

# MOUNTAINBURG



**2021-2022**

***Student Handbook***



# We are Dragon Strong

Our Beliefs	Our Behaviors	Our Outcomes
<p><b>Start Strong</b></p> <p>We believe each of us has the capacity to learn, grow, and improve (growth)</p>	<ul style="list-style-type: none"> <li>• See what's possible</li> <li>• Show up &amp; Step Up</li> <li>• Defeat Fear</li> </ul>	<p><b>Strong Today</b></p> <p><b>Stronger Tomorrow</b></p>
<p><b>Stay Strong</b></p> <p>We believe the struggle is real and each of us has the strength and will to persist and overcome together (teamwork)</p>	<ul style="list-style-type: none"> <li>• Care, communicate and collaborate</li> <li>• Act with Purpose</li> <li>• Do the Right thing, especially when it is hard</li> </ul>	<p><b>We win</b></p>
<p><b>Start Strong</b></p> <p>We believe each of us has the responsibility to achieve personal and collective greatness (effort &amp; execution)</p>	<ul style="list-style-type: none"> <li>• Put your name on it</li> <li>• Do the Work</li> <li>• Ever forward</li> </ul>	<p><b>Best version of you</b></p>

*August, 2021*

*Dear Dragons,*

*Welcome to the 2021-2022 School Year. This year promises to be challenging, but we are good at hard things. We are glad you are a part of our school learning team!*

*Our mission is simple....We will ensure high levels of learning for all. And while the mission is simple, the journey is complex. Our vision is to become an elite learning organization: Better today than yesterday, Better tomorrow than today. Our district is committed to providing the academic foundation and skills necessary for all to be successful beyond school. We are glad to have you here as a Dragon!*

*Challenges for re-entry to school in 21-22 will bring us together. Circumstances are fluid, and new information emerges daily. While we are ready to move forward, some of our policies, and procedures will have to be amended and adjusted as we go. Please review the policies in this student handbook. If we can be of assistance please contact our principals or myself. Have a great school year and Start Strong, Stay Strong, and Finish Strong!*

*Sincerely,*

*Dr. Debbie Atwell  
Superintendent*

**We honor our history through values and traditions.  
We build our present through collaboration and teamwork.  
We create our future through creativity and innovation.  
We are Dragon Strong**

## Table of Contents

District Contact Information	Page 3
2021-2022 School Calendar	Page 4
Handbook Overview (4.42)	Page 5
<u>Attendance &amp; Tardies</u>	
Attendance Policy (4.7)	Page 6
Tardy Policy (4.9)	Page 8
Closed Campus Policy (4.10)	Page 8
<u>Academic Policies and Procedures</u>	
Equal Educational Opportunity (4.11)	Page 9
Smart Core Graduation Requirements (4.45.1)	Page 9
Exemption Policy	Page 16
Grading Policy	Page 16
Honor Graduates & GPA Calculations (5.17 MPS)	Page 17
Academic Excellence Banquet	Page 17
Advanced Placement	Page 19
Alternative Education	Page 19
<u>Code of Conduct</u>	
Discipline Policy (4.17)	Page 20
Prohibited Conduct (4.18)	Page 20
Definitions of Violations and Disciplinary Actions for Grades 5-12	Page 21
Disciplinary Plans of Action per Campus	Page 22
Corporal Punishment for Grades K-4 (4.39)	Page 22
Expulsion Policy (4.31)	Page 25
Search and Seizure Policy (4.32)	Page 26
Suspension Policy (4.30)	Page 26
Disruption of School (4.20)	Page 28
Student Assault or Battery (4.21)	Page 28
Weapons and Dangerous Instruments (4.22)	Page 28
Tobacco Policy (4.23)	Page 29
Drug and Alcohol Policy (4.24)	Page 29
Drug Testing Policy	Page 30

Dress Code (4.25)	Page 30
Toys	Page 31
Gangs and Gang Activity	Page 31
Student Sexual Harassment (4.27)	Page 32
Bullying (4.43)	Page 37

**Technology Use**

Internet Safety and Electronic Device Use Policy (4.29)	Page 40
---	---------

**Other Electronic Devices**

Cell Phone and Electronic Device Policy (4.47)	Page 43
--	---------

**Student Services**

Food Service	Page 45
Communicable Disease (4.34)	Page 45
Student Medication (4.35)	Page 46
Illness/Accident (4.36)	Page 49
Immunization (4.57)	Page 49

**Activities**

Extracurricular Activities-Secondary Schools (4.56)	Page 51
Extracurricular Activities-Elementary School (4.56.1)	Page 52
Student Organizations (4.12)	Page 53

**Transportation Policy**

Conduct to and from School and Transportation Eligibility (4.19)	Page 54
Bus Regulations	Page 55
Skateboards	Page 55

**Other**

Asbestos	Page 55
Privacy-Student Records (4.13)	Page 55
Photo/Video Opt-Out Form (5.20)	Page 58

## Contact Information

### Mountainburg Board of Education

Mr. Jason Watkins, Mrs. Shari Moxley, Mrs. Emily Bassham, Mrs. Leslie France and Mr. Boyd Mize

### Mountainburg Schools District Office

(479)-369-2121 Fax: (479) 369-2138 Special Education Office: (479) 369-4442

<b>Superintendent of Schools</b>	Dr. Debbie Atwell	<a href="mailto:debbie.atwell@mountainburg.org">debbie.atwell@mountainburg.org</a>
<b>District Business Mngr/Treasurer</b>	Mrs. Dama Smith	<a href="mailto:dama.smith@mountainburg.org">dama.smith@mountainburg.org</a>
<b>District Technology Coordinator</b>	Mr. Scott Organ	<a href="mailto:scott.organ@mountainburg.org">scott.organ@mountainburg.org</a>
<b>District School Resource Officer</b>	Mr. Jayson Peppas	<a href="mailto:jayson.peppas@mountainburg.org">jayson.peppas@mountainburg.org</a>
<b>Special Education Supervisor</b>	Mrs. Debbie Pinkerton	<a href="mailto:debbie.pinkerton@mountainburg.org">debbie.pinkerton@mountainburg.org</a>
<b>Special Education Secretary</b>	Mrs. Jenny Lovell	<a href="mailto:jenny.lovell@mountainburg.org">jenny.lovell@mountainburg.org</a>

### Mountainburg High School

Office (479) 369-2146 Fax: (479) 369-2845

High School Counselor (479) 662-6271 High School Nurse (479) 369-4400

<b>High School Principal</b>	Mrs. Courtney Cristee	<a href="mailto:courtney.cristee@mountainburg.org">courtney.cristee@mountainburg.org</a>
<b>Student Performance Specialist</b>	Mr. Darren Jones	<a href="mailto:chop.jones@mountainburg.org">chop.jones@mountainburg.org</a>
<b>High School Counselor</b>	Mrs. Barbara Daniel	<a href="mailto:barbara.daniel@mountainburg.org">barbara.daniel@mountainburg.org</a>
<b>High School Secretary</b>	Mrs. Erin Huckey	<a href="mailto:erin.huckey@mountainburg.org">erin.huckey@mountainburg.org</a>

### Mountainburg Middle School Brain Academy

Office (479) 369-4506 Fax: (479) 369-4355

Middle School Counselor (479) 662-6261 Middle School Nurse (479) 369-4400

<b>Middle School Principal</b>	Mrs. Julie Ferguson	<a href="mailto:julie.ferguson@mountainburg.org">julie.ferguson@mountainburg.org</a>
<b>Student Performance Specialist</b>	Mr. Darren Jones	<a href="mailto:chop.jones@mountainburg.org">chop.jones@mountainburg.org</a>
<b>Middle School Counselor</b>	Mr Steve Johnson	<a href="mailto:steve.johnson@mountainburg.org">steve.johnson@mountainburg.org</a>
<b>Middle School Secretary</b>	Mrs. Alli Jones	<a href="mailto:alli.jones@mountainburg.org">alli.jones@mountainburg.org</a>

### Mountainburg Elementary School

Office (479) 369-2762 Fax: (479) 369-4302

Elementary School Counselor (479) 369-662-6251 Elementary School Nurse (479) 369-2762

<b>Elementary School Principal</b>	Ms.Tandi Jones	<a href="mailto:tandi.jones@mountainburg.org">tandi.jones@mountainburg.org</a>
<b>Elementary School Counselor</b>	Mrs.Becky Dean	<a href="mailto:becky.dean@mountainburg.org">becky.dean@mountainburg.org</a>
<b>Elementary School Secretary</b>	Mrs.Emiley Shepherd	<a href="mailto:emiley.shepherd@mountainburg.org">emiley.shepherd@mountainburg.org</a>

----- School Calendar -----

**MOUNTAINBURG PUBLIC SCHOOLS**  
2021-2022 School Year Calendar  
Approved 02/15/2021

July 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2021						
Sun	Mon	Tue	We	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

- Aug 5 PD Day #1 8:00-3:30
- Aug 6 PD Day #2 8:00-3:30
- Aug 9 PD Day #3 8:00-3:30
- Aug 10 PD Day #4 8:00-3:30
- Aug 11 PD Day #5 8:00-3:30
- Aug 13 Work Day & Open House 10:00-6:00
- Aug 16 1st Quarter Begins
- Sept 6 Labor Day
- Sept 24 PD Day #6 8:00-3:30
- Sept 27 PT Conference (No classes)
- Oct 15 1st Quarter Ends
- Oct 18 2nd Quarter Begins
- Nov 1 PD Day #7 8:00-3:30
- Nov 22-26 Thanksgiving Break
- Dec 17 2nd Quarter Ends
- Dec 20-31 Christmas Break
- Jan 3 3rd Quarter Begins
- Jan 17 PD Day #8 8:00-3:30
- Feb 18 PD Day #9 8:00-3:30
- Feb 21 PT Conferences (No Classes)
- Mar 11 3rd Quarter Ends
- Mar 14 4th Quarter Begins
- Mar 21-25 Spring Break
- May 15 Baccalaureate
- May 20 Graduation
- May 27 4th Quarter Ends
- May 30 Memorial Day

42 Days in 1st Qtr	47 Days in 3rd Qtr
39 Days in 2nd Qtr	50 Days in 4th Qtr
81 Days in 1st Sem	97 Days in 2nd Sem

Total Class Days	178
Professional Development	8
Flex Professional Development	1
Work Day/ Open House	1
Conference Days	2
<b>Total Contract Days</b>	<b>190</b>

*One day of flex PD approved*

\*Five additional days May 31-June 6 for school closings not recovered through AMI

District will apply for AMI days\*

*The Superintendent and School Board shall have the authority to amend the calendar in the event of excessive days missed.*

Grading Period Begins	Grading Period Ends
-----------------------	---------------------

Professional Development	Work Day/ Open House	Parent Teacher Conferences	Vacation—No Classes
--------------------------	----------------------	----------------------------	---------------------

January 2022						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February 2022						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

March 2022						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April 2022						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May 2022						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June 2022						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

## **TO THE PARENT/GUARDIAN**

On behalf of all faculties, we are happy to welcome you to Mountainburg Public Schools! This handbook has been prepared to explain and clarify the procedures, policies, and regulations at MPS in accordance with code 6-18-502 of state law. The policies are board adopted and on file with DESE. Additional policies and procedures that are not covered in this handbook will be published on the school website. All the policies contained herein are meant to be non-discriminating as to race, creed, or handicap.

Please review this handbook and discuss the regulations with your child. This handbook is not meant to be comprehensive or all-inclusive. School personnel are not limited to the means described in their capacity to enforce and maintain discipline and order, as well as promote district goals and objectives. You are urged to contact the building principal or the superintendent if you have any questions.

## **STUDENT HANDBOOK (4.42)**

It shall be the policy of the Mountainburg School District that the most recently adopted version of the Student Handbook be incorporated by reference to the policies of this district. In the event that there is a conflict between the student handbook and a general board policy, the Board Policies will be considered binding and controlling on the matter provided the parent(s) of the student or the student (if 18 years of age or older) have acknowledged receipt of the controlling language. Principals shall review all changes to student policies and ensure that such changes are provided to students and parents, either in the handbook or, if changes are made after the handbook is printed, as an addendum to the handbook. Principals and counselors shall also review Policies 4.45 and the current ADE Standards for Accreditation Rules to ensure that there is no conflict. If a conflict exists, the Principal and/or Counselor shall notify the Superintendent and Curriculum Coordinator immediately, so that corrections may be made and notice of the requirements given to students and parents.

## **NONDISCRIMINATION**

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

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

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

## **FAMILY AND COMMUNITY ENGAGEMENT (FACE) SUMMARY**

Mountainburg Public Schools values family and community engagement. The district and each school develop FACE plans to engage families in the education process and solicit input and feedback on the plans, academic programming, athletics, wellness, and communications. For more information and each school's plan, visit the district website or contact the following FACE coordinators:

MPS-Mrs. Nancy Robbins, MES - Mrs. Becky Dean, MMS - Mr. Steve Johnson, MHS - Mrs. Barbara Daniel

# ----- Attendance and Tardies -----

## **Addendum in Response to Covid-19 State Definitions and Requirements**

Due to Covid-19 state and health guidelines, the DESE has amended the definition of an “absence” to reflect remote, off-site and virtual learning. This definition replaces the previous definition set forth in COM-18-093 for state reporting purposes.

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.

### **ABSENCES (4.7)**

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

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

Absences for students enrolled in synchronous digital courses shall be determined in the same manner as for District students attending courses in person. Attendance for asynchronous instruction is determined by active time logged and successful completion of assignments and exams.

### **EXCUSED ABSENCES**

Excused absences are those where the student was on official school business or when the absence was due to one of the following reasons:

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

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

In order for the absence to be considered excused, the student must:

- A. Bring a written statement to the principal or designee upon the student’s return to school from the student’s parent or legal guardian stating the reason for the student’s absence: or
- B. If the student is attending the District’s course digitally, upload a written statement from the student’s parent or legal guardian stating the reason for the student’s absence through the District’s digital course management platform for review by the principal or designee.

A written statement presented or uploaded for an absence having occurred more than five (5) school days prior to its presentation or upload will not be accepted.

### **UNEXCUSED ABSENCES**

Absences that are not defined above do not have an accompanying note from the parent, or legal guardian, person having lawful control of the student, or person standing in loco parentis; or have an accompanying note that is not presented or uploaded within the timeline required by this policy, shall be considered as unexcused absences. Students with ten (10) unexcused absences in a course in a semester may not receive credit for that course. At the discretion of the principal after consultation with persons having knowledge of the circumstances of unexcused absences, the student may be denied promotion or graduation. Excessive absences shall not be a reason for expulsion or dismissal of a student.

When a student has three (3) unexcused absences, his/her parents, legal guardians, persons with lawful control of the student, or persons standing in loco parentis shall be notified<sup>6</sup>. Notification shall be by telephone by the end of the school day in which such absence occurred or by regular mail with a return address sent no later than the following school day.

Whenever a student exceeds eight (8) unexcused absences in a semester, the District shall notify the prosecuting authority and the parent, legal guardian, person having lawful control of the student, or persons standing in loco parentis shall be subject to a civil penalty as prescribed by law.

It is the Arkansas General Assembly's intention that students having excessive absences be given assistance in obtaining credit for their courses. Therefore, at any time prior to when a student exceeds the number of unexcused absences permitted by this policy, the student, or his/her parent, legal guardian, person with lawful control of the student, or person standing in loco parentis may petition the school or district's administration for special arrangements to address the student's unexcused absences. If formal arrangements are granted, they shall be formalized into a written agreement which will include the conditions of the agreement and the consequences for failing to fulfill the agreement's requirements. The agreement shall be signed by the student, the student's parent; legal guardian; person having lawful control of the student; or person standing in loco parentis, and the school or district administrator or designee.

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

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

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

### **MAKEUP WORK**

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

Students in grades 5-12 who miss school due to an excused absence shall be allowed to make up the work they missed during their absence. It is the responsibility of the **student** to arrange for all make-up work with his/her teacher(s). Make-up work is allowed at a rate of one day for each day missed or as required/permitted by the student's Individual Education Program or 504 Plan.

Work missed due to unexcused absences can be made up. Out-of-school suspensions are considered unexcused absences.

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

### **ATTENDANCE MISSED DUE TO SCHOOL CLOSINGS**

Mountainburg Public Schools utilizes Alternate Methods of Instruction (AMI) for up to ten (10) days of cancelled classes. AMI allows students to continue learning on days when classes are interrupted due to illness, bad weather, or other extenuating circumstances. Students complete assignments made available in advance and turn them in upon the return to classes. Information about how to access assignments will be sent home and made available on the school website at [www.mountainburg.org](http://www.mountainburg.org)

## **TARDY POLICY (4.9)**

Promptness is an important character trait that the District staff is encouraged to model and help develop in our students. Promptness is the responsibility of each student. Students who are late to class show a disregard for both the teacher and their classmates which compromises potential student achievement.

### **Grades K-4**

Tardiness and Early Check Outs will be documented. After five (5) tardies or early check outs per semester, students will be ineligible for perfect attendance and parent contact will be made by the attendance committee. Students are defined as tardy if they arrive at school after 8:00 a.m. Arriving at school after 8:15 will result in an absence for ½ day. When a student is late getting to school, they must come to the office and sign in; otherwise, they may be counted absent all day. If a student checks out of school before 3:00 p.m., he/she will be marked absent for ½ day.

### **Grades 5-12**

Arriving late to school or to class constitutes a tardy. If a student arrives late to class, he/she must have approval from a faculty/staff member to receive an excused tardy. A student who arrives after the bell rings will be considered tardy for that period. A student who arrives more than 20 minutes late or leaves more than 20 minutes early will be considered absent for that period. When a student is late for school, they must sign in at the office; otherwise, they may be counted absent. Repeated tardiness at the beginning of the school day can be construed as truancy.

Consequences for Tardies in a semester:

Tardy # 1, # 2, #3: Warning, counseled by teacher.

Tardy # 4: Teacher assigns 1 day of lunch detention

Tardy # 5: Teacher assigns 1 day of lunch detention and sends student to the Principal's office. Communication is made to parents.

Tardy # 6, # 7: Teacher assigns 1 day of lunch detention.

Tardy #8: Student receives referral and ISD. Any subsequent tardy will result in a mandatory parent conference.

## **CLOSED CAMPUS (4.10)**

All schools in the District shall operate closed campuses. Students are required to stay on campus from their arrival until dismissal at the end of the regular school day unless given permission to leave the campus by a school official. Students must sign out in the office upon their departure. Students who are being checked out for lunch must have a parent present. Notes and phone calls will not be accepted.

**OUTSIDE FOOD** Food brought to school by parents can only be for their child. Because of food allergies, it cannot be shared with other students. Food deliveries in excess will not be accepted at lunch.

Parents, guardians and those listed on the student contact sheet filed in the office are allowed to eat only with their student(s). The mentioned visitors may not congregate or visit with other student(s). Visitors in the middle school are allowed to eat lunch with their student(s) but may not go to the playground with them.

# ----- Academic Policies and Procedures -----

## **EQUAL EDUCATION OPPORTUNITY (4.11)**

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

Inquiries on non-discrimination may be directed to the Equity Coordinator, who may be reached at 479-369-2121 or at [debbie.pinkerton@mountainburg.org](mailto:debbie.pinkerton@mountainburg.org). For further information on notice of non-discrimination or to file a complaint, visit: <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm>; for the address and phone number of the office that serves your area, or call 1-800-421-3481.

## **4.45—SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS FOR THE CLASSES OF 2022, 2023, 2024, AND 2025**

All students are required to participate in the Smart Core curriculum unless their parents or guardians, or the students if they are eighteen (18) years of age or older, sign a *Smart Core Waiver Form* to not participate. While Smart Core is the default option, a *Smart Core Information Sheet* and a *Smart Core Waiver Form*<sup>1</sup> will be sent home with students prior to their enrolling in seventh (7<sup>th</sup>) grade, or when a seventh (7<sup>th</sup>) through twelfth (12<sup>th</sup>) grade student enrolls in the district for the first time and there is not a signed waiver form in the student's permanent record. This policy is to be included in student handbooks for grades six (6) through twelve (12) and both students and parents must sign an acknowledgement they have received the policy. Those students not participating in the Smart Core curriculum will be required to fulfill the Core curriculum or the Alternate Pathway to Graduation when required by their IEP to be eligible for graduation. Counseling by trained personnel shall be available to students and their parents or legal guardians prior to the deadline for them to sign and return the waiver form.

While there are similarities between the two curriculums, following the Core curriculum may not qualify students for some scholarships and admission to certain colleges could be jeopardized. Students initially choosing the Core curriculum may subsequently change to the Smart Core curriculum **providing** they would be able to complete the required course of study by the end of their senior year.<sup>2</sup> Students wishing to change their choice of curriculums must consult with their counselor to determine the feasibility of changing paths.

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

Sufficient information relating to Smart Core and the district's graduation requirements shall be communicated to parents and students to ensure their informed understanding of each. This may be accomplished through any or all of the following means:<sup>4</sup>

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

Administrators, or their designees, shall train newly hired employees, required to be licensed as a condition of their employment, regarding this policy. The district's annual professional development shall include the training required by this paragraph.<sup>5</sup>

To the best of its ability, the District shall follow the requirements covering the transfer of course credit and graduation set forth in the Interstate Compact on Educational Opportunity for Military Children and the Arkansas Military Child School Transitions Act of 2021 for all students who meet the definition of "eligible child" in Policy 4.2—ENTRANCE

REQUIREMENTS including the waiving of specific courses that are required for graduation if similar coursework has been satisfactorily completed.

## **GRADUATION REQUIREMENTS**

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

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

Students shall be trained in quality psychomotor skill bases in cardiopulmonary resuscitation and the use of automated external defibrillators in order to graduate.

### **Digital Learning Courses**

The District shall offer one or more digital learning course(s) through one or more District approved provider(s) as either a primary or supplementary method of instruction. The courses may be in a blended learning, online-based, or other technology-based format.<sup>7</sup> In addition to the other graduation requirements contained in this policy, students are required to take at least one (1) digital learning course for credit while in high school.

### **Personal and Family Finance**

All students shall receive credit in a course covering the Personal and Family Finance Standards in order to graduate.

### **SMART CORE: Sixteen (16) units**

English: four (4) units – 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup>

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

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

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

2) Geometry or Geometry A & B\* which may be taken in grades 8-9 or 9-10;

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

3) Algebra II; and

4) The fourth unit may be either

- A math unit approved by DESE beyond Algebra II; or
- A computer science flex credit may be taken in the place of a fourth math credit.

Natural Science: three (3) units

a. DESE approved biology – 1 credit;

b. DESE approved physical science – 1 credit; and

c. A third unit that is either:

- An additional science credit approved by DESE; or
- A computer science flex credit may be taken in the place of a third science credit.

Social Studies: three (3) units

- Civics - one-half ( $\frac{1}{2}$ ) unit
- World History - one unit
- American History - one unit
- Other social studies – one-half ( $\frac{1}{2}$ ) Unit

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

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

Health and Safety: one-half ( $\frac{1}{2}$ ) unit

Economics – one half ( $\frac{1}{2}$ ) unit – dependent upon the licensure of the teacher teaching the course, this can count toward the required three (3) social studies credits or the six (6) required Career Focus elective credits.<sup>8</sup>

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

**CAREER FOCUS: - Six (6) units**

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

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

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

**CORE: Sixteen (16) units**

English: four (4) units – 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup>

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

Mathematics: four (4) units

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

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

Science: three (3) units

- a. DESE approved biology – 1 credit;
- b. DESE approved physical science – 1 credit; and
- c. A third unit that is either:
  - An additional science credit approved by DESE;
  - A computer science flex credit may be taken in the place of a third science credit.

Social Studies: three (3) units

- Civics one-half ( $\frac{1}{2}$ ) unit
- World history, one (1) unit
- American History, one (1) unit
- Other social studies – one-half ( $\frac{1}{2}$ ) unit

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

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

Health and Safety: one-half ( $\frac{1}{2}$ ) unit

Economics – one half ( $\frac{1}{2}$ ) unit – dependent upon the licensure of the teacher teaching the course, this can count toward the required three (3) social studies credits or the six (6) required Career Focus elective credits.<sup>8</sup>

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

#### **CAREER FOCUS: - Six (6) units**

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

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

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

#### **4.45.1—SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS FOR THE CLASS OF 2026 AND THEREAFTER**

All students are required to participate in the Smart Core curriculum unless their parents or guardians, or the students if they are eighteen (18) years of age or older, sign a *Smart Core Waiver Form* to not participate. While Smart Core is the default option, a *Smart Core Information Sheet* and a *Smart Core Waiver Form*<sup>1</sup> will be sent home with students prior to their enrolling in seventh (7<sup>th</sup>) grade, or when a seventh (7<sup>th</sup>) through twelfth (12<sup>th</sup>) grade student enrolls in the district for the first time and there is not a signed waiver form in the student's permanent record. This policy is to be included in student handbooks for grades six (6) through twelve (12) and both students and parents must sign an acknowledgement they have received the policy. Those students not participating in the Smart Core curriculum will be required to fulfill the Core curriculum or the Alternate Pathway to Graduation when required by their IEP to be eligible for graduation. Counseling by trained personnel shall be available to students and their parents or legal guardians prior to the deadline for them to sign and return the waiver form.

While there are similarities between the two curriculums, following the Core curriculum may not qualify students for some scholarships and admission to certain colleges could be jeopardized. Students initially choosing the Core curriculum may

subsequently change to the Smart Core curriculum **providing** they would be able to complete the required course of study by the end of their senior year.<sup>2</sup> Students wishing to change their choice of curriculums must consult with their counselor to determine the feasibility of changing paths.

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

Sufficient information relating to Smart Core and the district's graduation requirements shall be communicated to parents and students to ensure their informed understanding of each. This may be accomplished through any or all of the following means:<sup>4</sup>

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

Administrators, or their designees, shall train newly hired employees, required to be licensed as a condition of their employment, regarding this policy. The district's annual professional development shall include the training required by this paragraph.<sup>5</sup>

To the best of its ability, the District shall follow the requirements covering the transfer of course credit and graduation set forth in the Interstate Compact on Educational Opportunity for Military Children and the Arkansas Military Child School Transitions Act of 2021 for all students who meet the definition of "eligible child" in Policy 4.2—ENTRANCE REQUIREMENTS including the waiving of specific courses that are required for graduation if similar coursework has been satisfactorily completed.

## **GRADUATION REQUIREMENTS**

The number of units students must earn to be eligible for high school graduation is to be earned from the categories listed below. A minimum of twenty-two (22) units is required for graduation for a student participating in either the Smart Core or Core curriculum. In addition to the twenty-two (22) units required for graduation by the Division of Elementary and Secondary Education (DESE), the district requires an additional 2 units to graduate for a total of 24 units. The additional required units may be taken from any electives offered by the district.<sup>6</sup> There are some distinctions made between Smart Core units and Graduation units. Not all units earned toward graduation necessarily apply to Smart Core requirements.

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

Students shall be trained in quality psychomotor skill bases in cardiopulmonary resuscitation and the use of automated external defibrillators in order to graduate.

### **Digital Learning Courses**

The District shall offer one or more digital learning course(s) through one or more District approved provider(s) as either a primary or supplementary method of instruction. The courses may be in a blended learning, online-based, or other technology-based format.<sup>7</sup> In addition to the other graduation requirements contained in this policy, students are required to take at least one (1) digital learning course for credit while in high school.

### **Personal and Family Finance**

All students shall receive credit in a course covering the Personal and Family Finance Standards in order to graduate.

### **Computer Science**

All students shall earn one (1) unit of credit in a computer science course in order to graduate.

**SMART CORE: Sixteen (16) units**

English: four (4) units – 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup>

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

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

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

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

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

Natural Science: three (3) units

- a. DESE approved biology – 1 credit;
- b. DESE approved physical science – 1 credit; and
- c. A third unit that is either:
  - An additional science credit approved by DESE; or
  - A computer science flex credit may be taken in the place of a third science credit.

Social Studies: three (3) units

- Civics - one-half ( $\frac{1}{2}$ ) unit
- World History - one unit
- American History - one unit
- Other social studies – one-half ( $\frac{1}{2}$ ) Unit

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

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

Health and Safety: one-half ( $\frac{1}{2}$ ) unit

Economics – one half ( $\frac{1}{2}$ ) unit – dependent upon the licensure of the teacher teaching the course, this can count toward the required three (3) social studies credits or the six (6) required Career Focus elective credits.

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

## **CAREER FOCUS: - Six (6) units**

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

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

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

## **CORE: Sixteen (16) units**

English: four (4) units – 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup>

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

Mathematics: four (4) units

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

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

Science: three (3) units

- a. DESE approved biology – 1 credit;
- b. DESE approved physical science – 1 credit; and
- c. A third unit that is either:
  - An additional science credit approved by DESE; or
  - A computer science flex credit may be taken in the place of a third science credit.

Social Studies: three (3) units

- Civics one-half ( $\frac{1}{2}$ ) unit
- World history, one (1) unit
- American History, one (1) unit
- Other social studies – one-half ( $\frac{1}{2}$ ) unit

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

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

Health and Safety: one-half ( $\frac{1}{2}$ ) unit

Economics – one half (½) unit – dependent upon the licensure of the teacher teaching the course, this can count toward the required three (3) social studies credits or the six (6) required Career Focus elective credits.<sup>8</sup>

Fine Arts: one-half (½) unit

### **CAREER FOCUS: - Six (6) units**

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

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

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

### **DROPPING/ADDING CLASSES**

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

### **EXEMPTION – SEMESTER TESTS**

*Addendum in Response to Covid-19 Exemption policy will remain the same at this time. Based on the school's response to remote learning needs, the semester tests will potentially be postponed, cancelled, or semester test grade weighted differently based on the current state of our school closures.*

### **MIDDLE SCHOOL (5-8)**

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

1. As and Bs, with no more than one (1) C (based off semester grade) If a student has more than one (1) C they will not be exempt for any class
2. Students with ISD or OSS will not be exempt
3. Three (3) or less EXCUSED absences in any class. *Notes from a medical professional do not count toward the allowable three (3) excused absences. Medical notes are automatically excused. Students with unexcused absences cannot be exempt.*

### **HIGH SCHOOL (9-12)**

On the last two days of each semester, comprehensive tests will be administered in each class to all students counting for 20% of the semester grade for 9<sup>th</sup>-12<sup>th</sup> grades. To encourage good attendance, good grades, and good behavior, a semester test exemption policy has been adopted as follows:

1. As and Bs, with no more than 1 C (based off semester grade) If a student has more than one (1) C they will not be exempt for any class
2. Students with ISD or OSS will not be exempt
3. Three (3) or less EXCUSED absences in any class. Attendance will be based on a class by class basis. *Notes from a medical professional do not count toward the allowable three (3) excused absences. Medical notes are automatically excused. Students with unexcused absences cannot be exempt.*

### **GRADING GRADES K-12**

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

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

*Grading Scale*

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

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

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

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

**GRADE NOTIFICATION METHODS**

Report Cards will be generated at the end of every nine-week period.

Progress Reports-Progress reports will be sent out at the mid-term each quarter.

Principal's List- Grades K-4 students will maintain all A's/Mastery in the academic areas.

**5.17—HONOR ROLL AND HONOR GRADUATES & GRADE POINT CALCULATION (MPS)**

**HONOR ROLL**

Students in grades K-6 who maintain a 3.0 grade point average (GPA) for the grading period will be recognized as honor roll students for that grading period. Semester grades will determine the honor roll at the end of each semester.

Students in grades 7-12 who maintain a 3.0 GPA or above per quarter will be recognized as honor roll students for that grading period. Semester grades will determine the honor roll at the end of each semester.

**Classes for Honor Graduates**

In addition to meeting MHS graduation requirements; a student must

1. Have a 3.25 or above cumulative GPA at the end of eight (8) semesters
2. Successfully complete 26 credits by the end of (8) semesters.

Students who have successfully completed the minimum core of courses recommended for preparation for college as defined by the State Board of Higher Education and the State Board of Education including the Smart Core Curriculum will receive Honor Diplomas. The GPA for honor graduates will be derived from courses taken in public schools for high school credit and meet the minimum qualifying GPA. Diplomas will be awarded as Graduating with Honors, Graduating with High Honors, and Graduating with Highest Honors.

**Graduating with Honors** – Students must follow the Smart Core Curriculum, have taken a combination of 6 PreAP, AP, or concurrent classes and have a GPA of 3.25 or above. Students will receive a cord for Honors.

**Graduating with High Honors** - Students must follow the Smart Core Curriculum, have taken a combination of 8 PreAP, AP, or concurrent classes and have a GPA of 3.50 or above. Students will receive a cord for Honors and an Honors sash.

**Graduating with Highest Honors** - Students must follow the Smart Core Curriculum, have taken a combination of 8 PreAP, AP, or concurrent classes and have a GPA of 4.0 or better. Students will receive a cord for Honors, an Honors sash, and a medallion.

The top three (3) students with the highest GPA and graduating with Highest Honors will be offered the opportunity to prepare a speech to be given at graduation. The GPA will be rounded to the nearest hundredth of a point. If there are not three (3) students graduating with Highest Honors, students with the highest GPA and High Honors or Honors diplomas will be offered the opportunity to prepare a speech.

Students with an IEP or §504 plan are included to the extent that the courses that they have taken and successfully completed meet the course requirements prescribed by the State Board of Higher Education for preparation for college.

**GRADE POINT CALCULATION (MPS)**

- A. Failed courses that are taken again in order to improve the grade will not be calculated into the GPA. They will remain on the transcript.
- B. The final GPA and class ranking will be determined upon graduation. Students may not repeat or add Courses to the official transcript after graduation. They should, however, be able to repeat or add a course if it will help them in their career pursuits. The School District would recalculate their GPA accordingly and send a letter with the school seal to verify an update with the institution the student is to attend. We would not go back and change the GPA or class rank on the transcript.

**GRADUATION REQUIREMENTS**

Course	Smart Core Unit	Core Unit
English	4	4
Oral Communication	½	½
Math	4	4
Science	3	3
Social Studies	3	3
Health	½	½
P.E./Athletics	½	½
Fine Arts	½	½
Electives*	5	7
	<hr/>	<hr/>
	16	16
Career Focus Electives	6	6

\*MPS requires Survey of Business as a graduation requirement

Local Credits**	2	2
<b>Total</b>	<b>24</b>	<b>24</b>

\*\* MPS approves up to 2 local credits beyond the 1 full credit allowed by DESE for a total of 3 credits earned for PE or athletics. The 1st time enrollment for athletics counts for PE credit and within the first 22 credits required by the state. Years 2 and 3 could count as local credits only. Year 4 would count as additional local credit and in GPA, but not within credits #1-24.

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

1. Meet minimal requirements of the State of Arkansas.
2. Meet minimal requirements of the district.
3. Be enrolled as a full-time student for the current school year or have removed deficiencies that prevented a diploma from having been awarded by this school in a previous year. Persons over twenty one (21) years of age must have board approval.
4. Correspondence courses or summer school will be accepted only as a means of making up a course in which a student has made a "D" or an "F". Concurrent college credit may be accepted toward graduation under ACT 1097 of 1991. No more than two credits of correspondence or summer school credit may count toward graduation.
5. Any student who is eligible for graduation exercises must be at the designated practices in order to participate in commencement. Seniors who are within one (1) credit of graduation will be allowed to walk in the graduation ceremony, but must practice.

6. Students having unpaid debts for books, fees, uniforms, etc. will not receive a diploma until debts are taken care of.

The minimum required units for graduation from Mountainburg Schools are twenty-four (24). Honor graduates must have twenty-six (26) units.

The number of units students must earn in grades nine through twelve (9-12) to be eligible for high school graduation are to be earned from the following categories. A minimum of 24 units is required for graduation for a student participating in either the Smart Core or Core curriculum. There are some distinctions made between Smart Core units and Graduation units. Not all units earned toward graduation necessarily apply to Smart Core requirements.

## **ACADEMIC EXCELLENCE BANQUET**

### **GRADES 9-12**

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

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

### **GRADE 8**

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

## **ADVANCED PLACEMENT/INTERNATIONAL BACCALAUREATE**

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

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

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

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

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

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

## **ALTERNATIVE EDUCATION**

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

### **Grades 5-12**

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

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

# ----- Code of Conduct -----

## **STUDENT DISCIPLINE (4.17)**

The Mountainburg Board of Education has a responsibility to protect the health, safety, and welfare of the District's students and employees. To help maintain a safe environment conducive to high student achievement, the Board establishes policies necessary to regulate student behavior to promote an orderly school environment that is respectful of the rights of others and ensures the uniform enforcement of student discipline. Students are responsible for their conduct that occurs:

At any time on the school grounds;

- Off school grounds at a school sponsored function, activity, or event; and
- Going to and from school or a school activity.

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

The District shall incorporate the District's implementation of positive behavioral supports in accordance with Policy 4.60 in the application of student discipline.

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

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

The District shall develop and provide programs, measures, or alternative means and methods for continued student engagement and educational access during periods of suspension or expulsion.

The superintendent is authorized to modify the penalties set forth in the District's student discipline policies on a case-by-case basis.

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

The superintendent shall make a report annually to the Board of Directors on student discipline data, which shall include, without limitation: the number of incidents of bullying reported and the actions taken regarding the reported incidents of bullying.

## **PROHIBITED CONDUCT (4.18)**

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

1. Disrespect for school employees and failing to comply with their reasonable directions or otherwise demonstrating insubordination;
2. Disruptive behavior that interferes with orderly school operations;

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

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

#### **DEFINITIONS OF VIOLATIONS AND DISCIPLINARY ACTIONS FOR GRADES 5-12**

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

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

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

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

**Attribute** means an actual or perceived personal characteristic including without limitation race, color, religion, ancestry, national origin, socioeconomic status, academic status, disability, gender, gender identity, physical appearance, health condition, or sexual orientation;

**Flagrant Violation** means the student violated a serious code of conduct (this could include but is not limited to vulgar language, fighting, physical contact with intent to harm, drinking, smoking, immoral or indecent acts).

**Misdemeanor Violation** means the student violated a code of conduct that is not considered serious or dangerous (this could include but is not limited to talking without permission, tardy, behaviors that disrupt learning, not following instructions).

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

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

#### **DISCIPLINARY PLANS OF ACTION PER CAMPUS**

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

#### **GRADES K - 4**

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

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

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

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

#### **CORPORAL PUNISHMENT (Grades K-4) (4.39)**

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

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

All corporal punishment shall be administered privately, i.e. out of the sight and hearing of other students, shall not be excessive, or administered with malice, and shall be administered in the presence of another school administrator or designee who shall be a licensed staff member employed by the District.

Corporal punishment shall not be used as a form of discipline for a student who is intellectually disabled, non-ambulatory, non-verbal, or autistic.

## OFFENSES WITH CONSEQUENCES THAT DO NOT FOLLOW TIERS

1. Bullying (see page 33)
2. Dress Code (see page 26 )
3. Cell Phones (see page 38 )
4. Tardies (see page 8 )
5. Truancy (see page 7 )

### TIER 1 OFFENSES

1. Disruptive behavior that interferes with orderly school operations
2. Inappropriate public displays of affection
3. 4th Lunch Detention

### TIER 1 CONSEQUENCES

- 1st T1 offense: 1 day of in school detention
- 2nd T1 offense: 2 days of in school detention
- 3rd T1 offense: 3 days of in school detention
- Each additional Tier 1 offense equals an additional day of in school detention up to 10 days
- 11th T1 offense: 1 day out of school suspension
- 12th T1 offense: 2 days out of school suspension
- 13th T1 offense: Flagrant 2 consequences

### TIER 2 OFFENSES

1. Disrespect of school employees and failing to comply with their reasonable directions or otherwise demonstrating insubordination
2. Cheating, copying, or claiming another person's work to be his/her own
3. gambling
4. Use of vulgar, profane, or obscene language or gestures
5. Operating a vehicle on school grounds while using a wireless communications device
6. Skipping class; leaving campus without parental consent and/or not signing out through the office

### TIER 2 CONSEQUENCES

- 1st T2 offense: 3 days of in school detention
- 2nd T2 offense: 5 days of in school detention
- 3rd T2 offense: 7 days of in school detention
- 4th T2 offense: 9 days of in school detention

- 5th T2 offense: 2 days of out of school suspension
- 6th T2 offense: flagrant 2 consequences

**TIER 3 OFFENSES:FLAGRANT 1**

1. Willfully or intentionally damaging, destroying, or stealing school property
2. Theft of another individuals property
3. E-cigs, vapes, vape juice, cartridges, and other related devices or parts of devices-such devices and products will also be confiscated and destroyed
4. Possession of tobacco in any form on any property owned or leased by any public school-such products will also be confiscated and destroyed
5. fighting

**TIER 3 CONSEQUENCES**

- 1st T3 offense: 5 days of in school detention
- 2nd T3 offense: 8 days of in school detention
- 3rd T3 offense: 3 days of out of school suspension
- 4th T3 offense: 5 days of out of school suspension
- 5th T3 offense: 10 days of out of school suspension
- 6th T3 offense: May recommendation for expulsion

**TIER 4 OFFENSES:FLAGRANT 2**

1. Willfully and intentionally assaulting or threatening to assault or physically abusing any student or school employee
2. Possession of any weapon that can reasonably be considered capable of causing bodily harm to another individual--see model policy 4.22
3. Possession, selling, distributing, or being under the influence of an alcoholic beverage, any illegal drug, unauthorized inhalants, or the inappropriate use or sharing of prescription or over the counter drugs, or other intoxicants, or anything represented to be a drug-such products will be confiscated and destroyed
4. Engaging in behavior designed to taunt, degrade, or ridicule another person on the basis of race, ethnicity, national origin, sex, sexual orientaion, gnder identity, or disability
5. Possess, view, distribute, or electronically transmit sexually explicit or vulgar images or representations, whether electronically, on a data storage device, or in a hard copy form
6. Hazing, or aiding in hazing of another student
7. Sexual harassment
8. Involvement in sexual activity at school or on any school property, or trip

9. Communication a school threat verbally or in writing
10. Sharing, diverting, transferring, applying to others (such as needles or lancets,) or in any way misusing medication or any medical supplies in their possession
11. Gangs or gang-related activities, including belonging to secret societies of any kind, are forbidden on school property. Gang insignias, clothing, "throwing signs," or other gestures associated with gangs are prohibited.
12. Physical contact with intent to harm

**TIER 4 CONSEQUENCES**

- 1st T4 offense: 5 days of out of school suspension
- 2nd T4 offense: 10 days of out of school suspension
- 3rd T4 offense: May recommend for expulsion

**EXPULSION (4.31)**

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

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

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

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

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

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

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

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

Except as permitted by policy 4.22, the Superintendent shall recommend the expulsion of any student for a period of not less than one (1) year for possession of any firearm prohibited on school campus by law. The Superintendent shall, however, have the discretion to modify the expulsion recommendation for a student on a case-by-case basis. Parents or legal guardians of a student enrolling from another school after the expiration of an expulsion period for a weapons policy violation shall be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to

possess a weapon on school property. The parents or legal guardians shall sign a statement acknowledging that they have read and understand said laws prior to the student being enrolled in school.

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

#### **SEARCH, SEIZURE, AND INTERROGATIONS (4.32)**

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

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

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

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

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

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

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

#### **SUSPENSION FROM SCHOOL(4.30)**

Students who are not present at school cannot benefit from the educational opportunities the school environment affords. Administrators, therefore, shall strive to find ways to keep students in school as participants in the educational process. There are instances, however, when the needs of the other students or the interests of the orderly learning environment requires the removal of a student from school. The Board authorizes school principals or their designees to suspend

students for disciplinary reasons for a period of time not to exceed ten (10) consecutive school days, including the day upon which the suspension is imposed. The suspension may be in school or out of school. After ten (10) days of suspension, the Prosecuting Attorney **may** be contacted for potential education neglect. Students are responsible for their conduct that occurs:

At any time on the school grounds;

Off school grounds at a school-sponsored function, activity, or event; and

Going to and from school or a school activity.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

#### **DISRUPTION OF SCHOOL (4.20)**

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

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

#### **STUDENT ASSAULT OR BATTERY (4.21)**

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

Furthermore, it is unlawful, during regular school hours, and in a place where a public school employee is required to be in the course of his or her duties, for any person to address a public school employee using language which, in its common acceptance, is calculated to:

- a. Cause a breach of the peace;
- b. Materially and substantially interfere with the operation of the school; or
- c. Arouse the person to whom it is addressed to anger, to the extent likely to cause imminent retaliation.

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

#### **WEAPONS AND DANGEROUS INSTRUMENTS (4.22)**

**Definitions** "Firearm" means any device designed, made, or adapted to expel a projectile by the action of an explosive or any device readily convertible to that use.

"Possession" means having a weapon on the student's body or in an area under the student's control.

"Weapon" means any:

- Firearm;
- Knife;
- Razor;
- Ice pick;
- Dirk;
- Box cutter;
- Nunchucks;
- Pepper spray, mace, or other noxious spray;
- Explosive;
- Taser or other instrument that uses electrical current to cause neuromuscular incapacitation; or
- Any other instrument or substance capable of causing bodily harm.

No student, except for Military personnel (such as ROTC cadets) acting in the course of their official duties or as otherwise expressly permitted by this policy, shall possess a weapon, display what appears to be a weapon, or threaten to use a weapon before or after school while:

- In a school building;
- On or about school property;
- At any school sponsored activity or event;
- On route to or from school or any school sponsored activity; or
- Off the school grounds at any school bus stop.

If a student discovers prior to any questioning or search by any school personnel that he/she has accidentally brought a weapon, other than a firearm, to school on his/her person, in a book bag/purse, or in his/her vehicle on school grounds,

and the student informs the principal or a staff person immediately, the student will not be considered to be in possession of a weapon unless it is a firearm. The weapon shall be confiscated and held in the office until such time as the student's parent/legal guardian shall pick up the weapon from the school's office. Repeated offenses are unacceptable and shall be grounds for disciplinary action against the student as otherwise provided for in this policy.

Except as permitted in this policy, students found to be in possession on the school campus of a firearm shall be recommended for expulsion for a period of one (1) year. The superintendent shall have the discretion to modify such expulsion recommendation for a student on a case-by-case basis.

Parents or legal guardians of students expelled under this policy shall be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a firearm on school property. Parents or legal guardians shall sign a statement acknowledging that they have read and understand said laws prior to readmitting the student. Parents or legal guardians of a student enrolling from another school after the expiration of an expulsion period for a firearm policy violation shall also be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a firearm on school property. The parents or legal guardians shall sign a statement acknowledging that they have read and understand said laws prior to the student being enrolled in school.

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

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

#### **TOBACCO, ELECTRONIC NICOTINE DELIVERY SYSTEMS, AND RELATED PRODUCTS (4.23)**

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

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

#### **DRUGS AND ALCOHOL (4.24)**

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

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

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

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

#### **DRUG TESTING**

It is the philosophy of the Mountainburg Public Schools that students involved in extracurricular activities be encouraged and supported in their efforts to develop and maintain a chemical-free lifestyle. The school board, administration, coaches and sponsors recognize the use of mood altering chemicals as a significant health problem for many students, resulting in negative effects on behavior and learning and the total development of each individual. The misuse and abuse of mood altering chemicals for some students affect academic growth, achievement, activities participation, and development of related skills. Others are affected by the misuse and abuse by family, teammates, or other significant persons in their lives.

## **PURPOSE**

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

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

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

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

## **METHOD**

Throughout the school year, all students in grades 7-12 who are involved in extracurricular activities will be picked at random for drug screening. Each random selection may involve between 5% and 90% of all Junior/Middle and Senior High students involved in covered activities. Percentages selected may vary between Junior/Middle and Senior High Groups. A list of all students who participate in extracurricular activities is compiled and sent to the health care provider that has been chosen by the school to perform the testing. Each student is assigned a number and a computer generated list is then obtained.

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

## **CONSEQUENCES FOR A POSITIVE TEST**

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

## **DRESS AND GROOMING (4.25)**

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

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

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

#### **GRADES K-4**

1. ALL SHORTS AND SKIRTS MUST EXTEND THREE (3) INCHES ABOVE TO THE AREA OF THE KNEE. This includes when these are worn at banquets.
2. Straps on sleeveless attire must extend to the point of the shoulder, be at least the width of a dollar bill, and fit up under the arm. Clothing that allows any underwear to be seen is not acceptable.
3. NO HATS OR HOODIES ARE TO BE WORN IN ANY SCHOOL BUILDING DURING REGULAR SCHOOL HOURS without the prior approval of the principal.
4. No wheelie (roller skate) shoes are to be worn.
5. No SAGGING pants that are belted below the belt line or hang below the waist.
6. Holes in jeans cannot be above the knee.
7. Shirts with the arms cut out and are cut low enough that it would show personal wear are prohibited.

#### **GRADES 5-12**

1. Shorts, skirts, and holes in jeans should not be above mid-thigh. This includes when these are worn at banquets.
2. No midriff, see through clothing, sagging pants--underclothes should not be seen at any time.
3. Straps on shirts should be dollar bill width and fit up under the arm.
4. No clothing with vulgar writing, symbols, or explicit references.
5. No clothing with alcohol, tobacco, or controlled substance advertising or references.
6. No use of emblems, insignias, or other symbols that could cause interference or disruption of operation of the school.
7. No clothing or articles that are excessively soiled, torn inappropriately, or ragged, or clothing or hairstyles that can be hazardous in education activities such as physical education, lab classes, etc.
8. Hoods should not be worn inside any school building during regular school hours without the prior approval of the principal.
9. No pajamas, sleep pants, or house shoes.
10. No Yoga pants, leggings, etc. allowed unless they are fully covered by a shirt or jacket in both the front and the back.
11. No SAGGING pants that are belted below the belt line or hang below the waist.
12. Shirts with the arms cut out and are cut low enough that it would show personal wear are prohibited.
13. Clothing that purposefully conceals identity and possessions is prohibited.

Each violation of the dress code will result in the student being sent home to change clothes with an unexcused absence or the student will be provided a change of clothes. The student will be sent to the office with a Dress Code Violation. On the 3rd violation and each violation after, the student will receive a referral.

#### **TOYS K-4**

Personal items such as make-up, perfume, nail polish, etc. will not be permitted. Toys will not be permitted without prior approval by the classroom teacher/bus driver. Approved outdoor equipment such as basketballs may be used during recess at the teacher's discretion. Any student who brings items to school should do so at their own risk.

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

The Board is committed to ensuring a safe school environment conducive to promoting a learning environment where students and staff can excel. An orderly environment cannot exist where unlawful acts occur, which cause fear, intimidation, or physical harm to students or school staff. Gangs and their activities create such an atmosphere and shall not be allowed on school grounds or at school functions.

The following actions are prohibited by students on school property or at school functions:

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

Students found to be in violation of this policy shall be subject to disciplinary action up to and including expulsion. Students arrested for gang related activities occurring off school grounds shall be subject to the same disciplinary actions as if they had occurred on school grounds.

#### **STUDENT SEXUAL HARASSMENT (4.27)**

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

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

#### Definitions

"Complainant" means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

"Education program or activity" includes locations, events, or circumstances where the District exercised substantial control over both the respondent and the context in which the sexual harassment occurs.

"Formal complaint" means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting an investigation of the allegation of sexual harassment.

"Respondent" means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

"Sexual harassment" means conduct on the basis of sex that satisfies one or more of the following:

1. A District employee:
  - a. Conditions the provision of an aid, benefit, or service of the District on an individual's participation in sexual conduct;<sup>2</sup> or
  - b. Uses the rejection of sexual conduct as the basis for academic decisions affecting that individual;<sup>2</sup>
2. The conduct is:
  - a. Unwelcome; and
  - b. Determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity; or
- c. Constitutes:
  - d. Sexual assault;
  - e. Dating violence
  - f. Domestic violence; or
  - g. Stalking.

“Supportive measures” means individualized services that are offered to the complainant or the respondent designed to restore or preserve equal access to the District’s education program or activity without unreasonably burdening the other party. The supportive measures must be non-disciplinary and non-punitive in nature; offered before or after the filing of a formal complaint or where no formal complaint has been filed; and offered to either party as appropriate, as reasonably available, and without fee or charge. Examples of supportive measures include, but are not limited to: measures designed to protect the safety of all parties or the District’s educational environment, or deter sexual harassment; counseling; extensions of deadlines or other course-related adjustments; modifications of work or class schedules; campus escort services; mutual restrictions on contact between the parties; changes in work or class locations; leaves of absence; and increased security and monitoring of certain areas of the campus.

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

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

- Making sexual propositions or pressuring for sexual activities;
- Unwelcome touching;
- Writing graffiti of a sexual nature;
- Displaying or distributing sexually explicit drawings, pictures, or written materials;
- Performing sexual gestures or touching oneself sexually in front of others;
- Telling sexual or crude jokes;
- Spreading rumors related to a person’s alleged sexual activities;
- Discussions of sexual experiences;
- Rating other students as to sexual activity or performance;
- Circulating or showing emails or Websites of a sexual nature;
- Intimidation by words, actions, insults, or name calling; and
- Teasing or name-calling related to sexual characteristics or the belief or perception that an individual is not conforming to expected gender roles or conduct or is homosexual, regardless of whether or not the student self-identifies as homosexual or transgender.

Students who believe they have been subjected to sexual harassment, or the parent/legal guardian/other responsible adult of a student who believes their student has been subjected to sexual harassment, are encouraged to bring their concerns to any District staff member, including a counselor, teacher, Title IX coordinator, or administrator. If the District staff member who received a report of alleged sexual harassment is not the Title IX Coordinator, then the District staff person shall inform the Title IX Coordinator of the alleged sexual harassment. As soon as reasonably possible after receiving a report of alleged sexual harassment from another District staff member or after receiving a report directly through any means, the Title IX Coordinator shall contact the complainant to:

- Discuss the availability of supportive measures;
- Consider the complainant’s wishes with respect to supportive measures;
- Inform the complainant of the availability of supportive measures with or without the filing of a formal complaint;
- Explain to the complainant the process for filing a formal complaint.

#### Supportive Measures

The District shall offer supportive measures to both the complainant and respondent that are designed to restore or preserve equal access to the District’s education program or activity without unreasonably burdening the other party before or after the filing of a formal complaint or where no formal complaint has been filed. The District shall provide the individualized supportive measures to the complainant unless declined in writing by the complainant and shall provide individualized supportive measures that are non-disciplinary and non-punitive to the respondent. A complainant who initially declined the District’s offer of supportive measures may request supportive measures at a later time and the District shall provide individualized supportive measures based on the circumstances when the subsequent request is received.

#### Formal Complaint

A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by email. Upon receipt of a formal complaint, a District shall simultaneously provide the following written notice to the parties who are known:

- o Notice of the District’s grievance process and a copy of the procedures governing the grievance process;

- o Notice of the allegations of sexual harassment including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include:
  - The identities of the parties involved in the incident, if known;
  - The conduct allegedly constituting sexual harassment; and
  - The date and location of the alleged incident, if known;
- o A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process;
- o That the parties may have an advisor of their choice, who may be, but is not required to be, an attorney;
- o That the parties may inspect and review evidence relevant to the complaint of sexual harassment; and
- o That the District's code of conduct prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

If, in the course of an investigation, the District decides to investigate allegations about the complainant or respondent that are not included in the previous notice, the District shall simultaneously provide notice of the additional allegations to the parties whose identities are known.

The District may consolidate formal complaints of allegations of sexual harassment where the allegations of sexual harassment arise out of the same facts or circumstances and the formal complaints are against more than one respondent; or by more than one complainant against one or more respondents; or by one party against the other party. When the District has consolidated formal complaints so that the grievance process involves more than one complainant or more than one respondent, references to the singular "party", "complainant", or "respondent" include the plural, as applicable.

When investigating a formal complaint and throughout the grievance process, a District shall:

- Ensure that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on the District and not on the parties;
- Not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege or access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party unless the District obtains the parent, legal guardian, or other responsible adult of that party's voluntary, written consent or that party's voluntary, written consent if the party is over the age of eighteen (18) to do so for the grievance process;
- Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence;
- Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence;
- Provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney, and not limit the choice or presence of advisor for either the complainant or respondent in any meeting or grievance proceeding;
- Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate;
- Provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint so that each party can meaningfully respond to the evidence prior to the conclusion of the investigation ; this includes evidence:
  - Whether obtained from a party or other source,;
  - The District does not intend to rely upon in reaching a determination regarding responsibility; and
  - That is either Inculpatory or exculpatory; and
- Create an investigative report that fairly summarizes relevant evidence.

At least ten (10)<sup>3</sup> days prior to completion of the investigative report, the District shall send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy. The parties shall have at least ten (10)<sup>3</sup> days to submit a written response to the evidence. The investigator will consider the written responses prior to completion of the investigative report. All evidence subject to inspection and review shall be available for the parties' inspection and review at any meeting to give each party equal opportunity to refer to such evidence during the meeting.

After the investigative report is sent to the parties, the decision-maker shall:

- o Provide each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness;
- o Provide each party with the answers;
- o Allow for additional, limited follow-up questions from each party; and
- o Provide an explanation to the party proposing the questions any decision to exclude a question as not relevant.

Specifically, questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.

Following the completion of the investigation period, the decision-maker, who cannot be the same person as the Title IX Coordinator or the investigator, shall issue a written determination regarding responsibility. The written determination shall include—

1. Identification of the allegations potentially constituting sexual harassment;
2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including:
  - a. Any notifications to the parties;
  - b. Interviews with parties and witnesses;
  - c. site visits;
  - d. Methods used to gather other evidence,; and
  - e. Hearings held;
3. Findings of fact supporting the determination;
4. Conclusions regarding the application of the District's code of conduct to the facts;
5. A statement of, and rationale for, the result as to each allegation, including:
  - a. A determination regarding responsibility;
  - b. Any disciplinary sanctions imposed on the respondent; and
  - c. Whether remedies designed to restore or preserve equal access to the District's education program or activity will be provided by the District to the complainant; and
6. The procedures and permissible bases for the complainant and respondent to appeal.

The written determination shall be provided to the parties simultaneously. The determination regarding responsibility shall become final on the earlier of:

- If an appeal is not filed, the day after the period for an appeal to be filed expires; or
- If an appeal is filed, the date the written determination of the result of the appeal is provided to the parties.

The District shall investigate the allegations in a formal complaint. If the conduct alleged in the formal complaint would not constitute sexual harassment as defined in this policy even if proved; did not occur in the District's education program or activity; or did not occur against a person in the United States, then the District shall dismiss the complaint as not meeting the definition of sexual harassment under this policy. A dismissal for these reasons does not preclude action under another provision of the District's code of conduct.

The District may dismiss the formal complaint or any allegations therein, if at any time during the grievance process:

- o The complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein;
- o The respondent is no longer enrolled at the District; or
- o Specific circumstances prevent the District from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

Upon the dismissal of a formal complaint for any reason, the District shall promptly send written notice of the dismissal and reason(s) for the dismissal simultaneously to the parties.

The District may hire an individual or individuals to conduct the investigation or to act as the determination-maker when necessary.

## Appeals

Either party may appeal a determination regarding responsibility or from a dismissal of a formal complaint or any allegations therein, on the following bases:

- a. The existence of a procedural irregularity that affected the outcome of the matter;
- b. Discovery of new evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter;
- c. The Title IX Coordinator, investigator, or decision-maker had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter; or
- d. An appeal of the disciplinary sanctions from the initial determination.<sup>4</sup>

For all appeals, the District shall:

1. Notify the other party in writing when an appeal is filed;
2. Simultaneously Provide all parties a written copy of the District's procedures governing the appeal process;
3. Implement appeal procedures equally for both parties;
4. Ensure that the decision-maker<sup>5</sup> for the appeal is not the same person as the decision-maker that reached the original determination regarding responsibility or dismissal, the investigator, or the Title IX Coordinator;
5. Provide all parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome;
6. Issue a written decision describing the result of the appeal and the rationale for the result; and
7. Provide the written decision simultaneously to both parties.

#### Confidentiality

Reports of sexual harassment, both informal reports and formal complaints, will be treated in a confidential manner to the extent possible. Limited disclosure may be provided to:

individuals who are responsible for handling the District's investigation and determination of responsibility to the extent necessary to complete the District's grievance process;

Submit a report to the child maltreatment hotline;

Submit a report to the Professional Licensure Standards Board for reports alleging sexual harassment by an employee towards a student; or

The extent necessary to provide either party due process during the grievance process.<sup>5</sup>

Except as listed above, the District shall keep confidential the identity of:

Any individual who has made a report or complaint of sex discrimination;

Any individual who has made a report or filed a formal complaint of sexual harassment;

Any complainant;

Any individual who has been reported to be the perpetrator of sex discrimination;

Any respondent; and

Any witness.

Any supportive measures provided to the complainant or respondent shall be kept confidential to the extent that maintaining such confidentiality does not impair the ability of the District to provide the supportive measures.

#### Emergency Removal<sup>6</sup>

The District may remove a respondent from the District's education program or activity on an emergency basis only after the completion of an individualized safety and risk analysis that determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal. A removed student will be provided with notice and an opportunity to challenge the removal decision immediately following the removal.

#### Retaliation Prohibited

Students, or the parents/legal guardians/ other responsible adult of a student, who submit a report or file a formal complaint of sexual harassment, testified; assisted; or participate or refused to participate in any manner in an investigation, proceeding, or hearing on sexual harassment shall not be subjected to retaliation or reprisal in any form, including threats; intimidation; coercion; discrimination; or charges for code of conduct violations that do not involve sex discrimination or sexual harassment, arise out of the same facts or circumstances as a report or formal complaint of sex discrimination, and are made for the purpose of interfering with any right or privilege under this policy. The District shall take steps to prevent retaliation and shall take immediate action if any form of retaliation occurs regardless of whether the retaliatory acts are by District officials, students, or third parties.

## Disciplinary Sanctions

It shall be a violation of this policy for any student to be subjected to, or to subject another person to, sexual harassment. Following the completion of the District's grievance process, any student who is found by the evidence to more likely than not<sup>7</sup> have engaged in sexual harassment will be subject to disciplinary action up to, and including, expulsion. No disciplinary sanction or other action that is not a supportive measure may be taken against a respondent until the conclusion of the grievance process.

Students who knowingly fabricate allegations of sexual harassment or purposely provide inaccurate facts shall be subject to disciplinary action up to and including expulsion. A determination that the allegations do not rise to the level of sexual harassment alone is not sufficient to conclude that any party made a false allegation or materially false statement in bad faith.

## Records

The District shall maintain the following records for a minimum of seven (7) years:

- Each sexual harassment investigation including:
- Any determination regarding responsibility;
- any disciplinary sanctions imposed on the respondent;
- Any remedies provided to the complainant designed to restore or preserve equal access to the District's education program or activity;
- Any appeal and the result therefrom;
- All materials used to train Title IX Coordinators, investigators, and decision-makers;
- Any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment, which must include:
  - o The basis for the District's conclusion that its response was not deliberately indifferent; and
  - o Document:
    - If supportive measures were provided to the complainant, the supportive measures taken designed to restore or preserve equal access to the District's education program or activity; or
    - If no supportive measures were provided to a complainant, document the reasons why such a response was not clearly unreasonable in light of the known circumstances.

## **BULLYING (4.43)**

### **Definitions**

"Attribute" means an actual or perceived personal characteristic including without limitation race, color, religion, ancestry, national origin, socioeconomic status, academic status, disability, gender, gender identity, physical appearance, health condition, or sexual orientation;

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

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

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

1. Cyberbullying;
2. Sarcastic comments "compliments" about another student's personal appearance or actual or perceived attributes,
3. Pointed questions intended to embarrass or humiliate,
4. Mocking, taunting or belittling,
5. Non-verbal threats and/or intimidation such as "fronting" or "chesting" a person,
6. Demeaning humor relating to a student's actual or perceived attributes,
7. Blackmail, extortion, demands for protection money or other involuntary donations or loans,
8. Blocking access to school property or facilities,
9. Deliberate physical contact or injury to person or property,

10. Stealing or hiding books or belongings,
11. Threats of harm to student(s), possessions, or others,
12. Sexual harassment, as governed by policy 4.27, is also a form of bullying, and/or
13. Teasing or name-calling related to sexual characteristics or the belief or perception that an individual is not conforming to expected gender roles or conduct or is homosexual, regardless of whether the student self-identifies as homosexual or transgender (Examples: "Slut", "You are so gay.", "Fag", "Queer").

"Cyberbullying" means any form of communication by electronic act that is sent with the purpose to:

- Harass, intimidate, humiliate, ridicule, defame, or threaten a student, school employee, or person with whom the other student or school employee is associated; or
- Incite violence towards a student, school employee, or person with whom the other student or school employee is associated.

Cyberbullying of School Employees includes, but is not limited to:

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

Cyberbullying is prohibited whether or not the cyberbullying originated on school property or with school equipment, if the cyberbullying results in the substantial disruption of the orderly operation of the school or educational environment or is directed specifically at students or school personnel and maliciously intended for the purpose of disrupting school and has a high likelihood of succeeding in that purpose.

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

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

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

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

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

The person or persons reporting behavior they consider to be bullying shall not be subject to retaliation or reprisal in any form.

A building principal, or designee, who receives a credible report or complaint of bullying shall:

1. As soon as reasonably practicable, but by no later than the end of the school day following the receipt of the credible report of bullying:
  - a. Report to a parent, legal guardian, person having lawful control of a student, or person standing in loco parentis of a student that their student is the victim in a credible report of bullying; and
  - b. Prepare a written report of the alleged incident of bullying;
2. Promptly investigate the credible report or complaint of bullying, which shall be completed by no later than the fifth (5<sup>th</sup>) school day following the completion of the written report.
3. Notify within five (5) days following the completion of the investigation the parent, legal guardian, person having lawful control of a student, or person standing in loco parentis of a student who was the alleged victim in a credible report of bullying whether the investigation found the credible report or complaint of bullying to be true and the availability of counseling and other intervention services.
4. Notify within five (5) days following the completion of the investigation the parent, legal guardian, person having lawful control of the student, or person acting in loco parentis of the student who is alleged to have been the perpetrator of the incident of bullying:
  - a. That a credible report or complaint of bullying against their student exists;
  - b. Whether the investigation found the credible report or complaint of bullying to be true;
  - c. Whether action was taken against their student upon the conclusion of the investigation of the alleged incident of bullying; and
  - d. Information regarding the reporting of another alleged incident of bullying, including potential consequences of continued incidents of bullying;
5. Make a written record of the investigation, which shall include:
  - a. A detailed description of the alleged incident of bullying, including without limitation a detailed summary of the statements from all material witnesses to the alleged incident of bullying;
  - b. Any action taken as a result of the investigation; and
6. Discuss, as appropriate, the availability of counseling and other intervention services with students involved in the incident of bullying.

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

Notice of what constitutes bullying, the District's prohibition against bullying, and the consequences for students who bully shall be conspicuously posted in every classroom, cafeteria, restroom, gymnasium, auditorium, and school bus. Parents, legal guardians, persons having lawful control of a student, persons standing in loco parentis, students, school volunteers, and employees shall be given copies of the notice annually.

The superintendent shall make a report annually to the Board of Directors on student discipline data, which shall include, without limitation, the number of incidents of bullying reported and the actions taken regarding the reported incidents of bullying.

Copies of this policy shall be available upon request.

### **Bullying Policy Consequences**

FIRST OFFENSE- Conference with parents; meetings with school counselor; minimum of three (3) days in school suspension; and/or out of school suspension if violence occurs

SECOND OFFENSE- Conference with parents; meetings with school counselor; out of school suspension; File FINS

THIRD OFFENSE- Recommendation for expulsion

# ----- Technology Use -----

## **INTERNET SAFETY and ELECTRONIC DEVICE USE POLICY (4.29)**

### **DEFINITION**

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

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

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

### **TECHNOLOGY PROTECTION MEASURES**

The District is dedicated to protecting students from materials on the Internet or world wide web that are inappropriate, obscene, or otherwise harmful to minors; therefore, it is the policy of the District to protect each electronic device with Internet filtering software that is designed to prevent students from accessing such materials. For purposes of this policy, “harmful to minors” means any picture, image, graphic image file, or other visual depiction that:

- (A) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
- (B) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
- (C) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

### **INTERNET USE AND SAFETY**

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

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

### **MISUSE OF INTERNET**

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

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

### **BRING YOUR OWN DEVICE (BYOD)**

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

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

## **NETWORK USE**

### **PURPOSE:**

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

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

Electronic Media also includes all data produced by or stored on the Electronic Media. The Electronic Media, including all messages composed, sent or received using the Electronic Media, are and remain the property of Mountainburg Public Schools. The Electronic Media shall not be used in violation of the rights of any copyright owner.

The Electronic Media shall not be used for discriminatory, harassing or obscene communications, or for any other purpose that is illegal or against Mountainburg School District Policy.

### **GENERAL:**

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

### **PROCEDURE:**

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

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

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

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

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

To ensure that all computers meet these policies, computers and other electronic storage devices may be subject to an inspection at any time. The system administrator may enter and monitor the Electronic Media (including computers

located at an individual work station or any other site) at any time without advance notice for any purpose that is deemed appropriate such as monitoring workflow, productivity, appropriate software or computer maintenance.

### **ACCEPTABLE USE POLICY FOR INTERNET ACCESS**

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

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

This document establishes guidelines for users accessing the Internet through Mountainburg Public Schools. Data and network security is maintained through the use of login and passwords for teachers, students, and staff. The Technology Technician maintains security of servers and computers through firewalls and software to ensure that safety is a priority for our students. To aid the security measures, it is the users' responsibility to use the Internet in an efficient, ethical and legal manner. Violation of these guidelines will cause termination of a user's (student, parent, staff member, and/or teacher) privileges and future access could be denied. The signature page of the handbook is legally binding and indicates the party who signed has read the terms and conditions carefully and understands their significance. (Act 912 of 2000)

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

#### ***Privileges:***

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

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

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

### **SECURITY**

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

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

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

### **VANDALISM**

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

In accordance with Act 1533 of 2001, all public schools are required to install internet filters or obtain internet access connectivity from a provider that provides filter services to limit access to material that is harmful to minors. "Harmful to minors" means that quality of any description, exhibition, presentation, or representation, in whatever form, of nudity, sexual conduct, sexual excitement, or sadomasochistic abuse, when the material or performance, taken as a whole is considered offensive to prevailing standards in the adult community with respect to what is suitable for minors.

## ----- OTHER ELECTRONIC DEVICES -----

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

Students are responsible for conducting themselves in a manner that respects the rights of others. Possession and use of any electronic device, whether district or student owned, that interferes with a positive, orderly classroom environment does not respect the rights of others and is expressly forbidden. The prohibition in this policy does not extend to the electronic device the District provides the student for the student's use during assessment administration to the extent the student is using the District provided device to complete the assessment.

To protect the security of statewide assessments, no electronic device, as defined in this policy, shall be accessible by a student at any time during assessment administration unless specifically permitted by a student's individualized education program (IEP) or individual health plan;<sup>1</sup> this means that when a student is taking an AESAA assessment, the student shall not have his/her electronic device in his/her possession. Any student violating this provision shall be subject to this policy's disciplinary provisions. The prohibition in this policy does not extend to the electronic device the District provides the student for the student's use during assessment administration to the extent the student is using the District provided device to complete the assessment.

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

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

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

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

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

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

**Elementary School** - Cell Phones and electronic devices must be powered off and in the student's backpack at all times during the school day.

Students in violation of the cell phone policy will have to leave their cell phone in the office for the duration of the day. On the 2nd offense and each additional offense, students will receive an office referral for a Tier 1 offense and will have to leave their cell phone in the office for the duration of the day.

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

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

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

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

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

## ----- STUDENT SERVICES -----

### **FOOD SERVICES**

MPS provides free breakfast and lunches for all students through the CEP program.

Prices for adult guest breakfast is \$3.00 and adult guest lunch is \$4.00.

Price for faculty and staff breakfast is \$2.25 and \$3.70.

### **COMMUNICABLE DISEASES AND PARASITES (4.34)**

Students with communicable diseases or with human host parasites that are transmittable in a school environment shall demonstrate respect for other students by not attending school while they are capable of transmitting their condition to others. Students whom the school nurse determines are unwell or unfit for school attendance or who are believed to have a communicable disease or condition will be required to be picked up by their parent or guardian. Specific examples include, but are not limited to: Varicella (chicken pox), measles, scabies, conjunctivitis (Pink Eye), impetigo/MRSA (Methicillin-resistant Staphylococcus aureus), streptococcal and staphylococcal infections, ringworm, mononucleosis, Hepatitis A, B, or C, mumps, vomiting, diarrhea, and fever (100.4 F when taken orally). A student who has been sent home by the school nurse will be subsequently readmitted, at the discretion of the school nurse, when the student is no longer a transmission risk. In some instances, a letter from a health care provider may be required prior to the student being readmitted to the school.

To help control the possible spread of communicable diseases, school personnel shall follow the District's exposure control plan when dealing with any bloodborne, foodborne, and airborne pathogens exposures. Standard precautions shall be followed relating to the handling, disposal, and cleanup of blood and other potentially infectious materials such as all body fluids, secretions and excretions (except sweat).

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

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

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

Each school may conduct screenings of students for human host parasites that are transmittable in a school environment as needed. The screenings shall be conducted in a manner that respects the privacy and confidentiality of each student.

#### 4.35—STUDENT MEDICATIONS

Prior to the administration of any medication, including any dietary supplement or other perceived health remedy not regulated by the US Food and Drug Administration, to any student under the age of eighteen (18), written parental consent is required. The consent form shall include authorization to administer the medication and relieve the Board and its employees of civil liability for damages or injuries resulting from the administration of medication to students in accordance with this policy. All signed medication consent forms are to be maintained by the school nurse.

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

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

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

The district's supervising registered nurse is responsible for creating procedures for the administration of medications on and off campus.

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

##### Schedule II Medications

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

Students taking Schedule II medications not included in the previous sentence shall be allowed to bring them to school under the provisions of this policy and shall be permitted to attend and participate in classes only to the extent the student's doctor has specifically authorized such attendance and participation.<sup>5</sup> A doctor's prescription for a student's Schedule II medication is not an authorization. Attendance authorization shall specifically state the degree and potential danger of physical exertion the student is permitted to undertake in the student's classes and extracurricular activities. Without a doctor's written authorization, a student taking Schedule II medications, other than those specifically authorized in this policy, shall not be eligible to attend classes, but shall be eligible for homebound instruction if provided for in their IEP or 504 plans.

##### Self-Administration of Medication

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

- 1) Self-administer either a rescue inhaler or auto-injectable epinephrine;
- 2) Perform his/her own blood glucose checks;
- 3) Administer insulin through the insulin delivery system the student uses;
- 4) Treat the student's own hypoglycemia and hyperglycemia; or

- 5) Possess on his or her person:
- a) A rescue inhaler or auto-injectable epinephrine; or
  - b) the necessary supplies and equipment to perform his/her own diabetes monitoring and treatment functions.

A student may be authorized to self-administer a stress dose medication to treat the student's adrenal insufficiency with:

1. The written authorization of the student's parent, legal guardian, or person standing in loco parentis; and
2. A written order from the student's treating physician stating that the student:
  - a. Is capable of completing the proper method of self-administration of the stress dose medication,; and
  - b. Has been instructed on the details of the student's medical condition and the events that may lead to an adrenal crisis.

The parent, legal guardian, or person standing in loco parentis of a student who is authorized to self-administer a stress dose medication shall sign an IHP developed by the school nurse for the school where the student is enrolled. The IHP shall include a requirement for the notification of appropriate staff following the self-administration of a stress dose medication, which shall include the school nurse, teacher of the classroom where the stress dose medication was administered, and a school administrator.

Students who have a current consent form on file shall be allowed to carry and self-administer such medication while:

- In school;
- At an on-site school sponsored activity;
- While traveling to or from school; or
- At an off-site school sponsored activity.

A student is prohibited from sharing, transferring, or in any way diverting his/her medications to any other person. The fact that a student with a completed consent form on file is allowed to carry a rescue inhaler, auto-injectable epinephrine, diabetes medication, stress dose medication, , or combination does not require him/her the student to have such on his/her the student's person. The parent or guardian of a student who qualifies under this policy to self-carry a rescue inhaler, auto-injectable epinephrine, diabetes medication, stress dose medication, or any combination on his/her the student's person shall provide the school with the appropriate medication, which shall be immediately available to the student in an emergency.

Students may possess and use a topical sunscreen that is approved by the United States Food and Drug Administration for OTC use to avoid overexposure to the sun without written authorization from a parent, legal guardian, or healthcare professional while the student is on school property or at a school-related event or activity. The parent or guardian of a student may provide written documentation authorizing specifically named District employee(s), in addition to the school nurse, to assist a student in the application of sunscreen. The District employee(s) named in the parent or legal guardian's written authorization shall not be required to assist the student in the application of sunscreen.

#### Emergency Administration of Glucagon and Insulin

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

1. An IHP that provides for the administration of Glucagon, insulin, or both in emergency situations; and
2. A current, valid consent form on file from their parent or guardian.

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

- A. The time scheduled for a dose of insulin in the student's IHP; and
- B. Glucagon or non-scheduled insulin administration once other staff have relieved him/her from other duties until a parent, guardian, other responsible adult, or medical personnel has arrived.

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

#### Emergency Administration of Epinephrine

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

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

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

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

#### Emergency Administration of Albuterol

The school nurse or other school employees designated by the school nurse as a care provider who have been trained and certified by a licensed physician, advanced practice registered nurse, or physician assistant may administer albuterol in emergency situations to students who have an IHP that provides for the administration of albuterol in emergency situations.

The parent of a student who has an authorizing IHP, or the student if over the age of eighteen (18), shall annually complete and sign a written consent form provided by the student's school nurse authorizing the nurse or other school employee(s) certified to administer albuterol to administer albuterol to the student when the employee believes the student is in perceived respiratory distress.

The school nurse for each District school shall keep albuterol on hand. The school nurse or other school employee designated by the school nurse as a care provider who has been trained and certified by a licensed physician, advanced practice registered nurse, or physician assistant may administer albuterol to those students who the school nurse, or other school employee certified to administer albuterol, in good faith professionally believes is in perceived respiratory distress.

#### Emergency Administration of Anti-opioid

The school nurse for each District school shall keep anti-opioid injectors on hand. The school nurse, other school employee, volunteer, or student may administer anti-opioid in accordance with the District's procedures to a student who the school nurse, or other observer, in good faith believes is having an opioid overdose.

#### Emergency Administration of Emergency Adrenal Insufficiency Medication

The school nurse or other school employees designated by the school nurse as a care provider who have been trained and certified by a licensed physician may administer an injectable emergency dose medication in emergency situations to students who have an IHP that provides for the administration of an injectable emergency dose medication in emergency situations.

The parent of a student who has an authorizing IHP, or the student if over the age of eighteen (18), shall annually complete and sign a written consent form provided by the student's school nurse authorizing the nurse or other school employee(s) certified to administer an injectable emergency dose medication to administer an injectable emergency dose medication to the student when the employee believes the student is having an adrenal crisis due to adrenal insufficiency.

Students who have met the requirements to be authorized to self-administer a stress dose medication under this policy shall provide the school nurse an emergency injectable dose of the student's medication. This emergency injectable dose will be used in the event the school nurse, or other school employee certified to administer an injectable emergency dose medication, in good faith professionally believes the student is having an adrenal crisis due to adrenal insufficiency.

## **ILLNESS/ACCIDENT (4.36)**

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

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

## **IMMUNIZATIONS (4.57)**

### **Definitions**

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

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

### **General Requirements**

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

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

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

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

- A. Licensed physician;
- B. Health department;
- C. Military service; or
- D. Official record from another educational institution in Arkansas; or
- E.. An immunization record printed off of the statewide immunization registry with the Official Seal of the State of Arkansas.

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

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

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

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

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

### **Temporary Admittance**

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

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

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

### **Exclusion From School**

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

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

- for the remainder of the week by the end of the initial school day of the student's exclusion; and
- by the end of each school's calendar week for the upcoming week until the student returns to school.

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

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

Annually by December 1, the District shall create, maintain, and post to the District's website a report that includes the following for each disease requiring an immunization under this policy:

The number of students in the District that were granted an exemption by the Department of Health from an immunization; The percentage of students in the District that were granted an exemption by the Department of Health from an immunization; and the number of students within the District who have failed to provide to the public school proof of the vaccinations required and have not obtained an exemption from ADH; the percentage of students within the District who have failed to provide to the public school proof of the vaccinations required and have not obtained an exemption from ADH; and the percentage of a population that must receive an immunization for herd immunity to exist.

# ----- Activities -----

## **EXTRACURRICULAR ACTIVITIES – SECONDARY SCHOOLS (4.56)**

### **Definitions:**

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

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

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

“Interscholastic Activities” means athletic or non-athletic/academic activities where students compete on a school vs. school basis.<sup>1</sup>

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

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

### **Extracurricular Eligibility**

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

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

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

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

No student shall be required to pay for individual or group instruction in order to participate in an extracurricular activity.

### **Interscholastic Activities**

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

### **ACADEMIC REQUIREMENTS: Junior High**

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

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

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

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

### **ACADEMIC REQUIREMENTS: Senior High**

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

1. Have earned a minimum Grade Point Average (GPA) of 2.0 from all academic courses the previous semester; or
2. If the student has passed four (4) academic courses the previous semester but does not have a 2.0 GPA the student must be enrolled and successfully participating in a SIP to maintain their competitive interscholastic extracurricular eligibility.

### **STUDENTS WITH AN INDIVIDUAL EDUCATION PROGRAM**

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

### **ARKANSAS ACTIVITIES ASSOCIATION**

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

### **AAA Governed Activities**

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

### **Non-AAA Governed Activities**

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

### **EXTRACURRICULAR ACTIVITIES - ELEMENTARY (4.56.1)**

#### **Definitions**

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

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

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

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

### **Extracurricular Eligibility**

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

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

Any student who refuses to sit for a Statewide assessment or attempts to boycott a Statewide assessment by failing to put forth a good faith effort on the assessment as determined by the assessment administrator/proctor, or whose parents do not send their student to school on the dates the assessments are administered or scheduled as make-up days shall not be permitted to participate in any non-curriculum related extracurricular activity. The student shall remain ineligible to participate until the student takes the same or a following statewide assessment, as applicable. The superintendent or designee may waive this paragraph’s provisions when the student’s failure was due to exceptional or extraordinary circumstances.<sup>4</sup> Students falling under the provisions of this paragraph shall be permitted to attend curriculum related field trips occurring during the school day.

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

No student shall be required to pay for individual or group instruction in order to participate in an extracurricular activity.

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

### **STUDENT ORGANIZATIONS/EQUAL ACCESS (4.12)**

Non curriculum-related secondary school student organizations wishing to conduct meetings on school premises during non-instructional time shall not be denied equal access on the basis of the religious, political, philosophical, or other content of the speech at such meetings. Such meetings must meet the following criteria.

1. The meeting is to be voluntary and student initiated;
2. There is no sponsorship of the meeting by the school, the government, or its agents or employees;
3. The meeting must occur during non-instructional time;
4. Employees or agents of the school are present at religious meetings only in a non-participatory capacity;
5. The meeting does not materially and substantially interfere with the orderly conduct of educational activities within the school; and
6. Non-school persons may not direct, conduct, control, or regularly attend activities of student groups.

All meetings held on school premises must be scheduled and approved by the principal. The school, its agents, and employees retain the authority to maintain order and discipline, to protect the well-being of students and faculty, and to assure that attendance of students at meetings is voluntary.

Fraternalities, sororities, and secret societies are forbidden in the District's schools. Membership to student organizations shall not be by a vote of the organization's members, nor be restricted by the student's race, religion, sex, national origin, or other arbitrary criteria. Hazing, as defined by law, is forbidden in connection with initiation into, or affiliation with, any student organization, extracurricular activity or sport program. Students who are convicted of participation in hazing or the failure to report hazing shall be expelled.

### **Supervised Organizations**

Mountainburg Public Schools offer a number of supervised organizations and activities that offer constructive, enriching ways to use leisure time. Students have the right to join an existing organization and are not restricted for membership on the basis of race, sex, national origin, or other arbitrary criteria. There are certain requirements that must be fulfilled in order to participate in various organizations. It is the policy of the district to follow the rules of the Arkansas Activities Association to determine eligibility requirements for participating in extracurricular activities that fall under this jurisdiction. The Middle School may organize and maintain a Student Council. The High School may organize and maintain a Student Council, Yearbook staff, FBLA, FFA, FCCLA, FCA, Beta Club, Science, and Trap Shooting Clubs.

## **----- TRANSPORTATION POLICIES AND PROCEDURES -----**

If it is economically feasible, the School District shall provide transportation for all pupils enrolled in the school and who reside at least two miles from the school in which they attend. The transportation system will operate as required by law and rules of the State Board of Education.

The Superintendent and staff shall be responsible for establishing bus routes and bus stops as appropriate. Such stops shall be established at central points for the convenience of the majority concerned and in the interest of conserving time and expenses.

School buses shall be used solely for the transportation of students to and from school and school-sponsored activities. Buses shall not be used by private organizations / persons.

### **AUTOMOBILES**

Automobiles are permitted on campus with students holding a valid driver's license.

### **BICYCLES**

Bicycles may be ridden to school and parked in appropriate bike parking. Once the bike is on the school campus, it must remain in its parking spot until school is dismissed.

### **CONDUCT TO AND FROM SCHOOL AND TRANSPORTATION ELIGIBILITY (4.19)**

The District's Student Code of conduct applies to students while traveling to and from school or to and from a school activity to the same extent as if the students were on school grounds. Appropriate disciplinary actions may be taken against commuting students who violate the District's Student Code of Conduct.

The preceding paragraph also applies to student conduct while on school buses. Students shall be instructed in safe riding practices. The driver of a school bus shall not operate the school bus until every passenger is seated. In addition to other disciplinary measures provided for violations of the District's Student Code of Conduct, the student's bus transportation privileges may be suspended or terminated for violations of the Student Code of Conduct related to bus behavior.

Students are eligible to receive district bus transportation if they meet the following requirements: The transportation to and from school of students who have lost their bus transportation privileges is the responsibility of the student's parent or guardian.

### **BUS REGULATIONS**

Transportation to and from school is regarded as a privilege. Safety is the main concern for all students involved. Continued or severe misconduct could result in the loss of transportation privileges. Students riding to/from school or special events should follow these guidelines:

1. Be at the bus stop on time. Wait approximately ten feet from the stop and wait until the door opens before moving towards the bus.
2. Remain a safe distance from traffic while waiting at the stop.
3. Do not attempt to walk or hitchhike to school if the bus is missed.
4. Keep aisles clear of feet, hands, books, bags, etc.
5. Conduct self in a manner that does not distract from the attention of the driver. This includes: remaining seated, keeping hands and possessions to self, remaining reasonably quiet, etc.
6. No knives, sharp objects, firearms, tobacco, or living animals are allowed on the bus.
7. Do not tamper with safety devices such as fire extinguishers, etc.
8. Passengers will be discharged at their regular stops only. A bus pass from the school office must be secured to ride any bus other than the student's assigned bus. **Permission will only be granted if the street address of the student's destination is included in the request (either verbal or written). The street address must be included on the bus pass before a driver will allow the student to ride a bus other than their assigned bus.**
9. No food or drink is to be consumed on the bus. Lunch brought to school should be stored in appropriate containers and not opened on the bus.
10. Students who must cross the road after leaving the bus must do so in front of the bus, only after the driver or student patrol has signaled to do so.
11. All other rules of student conduct apply during transportation.
12. No balloons are allowed on school buses. If your child receives a balloon at school, he/she must have alternative transportation home.

#### **Activity Bus**

The same rules should be followed as for regular routes. Any student who rides a bus to an event must ride the bus back to school unless signed off by a parent/guardian. Students are NOT allowed to be signed off with notes or by other parents.

#### **Consequences for bus referrals are:**

- First Referral – Lunch Detention
- Second Referral – Suspension of bus privileges for one day
- Third Referral – Suspension of bus privileges for three (3) days
- Fourth Referral – Suspension of bus privileges for five (5) days

After the Fourth Referral consequences will be at the discretion of the building principals.

If a student is suspended from one school bus, the student may not ride another school bus to school.

#### **SKATEBOARDS**

Skateboards are **NOT** permitted at school.

## **----- OTHER -----**

#### **ASBESTOS**

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

#### **PRIVACY OF STUDENTS' RECORDS/ DIRECTORY INFORMATION (4.13)**

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

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

- it is in the sole possession of the individual who made it;
- it is used only as a personal memory aid; and
- information contained in it has never been revealed or made available to any other person, except the maker's temporary substitute.

For the purposes of this policy a school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

For the purposes of this policy a school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility, contracted duty, or duty of elected office.

In addition to releasing PII to school officials without permission, the District may disclose PII from the education records of students in foster care placement to the student's caseworker or to the caseworker's representative without getting prior consent of the parent (or the student if the student is over eighteen (18)). For the District to release the student's PII without getting permission:

- The student must be in foster care;
- The individual to whom the PII will be released must have legal access to the student's case plan; and
- The Arkansas Department of Human Services, or a sub-agency of the Department, must be legally responsible for the care and protection of the student.

The District discloses PII from an education record to appropriate parties, including parents, in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. The superintendent or designee shall determine who will have access to and the responsibility for disclosing information in emergency situations.

When deciding whether to release PII in a health or safety emergency, the District may take into account the totality of the circumstances pertaining to a threat to the health or safety of a student or other individuals. If the District determines that there is an articulable and significant threat to the health or safety of a student or other individuals, it may disclose information from education records to any person whose knowledge of the information is necessary to protect the health or safety of the student or other individuals.

For purposes of this policy, the Mountainburg School District does not distinguish between a custodial and noncustodial parent, or a non-parent such as a person acting in loco parentis or a foster parent with respect to gaining access to a student's records. Unless a court order restricting such access has been presented to the district to the contrary, the fact of a person's status as parent or guardian, alone, enables that parent or guardian to review and copy his child's records.

If there exists a court order which directs that a parent not have access to a student or his/her records, the parent, guardian, person acting in loco parentis, or an agent of the Department of Human Services must present a file-marked copy of such order to the building principal and the superintendent. The school will make good-faith efforts to act in accordance with such court order, but the failure to do so does not impose legal liability upon the school. The actual responsibility for enforcement of such court orders rests with the parents or guardians, their attorneys and the court which issued the order.

A parent or guardian does not have the right to remove any material from a student's records, but such parent or guardian may challenge the accuracy of a record. The right to challenge the accuracy of a record does not include the right to dispute a grade, disciplinary rulings, disability placements, or other such determinations, which must be done only through the appropriate teacher and/or administrator, the decision of whom is final. A challenge to the accuracy of material contained in a student's file must be initiated with the building principal, with an appeal available to the Superintendent or

his/her designee. The challenge shall clearly identify the part of the student's record the parent wants changed and specify why he/she believes it is inaccurate or misleading. If the school determines not to amend the record as requested, the school will notify the requesting parent or student of the decision and inform them of their right to a hearing regarding the request for amending the record. The parent or eligible student will be provided information regarding the hearing procedure when notified of the right to a hearing.

Unless the parent or guardian of a student (or student, if above the age of eighteen (18) objects, "directory information" about a student may be made available to the public, military recruiters, post-secondary educational institutions, prospective employers of those students, as well as school publications such as annual yearbooks and graduation announcements.<sup>4</sup> "Directory information" includes, but is not limited to, a student's name, address, telephone number, electronic mail address, photograph, date and place of birth, dates of attendance,<sup>5</sup> his/her placement on the honor roll (or the receipt of other types of honors), as well as his/her participation in school clubs and extracurricular activities, among others. If the student participates in inherently public activities (for example, basketball, football, or other interscholastic activities), the publication of such information will be beyond the control of the District. "Directory information" also includes a student identification (ID) number, user ID, or other unique personal identifier used by a student for purposes of accessing or communicating in electronic systems and a student ID number or other unique personal identifier that is displayed on a student's ID badge, provided the ID cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN), password or other factor known or possessed only by the authorized user.

A student's name and photograph will only be displayed on the district or school's web page(s) if an OPT-OUT form is received from the student's parent or student if over the age of eighteen (18).

The form for objecting to making directory information available is located in the back of the student handbook and must be completed and signed by the parent or age-eligible student and filed with the building principal's office no later than ten (10) school days after the beginning of each school year or the date the student is enrolled for school. Failure to file an objection by that time is considered a specific grant of permission. The district is required to continue to honor any signed-opt out form for any student no longer in attendance at the district.

The right to opt out of the disclosure of directory information under the Family Educational Rights and Privacy Act (FERPA) does not prevent the District from disclosing or requiring a student to disclose the student's name, identifier, or institutional email address in a class in which the student is enrolled.

Parents and students over the age of 18 who believe the district has failed to comply with the requirements for the lawful release of student records may file a complaint with the U.S. Department of Education (DOE) at Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW Washington, DC 20202

**\*\*\*See board policy Section 4 for complete legal references and citations**

## 5.20 F1—PHOTOGRAPHY/VIDEO NON PERMISSION/OPT-OUT FORM (MPS)

Complete and return this form only if you do NOT give permission for your student's image to appear in possible school publications, including postings on the website.

From time to time photographs or videos of students are taken during the school day for use in district and educational news releases, publications, video productions, social media, educational projects, and the district website.

If you do NOT wish to have your child photograph/videotaped for news media or school publicity purposes, sign and return this form to the school's principal. This form applies only to the current school year. Please fill out a new form each year if you do not want your child's images published.

IF YOU ARE ELECTING TO OPT-OUT, please check the boxes below:

PLEASE DO NOT PUBLISH OR IN ANY WAY USE MY STUDENT'S IMAGE/PHOTO AND OR VIDEO FOR MARKETING, COMMUNICATIONS, OR PUBLIC RELATIONS PURPOSES.

PLEASE DO NOT INCLUDE MY STUDENT IN THE YEARBOOK PHOTOS

NAME OF STUDENT: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF PARENT (OR STUDENT IF 18 OR OLDER)

\_\_\_\_\_  
DATE FORM FILLED (OFFICE USE)

*Please note that if your student participates in public events (such as sporting events or drama production that is open to the public) the school/district may have little or no control over photographs taken by the media, other parents, or community members attending events.*

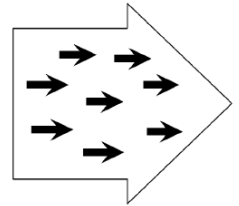
*Students over 18 years of age do not require parental consent for photo use. For more information contact the District Office 479-369-2121*

# The Power of Culture at Mountainburg Public Schools

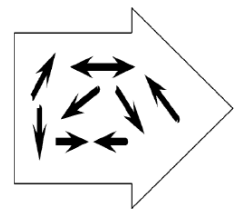
Our culture is the heart of our school system. It makes Mountainburg Public Schools a special place to learn and work, and it gives us a unique advantage. Building and sustaining the Mountainburg culture requires intentional effort from everyone in the district. This playbook is *part* of that effort.

## **What is culture and why is it important?**

Culture is not a document that hangs on the wall. Culture is what we believe, how we behave, and the experience we give and receive. It is the foundation on which our education community is built. Written statements help clarify the culture, but documents don't build culture, people do. Our culture is the product of how we choose to behave.



Our core beliefs provide the standards for how we behave toward each other, our students and our community. Because our culture shapes behavior, and our behavior reinforces culture, it determines how effectively we execute our strategy. Our success depends on our ability to collaborate and execute in a constantly changing environment. Culture aligns everyone in our district around a common set of shared beliefs and behaviors that ultimately determine how we prepare our students for life.

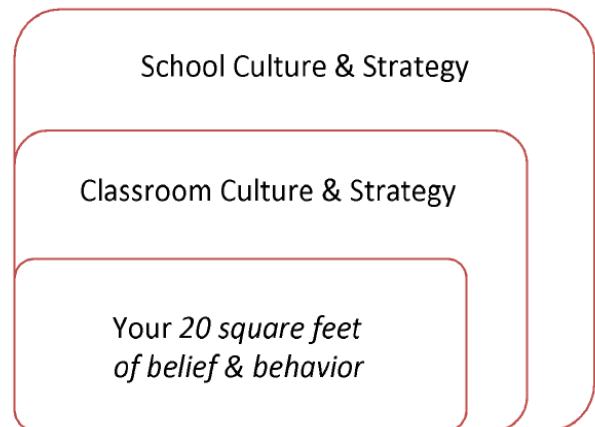


## **20 Square Feet**

20 Square Feet represents each person's ownership of the culture and strategy here at Mountainburg Public Schools. You own 20 Square Feet of belief and behavior that you, and only you, control. You choose what you believe and you choose how you behave. 20 Square Feet acknowledges the reality that the way we behave personally is what determines our culture.

## **Belief - Behavior - Outcome (BBO)**

The BBO is a playbook for our culture. It clarifies the specific behaviors and results we want from each of our beliefs. The behaviors outlined in the BBO are essential to how we engage students in the classroom and how we operate our schools. Our goal is to create an educational environment where everyone consistently engages in behaviors that produce exceptional outcomes.



## **Start Strong**

### **See What's Possible**

Get beyond what is right in front of you and challenge the status quo. Seek excellence. Embrace the journey to be just a little better every day. We understand that everything of value requires time and effort. Therefore, we work hard. We are patient. We are persistent. We learn from mistakes. Understanding failure is necessary to achieve excellence. When mistakes are made, we do not become discouraged but remain optimistic about what lies ahead. As one objective is achieved, our eyes are fixed on the next goal to be pursued. If we commit to this daily journey, we will achieve great things.

### **Show Up & Step Up**

Be present in the situation and be ready to step up when your number is called. Attitude affects everything. It makes as much of a difference as your action. Attitude is not something that happens to you. You choose your attitude. Own it. Pay attention to your mindset and demeanor. Be positive. Be an energy-giver. Be a problem-solver. Be proactive, not inactive or reactive. Take personal responsibility for how you contribute to making Mountainburg a special place. Whatever the situation, ask "What can I do to make a difference?"

### **Defeat Fear**

Overcome the barriers, both external and internal. Step outside the comfort zone and push your limits. We understand the importance of the work we do every day, and we make sure that everything we touch and everything we're involved with is better because of our contribution. We pursue learning and growth with relentless perseverance. There will be obstacles; we will overcome them. There are times when it will be tedious & tiring; we will continue to press forward. There will be problems; we will solve them. We do the work. We never quit.

## **Stay Strong**

### **Care Communicate Collaborate**

We are stronger together; work as a team. In high performing teams, everyone shares responsibility for the team goals by holding themselves accountable for their part. Recognize that others are dependent on you and understand that your work directly impacts team goals. Pay attention to your attitude, actions, words, and align your behavior with the culture of the team.

### **Act with Purpose**

Don't spend time & energy, invest it. Use your talents and skills to make the world better for you and others. Choose what you give your attention to. We all battle distractions. It is our relentless commitment to what really matters that makes a difference. Set goals and work efficiently and productively to meet them. Be present, engage, and contribute to the work of the team.

## **Do the right thing, especially when it is hard**

You always have a choice; choose to be above the line. This is about acting with integrity. We follow through on our commitments. If we say we will do something, we do it. We understand that trust is earned through behavior, not granted by position. We are open & candid with each other, even when it's difficult. We talk to people, not about people.

## **FINISH STRONG**

### **Put your name on it**

Take pride and responsibility for your work and your actions. Take pride in the impact of your contribution. Leave every person or situation better than you found it. Recognize that mistakes will be made, take ownership, and correct them. Reflect on your work to make adjustments. Do work that you want your name on.

### **Do the Work**

Put in the effort, persist, and deliver. Identify areas where you need to get better and work to improve. Accept that growth requires struggle and "Do the Work." Push past where you otherwise might hesitate or quit and seek to create new boundaries. Always try to reach higher, do better, and accomplish more.

### **Ever forward**

Learn from setbacks and focus forward. Change is not designed to provide comfort. It is designed to create growth. When we encounter difficulty, discomfort, and disagreement, respond to improve the situation. Strive to make things better. Create positive change with what you think, say, and do to influence others in a positive way.

# Mountainburg Community Recycling Program



**"Go Green for a better Blue!"**

Mountainburg Public Schools is proud to practice, teach, promote, and support recycling as an environmentally responsible practice.

**Community co-mingle recycle bins collect:**

Paper (including newspapers, books, magazines, etc.)

#1 and #2 plastics (mainly bottles)

Can - (aluminum, tin, and steel)

**All items should be empty and free from food residue**

**All cardboard boxes should be broken down**

**We do not collect**

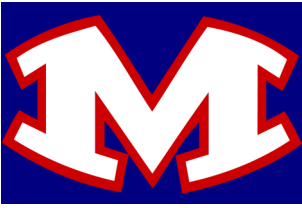
Plastic bags

#3-#7 plastics

Styrofoam

Glass

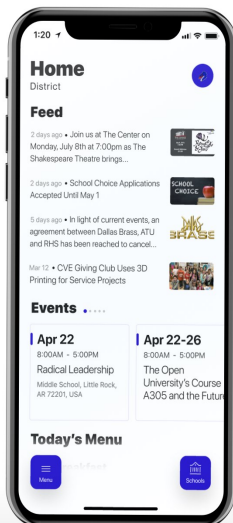
Items with food residue



# Mountainburg Public Schools

## 21-22 School Calendar

August 16	School Starts
September 6	Labor Day
September 24	No classes: Teacher PD Day
September 27	No classes: Parent Teacher Conferences
November 1	No classes: Teacher PD Day
November 22-26	Thanksgiving Break
December 20-31	Christmas Break
January 3	Classes Resume
January 17	No classes: Teacher PD Day
February 18	No classes: Teacher PD Day
February 21	No classes: Parent Teacher Conferences
March 21-25	Spring Break
May 15	Senior Baccalaureate
May 20	Senior Graduation
May 27	Last Day of Classes



It's all things Mountainburg,  
**in your pocket.**

Cafeteria Menus · Events · Staff Directory · Alerts · Athletics

