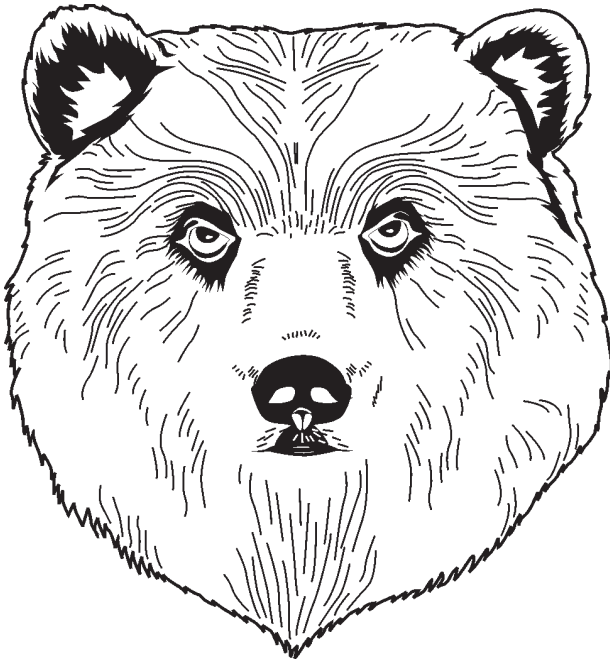


**MAMMOTH SPRING
ELEMENTARY
STUDENT HANDBOOK**



2021-2022

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STUDENT RECORDS - NOTICE OF PRIVACY RIGHTS

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

These rights are explained in the Family Educational Rights and Privacy Act of 1974 as amended (Public Law 93-380 and 123g) The School Laws of Arkansas (1975) .

The laws and regulations require school systems to:

1. Provide parents and eligible students the opportunity to inspect educational records. Requests should be directed to the school principal.
2. Provide parents and eligible students the opportunity to challenge the contents of the records when they believe it contains information that is inaccurate, misleading, or an invasion of the student's right of privacy. This does not apply to grades.
3. Limit disclosure of information from the student's record to those who have written consent of the parent or eligible students, or to officials specifically permitted under the law (such as Mammoth Spring School officials); to those of other schools in which the student seeks to enroll; and under certain conditions and for specific purposes to local, state, and federal officials.

Parents and eligible students may file a complaint with the Department of Education if they believe their rights under this law has been violated and if their efforts to resolve the situation through appeal channels within the Mammoth Spring School District have not proved satisfactory.

Complaints should be addressed: Family Educational Rights Switzer Building, Room 4511, Washington, D.C. 20202

4. Cameras may be in use in school building, on school grounds, and in school vehicles. Students will be held responsible for any violations of school discipline rules caught by the cameras and technologies authorized in this policy.

ENTRANCE REQUIREMENTS

Age for beginning kindergarten: (Arkansas Code 6-18-207; Act 29 of 2009)

For the 2012-2013 school year and afterward, students may enter kindergarten in the public schools of this state if they will attain the age of five (5) on or before August 1 of the year in which they are seeking initial enrollment.

Prior to the child's admission to the Mammoth Spring School:

1. The parent, guardian, or other responsible person shall furnish the child's social security number, or if they request, the district will assign the child a nine (9) digit number designated by the Department of Education.
2. The parent, guardian, or other responsible person shall provide the district with one (1) of the following documents indicating the child's age.
 - a. A birth certificate;
 - b. A statement by the local registrar or a county recorder certifying the child's date of birth;
 - c. An attested baptismal certificate;
 - d. A passport;
 - e. An affidavit of the date and place of birth by the child's parent or guardian;
 - f. Previous school records; or
 - g. United States military identification.

3. The parent, guardian, or other responsible person shall indicate on school registration forms whether the child has been expelled from school in any other school district or is a party to an expulsion proceeding.
4. The child shall be age appropriately immunized from poliomyelitis, diphtheria, tetanus, pertussis, red (rubeola) measles, rubella, and other diseases as designated by the State Board of Health, or have an exemption issued by the Arkansas State Department of Health. Proof of immunization shall be a certificate of a licenses physician or a public health department acknowledging the immunization.

Should a student transferring into the Mammoth Spring School District not have a medically authenticated immunization record or a copy of a record verifying date of birth to present at the time of registration, he/she will be allowed a thirty (30) day period in which to comply with the law. If the student is not in compliance with the law at the end of the grace period he or she will be suspended from school.

ATTENDANCE POLICY/ABSENCES

The compulsory attendance age for students in Arkansas is 5-17, on August 1st. Students may attend public school when they are between the ages of 5 and 21. Education is more than the grades students receive in their courses. Students' regular attendance at school is important. It 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 good faith effort should be made by all students to be in attendance on all school days.

A student is absent if the student is not:

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

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)

Excused absences are defined as:

1. A student's illnesses, with a note from a doctor's office.
2. Death or serious illness in the student's immediate family. (Documentation must be provided to the principal's office.)
3. Attendance at a medical appointment. Please schedule outside of the school day or on a day when school is not in session.
4. Legal visits that can not be scheduled outside of the school day. (Documentation must be provided to the principal's office.)
5. Exceptional circumstances with prior approval of principal.

Unexcused absences are all absences not listed above.

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.

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.

SCHOOL HOURS

The school day begins when the students enter the school bus enroute 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 school grounds. The academic day begins at 8:00 a.m. and ends at 3:00 p.m.

Mammoth Spring Schools require teachers to be on duty at 7:40 a.m. Since students arriving before that time would be unsupervised, students are not to arrive at school until 7:40 a.m.

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

STUDENT TRANSFER POLICY

1. Students transferring from a school accredited by the State Department of Education to Mammoth Spring Elementary School shall be placed into the same grade the student would have been in had the student remained at the former school.
2. Any student transferring from a school that is not accredited by the State Department of Education, from a non-public school, or from home schooling shall be evaluated (end of book tests, criterion referenced tests, etc.) by the staff of Mammoth Spring Elementary School to determine the student's proper grade placement.

MAMMOTH SPRING SCHOOL HEALTH SERVICE UNIT

Arkansas School First Aid Guidelines and infectious Disease Guidelines have been used to help implement this program.

PURPOSES OF THE 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) a copy of the ARKANSAS SCHOOL HEALTH GUIDELINES;
 - (b) a copy of AMERICAN RED CROSS FIRST AID TEXTBOOK;
 - (c) a Medical Dictionary and Physicians Desk Reference
 - (d) records: (1) accident and illness reports and (2) 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 PROCEDURES FOR ADMINISTRATION OF MEDICATIONS 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. P.O. q.i.d. p.r.n. per Dr. Harry Kelly, D.O.

SEVERE ALLERGIC REACTIONS will be treated as suggested by the Arkansas Department of Health and per Dr. Harry Kelly's order.

1. Give medications only under authorized physician'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 authorized physician immediately!
4. Notify parents/guardian.
5. If necessary transport child to hospital emergency room immediately.

IMMUNIZATION:

No child shall be admitted to a public or private school of this state who has not been immunized from poliomyelitis, diphtheria, tetanus, pertussis, red (rubeola) measles, and rubella as evidenced by a certificate of a licensed physician or a public health department acknowledging the immunization. Hepatitis B is required for kindergarten, seventh grade, and all transfer students who have not had the disease. (Act 244 of 1967, Act 633 of 1973 and Act 871 of 1997).

RESPONSIBILITY OF 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.

MEDICATIONS:

Tylenol may be given at school only when parents have given permission and this has been recorded on the health form.

Medication will be locked in a storage area designated by the principal or nurse. Prescriptions for long-term health problems should be up-dated at the beginning of each semester. Only prescriptions and medications that are FDA approved will be administered. A list of students receiving DAILY MEDICATIONS will be posted in the nurse's office. A list of students requiring EMERGENCY MEDICATIONS will be posted in the nurse's office and made available to teachers. The principal will designate a person and an alternate to dispense medications from centrally located place.

A PHYSICIANS DESK REFERENCE (PDR) will be used by the nurse to determine the possible side effects of medication. This book will also be used to identify medications found in the school setting which are unauthorized.

EXCLUSIONS FROM SCHOOL:

Any student vomiting, having diarrhea, earache, eye infection, temperature 100 degrees or above or any communicable disease will be sent home. Examples are scabies (itch), head lice, pink eye, and impetigo.

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

HEAD LICE AND NIT POLICY

1. Periodic head checks will be performed throughout the school year. Students who appear to have head lice will be sent home. Parents will be informed of the condition, as well as recommended treatments and school policy.
2. Before the student can be readmitted to class he/she must be accompanied by a parent and checked by the school nurse or a designated person to determine the presence of adult lice or nits. If there are any lice or nits present, the student will not be allowed back into class and will have to return home with his/her parents until all nits and head lice have been removed.

TELEPHONE

The telephone in the school office is 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 not be called out of classes to answer the telephone except in extreme emergencies. Messages from parents or guardians will be delivered to students.

EXTRACURRICULAR ACTIVITIES POLICY ABSENCE FROM INSTRUCTION

All students in K-12 are eligible to participate in extra curricular activities provided they meet requirements associated with the specific activity. Excessive student absences from classroom instruction due to participation in extracurricular activities shall not be allowed in the district. Occasionally, however, students may be required to miss classroom instruction due to participation in a school sanctioned activity. This shall occur only when scheduling of the activity has been approved by the school administrator and advance provisions have been made for the make-up of classwork missed during the approved absence.

OTHER REQUIREMENTS

No student shall be penalized for non-participation in any extracurricular activity scheduled on a holiday or during a holiday period if he/she is instead participating in a pre-planned family activity. Any interscholastic event schedule shall require approval from both the school principal and superintendent of this district. Extracurricular activities shall not be scheduled on days or evenings during final evaluations at the close of each grading period nor shall they be scheduled on days or evening prior to or during periods of standardized or state competency testing.

HOMESTUDY POLICY

The Mammoth Spring School District maintains the following policy regarding homestudy.

Definition

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

Grading

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

Rules and Responsibilities

The teacher agrees to:

- Provide homework assignments for students.
- Provide necessary assistance to parents so that they can help with the assignments.
- Encourage students and parents by providing information about student progress.
- Use special activities in the classroom to make learning enjoyable.

The parent agrees to:

- See that my child is punctual and attends school regularly.
- Support the school in its efforts to maintain proper discipline.
- Establish a time for homework and review it regularly.
- Provide a quiet, well-lighted place for study.
- Encourage my child's efforts and be available for questions.
- Stay aware of what my child is learning.

- Provide a library card for my child.
- Read with my child and let my child see me read. The principal agrees to:
- Provide an environment that allows for positive communication between the teacher, parent, and student.
- Encourage teachers to regularly provide homework assignments that will reinforce classroom instruction.

Limitations

The following limitations shall be followed regarding homestudy assignments:

1. Homestudy assignments shall not be used as a means of punishing inappropriate student behavior.
2. **RECOMMENDATIONS FOR HOMESTUDY BY GRADE LEVEL**

LEVEL	MINUTES PER DAY	DAYS PER WEEK
K	MINIMAL USE	MINIMAL USE
1-2	15-20	2-4
3-4	25-40	4
5-6	40-60	4

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- | C....70 - 79 | F....59 and below |
| B....80 - 89 | D....60 - 69 | |

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 check list will be used at the kindergarten level.

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 should account for at least 15% of a student's quarterly and semester grades. Some exceptions will exist because of subject matter being taught.
3. 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.

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. Report cards will not be issued if debts are owed. Students in Kindergarten and Sixth grade may not participate in graduation if debts are owed.

HONOR ROLL

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

PROMOTION AND RETENTION OF STUDENTS

A student will be retained if in the judgement 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 judgement 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.

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 guardian, business, and community members are welcome and encouraged to visit District schools. To insure 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.

ROOM PARTIES

Kindergarten may have birthday parties, if the teacher so chooses. Kindergarten through sixth grade will have holiday parties including Halloween, Christmas, Valentines Day, and Easter. All parties will be in the last hour of the school day designated for each party.

FIRE, TORNADO, AND EARTHQUAKE DRILLS

Fire drills will be conducted under the supervision of the principal assisted by student fire marshals. 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. Student fire marshals and 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. However, persons making late calls run the risk of notification not being made in time before dismissal of school.

SELLING PRODUCTS

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

TOBACCO USE AND VAPING

Under no circumstances may elementary students possess or use tobacco. Under no circumstances may students possess or use vaping devices.

DRESS AND GROOMING

The matter of personal grooming, attire, cleanliness and safety fall within this public charge since the conduct pattern of any particular group reflects the inner maturity, training, ideals, and to some extent the goals of the individuals involved. Grooming and attire, of themselves, would be of small consequence otherwise.

Act 835 of 2012 prohibits the wearing of clothing that exposes underwear, buttocks, or the breast of a female.

The following items of appearance and wearing apparel will not be permitted:

- A. Bare feet
- B. Unbuttoned shirts, blouses, etc.
- C. Strapless blouses or dresses
- D. Transparent or see through apparel
- E. Caps or hats in the building
- F. No offensive writing or pictures on clothing or body
- G. Extremely low or sagging pants. Pants must fit at waist.
- H. Holes in pants above fingertips
- I. No cut off shirts
- J. In grades 4-6 shirts covering leggings shorter than mid-thigh length
- K. Shorts in grade 4-6 shorter than mid-thigh length.

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.

These corrective measures may include:

- A. Spanking by the School Principal.
- B. Parent, Principal, and Student conference.
- C. 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, attend to your own business, leave other pupils alone, and be reasonably quiet).
5. No food or drink will be brought aboard or consumed on buses (lunches may be carried, but not opened). No knives or sharp objects are allowed. No firearms, pets or animals are allowed.
6. You are not to tamper with any of the safety devices such as 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. Pupils are not to put their hands, arms, heads, or bodies out of the window. Do not yell at anyone outside the bus.
7. 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 aisle of the bus clear of books, lunches, coats, etc. Do not put feet in the aisle.
8. Act 729 of 1977 of 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.
9. 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.
10. 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.
11. If you must cross the road or highway to enter the bus always try to be on the right side of the road waiting on 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).
12. Pupils who must cross the road after leaving the bus in the afternoon, must go to a point on the shoulder of the road 15 feet in front of the bus before crossing.
13. Pupils should not ride any bus except their own, unless they have written permission from their parents to ride a different bus. The note must be signed by the principal.
14. 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.

POLICIES FOR STUDENT CONDUCT AND DISCIPLINE

TO THE STUDENT:

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

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

It is impossible to list in this handbook all of the rules and guidelines for students and staff to use. Therefore, the contents of this Handbook should not be construed to limit or deny your rights and responsibilities on your own campus as a member of the student body or as a citizen neither should it be construed as limiting or denying your principal the right and responsibility to develop such necessary rules and regulations that are not inconsistent with federal and state laws and Board of Education policies and regulations. Each family will receive a copy of the policy handbook. Parents and students 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 105 of 1983.

WHO IS RESPONSIBLE FOR STUDENT CONDUCT

Freedom is a constitutional right, but it does not mean the absence of reasonable rules and regulations which serve to guide the actions of individuals. Along with freedom comes the responsibilities to act in such a manner as to insure that all participants may enjoy the same freedom. To obtain the greatest possible benefit to the students, teachers, administrators, parents, Board of Education, and the entire community, it is essential 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 administrator. 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. The teacher is authorized to administer corporal punishment according to guidelines established by district policy. When the teacher is unable to maintain a proper classroom environment, the 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:

1. **EXPULSION:** Prohibition of a student from entering the school or school grounds (except for a prearranged conference with an administrator) until the end of semester, end of current school year, permanently, or other specified length of time with loss of academic credit. This action shall be taken by the Board of Education only.
2. **SUSPENSION:** Prohibition of a student from entering the school or school grounds (except for prearranged conference with administrator) for a period of time set by the principal of the school or the superintendent. Suspensions may not exceed ten (10) school days including the day on which the offense occurred. Suspension does not carry with it the loss of credit for the semester. However, make-up work for the time suspended may not be allowed
3. **PROBATION:** When a student is placed on probation, that student must obey the rules and regulations for the rest of the school year. If probation is broken by the student, expulsion will be recommended.
4. **REASONABLE FORCE:** The minimum amount of force necessary to stop or restrain a student from conducting himself/herself in an inappropriate manner or in a manner which could cause physical injury to an individual.

STANDARDS OF CONDUCT

A student's behavior should conform to acceptable standards of conduct. The staff requests support in maintaining appropriate conduct in school. Students' behavior should reflect self- respect, respect for authority, and consideration for the rights, feelings and property 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. This may include reasonable force to stop or restrain a student from causing physical injury to himself/herself or others.

Students involved in disciplinary action may be subject to one or more of the following consequences: conference with student or parent/student, detention during or after school, withholding privileges, work detail, placed on probation, in-school suspension, isolation, removal from the classroom setting temporarily, corporal punishment, suspension, expulsion, student pays for damages, sentence/theme writing, or other appropriate consequences.

A student will be informed of the offense and given an opportunity to tell his/her side before disciplinary action is taken. The school district reserves the right to provide consequences for behavior that is not conducive to good order and discipline in the schools, even though such behavior is not specified in the rules. Individual consequences and rewards are posted in each classroom.

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

1. **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 e-mail accounts to students. Personal e-mail 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

2. User Responsibilities

1. Use of network resources is recognized by the user as a privilege, not a right.
 2. Users working on projects or assignments directly related to curriculum always have priority when it comes to using computer equipment.
 3. 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.
 4. 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.
 5. The user is responsible for protecting his own network account and is solely responsible for all actions taken while accessing and using information resources.
 6. The user will work in a moral and ethical fashion that supports District educational goals.
 7. The user will be responsible for adhering to the policies of other networks accessed.
 8. 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.
3. Appropriate Use Copyright Issues. Guidelines for appropriate use of copyrighted resources are provided as follows:
- a. 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.
 - b. If the user does not own the non-public domain material, the user may not copy it or distribute it to others.
 - c. 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.
 - d. 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.
 - e. When in doubt, the user should ask the creator or owner of material for permission to use the work.
4. 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.

5. **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.
6. **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.
7. **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.

8. 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>

INFRACTIONS TO AVOID

The following activities are considered major 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 violations of a rule will occur whether the conduct takes place on the school grounds at any time, off the school grounds at a school supervised activity, or enroute to and from school.

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

1. **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.

2. **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 the Mammoth Spring School District. (Act 104 of 1983)

3. **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.

4. **Bullying Another Student**

A student shall not bully or harass another student. Conduct that constitutes bullying may include but is not limited to electronic bullying, verbal threats, tripping, shoving or other types of behavior that intimidates another student. Electronic acts of bullying

are prohibited whether or not the electronic act originated on school property or with school equipment. (Act 115 of 2007) A person filing a complaint with regard to bullying will not be subject to retaliation or reprisal in any form. Bullying is prohibited while on school property, at school sponsored activities, at bus stops, and on school buses. (Act 681 of 2003) (Act 1437 of 2005) **Hazing will not be permitted.**

5. Fighting

Disciplinary action may include conference with principal, loss of playground privileges, paddling, in-school suspension, out-of-school suspension, probation, and expulsion.

6. Weapons and Dangerous Instruments

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

A weapon is defined as any knife, gun, pistol, revolver, shotgun, BB gun, rifle, pellet gun, razor; ice pick, dirk, box cutter, nunchucks, pepper spray or other noxious spray, explosive, or any other instrument or substance capable of causing bodily harm.

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

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

The district shall report any student who brings a firearm or weapon to school to the criminal justice system or juvenile delinquency system by notifying local law enforcement,

Legal References: A.C.A. § 6 -18-502 (c.) (2)(A)(B)
A.C.A. § 6-18-507(e)(l)(2)
20 USCS~ 7151

A. FIREARMS AND OTHER WEAPONS PROHIBITED UPON SCHOOL CAMPUS BY LAW

1. Any student, regardless of grade or age possessing a firearm or other weapon prohibited upon a school campus by law shall be "EXPULLED" from school for a period of one (1) year (365 days) from the date of expulsion.

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

2. In order to discipline students with disabilities in accordance with requirements of Part B of the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act (Section 504), the superintendent shall have discretion to modify such expulsion requirements for a student on a case-by- case basis.

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

B. 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 teachers
5. Student's remorse and willingness to seek professional counseling or some rehabilitation.

Disciplinary action may include conference with principal, time-out in office, loss of playground privileges, paddling, in-school suspension, out-of-school suspension, probation, and expulsion.

C. 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. EXAMPLE: Belts, Combs, Pencils, Files, Compasses, Pen or Pocket Knife, etc.

Students acting belligerent or aggressively with any of the above identified or unidentified instrument 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 a disciplinary conference with the principal with possible parental conference when appropriate, and a 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 Schools Act (GFSA)
Individuals with Disabilities Education Act (IDEA)
Section 504 of the Rehabilitation Act.

7. 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 where very serious offenses have been committed.

8. Truancy

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

9. 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.

10. Fireworks

A student shall not possess, handle, or store firecrackers, smoke bombs, cherry bombs, or any other kind of fireworks that reasonably could be a danger to himself/herself or to other students, or could be disruptive to the learning climate of the school.

11. Cutting Lunch Line

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

12. Willful Damage or Theft of School Property

A student shall not cause or attempt to cause damage to school property or steal or attempt to steal school property. The school district will attempt to recover damages from the student destroying school property. Parents of any minor student under the age of 18 living with the parents may be liable for damages caused by said minor in an amount not in excess of \$5000.00 (Act 201 of 1977).

13. Damage, 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 something (of value) from another person by either physical force or threat.

14. Immorality

Students shall abstain from indecent and immoral acts.

15. Public Display of Affection

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

16. Disruption and Interference With School

No student shall block the doorway, corridor, or 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.

17. 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 a school campus for a specified period of time shall not enter such building or be present on school grounds.

18. Behavior Not Covered

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

19. Alcohol and Drugs

A student shall not possess, sell, use, transmit, or be under the influence of any controlled substance, as defined in Act 590 of 1971, of the State of Arkansas, as amended, or beverage containing alcohol or intoxicant of any kind, or substances represented to be such.

Controlled substances may be brought to a teacher/principal/nurse to be administered to a student who has a prescription for the substance, provided the substance remains in the container in which it was obtained from a pharmacist or is accompanied by a note from the parent/guardian. The willful misuse and/or abuse of ANY DRUG OR CHEMICAL SUBSTANCE (ie taking more than is prescribed; attempting an overdose; taking an overdose; etc.) is expressly prohibited.

A. First Offense: Automatic 1 to 10 day suspension, the length of which depends upon the past record and citizenship of the student, and the nature of the offense.

Additionally, any student found to have violated this policy while under school supervision will not be allowed to hold any elected positions in school organizations nor will they be eligible to participate as a representative of Mammoth Spring School in any activity that requires travel off-campus for the balance of the school year in which the offense was committed.

B. Second Offense: Automatic suspension pending School Board action to consider permanent expulsion. Possession and/or use of drugs not legally obtained is considered to be of an extremely serious nature due to the compounded violation (school regulations and state criminal law).

Nothing contained in this policy should be interpreted as meaning that criminal prosecution will not be pursued for any alcohol and/or drug offense in the judgement of the administration such action should be taken in the interest of maintaining normal school operations.

20. Use of Profanity - Verbal Abuse

The use of profanity and/or verbal abuse will not be allowed.

21. Lasers

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

22. Paging Devices

Use, by a student, of any paging device, beeper, cellular telephone, or similar electronic communication device on the school campus, during regular school hours, is strictly prohibited. All communication devices, including cellular telephones, must

be turned off during school hours. An exemption may be granted for reasons due to health or other compelling reasons.

23. 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 student may constitute sexual harassment. A substantiated charge against a student shall subject that student to disciplinary action.

24. Bomb Threat Procedure

When School is Not In Session:

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

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

When School is In Session:

Upon receipt of a bomb threat the fire drill procedure will be followed and all personnel will be evacuated from the building or buildings included in the threat. After activating evacuation procedures, the county sheriff's office, local police department and the local fire department shall be notified and shall be given a complete description of the threat and any supporting evidence that may be available. The superintendent then shall be notified. The county sheriff's or local police department shall search the building or buildings involved with their personnel or with personnel designated and supervised by 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 the 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 the principal of the building, the school day shall be resumed. School Personnel Procedure:

- A. Evacuate and call roll in the designated area
- B. 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.

DETENTION HALL

Students may be detained from recess for improper behavior at Mammoth Spring Elementary school. Students must bring study materials and be prepared to work in detention hall. No talking or other student interaction will be permitted. Upon parental request or student request, students may use detention hall for independent study during recess periods. In cases where more than five (5) students from one class are required to be detained, for disciplinary reasons, these students must remain in their individual classrooms under teacher supervision.

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.

Student desks are school property to be used by the student for storage of books and supplies. They may be searched at any time. School authorities may make a personal search and seize illegal contraband, dangerous weapons, or stolen property.

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 and/or person.

DISCIPLINE OF THE HANDICAPPED

Handicapped students who engage in misbehavior are subject to normal school disciplinary rules and procedures unless the handicapping condition is a cause of the misbehavior.

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

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 school property, or at any school sponsored event. The Board further recognizes that the principal and faculty of the school must always be in 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 or individual involved.

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, 49-1912) 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).

The Board directs that corporal punishment, when deemed necessary, may be administered by a certified employee provided, however, that such punishment will be 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 contemplated punishment and the pupil has been given the opportunity to explain the reason for his/her actions or to deny the charge.
2. The administration of the corporal punishment shall be observed by the witness.
3. Corporal punishment shall never be administered in the presence of other students nor 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 punishment.

5. The parent or guardian, upon request, shall be provided a written explanation.
6. Refusal to submit to corporal punishment shall result in an automatic three (3) day suspension.

SUSPENSION - AUTHORITY AND PROCEDURES

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

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

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

At the request of the parent, a suspension will be reviewed by the superintendent. At such review, the student may make a statement in his own behalf and present any other available evidence in support of his 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 - BOARD POLICY

The Board of Education is authorized to expel a student for the remainder of the semester, the remainder of the year, permanently or other specified length of time for conduct it deems to be of such gravity as to make 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 records) that he has recommended to the Board of Education that the student be expelled and notice shall contain a statement of reasons for this recommendation. The notice shall reflect the date, hour, and place where the Board of Education will consider and dispose of the recommendation, and such hearing shall be conducted not earlier than three (3) calendar days, nor more than seven (7) calendar days, following the date of the notice, except that the representatives of the Board and student may agree in writing to a date not conforming to this limitation.

The President of the Board, or in his absence another member selected by the Board, shall preside at the hearing which will be a public hearing. (Act 441 of 1979 amend the Freedom of Information Act to allow school boards to consider pupil suspension matters 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 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 witness 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 and relevant. Members of the Board may question any witness. It is noted that Arkansas law makes no provision for the taking of testimony under oath, and no sanctions for perjury at proceedings such as these. At the conclusion of the hearing, the Board's decision on the question of expulsion will be made in an open meeting.

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

CIVIL RIGHTS STATEMENT

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

GRIEVANCE PROCEDURES

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

1. In problems concerning grades or discipline of a student, and a teacher is involved, the principal shall arrange a conference between the parent and the teacher concerned.
2. If the parent is not satisfied with the teacher's explanation, the parent may request a conference with the principal.
3. Parents not satisfied after the conference with the principal may request a conference with the superintendent.
4. Parents who are still not satisfied after the conference with the superintendent may request to have the problem brought before the Board of Education .
5. Teachers are not required to talk either directly or by telephone to parents who are irate, abusive, threatening, or using foul language. They should be referred to the principal. Letters or notes from parents with the same motive or attitude are not to be answered, other than to refer them to the principal.

INTERROGATION AND/OR REMOVAL FROM SCHOOL BY LEGAL AUTHORITIES

Students have the right to be advised of their rights, to know why they are being questioned, to remain silent, and to know 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 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

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 for the elementary school contact Mr. Wade Powell, Parental Involvement Facilitator for the elementary, at (870)625-7213. For information regarding the high school contact Mr. Lindy Greene, Parental Involvement Facilitator for the high school, at (870)625-7212.

SMART CORE/CORE CURRICULUM

The Smart Core curriculum and the Core curriculum will be a standard component of the required course of study to graduate from Arkansas public schools. All students must participate in the Smart Core unless the parent of guardian waives the student's right to participate. In such case of a waiver, the student will be required to participate in the Core. The Smart Core and Core will both require twenty-two (22) units of credit for graduation. (Act 1467 of 2003)

English - 4 Units

- English 9th Grade
- English 10th Grade
- English 11th Grade
- English 12th Grade

Mathematics - 4 Units

- Algebra 1 or its equivalent
- Geometry or its equivalent
- All math units must build on the base of algebra and geometry knowledge and skills
- A two-year algebra equivalent or a two-year geometry equivalent may each be counted as two units of the four (4) unit requirement.

Science - 3 Units

- At least one unit of Biology
- At least one unit of a physical science

Social Studies - 3 Units

- Civics - 1/2 Unit
- World History - 1 Unit
- U.S. History - 1 Unit

Oral Communication - 1/2 Unit

Physical Education - 1/2 Unit

Health and Safety - 1/2 Unit

Economics - 1/2 Unit (may be counted toward Social Studies or Career Focus)

Fine Arts - 1/2 Unit

Career Focus - 6 Units

Digital Learning - 1/2 Unit

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OBJECTION TO PUBLICATION OF DIRECTORY INFORMATION

(Not to be filed if the parent/student has no objection)

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

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

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

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

Deny disclosure to all public and school sources _____

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

Deny disclosure to all public sources _____

Selecting this option will prohibit the release of directory information to all public sources (such as newspapers), but permit the student's directory information **to be included** in the school's yearbook and other school publications.

Name of student (Printed)

Signature of Parent

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

