Devon Smoot
Jackie Vest

Administration

Mark Taylor	Superintendent of Schools
Janet Young	District Treasurer
Paula Stewart	District Bookkeeper
Robby Bennett	Elementary School Principal
Ashley Barron	Elementary Secretary
Scott Small	High School Principal
Cindy McCradic	High School Secretary
Janet Smoot	Preschool Director
Houston Cooper	Athletic Director
Lindy Greene	Dean of Students
Matthew Hardin	Alternative School Director
Sherry Powell	Gifted and Talented Coordinator
Brenda Bennett	Dyslexia Coordinator

Elementary Faculty

Kindergarten:	Cindy Garrison & Ann Truman
First Grade:	Sara Busch & Anna Flynn
Second Grade:	Haley Skaggs & Jessy Martin
Third Grade:	Lacey Lingenfelter & Beth Ragsdale
Fourth Grade:	Zack Flynn & Regina Stone
Fifth Grade:	Bobby Marcak & Tina Stewart
Sixth Grade:	Bethany Hunt & Rachel Young
Special Education:	Paula Orosz
School Counselor:	Kasy Wallace
Librarian:	Sandy Russell

Support Staff

Jeff Johnston	Technology Coordinator
Neal Rogers	Transportation Maintenance
Sam Savage	Maintenance
TBD	School Nurse
TBD	Resource Officer

Paraprofessionals

Rhonda Robbins
Kayla Rose
Melissa Richey
Gregg England
Niki Risner

Cafeteria Staff

Dianna French
Lilia Glenn
Savannah Hedden
Kristi Stirewalt
Audrey Tyson

Bus Drivers

Rose Estes
Lindy Greene
Jerry Hardin
Jessica Moore
Neal Rogers
Marty Young

Custodians

Billy Edwards
Jennifer Michaels
Lorean Stephens

Mammoth Spring School District
2025-2026 School Calendar
Alternate Calendar Format













Grading Periods					
	Begin	End	Days	Hours	Eq. Days
1st Quarter	8/14/2025	10/10/2025	41.0	273.3333	45.56
2nd Quarter	10/13/2025	12/19/2025	42.6	284.1667	47.36
3rd Quarter	1/7/2026	3/6/2026	40.0	266.6667	44.44
4th Quarter	3/9/2026	5/14/2026	42.6	284.1667	47.36
			166.3	1108.33	184.7

	Open House
	Parent/Teacher Conferences 1-6 pm
10/16/2025	Early Release Day at 1:00 PM
3/12/2026	Early Release Day at 1:00 PM

No Classes		
9/1/2025		Labor Day
10/17/2025	10/20/2025	Fall Break
11/24/2025	11/28/2025	Thanksgiving Break
12/22/2025	1/6/2026	Christmas Break
1/19/2026		Martin Luther King Holiday
2/13/2026	2/16/2026	President's Day
3/13/2026	3/16/2026	No Classes
3/23/2026	3/27/2026	Spring Break

Staff Development
8/6/2025
8/7/2025
8/11/2025
8/12/2025
10/20/2025
1/6/2026
2/16/2026

5/14/2026	Last Day of School

Make-Up Dates

Inclement Weather: The District is required to show 30 hours of make-up time in the event of inclement weather or other emergency circumstances. If the Superintendent cancels school, 40 hours of instructional time are built into the calendar that would not need to be made up. If additional time is necessary to be made up, May 15, 2026 may be used or time may be added to the remaining instruction days at the discretion of the District.













Organizational Chart

1. CITIZENS OF MAMMOTH SPRING SCHOOL DISTRICT #15
2. BOARD OF EDUCATION
3. SUPERINTENDENT OF SCHOOLS
    a. TRANSPORTATION SUPERVISOR
    b. CAFETERIA SUPERVISOR
    c. MAINTENANCE/GROUND SUPERVISOR
    d. PRINCIPALS
        i. TEACHERS
            1. PUPILS

1. The policy-making body of the school is the Mammoth Spring Board of Education. This body has the legal responsibility of providing educational facilities and an educational program for this legally constituted school district.
2. The Administrative Staff shall be the superintendent and the principal, who will implement and administer the program.
3. During the ordinary course of events, the above lines of authority will be followed.

Grievance Procedures

If a student and/or the parent of a student involved in a disciplinary ruling wishes to contest a disciplinary
ruling, they must follow the prescribed procedure.

1. State their complaint in writing to the school principal asking that the ruling be changed.
    a. The Principal shall have three school days from receipt of the written notice to render a decision.
    b. The Principal's decision shall be given to the complainant in writing in such time that the complainant should reasonably be expected to receive it no longer than five days after receipt of the complaint by the principal.
2. If dissatisfied with the Principal's decision, the student and/or parent may appeal to the Superintendent.

a. Such appeal shall be delivered to the superintendent before the end of the fifth day following receipt of the Principal's decision.
b. The appeal should detail the complaint and the Principal's response along with reasons for disagreeing with the Principal.
c. The Superintendent shall rule on the appeal no later than the end of the third day following receipt of complaint. Such ruling shall be delivered in writing in such time and manner, so as to reasonably expect receipt of said ruling by the complainant not later than the end of the fifth day following receipt of the appeal by the Superintendent.

3. Appeal to School Board– An aggrieved party may appeal the Superintendent's ruling to the School Board as follows:
    a. Appeal must be submitted in writing to the School Board not later than the end of the fifth day following receipt of the Superintendent's ruling.
    b. The School Board must rule on the appeal and deliver a written ruling to the aggrieved party not later than the end of the fifth day following receipt of the appeal from the aggrieved party unless the School Board or the aggrieved party request a hearing. Such hearing shall be scheduled on a date mutually agreeable and within seven days following such request.

Asbestos Statement

There are buildings on campus which contain some asbestos materials. However, the district has a management plan to safely control the asbestos. Anyone with questions about the plan should contact the superintendent's office. We are in full compliance with all regulations regarding asbestos on our campus.

SECTION II – STUDENT ADMISSION/REGISTRATION

Entrance Requirements for Students

To enroll in a school in the District, the child must be a resident of the District as defined in District policy (4.1 – RESIDENCE

REQUIREMENTS), meet the criteria outlined in policy (4.40 – HOMELESS STUDENTS), or in policy (4.52 – STUDENTS WHO ARE FOSTER CHILDREN), be accepted as a transfer student under the provisions of policy 4.4 – STUDENT TRANSFERS, or participate under a school choice option and submit the required paperwork as required by school choice option. 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 the ages who have been legally transferred to the District for educational purposes.

Student Transfer Policy

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 the previous school. Private school students shall be evaluated by the District to determine their appropriate grade placement. Home school students enrolling or re-enrolling as a public-school student shall be placed in accordance with policy (4.6 – HOMESCHOOLING).

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

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

1. The parent, guardian, or other responsible person shall furnish the child's social security number.
2. The parent, guardian, or other responsible person shall provide the district with a birth certificate for proof of age.
3. A copy of the guardian's driver's license.
4. Legal documents stating you have educational rights to enroll the student, if not a parent.
5. Proof of address (water bill, electric bill, copy of lease agreement).
6. 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 the person's expulsion has expired.

Immunizations

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.

Attendance Requirements

The compulsory attendance ages for students in Arkansas are 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 the ages of 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

Guidelines for Student Placement

Home School Transfers:

Realizing that homeschooled students may have been working under varying curriculum requirements that may have enabled them to work at different academic levels than the public-school students of their age group, it is necessary for the Mammoth Spring Schools to adopt procedures for the placement of these students. A student transferring from homeschool will be placed in accordance with (Policy 4.6-Home Schooling). In accordance with Act 300, 1997, these procedures will include the administration of placement tests to determine the appropriate academic level of each home-schooled student. The evaluation tool may be the IOWA or a similar test which meets the needs of the student and district. After the results of the test are known, the school counselor and the principal will determine the placement of the student and award credits based on the test results. For homeschooled students in grades nine through twelve, achievement test scores will only be used for core academic areas and are not intended to indicate acceptance of credit in physical education, vocational, and business education courses. For the

subjects in which credits are allowed, there will be no letter grade recorded, only a unit of credit. Grade point averages and class rank will be computed using only those grades earned in attendance at Mammoth Spring High School. Students who transfer credits from home-schools will not be eligible to compete for senior scholastic honors including class valedictorian and salutatorian. Appeals for exceptions to this policy may be made to the high school principal. 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. 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.

Transfers from Non-Accredited Schools:

The procedure for students transferring from non-accredited institutions will include the administration of placement tests to determine the appropriate academic level of each home-schooled student. The evaluation tool may be the IOWA or a similar test which meets the needs of the student and district. After the results of the test are known, the school counselor and principal will determine the placement of the student and award credits based on the test results. For homeschooled students in grades nine through twelve, achievement test scores will only be used for core academic areas and are not intended to indicate acceptance of credit in physical education, vocational, and business education courses. For the subjects in which credits are allowed, there will be no letter grade recorded, only a unit of credit. Grade point averages and class rank will be computed using only those grades earned in attendance at Mammoth Spring High School. Students who transfer credits from non-accredited institutions will not be eligible to compete for senior scholastic honors including class valedictorian and salutatorian. Appeals for exceptions to this policy may be made to the high school principal. 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. 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.

Withdrawal Procedure

Students must return books, electronic devices furnished by the school, and pay outstanding charges. An official transcript and withdrawal grades will be forwarded upon request from the new school.

Transportation

All students residing in the District are eligible to receive bus transportation. Students shall cooperate in maintaining safe and comfortable school transportation. A student desiring to ride a bus other than the regularly designated bus must present a written request from the parent to the principal and get a permit to ride the requested bus. Each student shall board and leave the bus only at the student's regular stop unless prior
permission is obtained. Students are encouraged not to bring anything onto the bus which might impede the bus driver if more than three guests are to ride the bus. For more information, see the TRANSPORTATION POLICY.

SECTION III – ATTENDANCE

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:

- Present for onsite instruction provided by the district.
- Participating in a planned district-approved activity.
- 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.

Unexcused absences are all absences not listed above.

A student must be fever free for 24 hours before returning to school.

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

The parent/guardian must notify the elementary school principal's office by 9:00 am, the office will attempt to notify the parent/guardian of student absence by phone call.

A student's parent or guardian shall be notified when a student has five (5) and ten (10) absences. Notifications may be by mail or phone.

Students having more than 10 unexcused absences per semester may be denied course credit, promotion, or graduation. (Act 1322 of 2013) When a student exceeds 10 unexcused absences per semester the school district will notify the prosecuting authority and the student's parent, guardian, or person in loco parentis shall be subject to a civil penalty through a family in need of services action in circuit court. The penalty may include a fine of up to $500.00 plus court cost and any reasonable fees assessed by the court. (Act 1322 of 2013)

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

Days missed due to expulsion or out-of-school suspension shall be unexcused absences. Work will be given to the students prior to the expulsion or out-of-school suspensions and turned in upon return to school.

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 7:57 a.m. and ends at 3:29 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.

Late Arrivals/Tardies

1. Students who arrive at school any time after the tardy bell at 7:50 must report to the Principal's office, sign in properly, and pick up an admission slip to class. Students who fail to do so will be considered truant.
2. Tardiness is defined as an unexcused appearance of a student beyond the scheduled time that a class begins.
3. Three incidents of unexcused tardies to a class will be considered to be equal to one half day absence. Teachers will notify the student when such incidents occur.
4. Students leaving after 2:30 will be credited with a tardy.
5. Students leaving before 2:30 will be counted absent a half day.

We encourage parents to get their child/children to school on time. We ask that you not pick them up before the end of the day unless it is very important.

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 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 one class day to make up their work for each class day they are absent, up to three (3) days.
6. Make up work which is not turned in within the make-up schedule for that assignment shall receive a zero.
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 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 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.

Entering or Leaving School During the Day

Any student coming to school after 7:57 a.m. or who finds it necessary to leave school during the school day must check in or out through the principal's office. A parent, guardian, or parent-approved person must be present to sign the student in or out of school.

**Lunch deliveries must be taken to the office during the designated lunch time.

SECTION IV– ACADEMICS

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

A notation shall be made on a student's transcript to indicate each special education class included on the transcript. (Act 107 of 1991). Grades assigned to students reflect only educational objectives. A skills mastery checklist will be used at the kindergarten level.

Report to Parents

Grade reports will be sent home midway through each quarter. 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. Conferences may be held at any other time by teacher or parent request.

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 and on social media. Parents or guardians of a student or a student 18 or older may choose not to have their name or picture

released to the media/social media. Opt-out forms are in the back of the handbook and should be returned to the principal's office.

Promotion and Retention of Students

A student will be retained if in the judgment of the teachers, counselor, and principal the interest of the student is best served. The parent has the right to a conference with the teacher, counselor, and principal before final determination is made. A student will be promoted if in the judgment of the teachers, counselor, and principal that satisfactory academic achievement and social behavior has been made by the student. The parent has a right to conference with the staff involved if requested. Any student required to have an Academic Improvement Plan (AIP) will be retained if they do not participate in the required remediation.

The Arkansas LEARNS ACT, starting in the 2025-2026 school year, mandates that public school students who do not meet the third grade reading standard by the end of their third grade school year, and who do not qualify for a good cause exemption, will not be promoted to the next grade level.

Smart Core Curriculum

Smart Core is Arkansas's college- and career-ready curriculum for high school students. College and career readiness in Arkansas means that students are prepared for success in entry-level, credit-bearing courses at two-year and four-year colleges and universities, in technical postsecondary training, and in well-paid jobs that support families and have pathways to advancement. To be college and career ready, students need to be adept problem solvers and critical thinkers who can contribute and apply their knowledge in novel contexts and a variety of situations. Smart Core is the foundation for college and career-readiness. All students should supplement additional rigorous coursework within their career focus. Failure to complete the Smart Core Curriculum for graduation may result in negative consequences such as conditional admission to college and ineligibility for some scholarship programs. Parents have the right to complete the Smart Core Waiver Form: (Link: https://docs.google.com/document/d/1gU2rslMSlFGjAHLl2ccZ4zN-FmA8_cfYX4WUAGfuKMY/edit)

To ensure that every child has access to a rigorous curriculum, the Smart Core Curriculum and Core Curriculum will be standard components of the required course of study to graduate from Arkansas public schools. All students will participate in the Smart Core Curriculum unless the parent or guardian waives a student's right to participate. To waive a student's right to participate in the Smart Core Curriculum, the parent must sign the separate Smart Core Waiver Form. In the case of a waiver, the student will be required to participate in Core Curriculum. As parents, students, and the school collaboratively develop a unique Student Success Plan during a student's 8th grade year the specifics of both the Smart Core Curriculum and Core Curriculum will be explained. Parents will be provided with the Smart Core Curriculum, as well as the option of waiving Smart Core and thus electing the Core Curriculum. When appropriate, these curricular provisions will be reviewed and revised through Grade 12. Parents may be informed of their curricular choices through counselor meetings, parent teacher conferences, newsletters, student handbook, etc. Parents will be provided with the option of changing from the Smart Core Curriculum to Core Curriculum by contacting the building principal in writing. Requests will be honored only if the student can complete the newly selected course of study by the end of their senior year. Appropriate school personnel including teachers, counselors, and administrators will be informed and trained about the provisions of this policy.

Homework Policy

Homework is an essential element in the overall educational program. It not only reinforces and supplements classroom instruction, it promotes self-discipline and work ethic, characteristics students will need to be successful in and outside the educational environment. The following recommendations should be followed in each classroom:

1. Feedback should be provided as quickly as possible on all homework assignments. Homework should never be assigned unless it is going to be evaluated by the teacher.
2. Homework assignments will be given a completion time and date. However, homework may be accepted after the due time for full or partial credit, depending on the type of assignment and the amount of time it is overdue. The amount of credit given will be at the discretion of each teacher.

Homework Grading

Homework assignments shall be evaluated in a manner similar to the evaluation of in-class assignments. Students are expected to complete all homework assignments and submit them for evaluation as they become due. At the discretion of the teacher, a student's homework 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.

The teacher, parent, and student are all held accountable to make sure homework is being turned in. The teacher has the responsibility to define and communicate expectations regarding homework to students and parents. Parents have the responsibility to cooperatively support this portion of the educational process by encouraging and becoming involved in the student's learning experience. Each student has the responsibility to complete assigned tasks upon the specified due dates.

The following limitations shall be followed regarding homework assignments:

1. Homework 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.

Grading System

The issuance of grades on a regular basis serves to promote a process of continuous evaluation of student performance to inform the student, his or her parent/guardian and counselor of progress toward established educational goals.

Letter grades will be used to denote academic achievement. Act 1188 of 1993 requires a standardized grading scale for all Arkansas secondary schools. The following scale meets this requirement:

Percentage	Grade	Regular Grade Point	Weighted Grade Point
90-100	A	4.0	5.0
80-89	B	3.0	4.0
70-79	C	2.0	3.0
60-69	D	1.0	2.0
Below 60	F	0.0	0.0

These grade assignment standards shall be used in all regular classes in all District schools. Special symbols and terms appropriate to special programs may be used to indicate student progress. Exceptional students shall be graded in accordance with their Individualized Education Program and current guidelines. Permanent grades will be issued on a semester basis at the secondary level. Grades assigned to students for performance in a course shall reflect only the extent to which a student has achieved the expressed academic objectives of the course. Grades that reflect other educational objectives may also be given. Student progress is reported to parent/guardian 4 times each year. These reports are distributed a few days after the close of each 9-week period. Supplementary notes of commendation, suggestions for improvement, parental conferences, meetings, and similar means of keeping in touch with a parent/guardian are emphasized.

SECTION V – DISCIPLINE

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 regarding 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 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.

Disciplinary Actions

Disciplinary actions may include but are not limited to Lunch Detention, In-School Suspension, Supervised Campus Community Service, Before School Detention, After-School Detention, Written Assignment, Rewriting and Resubmitting an Assignment, Restructuring and Resubmitting a Project, Conference with Teacher and/or Administrator, Loss of Privilege to Attend Extra-Curricular Activities, Loss of Driving Privileges, Loss of Privilege to Participate in District-Sponsored Activities and Clubs both On-Campus and Off-Campus, Loss of Privilege to Access District Transportation, Out-of-School Suspension, Removal from Campus by Legal Authorities, Expulsion, and Corporal Punishment.

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 ensure 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 that all work together to insure that all persons are treated equally and with dignity in respect to their rights and responsibilities.

Students:

Students have the responsibility to pursue their education in a manner that shows respect for other students, faculty members, parents, and other citizens. Students should be aware that they have a responsibility to cooperate with and assist the school staff in the orderly and efficient conduct 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 and Guardians:
Parents or guardians are responsible for exercising the required controls so that 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 that their children are experiencing difficulties at school or at home, and that by actively soliciting the help of the school, behavior standards may be maintained.

Teachers:
All teachers are responsible for the supervision of the behavior of all the 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 in 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. When the teacher is unable to maintain a proper classroom environment, the students 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 the 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 students while legally under the supervision of the school.

Definitions

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.

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. Suspension 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 of the suspension.

In-School Suspension (ISS):
ISS is a detention room the student will attend during the school day. Students will be allowed to complete homework and tests 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 schoolwork 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.

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.

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.

Bullying:
The Arkansas Department of Education defines “bullying” as “The intentional harassment, or intimidation, or humiliation, or ridicule, or defamation, or threat or incitement of violence, or cyberbullying in a physical, electronic, verbal, or written act that causes or creates substantial disruption of orderly operation of school or educational environment, or a hostile environment due to acts severity, persistence, or pervasiveness, or substantial interference to education or role in education, or physical harm to person or property.

Plagiarism:
Dictionary.com defines “Plagiarism” as an act or instance of using or closely imitating the language and thoughts of another author without authorization and the representation of that author’s work as one’s own, as by not crediting the original author; a piece of writing or other work reflecting such unauthorized use or imitation.

Sexual Harassment:
The Equity Assistance Center (2020) Title IX defines “sexual harassment” as conduct on the basis of sex that satisfies one or more of the following: an employee of the recipient (institution that receives Federal financial assistance) conditioning the provision of an aid, benefit, or service of the recipient on an individual’s participation in unwelcome sexual conduct; unwelcome conduct determined by a reason able person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the recipient’s educational program or activity; sexual assault, dating violence, domestic violence, or stalking (34 CFR 106.30(A)(1-3).

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, use, or wear electronic devices to school such 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.

Steps	Corrective Action
First Offense	Device confiscated for the remainder of the day and/or detention.
Second Offense	Parent notification, device confiscated, one (1) to three (3) days detention.
Third Offense	Parent notification, one (1) day In-School Suspension, device confiscated and picked up in the office by parent.

Cell Phones

In accordance with Act 122, “The Bell to Bell No Cell Act”, Mammoth Spring School District will now be a phone-free campus. The following rules apply for all students:

1. While on campus, cell phones and electronic devices (smartwatches, headphones, earbuds or any device that can connect and transmit data through wireless or Bluetooth technology), shall be powered off or put on airplane mode.
2. Devices must be placed in a secure location provided by the district.

3. The district is not responsible for any device that is lost, stolen, or damaged.
4. Students may not access their devices during the school day, but may use them on the way to and from school, as well as during any after school event.
5. On **ALL BUSSES**, students must use earbuds/headphones when listening to music. Bus drivers will determine what is "disruptive" and/or "unsafe" CELL PHONE use.
6. Students may only use their school-issued device for instructional purposes.
7. This policy shall not prohibit a student from using a personal electronic device during the school day if the use of the personal device is:

a. Included in that student's Individualized Education Plan.
b. Included in that student's 504 Plan.
c. Necessary for a student enrolled in an endorsed concurrent course at an institution of higher learning in order to utilize two-factor authentication to access course work and resources for the endorsed concurrent enrollment course.

Steps	Corrective Action
First Offense	Device confiscated until a parent or guardian picks it up from the office.
Second Offense	In-School Suspension, parent notification, device confiscated until parent or guardian picks it up from the office.
Third Offense	In-School Suspension, parent notification, device must be turned in to the office each day.

Notes:

1. If a student is absent, punishment would be made up the next available day. Punishment would also be extended to the next day, week, month, quarter, semester, year depending on when in that cycle the infraction occurred.
2. If a student doesn't get their phone by 3:30 p.m., the phone will be left locked at the school until the next school day.
3. If a student has a smartwatch connected to the phone, the student will be asked to turn Bluetooth off to the phone and turn the smartwatch in as well.

4. If the student is unwilling to abide by the policies set forth in this handbook regarding cell phone use, it is recommended that the student refrain from bringing their cell phone/smartwatch on campus.

Containers for Foods and Liquids

To prevent accidents, injuries, and spills throughout the facilities, please follow these guidelines:

1. NO GLASS containers in the building or on buses.
2. ALL containers for foods and liquids must be SPILL-PROOF (locking lids, screw-on lids, zip-locking plastic bags, thermos bottles, etc.)
3. ALL liquids and foods in NON-SPILL-PROOF containers must be consumed in the cafeteria or an area designated for the consumption of these food items.
4. To decrease contamination and cross-contamination of foods and liquids, and to minimize the spread of bacteria and viruses, please DO NOT SHARE any foods or drinks with any person.
5.

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 always in effect on school grounds, off school grounds during a school sponsored activity, and en route to and from school. Disciplinary action may range from a minimum of a reprimand to a maximum of expulsion and notification of authorities.

Detention

Students must bring study materials and be prepared to work in detention. No talking or other student interaction will be permitted.

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 regarding any 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 buses. (Act 681 of 2003)

Electronic acts of bullying are prohibited whether 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 because 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 ON SCHOOL CAMPUS BY LAW.

a. 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.
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.

1 All incidents under this section WILL BE referred to the appropriate local criminal justice system.

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.

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 parentis 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 parentis 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.

Plagiarism

Intentional or unintentional use of another author's thoughts or works without giving the original author annotated credit. Teachers will provide the opportunity for students to correct any form of plagiarism. If the student fails to correct the plagiarized component(s), the student's work will be considered "unacceptable" and "ungradable.

Truancy

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

Steps	Corrective Action
First Offense	1- or 2-days Detention or ISS, Parent notification.
Second Offense	2- or 3-days Detention or ISS, Parent notification, Extracurricular probation for 1 to 3 events.
Third Offense	5 days ISS or OSS, Parent notification, Extracurricular suspension for 1 quarter.

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.

Steps	Corrective Action
First Offense	1- or 2-days Detention or ISS, Parent notification.
Second Offense	2- or 3-days Detention or ISS, Parent notification, Extracurricular probation for 1 to 3 events.
Third Offense	5 days ISS or OSS, Parent notification, Extracurricular suspension for 1 quarter.

Tobacco and Electronic Smoking Devices

Elementary and 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.

Steps	Corrective Action
First Offense	3 days ISS, Parent notification, Extracurricular probation for 3 events.
Second Offense	5 days ISS, Parent notification, Extracurricular probation for 6 events.
Third Offense	10 days ISS or OSS, Parent notification, Extracurricular suspension for 1 quarter.
Fourth Offense	Expulsion.

Cutting Lunch Line

Students shall always keep their place in the 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 their 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, ADE mandates, and Title IX guidelines. Report any form of sexual harassment to the Elementary School Principal.

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 shall then 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 resume.

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 Campus 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.

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

1. 10-day OSS; Referral to superintendent for possible expulsion.
2. Referral to superintendent; possible expulsion.

<u>Possession of or in attendance while under the influence</u>

1. 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.
2. 10–180-day OSS; superintendent referral; pending expulsion unless the student agrees to a chemical dependency evaluation and complies with the recommended treatment plan.
3. 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 student's 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 administration 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 administrator 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 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, dean of students, 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 or a phone call of such suspension which shall include the reasons for the suspension, its duration, and the manner in which the suspension can be reviewed. Such phone calls and/or 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 a review, the student may make a statement on 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 42 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 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.

Behavior Not Covered

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

SECTION VI – POLICIES

School Health Service Unit

The health service unit has been planned with very definite purposes in mind. The primary purposes for which this unit will be used are as follows:

1. as an emergency center for the administration of first aid to school children, personnel and proper care of accident victims until they are moved from school;
2. as an emergency center for the care of children becoming ill during the school day until they can be placed under their parent's care or returned to class;
3. as a center where children with suspected communicable diseases can be cared for and separated from others until arrangements can be made for the parent or guardian to pick up the children;
4. as a place for those who, because of health conditions, require on their physician's recommendation a rest period at school during the school day;
5. as a center where first aid and other supplies and equipment may be placed and kept in readiness at all times for use in emergency care and for use in rendering other health services to children at school;

6. as a work area for the nurse to inspect pupils referred to the nurse;
7. as a place where vision, hearing, scoliosis, and other screening procedures, including the measurement of pupil height and weight, may be carried out;
8. as a conference room where the nurse, doctor, teacher, pupil, parent or others concerned with health counseling and guidance can discuss privately specific health problems of individual school children;
9. as a work center for school health personnel and as an area where children awaiting health services can be accommodated;
10. as a center where records and other information necessary in the administration of the emergency care program may be kept for ready use when needed. The records and information will include:
    - a copy of the ARKANSAS SCHOOL HEALTH GUIDELINES;
    - a copy of AMERICAN RED CROSS FIRST AID TEXTBOOK;
    - Medical Dictionary and Physicians' Desk Reference
    - records:
        - accident and illness reports
        - complete emergency file on each pupil, giving name of parent or other persons to be notified, emergency care authorization signature, preferred physician and preferred hospital. This information is necessary to provide care in case of an emergency at school.

Recommended Procedure for Administration of Medication in School

School Board Policy

It is the policy of the Board of Education that no drug or medicinal preparation, except for medicines or medications approved for first aid by the ARKANSAS SCHOOL FIRST AID GUIDELINES, will be administered to a student on any school premises by school personnel unless the student requires the medications to attend

school and unless a current valid doctor's prescription and instructions, or a written request from the child's parents, is received by the school. Medication and instructions should be taken to the nurse's office.

First Aid Procedures

A teacher or other adult will stay with the student until the parents assume responsibility. In the event of an extreme emergency and a parent cannot be located, an ambulance will be called. Under immediate threat or danger certain good faith measures may be taken to lessen or remove the immediate threat to life, health, or safety. Emergency procedures from ARKANSAS SCHOOL FIRST AID GUIDELINES will be followed.

An accident report will be made on all students requiring medical attention following injury or emergency illness at school.

Mild allergic reactions will be treated with Benadryl 25mg. PO QID PRN. per Sheila Marler, APRN.

Severe allergic reactions will be treated as suggested by the Arkansas Department of Health and per Sheila Marler, APRN (or whoever the board gives the authority to order mediations).

1. Give medications only under authorized provider's written order.
2. Administer adrenaline as ordered. Recommended Epinephrine (adrenaline) dosage: 1:1000 aqueous solution not to exceed 0.3 cc SQ or IM.
3. Contact an authorized physician immediately!
4. Notify parents/guardians.
5. If necessary, transport the child to the hospital emergency room immediately.

Responsibility of the Parents:

Since the health of the student is the responsibility of the parent or guardian a record of the family doctor and dentist must be on file in the nurse's office to be called in case of an emergency.

Head Lice and Nit Policy

As with the aforementioned district, Mammoth Spring schools have a "no nit" policy in place. “COMMUNICABLE DISEASES AND PARASITES (4.43) Students with communicable diseases or with parasites shall demonstrate respect for other students by not attending school while they are contagious. In some instances, a letter from a health care provider may be required prior to the student being readmitted to the school. Because of the highly contagious nature of head lice, the following steps will be followed upon discovery of head lice or nits (eggs):

1. The parent or guardian will be asked to pick their child up from school.
2. The child’s hair must be shampooed with an approved treatment before returning to school. Proof of treatment is to be submitted to the nurse.
3. Fourteen (14) days after the initial discovery, the child will be checked again and sent home if not free of all signs of lice and/or nits.
4. The child must be accompanied to the school office by the parent and checked by the school nurse or school personnel, and be found clear of lice/nits before returning to class.

Annual Notification of Rights under FERPA for Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the Mammoth Spring School District receives a request for access. Parents or eligible students who wish to inspect their child’s or their education records should submit to the school principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parent or eligible student

believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the Mammoth Spring School District to amend their child's or their education record should write the school principal, clearly identify the part of the record they want to be changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the school's or school district's annual notification for FERPA rights. A school official includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational

interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

   Student Privacy Policy Office
   U.S. Department of Education
   400 Maryland Avenue, SW
   Washington, DC 20202

SECTION VII – GENERAL INFORMATION

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.

Volunteer/Visitor Procedure

Parents, grandparents, legal guardians, business, and community members are welcome and encouraged to visit District schools. To ensure the safety of students and staff and to minimize the potential for disruption of the learning environment, visitors are required to first report to the school's main office. Due to the importance of the instructional environment beginning once a student arrives on campus and the safety of students and staff, visitors will have limited access to the building. No one shall be exempt from this requirement.

Parents and legal guardians are encouraged to participate in regularly scheduled visitation events such as school open houses and parent/teacher conferences. Additional conferences are best when scheduled in advance. Conferences shall be scheduled at a time and place to accommodate those participating in the conference. The District has the right to ask disruptive visitors to leave its school campuses. Principals are authorized to seek the assistance of law enforcement officers in removing any disruptive visitors who refuse to leave voluntarily.

Classroom Parties

Kindergarten through sixth grade will have holiday parties including Halloween, Christmas, and Valentine's Day. Teachers have the discretion as to what time their classroom parties will be held.

Fire, Tornado, and Earthquake Drills

Fire drills will be conducted under the supervision of the principal. This is done each month as required by law. **WHENEVER THE FIRE ALARM SOUNDS, THE BUILDING WILL WAIT FOR DIRECTIONS FROM THE ADMINISTRATION TO EVACUATE THE BUILDING.** Tornado and earthquake drills will be conducted periodically during each school year. Designated school officials will supervise these drills. Fire, tornado, and earthquake 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.

Leaving School During the Day

Elementary students may leave school ONLY if an authorized person as indicated on the enrollment form checks them out in the Elementary office.

Student Pick-Up

Please call the school early (before 2:30 p.m.) if there is a change in how your child is going to go home as it becomes increasingly busy in the office at the end of the day close to dismissal. Therefore, persons making late calls run the risk of notification not being made in time before dismissal of school. Students are not allowed to make personal phone calls in the office. Any and all arrangements for dismissal and transportation changes must be made prior to the school day.

All changes to pick-up methods must go through the office. Please do not contact the teacher or the secretary via text message, social media, or email regarding your child's dismissal because they might not be able to read these messages until school is already dismissed.

Selling Products

A student shall not sell products to other students unless it is a school sponsored activity that is approved by the principal.

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 dressing 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 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.

Act 835 of 2012 prohibits the wearing of clothing that exposes underwear, buttocks, or the breast of a female.
Accordingly, the following regulations have been established:

1. Transparent clothing is prohibited.
2. In grades 4-6, skorts/skirts must be worn below fingertip length without the need to tug at them to reach said length.
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 a student locker or backpack while inside the building.
5. All shirts/tops must completely cover all undergarments, chest, back, sides, and stomach during normal day movement. No strapless blouses, dresses, or cut off shirts.
6. Baggy or loose-fitting pants must be belted and secured around the waist if undergarments are revealed with normal daily movement.
7. All holes/frays/tears in pants above fingertip length must be patched or the student must wear leggings/shorts underneath the garment.
8. Students must wear footwear at all times.
9. Shirts, blouses, sweaters, and sweatshirts must completely cover the torso during normal daily movement.
10. In grades 4-6, 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. Hoodies are not allowed to be worn in the building throughout the school day.
12. No offensive writing or pictures on clothing or body.
13. No PJs unless it is a designated day.

If a student is found to be in violation of the dress code, they will be required to change to follow the dress code.

Policies of 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.
    a. These corrective measures may include:
        i. Corporal punishment by the School Administration.
        ii. Parent, Principal, and Student conference.
        iii. Suspension from school or from bus riding privileges.
4. Students are not to distract the attention of their driver or disturb other riders on the bus, which includes: keeping hands to yourself, attending to your own business, leaving other pupils alone, and being reasonably quiet.
5. No food or drink will be brought aboard or consumed on buses (lunches may be carried, but not opened).
6. No knives, firearms, or sharp objects are allowed.
7. No pets or animals are allowed.
8. You are not to tamper with any of the safety devices such as the door latches, fire extinguisher, etc. Pupils must be seated while the bus is in motion (Act 1744 of 2001) and must not ever move while it is stopped except as the driver directs.
9. Pupils are not to put their hands, arms, heads, or bodies out of the window. Do not yell at anyone outside the bus.

10. Students are not to deface the bus or damage 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 of books, lunches, coats, etc. Do not put feet in the aisle.
11. Act 729 of 1977 of the State Legislature makes it illegal to smoke on school buses. The penalty for violating this law is a fine ranging from $10.00 to $100.00.
12. Act 814 of 1977 makes it unlawful to threaten, curse, or use abusive language to a school bus driver in the presence of students in this State. Any person who violates this Act shall be punished by a fine of no less than $25.00 nor more than $100.00.
13. Do not ask the driver to let you off the bus any place except your regular stop. You must have a note from your parent/guardian signed by the principal to get off the bus at a different stop.
14. If you must cross the road or highway to enter the bus, always try to be on the right side of the road waiting for the bus. If you should arrive at the stop, wait until the bus has come to a complete stop and the driver has signaled for you to cross in front of the bus (unless the driver directs you differently).
15. 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.
16. Pupils should not ride any bus except their own, unless they have written permission from their parents to ride a different bus. The note must be signed by the principal.

This is not intended to cover all situations, 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.

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. Sportsmanship is encouraged at all times and is a true measure of both participants and fans.

Computer Network Policy

Purpose:

The purpose of the Mammoth Spring School District Computer Network (MSSDCN) is to provide students, 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 of Mammoth Spring School District.
- Students.
- Mammoth Spring School District Board Members

Services which may be available to users of the MSSDCN are:

- District pre-K – 12 curriculum related educational resources available to authorized users.
- Electronic mail. As a rule, MSSD does not provide email accounts to students. Personal email should be accessed at home, not at school. If need can be shown that a student account is necessary, that need should be presented to the principal for written approval. E-mail should then be accessed only under supervision. At that point the student should understand that anything written on e-mail is public information.
- Internet access
- Temporary, limited file storage

User Responsibilities:

- Use of network resources is recognized by the user as a privilege, not a right.
- Users working on projects or assignments directly related to curriculum always have priority when it comes to using computer equipment.
- The user will cooperate with the certified or designated non-certified staff member who is present to monitor the student use of e-mail and electronic online resources.
- The user is responsible for following local, state, federal, and international copy-right, for recognizing intellectual property rights, and for adhering to acceptable network use. Furthermore, it is each user's responsibility to become familiar with specific copyright and licensing agreements

for each product before using it. If other arrangements are made with a vendor, users must abide by the stated provisions.

- The user is responsible for protecting his own network account and is solely responsible for all actions taken while accessing and using information resources.
- The user will work in a moral and ethical fashion that supports District educational goals.
- The user will be responsible for adhering to the policies of other networks accessed.
- A user's privilege of access to remote electronic information resources may be temporarily or permanently revoked for inappropriate use or violation of the District's policy.

Appropriate Use Copyright Issues:

Guidelines for appropriate use of copyrighted resources are provided as follows:

- If the user did not create a non-public written work, piece of art, photograph, or music, or obtain distribution rights to it, the user does not own it.
- If the user does not own the non-public domain material, the user may not copy it or distribute it to others.
- The author or owner of a document or other type of information must explicitly relinquish rights in order to place a work in the "public domain" and thereby make copying/distribution without specific authorization possible.
- Fair use allows the user to copy without permission small portions of a work the user does not own, but only for study or research.
- When in doubt, the user should ask the creator or owner of material for permission to use the work.

Prohibited Activities:

Congress recently passed the Children's Internet Protection Act (CIPA), which requires schools and public libraries that access certain federal funds to equip all computers that might be used by students with a system to block sites that are obscene or show material harmful to minors. The state of Arkansas also has passed

legislation requiring school districts to provide Acceptable Use Policies which are signed by students and to provide Internet Filtering. The Mammoth Spring School District receives Internet access from the Arkansas Public School Computer Network (APSCN), which also provides filtering. Arkansas legislation pertaining to computer crime may be found at http://www.oit.state.ar.us./Legislation/default.asp.
Prohibited activities include but are not limited to the following:

- modifying or attempting to modify the system facilities in any way
- installing or downloading software or files without the express permission of the district technology coordinator
- transferring or uploading files to equipment at another location
- sending or displaying offensive messages or pictures
- harassing, insulting, or attacking others
- trespassing in others' folders, work, or files (including network files or files on individual hard drives)
- damaging or attempting to damage computer systems or software
- violating copyright or software licensing laws
- intentionally wasting network or computer resources
- employing the network for commercial purposes
- accessing or attempting to access or view pornographic related material
- accessing or attempting to access or view sites which promote illegal activities
- revealing personal address or phone number, or those of other students or faculty
- violating the rights of privacy of students or faculty
- reporting personal communications without the author's prior consent
- falsifying one's identity
- communicating credit card numbers or any other financial information
- posting anonymous messages
- using personal property to access school computers, networks or online resources

- incurring unauthorized financial obligations on behalf of the school through the use of school resources or accounts to access the Internet Abuse of the above-mentioned items could result in a loss of network access. Additional disciplinary action regarding inappropriate language, behavior, or conduct may be determined by teachers, principals, the superintendent, or members of the Mammoth Spring School Board. When applicable, law enforcement agencies may be involved.

Purchases and Maintenance of Network Resources:
Purchases of network equipment, both hardware and software, should be reviewed by the district technology coordinator to help ensure coordination throughout the district network. Purchases, additions, and upgrades to the network need to be coordinated in order to provide the best service to students, staff, and parents. Coordinated purchasing also can help obtain the best possible prices for goods and services. Problems with the network or its components should be reported to the district technology coordinator through the system in place for requesting service. Service request forms are available in principals' offices and in the central office and should be submitted to principals for processing.

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 or information) sustained or incurred in connection with the use, operation, or inability to use the system.

Electronic Mail and Internet Use Disclaimer:
Having access to the Internet means a user has access to information and material that may be considered inappropriate or obscene. Users also will have access to material that legally may not be viewed by minors. The Mammoth Spring School District has no way of blocking access to all Internet websites which parents or guardians may find inappropriate for their children or of identifying all such sites. In granting their children access to

MSSDCN, parents or guardians relieve the Mammoth Spring School Board, board members, superintendent, principals, and teachers of responsibility for material to which their children may inadvertently be exposed when using the Internet or electronic mail.

Applicable Laws:
Family Educational Rights and Privacy Act (FERPA)
http://www.lrp.com/ed/freelib/free_regs/bc3499.htm
Public information, such as student photos, can be published on the Internet unless the school is otherwise notified in writing from a parent.

Children's Internet Protection Act http://www.ala.org/cipa/

House Bill 203-Act 1747 web page
http://www.arkleg.state.ar.us/ftproot/acts/2001/htm/act1747.pdf
Requires districts to publish certain items on district web pages and provide policy regarding the Internet with penalties for violations.

Responsibilities of Employees on Internet Act 1287 of 2001 AUP
http://www.arkleg.state.ar.us/ftproot/acts/2001/htm/act1287.pdf

American with Disabilities Act
http://janweb.icdi.wvu.edu/kinder/overview/htm

Arkansas Legislation
http://www.oit.state.ar.us/Legislation/default.asp

Steps	Corrective Action
First Offense	Student and Principal Conference; Parent/Guardian Notification.
Second Offense	Student and Principal Conference; Parent/Guardian Notification; Lunch Detention
Third Offense	Student, Parent/Guardian, and Principal Conference; one (1) to three (3) days In-School Suspension (ISS)

Fourth Offense	Parent notification; Loss of Internet privileges ranging from one (1) week – remainder of the school year.

Interrogation and/or Removal from School by Authorities

Students have the right to be advised of their rights, to know why they are being questioned, to remain silent, and to know that anything he/she says may be held against him/her in court. Any interrogation shall take place in the presence of an official school representative. The student will not be removed from school unless he/she has been observed violating a law by a law enforcement officer and/or the official school representative is presented with a warrant or other valid order by legal authorities. Act 613 of 2012 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 suspected child maltreatment and a parent, guardian, custodian, etc. is named as an alleged offender.

Required Period of Silence, Pledge of Allegiance, and National Anthem

The “Star-Spangled Banner” shall play at the commencement of each school sanctioned sporting event (if more than one sporting event is scheduled, it must be played before one of the events) and will be played at the beginning of at least one school day each week [Act 958]. The “Pledge of Allegiance” will be recited at the beginning of each school day, at school assemblies, and school sporting events; and the “Moment of Silence” will be observed after the “Pledge of Allegiance” occurs [Act 959]. Act 576 of 2013 requires that public schools shall observe a one (1) minute period of silence at the beginning of the school day. Students may reflect, pray, or engage in silent activity.

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, contact Mrs. Janet Smoot Parental Involvement Facilitator for the Mammoth Spring School District at (870)625-7213.

Lunch

Students at Mammoth Spring School will receive free breakfast and lunch for the 2025–2026 school year. Lunch hours are scheduled to accommodate the needs of the student population and to align with ADE and ADH guidelines and recommendations.

School 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. Elementary school students are not to go to the high school campus/building during the elementary school day without permission. This includes before school and during the noon hour except for cafeteria building.

Camera and Video Monitoring

Cameras are placed in strategic locations throughout the campus and are scheduled to operate continuously. These cameras are operational in the buildings, school grounds, and in parking lots. Video monitoring and observations of all activities in these areas include those within vehicles in all areas of the campus. Students will be held responsible for violation of rules, regulations, and expectations (defined in the Student Handbook) that are recorded/detected by on campus cameras and other technologies authorized in this policy.

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 the 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 Civil Rights Coordinator and he may be reached by calling (870) 625-3612.

Objection to Publication of Directory Information

As a parent, you have a right to object to disclosure or publication of directory information as defined in Policy No. 4.13 (Privacy of Students Records) including the following:

- prohibit the release of directory information to the student's directory and result in the student's directory information not being included in the school's yearbook and other school publications.
- prohibit the release of directory information to all public sources, such as newspapers.
- prohibit the release of directory information to all social media, such as the District's Facebook page, where students get recognized for their achievements.

Please fill out the form you are given by your teacher and turn into the office within 10 days of starting school.

STUDENT/PARENT STUDENT HANDBOOK CONTRACT

Mammoth Spring Elementary 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. I will attend school regularly.
2. I will work hard to do my best in class and schoolwork.
3. I will help to keep my school safe.
4. I will ask for help when I need it.
5. I will 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 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.