

# Mountainburg Public Schools

Home of the Dragons  
129 Hwy. 71 SW  
Mountainburg, AR 72946

[www.mountainburg.org](http://www.mountainburg.org)

**Superintendent of Schools**  
**District Treasurer/Supt. Sec.**  
**Principals**

Mr. Barton Hunter  
Mr. Warren Bane  
Mrs. Marsha Crowder

Mr. Dennis Copeland  
Mrs. Dama Smith

**Secretaries**

Mrs. Kathy Smith (H.S.)  
Mrs. Cindy West (M.S.)  
Mrs. Jamie Seratt (Elem.)

## MOUNTAINBURG PUBLIC SCHOOLS CALENDAR 2008-2009

Approved: 02-25-08

August 6-14	Staff Development
August 18	First Day of School
September 1	Labor Day (No School)
September 23	Parent/Teacher Conferences
October 17	End of First Quarter (44 days)
October 24	Teacher Professional Development (No School)
November 26, 27, 28	Thanksgiving Holidays (No School)
December 19	End 2 <sup>nd</sup> Quarter (41 days)
	End of 1 <sup>st</sup> Semester (85 days)
December 22 – January 2	Christmas Break
February 16	President's Day (No School)
February 19	Parent/Teacher Conferences
March 13	End of the Third Quarter (49 days)
March 23-27	Spring Break
April 10	Good Friday Holiday (No School)
May 10	Baccalaureate
May 15	Graduation
May 22	End of Fourth Quarter (44 days)
	End of Second Semester (93 days)

***NOTE: Days missed for snow will be added to the end of the school year.***

The first bell rings at 8:00 a.m. and the last bell is at 3:25 p.m.  
**Students are not to be dropped off at school before 7:45 a.m.**

## **General Information**

The following are the policies for Mountainburg Public Schools. These policies are not intended to cover each and every problem which might arise, but are intended as a general guideline in dealing with problems. All the policies contained herein are meant to be non-discriminating as to race, creed, or handicap

### **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 the Arkansas State Department of Education. 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 within 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.**

#### **Board of Education**

Mr. Ron Gossage  
Mr. Brett Peters  
Mrs. Robbie Dyer  
Mrs. Robin Willroth  
Mrs. Carol Pense

#### **Telephone Directory – Important Numbers**

Superintendent's Office	369-2121
High School Office	369-2146
Elementary Office	369-2762
Middle School Office	369-4506
Counselor's Office	369-4355 Middle/369-4302 Elementary
Nurse's Office	369-4400

Fax Numbers	369-2138 (Superintendent Office)
	369-2845 (High School)
	369-4355 (Middle School Office)
	369-4302 (Elementary Office)

***The 2008-2009 Handbook was approved at the Regular Board Meeting on May 19, 2008.***

## **ACADEMIC IMPROVEMENT PLANS**

### **➤ AIP/IRI - Grades K-4**

According to Act 35 and Act 2243 an Academic Improvement Plan (AIP) will be developed on any student that scores below the 50<sup>th</sup> percentile on the ITBS exam in Literacy and Math. The AIP is an individual remediation plan with strategies to help the student to become proficient in low areas. Progress monitoring will be done using DIBELS in grade K-2. AIP for 4<sup>th</sup> grade will be based on the 3<sup>rd</sup> grade Benchmark exam. If a student does not score proficient on the 3<sup>rd</sup> grade Benchmark exam, an AIP will be developed for them. Parents must be notified of the remediation plan and sign their child's AIP and return it to school. If a parent refuses remediation for their child, the child may be retained in that grade. AIP forms are provided by the Arkansas Department of Education (ADE) and the school faculty.

An Individual Reading Inventory (IRI) will be developed on Kindergarten students who are delayed in both Written Language and Oral Communications on the Qualls Early Learning Inventory. Progress monitoring will be done using the DIBELS five elements of reading. IDEA students will use their IEP as their remediation plan.

### **➤ AIP Grades 5-12**

According to Act 35 and Act 2243 an AIP will be development on students who do not score proficient on the 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup> Benchmark Exam, EOC Algebra, EOC Geometry, and EOC 11<sup>th</sup> grade Literacy exams. The AIP is an individual remediation plan with strategies to help the student to become proficient in low areas. The remediation instructor will use the ADE's AIP and forms developed by the faculty to improve the students' scores. Remediation time will be scheduled in the Middle School grades 5-8 on a pull out basis. Remediation for grades 9-12 will be a regularly scheduled class period. Students must pass the remediation class or they will repeat the class. Parents must be notified of the remediation plan and sign their child's AIP and return it to school. In grades 5-8 if a parent refuses remediation, the child may be retained in that grade. In grades 9-12 if a parent refuses remediation, the child may not receive credit for the EOC classes.

## **ACCIDENTS/FIRST AID/SAFETY**

It is the responsibility of the school nurse, principal or teacher to care for any child who is injured at school and to notify that child's parent or guardian. First aid shall be administered if necessary.

In cases requiring immediate attention by a physician, the child shall be taken to the family physician and the parent notified. Parents are asked to furnish the school with the name of a family doctor of their choice. If no choice is indicated and immediate attention is necessary, the child shall be taken to the nearest doctor or hospital. Cost for medical treatment shall be the responsibility of the parent. The school and/or District assume no financial liability for administration of necessary medical treatment.

## **ARKANSAS ACTIVITIES ASSOCIATION – Grades 5-12**

The District shall abide by the rules and regulations of the Arkansas Activities Associate (AAA) governing interscholastic activities.

## **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. James A. Bridges at 479-369-2121.

## **ASTHMA**

Students who have asthma will be allowed to carry an inhaler with them at all times with appropriate documentation from a physician. If a student uses the inhalant medication in a manner that could cause harm to himself or another person, the inhaler will be kept in the nurse's office.

## **ATTENDANCE**

In accordance with state law, Act 473 of 1989, The Board of Education has adopted the following policy:

Act 473 of 1989 states that whenever the student exceeds the number of absences as provided in the policy, the student's parents shall be subject to a civil penalty up to, but not exceeding \$500.00 plus court costs and any other reasonable fees as assessed by the court.

Regular daily attendance is necessary for students to reach full potential. The responsibility for regular school attendance and compliance with state regulations rests with the student and his/her parents.

The schools of the District shall be open and free through the completion of the secondary program to all persons between the ages of five (5) and twenty one (21) years whose parents, legal guardians, or other persons having lawful control of the person under an order of a court reside within the District and to all persons between those ages who have been legally transferred to the District for educational purposes.

Any person eighteen (18) years of age or older may establish a residence separate and apart from his or her parents or guardians for school attendance purposes.

In order for a person under the age of eighteen (18) years to establish a residence for the purpose of attending the District's schools separate and apart from his or her parents, guardians, or other persons having lawful control of him or her under an order of a court, the person must actually reside in the District for a primary purpose other than that of school attendance.

The children or wards of any person who is at least a half-time employee of this district but reside in another district are eligible to enroll in District schools.

### **4.3 Compulsory Attendance Requirements**

Every parent, guardian, or other person having custody or charge of any child age five (5) through seventeen (17) years on or before September 15 of that year who resides, as defined by policy (RESIDENCE REQUIREMENTS), within the District shall enroll and send the child to a District school with the following exceptions.

1. The child is enrolled in private or parochial school.
2. The child is being home-schooled and the conditions of policy (HOME SCHOOLING) have been met.
3. The child will not be age six (6) on or before September 1 of that particular school year and the parent, guardian, or other person having custody or charge of the child elects not to have him/her attend kindergarten. A kindergarten waiver form prescribed by regulation of the Department of Education must be signed and on file with the District administrative office.
4. The child has received a high school diploma or its equivalent as determined by the State Board of Education.
5. The child is age sixteen (16) or above and is enrolled in a post-secondary vocational-technical institution, a community college, or a two-year or four-year institution of higher education.
6. The child is age sixteen (16) or seventeen (17) and has met the requirements to enroll in an adult education program as defined by A.C.A. § 6-18-201 (b).

*Legal Reference: A.C.A. § 6-18-201*

Approved: 05-19-08

### **4.44 Attendance Requirements**

To ensure the student's benefit of regular attendance, the Mountainburg Schools permits no more than a total of ten (10) days per semester for excused/unexcused absences. Please note the following steps:

#### **Grades K-12:**

- Eight (8) days of absences per semester (excused or unexcused) a letter will be sent to the parents explaining the absentee policy of the school.
- Ten (10) days of absences per semester (excused or unexcused) the Prosecuting Attorney will be notified at the discretion of the principal. After ten (10) days absences, excused or unexcused, students must have a doctor's note explaining the student's absences or the absence will be considered unexcused.
- If a student misses fifteen (15) days in a semester (excused or unexcused), the student will appear before the school's attendance committee. This committee will decide if credit for the class or classes should be given. A student can be denied credit for a class or classes based upon absences. The attendance committee will be comprised of the principal, counselor, and two (2) of the core academic class teachers. Fifteen (15) absences (excused or unexcused) shall be viewed as excessive.

Each campus will provide incentives for perfect attendance throughout the year.

The Board of Education agrees that absences shall be classified in one of two ways – Excused / Unexcused.

## **ABSENCES**

When a student is absent from school, the school must be notified by a note or phone call within forty-eight (48) hours. After forty-eight (48) hours, the absence will be considered unexcused.

Grades K-4

The number to call is 479-369-2762,

Grades 5-8

The number to call is 479-369-4506,

Grades 9-12

The number to call is 479-369-2146

When a student checks into school after 8:30 a.m. and checks out before 2:30 p.m., it will be considered as a half of day absence.

### **Excused Absences**

Excused absences are those where the student was out due to one of the following reasons and the student brings a written statement upon his/her return to school from the parent or legal guardian stating such reason:

1. Days are allowed when 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 their 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.

It is the Arkansas General Assembly's intention that students having excessive excused absences be given assistance in obtaining credit for their courses.

### **Unexcused Absences**

Absences not defined above or not having an accompanying note from the parent or legal guardian shall be considered as unexcused absences. At the discretion of the principal after consultation with persons having knowledge of the circumstances of the unexcused absences, the student may be denied promotion or graduation. Excessive absences shall not be a reason for expulsion or dismissal of a student.

When a student has unexcused absences, his/her parents, guardians, or persons in loco parentis shall be notified. 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.

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

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

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

Applicants for an instruction permit or for a driver's license by persons less than eighteen (18) years old on October 1 of any year are required to provide proof of a high school diploma or enrollment and regular attendance in an adult education program or a public, private, or parochial school prior to receiving an instruction permit. To be issued a driver's license, a student enrolled in school shall present proof of a "C" average for the previous semester or similar equivalent grading period for which grades are reported as part of the student's permanent record.

*Legal References: A.C.A. § 6-18-209, A.C.A. § 6-18-220, A.C.A. § 6-18-222, A.C.A. § 27-16-701*

### **High School: Grades 9-12**

Students in grades nine through twelve (9-12) are required to schedule and attend at least 360 minutes of regularly scheduled class time daily. Part of this requirement may be met by students taking post-secondary courses. Eligible students' enrollment and attendance at a post-secondary institution shall count toward the required weekly time of school attendance. Each credit hour shall count as three (3) hours of attendance time. This means a three (3) hour course shall count as nine (9) hours of the weekly required time of attendance.

### **Study Halls**

Students may be assigned to a study hall that the student shall be required to attend and participate in for the full period. Such study halls are to be used for the purposes of self-study or for organized tutoring which is to take place in the school building.

### **Extracurricular Classes**

Students may be assigned to extracurricular classes that the student shall be required to attend and participate in for the full class period. Extracurricular classes related to a seasonal activity shall meet for an entire semester whether or not the season ends prior to the end of the semester. Students must attend and participate in the class for the entire semester in order to receive credit for the course. For the purpose of this policy, extracurricular classes is defined as school sponsored activities which are not an Arkansas Department of Education approved course counting toward graduation requirements or classes that have not been approved by the Arkansas Department of Education for academic credit. Such classes may include special interest, fine arts, technical, scholastic, intramural, and interscholastic opportunities.

### **Course Enrollment Outside of District**

Enrollment and attendance in vocational-educational training courses, college courses, school work programs, and other department-sanctioned educational programs may be used to satisfy the student attendance requirement even if the programs are not located at the public schools. Attendance in such alternative programs must be pre-approved by the school's administration. The district shall strive to assign students who have been dropped from a course of study or removed from a school work program job during the semester into another placement or course of study. In the instances where a subsequent placement is unable to be made, the district may grant a wavier for the student for the duration of the semester in which the placement is unable to be made.

In rare instances, students may be granted waivers from the mandatory attendance requirement if they would experience proven financial hardships if required to attend a full day of school. For the purpose of this policy, proven financial hardships is defined as harm or suffering caused by a student's inability to obtain or provide basic life necessities of food, clothing, and shelter for the student or the student's family. The superintendent shall have the authority to grant such a waiver, on a case-by-case basis, only when convinced the student meets the definition of proven financial hardships.

In any instance where a provision of a student's Individual Education Plan (IEP) conflicts with a portion(s) of this policy, the IEP shall prevail.

*Legal References: A.C.A. § 6-18-210, 211  
Arkansas Department of Education Rules Governing the Mandatory Attendance Requirements for  
Students in Grades Nine through Twelve*

## **MAKE-UP WORK**

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

Students in grade 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.

Work missed due to unexcused absences may not be made up. Out-of-school suspensions are considered unexcused absences.

Teachers are responsible for checking a student's "Admit Slip" to determine if absences are excused or unexcused. At the end of each day, 8<sup>th</sup> period teachers will collect "Admit Slip" and deliver to school administrative office for placement in student's file.

## **CARE OF SCHOOL PROPERTY**

Any student, who willfully or intentionally damages, destroys, or steals school property will be held liable for damages, as well as face disciplinary action according to the individual discipline plan. Except in cases of unavoidable accidents, students are liable for all damages they may do to school property.

## **CHEATING**

Any students caught cheating in any form may receive a "zero" for the assignment. The second offense of cheating in the same class may result in an "F" for the semester.

## **CLASS DUES GRADES 9-12**

Students in grades 9-12 are asked to pay \$10 each year for class dues. This offsets the students having to do extra fundraisers. If a student is asked to attend the prom or chooses to attend the prom as a junior or senior, his/her class dues must be up-to-date.

## **CLOSED CAMPUS/LEAVING 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 day. Students must be checked out by a parent in order to leave campus. **NOTES WILL NOT BE ACCEPTED TO CHECK STUDENTS OUT OF SCHOOL. IT IS THE RESPONSIBILITY OF THE PARENT TO NOTIFY THE OFFICE IF SOMEONE ELSE IS TO CHECK THEIR CHILD OUT OF SCHOOL. STUDENTS ARE NOT ALLOWED TO CHECK OUT TO LEAVE CAMPUS TO EAT LUNCH.**

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

Students with communicable diseases or with parasites shall demonstrate respect for other students by not attending school while they are contagious. In some instances, a letter from a health care provider may be required prior to the student being re-admitted to the school.

The parents or legal guardians of students found to have live lice or nits will be asked to pick their child up at school. The parents or legal guardians will be given information concerning the eradication and control of head lice. Before students may be re-admitted following an absence due to head lice, the school nurse or designee shall examine the student to make sure they are free of any lice or nits. Each school may conduct screenings of students for head lice as needed. The screenings shall be conducted in a manner that respects the confidentiality of each student.

## **COMMUNICATION BETWEEN TEACHERS AND PARENTS (5.15)**

In order to maintain open communications between parents and teachers, Mountainburg School shall hold parent/teacher conferences twice a school year. Conferences will begin in the afternoon and extend through the evening in order to accommodate both the non-working and working parents. The school will document parental participation by keeping a list of those attending. Every effort will be made to maximize the participation through personal contact and public notice. Teachers are available during their prep period for conferences also. Contact the office for prep time for the teacher you need to speak with, as prep times are at different times of the day.

## **COMPLAINT OR CONCERN (6.7)**

Our goal is to provide the best education to the students of the Mountainburg School District. We recognize that, as situations occur within the classroom, it is the parents' right to take every measure to resolve the concern so as to maintain a positive learning environment for their student.

If a student or parent has a concern about a school policy or an employee, the following procedure should be followed in order to resolve the problem as quickly as possible:

1. Contact the person who you have a complaint about to discuss both sides of the story.
2. If the problem still exists, contact the principal.
3. If still unresolved, contact the superintendent.
4. Finally, if unresolved, ask the superintendent to place the complaint on the following month's Board of Education meeting for further discussion.

Other than in a few instances where statutorily allowed or required, student discipline and personnel matters may not be discussed in board meetings. Individuals with complaints regarding such matters need to follow the sequence outlined above.

Unless authorized by the Board as a whole for specific purpose, no individual Board member has any authority when acting alone. District constituents are reminded that the Board serves as jury in matters regarding student suspensions initiated by the Superintendent, expulsions, and personnel discipline.

# **COMPUTERS**

## ***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 anytime. 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 work flow, productivity, appropriate software or computer maintenance.

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

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. This document establishes guidelines for users accessing the Internet through Mountainburg Public Schools. It is the users responsibility to use the Internet in an efficient, ethical and legal manner. Violation of these guidelines will be cause to terminate 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 organization's 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 secret. 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 e-mail 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.

Legal References: 20 USC 6801 et seq. (Children's Internet Protection Act; PL 106-554), A.C.A. § 6-21-107, A.C.A. § 6-21-11

## **INTERNET USE AGREEMENT (4.20/F)**

The Mountainburg School District agrees to allow the student identified above ("Student") to use the district's technology to access the Internet under the following terms and conditions:

1. Conditional Privilege: The Student's use of the district's access to the Internet is a privilege conditioned on the Student's abiding to this agreement. No student may use the district's access to the Internet unless the Student and his/her parent or guardian have read and signed this agreement.
2. Acceptable Use: The Student agrees that he/she will use the District's Internet access for educational purposes only. In using the Internet, the Student agrees to obey all federal and state laws and regulations. The Student also agrees to abide by any Internet use rules instituted at the Student's school or class, whether those rules are written or oral.
3. Penalties for Improper Use: If the Student violates this agreement and misuses the Internet, the Student shall be subject to disciplinary action. [Note: A.C.A. § 6-21-107 requires the district to have "...provisions for administration of punishment of students for violations of the policy with stiffer penalties for repeat

**offenders, and the same shall be incorporated into the district’s written student discipline policy.” You may choose to tailor your punishments to be appropriate to the school’s grade levels.]**

4. “Misuse of the District’s access to the Internet” includes, but is not limited to, the following:
- a. using the Internet for other than educational purposes;
  - b. gaining intentional access or maintaining access to materials which are “harmful to minors” as defined by Arkansas law;
  - c. using the Internet for any illegal activity, including computer hacking and copyright or intellectual property law violations;
  - d. making unauthorized copies of computer software;
  - e. accessing “chat lines” unless authorized by the instructor for a class activity directly supervised by a staff member;
  - f. using abusive or profane language in private messages on the system; or using the system to harass, insult, or verbally attack others;
  - g. posting anonymous messages on the system;
  - h. using encryption software;
  - i. wasteful use of limited resources provided by the school including paper;
  - j. causing congestion of the network through lengthy downloads of files;
  - k. vandalizing data of another user;
  - l. obtaining or sending information which could be used to make destructive devices such as guns, weapons, bombs, explosives, or fireworks;
  - m. gaining or attempting to gain unauthorized access to resources or files;
  - n. identifying oneself with another person’s name or password or using an account or password of another user without proper authorization;
  - o. invading the privacy of individuals;
  - p. divulging personally identifying information about himself/herself or anyone else either on the Internet or in an email. Personally identifying information includes full names, address, and phone number.
  - q. using the network for financial or commercial gain without district permission;
  - r. theft or vandalism of data, equipment, or intellectual property;
  - s. attempting to gain access or gaining access to student records, grades, or files;
  - t. introducing a virus to, or otherwise improperly tampering with the system;
  - u. degrading or disrupting equipment or system performance;
  - v. creating a web page or associating a web page with the school or school district without proper authorization;
  - w. providing access to the District’s Internet Access to unauthorized individuals;
  - x. failing to obey school or classroom Internet use rules; or
  - y. taking part in any activity related to Internet use which creates a clear and present danger of the substantial disruption of the orderly operation of the district or any of its schools.
  - z. Installing or downloading software on district computers without prior approval of technology director or his/her designee.

5. Liability for debts: Students and their cosigners shall be liable for any and all costs (debts) incurred through the student’s use of the computers or the Internet including penalties for copyright violations.

6. No Expectation of Privacy: The Student and parent/guardian signing below agree that if the Student uses the Internet through the District’s access, that the Student waives any right to privacy the Student may have for such

use. The Student and the parent/guardian agree that the district may monitor the Student's use of the District's Internet Access and may also examine all system activities the Student participates in, including but not limited to e-mail, voice, and video transmissions, to ensure proper use of the system. The District may share such transmissions with the Student's parents/guardians.

7. No Guarantees: The District will make good faith efforts to protect children from improper or harmful matter which may be on the Internet. At the same time, in signing this agreement, the parent and Student recognize that the District makes no guarantees about preventing improper access to such materials on the part of the Student.

8. Signatures: We, the persons who have signed below, have read this agreement and agree to be bound by the terms and conditions of this agreement.

## **CURRICULUM**

### **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 two semesters of 3.25.
- B. All eligible students will receive a Certificate of Academic Excellence.
- C. Seniors with an overall GPS 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 eligible to serve at the academic banquet.

##### **➤ Assessment**

It shall be the policy of the Board of Education that each student's progress shall be assessed at each grade level in acquiring mastery of competencies, skills and other subjects required by law and/or state standards. In accordance with ACT 1552 of 2001, Mountainburg Schools shall conduct a readiness test for children entering Kindergarten that is in agreement with the Department of Education guidelines of 2002. In compliance with the state Smart Start/Smart Step Initiative and ACSIP goals of making schools more accountable for academic achievement, Mountainburg Schools will develop and administer valid, authentic assessments, using a variety of instruments and techniques in order to reach all learning styles in the classroom.

The standardized test will include the augmented state criterion reference/norm reference testing developed with the ADE and a testing company in Literacy and Math for grades 3-8, EOC Literacy for grade 11, EOC Algebra for grade 9, EOC Geometry for grade 10, Science for grades 5 and 7 and EOC Biology for grade 10, NAEP, Explore testing for grade 8, PLAN for grade 10, PSAT for grade 10 or 11, and ASVAB for grade 11.

Approved: 05-19-08

➤ **Classes for Honor Graduates**

In addition to meeting MHS graduation requirements and the Arkansas Academic Challenge Scholarship core course requirements, a student must

1. Have a 3.5000 cumulative GPA at the end of eight (8) semesters along with 8 credits from AP Classes and courses that count for Honors,
2. Successfully complete 26 credits by the end of (8) semesters.

AP 11<sup>th</sup> English Literature, or AP 12<sup>th</sup> Language, or Concurrent Freshman English  
Spanish III or AP Spanish (when offered)

Physics or AP Environmental Science

Transition to College Algebra, or AP Calculus AB, or Concurrent College Algebra/Trig

AP US Government or Concurrent World Civilizations

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 in grades nine (9) through twelve (12). 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 2 Pre-AP classes, taken 2 AP, or Honors, and have a GPA of 3.25-3.49. Students will receive a cord for Honors.

**Graduating with High Honors** - Students must follow the Smart Core Curriculum, have taken 3 Pre-AP classes, taken 3 AP classes, Honors classes, three (3) classes of a foreign language, and have a GPA of 3.50- 3.99. Students will receive a cord for Honors and an Honor's sash.

**Graduating with Highest Honors** - Students must follow the Smart Core Curriculum, have taken 4 Pre-AP classes, taken 4 AP classes, Honors classes, three (3) classes of a foreign language, and have a GPA of 4.0 or better. Students will receive a cord for Honors, an Honor's sash, and a medallion.

Students graduating with honors must complete 26 units of credits to receive any of the above diplomas.

Students earning a Graduating with Highest Honors with the top three (3) highest GPA will prepare a speech to be given at graduation. The GPA will be rounded to the nearest hundredth of a point. If three (3) students do not earn Graduating with Highest Honors, then the three (3) students with the highest GPA will prepare a speech to be given at graduation. (Approved 06-11-07)

### **Classification for Grades 9-12**

High School students will be classified as to grade or class as follows:

Passed 8 <sup>th</sup> grade	9 <sup>th</sup> grade
Minimum of 6 academic credits	10 <sup>th</sup> grade
Minimum of 12 academic credits	11 <sup>th</sup> grade
Minimum of 18 academic credits	12 <sup>th</sup> grade

Fifth year returning seniors who are completing graduation requirements do not have to enroll in a full-day schedule. Such students may choose to enroll in only the number of classes needed to graduate.

### **COLLEGE DAYS – 12<sup>TH</sup> GRADE**

**SENIORS** may be granted one (1) College Day per semester if they get prior approval by the high school counselor and/or principal. Documentation of visit must be provided by the college and parental consent. Juniors are NOT allowed College days.

### **CONCURRENT CREDIT**

A ninth through twelfth grade student who successfully completes a college course(s) from an institution approved by the Arkansas Department of Education shall be given credit toward high school grades and graduation at the rate of one-half (1/2) high school credit for each three (3) semester hours of college credit. Unless approved by the school's principal, **prior to enrolling for the course**, the concurrent credit shall be applied toward the student's graduation requirements as an elective.

Students are responsible for having the transcript for the concurrent credit course(s) they have taken sent to their school in order to receive credit for the course(s). The transcripts are to be received by the school within ten (10) school days of the end of the semester in which the course is taken. Students may not receive credit for the course(s) they took or the credit may be delayed if the transcripts are not received in time, or at all. This may jeopardize students' eligibility for extracurricular activities or graduation.

Students will retain credit applied toward a course required for high school graduation from a previously attended, accredited, public school.

*Legal Reference: A.C.A. § 6-15-902(c)(2)*

Students who are taking Concurrent credit will be given a weighted grade.

## **COURSE OFFERINGS – GRADES 9TH – 12TH**

The Mountainburg High School will offer the Arkansas Department of Education’s required 38 units of study. Below is a list of the course offerings. (**Bold = 38 units of study**; *Italicized = AP Classes*)

<p><b><u>ENGLISH</u></b>  <b>English 9</b>  <i>Pre-AP English 9</i>  <b>English 10</b> (complete English 9)  <i>Pre-AP English 10</i>  <b>English 11</b> (complete English 10)  <i>AP 12th English Literature</i>  <b>Concurrent Freshman English I, II</b>  <b>Journalism I, II, III (E)</b>  <b>Oral Communications</b>            Note: Students may not take more than one English course in a year, unless they have failed one of the English courses and are repeating it.</p>	<p><b><u>SOCIAL STUDIES</u></b>  <b>Civics</b>  <b>World History</b>  <b>American History</b>  <i>AP United States History (E)</i>  <i>AP Government/Politics (E)</i>            Economics (E) (S)            Sociology (E) (S)            Contemporary American History (E) (S)            American Government (E) (S)            World Geography (E) (S)            Arkansas History (E) (S)  <b>Concurrent World Civilizations (E)</b></p>
<p><b><u>MATHEMATICS</u></b>  <b>Algebra I</b>  <b>Algebra II</b> (complete Algebra I)  <b>Geometry</b> (complete Algebra II)  <b>Pre-Calculus/Trig (E)</b> (complete Algebra II)  <b>Transition to College Algebra (E)</b>  <b>Concurrent College Algebra (E)</b>            AP Calculus AB (E)</p>	<p><b><u>SCIENCE</u></b>  <b>Physical Science</b>  <b>Biology</b>  <b>Chemistry</b> (complete/concurrent Algebra I)  <b>Physics</b> (complete/concurrent Algebra I)            Environmental Science (E)  <i>AP Environmental Science (E)</i></p>
<p><b><u>FOREIGN LANGUAGE</u></b>  <b>Spanish I (E)</b>  <b>Spanish II (E)</b> (complete Spanish I)            Spanish III (E) (complete Spanish II)</p>	<p><b><u>HEALTH/PHYSICAL EDUCATION</u></b>            Jr. High Girls/Boys Athletics  <b>Physical Education</b>  <b>Health (S)</b>            Sr. High Girls/Boys Athletics</p>
<p><b><u>FINE ARTS</u></b>  <b>Art I</b>  <b>Advanced Art</b>  <b>Band I, II, III, IV</b>  <b>Chorus I, II</b></p>	<p><b><u>OTHER</u></b>            Drivers’ Education (E) (S)            Annual (E)</p>
<p><b><u>VOCATIONAL EDUCATION</u></b>            A Vocational Completer is identified as having received 3 credits in one vocational area. This will be indicated on the student’s diploma and on their transcript.</p>	<p><b><u>FAMILY &amp; CONSUMER SCIENCES</u></b>  <b>Home Economics</b>            Family Dynamics (E)  <b>Child Guidance (E)</b> 2 credits  <b>Child Development (E) (S)</b>  <b>Parenting (E) (S)</b>            Foods (E) (S)            Housing (E) (S)</p>
<p><b><u>INFORMATION TECHNOLOGY</u></b>  <b>Business Law I (E) (S)</b>  <b>Business Law II (E) (S)</b>  <b>Computerized Accounting I (E)</b>  <b>Computerized Accounting II (E)</b>            Workplace Readiness  <b>Computer Business Applications</b>            Desktop Publishing I (E) (S)            Desktop Publishing II (E) (S) (complete DTP I)            Multimedia I (E) (S)            Multimedia II (E) (S)            Office Management</p>	<p><b><u>AGRICULTURE EDUCATION</u></b>  <b>Agri. Science and Technology (E)</b>  <b>Animal Science (S)</b>  <b>Advanced Animal Science (S)</b>            Agri. Mechanics I (E) (S)            Agri. Mechanics II (E) (S)            Agri. Structures I (E) (S)            Agri. Structures II (E) (S)            Forestry (E) (S)            Management of Natural Resources (E) (S)</p>

➤ **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. The only classes that Mountainburg Middle School students are allowed to change are Band and Athletics and they must drop them within the first week of the semester.

➤ **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 effect 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 = 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.

➤ **5.21—Advanced Placement**

Students who take advanced placement 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 points  
B = 4 points  
C = 3 points

D = 2 point  
F = 0 points

Students taking AP 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.

*Legal References: Arkansas Department of Education Rules and Regulations Governing Uniform Grading Scales for Public Secondary Schools  
ADE Rules Governing Advanced Placement Courses  
in the Four Core Areas in High School A.C.A. § 6-15-902(c)(1)*

## **VIRTUAL HIGH SCHOOL**

Students may attend the Virtual High School ONLY if they have failed a class or their schedule does not allow them to take a required class for graduation. Every effort will be made for the student to take the class on campus. A student wishing to take a class through the Virtual High School must submit in writing a request to the principal and counselor. The principal and counselor at their discretion will make the decision if the student will be allowed to take a class through Virtual High School.

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.

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 1-4 students will maintain all A's in the academic areas. In Grades 5-12 students who maintain a 3.75 or better with no grade lower than a "C".

Honor Roll – In Grades 1-4 students will maintain all A's and B's in the academic areas. In Grades 5-12 students must maintain a 3.00 average with no grades lower than a "C".

### **Grade Point Calculation**

1. Physical Educations, Band I, II, III, IV, and Choir I, II will count on all GPA for the first full credit as it appears on the transcript
2. Students who repeat courses and make a better grade the second time, will have the first grade dropped when figuring the GPA. However, it will remain on the transcript.
3. 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 (high school summer school or college summer class), if they have failed the class. The school district would recalculate their GPA or class rank on the transcript.

**GRADUATION REQUIREMENTS**

<b>Course</b>	<b>Smart Unit</b>	<b>Core Unit</b>
English	4	4
Math	4	4
Science	3	3
Social Studies	3	3
Foreign Language	2	0
Oral Communications	½	½
Health	½	½
P.E./Athletics	½	½
Computers	½	½
Fine Arts	½	½
Electives	<u>5.5</u>	<u>7.5</u>
Total	24	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 diploma until debts are taken care of.

The minimum required units for graduation are twenty-four (24).

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 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.

## **GUIDANCE SERVICES**

Guidance services are offered to students to help them evaluate their aptitude, interests and abilities and to work toward the achievement of their greatest potentialities. The service consists of the individual inventory, dissemination of educational and occupational information, educational and vocational placement follow-up, research, and evaluation. The emphasis of the program is the individual personal conference between Counselor and student. Other techniques used are surveys, test, interviews, visitation, and referrals to individuals and community resources.

## **TRANSFERS**

### ➤ **4.4—Student Transfers**

The Mountainburg District shall review and accept or reject requests for transfers, both into and out of the district, on a case by case basis at the July and December regularly scheduled board meetings.

Any student transferring from a school **accredited** by the Department of Education to a school in this district shall be placed into the same grade the student would have been in had the student remained at the former school.

Any student transferring from **home school** or a school that is **not accredited** by the Department of Education to a District school shall be evaluated by District staff to determine the student's appropriate grade placement.

The Board of Education reserves the right, after a hearing before the Board, not to allow any person who has been expelled from another district to enroll as a student until the time of the person's expulsion has expired.

The responsibility for transportation of any nonresident student admitted to a school in this District shall be borne by the student or the student's parents. The District and the resident district may enter into a written agreement with the student or student's parents to provide transportation to or from the District, or both.

*Legal References: A.C.A. § 6-18-316, A.C.A. § 6-18-510, A.C.A. § 6-15-504 (f)  
State Board of Education Standards of Accreditation 12.05*

### Transferring Out –

It is the policy of the school that any student who intends to transfer from the Mountainburg School District should inform the Principal's office of his intentions, and if possible, give the address of the new school he plans to attend.

### Procedures:

- a. Pick up a clearance sheet from the principal's office.
- b. Check in all books and settle all obligations as indicated on clearance sheet.
- c. Bring clearance sheet to the office for final check.
- d. Transcript of permanent records may not be sent to another school unless obligations are cleared. A student who does not check out is still liable for debts.

### Transferring In –

Students transferring are placed in a grade level according to the counselor's recommendation and approval of the school's principal pending receipt of records from the school previously attended.

If a student transfers into the District from an **accredited** school, credit will be accepted. In courses not taught in Mountainburg schools, credit will be accepted as an elective credit and will count toward graduation in the same fashion as the elective credit earned here would count. In order to graduate in any given year, students must meet the graduation requirements for that year in regard to required credits. The same policies that apply to credit earned in the District will apply to transfer credit whether elective or required. The student who transfers into the School District will be placed in the grade classification according to the Mountainburg High School credits.

Students from **accredited**, private or other public school, entered above grade one who are of regular age shall be assigned to grades according to records of achievement from the other schools.

Students entering the Mountainburg Schools from a school that is **not accredited** by the State Department of Education and/or the North Central Association or **home school** will be evaluated as follows:

- Any student desiring to re-enter school, claiming to have been in **home schooling**, must have proof that application for home schooling has been filed. Copies of home schooling applications are kept on file in the Superintendent's office if the student does not have a copy of the application available.
- Upon enrolling, the student will fill out a form stating what courses he/she has taken in **home schooling**.
- The district will continue to require students to be enrolled for the full class day. The student will also be required to be enrolled two consecutive semesters to be considered a senior.
- Should a student not achieve at grade level on a general achievement test, grade placement will be determined by the principal after reviewing the standardized test data.
- Act 400, Section 3 (f) states: "Any home school student who enrolls or re-enrolls in a local school district must attend classes for at least nine (9) months immediately prior to graduation before the student can become eligible to receive a high school diploma from the district.

*Legal References: Ark. Stat. Ann. §§80-1504, 80-1505, 80-1517, 80-1518; Act 436 of 1981; Act 60 of 1983; Standards for Accreditation of Arkansas Public Schools, 1984; Act 42 of 1985.*

➤ **Student Assignment/Placement**

- The School District will accept students from any state **accredited** school and place them in the same grade level the student would have been in, had the student remained in the former district.
- Students who transfer from a **non-accredited school (home school, private school, religious school)** to Mountainburg School will be placed in their appropriate class according to the results of a state-approved norm-referenced exam and/or district administered subject area tests. After having been placed accordingly (age / grade level) for one (1) nine-week grading period, the student must perform satisfactorily (proficient). If the student is not able to

perform proficiently at his/her present placement, he/she will be placed in a more appropriate level in order to be successful academically.

Elementary – Grades K-4

The Elementary Principal places students in their classrooms each year through a variety of criteria to insure a cross-segment of students in each classroom.

Middle School – Grades 5-8

The Middle School Principal will use all available information in making the initial grade placement decision. The principal may change the placement depending on actually demonstrated performance by the student on the state-approved norm- referenced exam and/or district administered subject area tests.

High School – Grades 9-12

Students in grades 9-12 attempting to transfer credits from a non-accredited school will be required to take tests in the academic areas for which credit is desired.

The tests will be constructed by appropriate curriculum councils. The percent of material mastered on the test will determine the credit. See the following breakdown:

<u>PERCENT</u>	<u>CREDIT</u>
90-100	Full
80-89	Full
70-79	Full
60-69	Full
59 or less	0

Students have the legal right to receive instruction through **Home Schooling**. However the local school district has the responsibility of determining whether or not credit is to be given, should a student come back to the public school to receive credit toward graduation.

**ARKANSAS TECH UNIVERSITY – OZARK CAMPUS**

Mountainburg High School has entered into an agreement with Arkansas Tech University Ozark Campus to offer the following courses:

- Accounting
- Multimedia
- Introduction to Computers
- Word Process Processing I
- Administrative Support Procedures

## **WESTERN ARKANSAS AREA TECHNICAL CENTER**

Mountainburg High School has entered into an agreement with the University of Arkansas at Fort Smith, which will allow Mountainburg High School students to earn credit that would count toward graduation at Mountainburg High School and also towards a two-year Associate's Degree at the University. There is no expense for tuition by the students.

Areas of study include:

Automotive Technology  
Computer Aided Drafted & Design  
Computer Information Systems  
Criminal Justice  
Electronics Technology  
Graphic Design

Health Occupations  
General Health & CAN  
EMT  
LPN  
Medical Office Administration  
Machine Tool Technology  
Pre-Engineering  
Welding Technology

Applications must be made to the Counselor during Spring Semester in order to begin the next fall. Selection is based on GPA, test scores, citizenship, and attendance. The program will consist of taking two (2) courses per semester. These courses will meet in the afternoon from around 1:00 p.m. – 4:00 p.m. Each three hour college class will equal on/half (1/2) credit. Students should receive 1 ½ credits in the afternoon classes each semester. Students who drop out or are removed from the program will not be rescheduled into classes at Mountainburg High School until the next semester begins. Students who drop out or are removed from the program must return to Mountainburg High School and enroll in classes. These classes may or may not be counted as credit.

## **EQUITY**

### **EQUITY COMPLIANCE POLICY**

1. **Purpose:** It is the policy of the Mountainburg Public Schools to maintain learning and working environment that is free from discrimination based upon sex (Title IX), age (Age Discrimination Act of 1975), disability (Title II of the Americans with Disabilities Act, 1990 and Section 504 of the Rehabilitation Act of 1973). The District will take steps to provide a prompt and equitable resolution of complaints alleging discrimination denying student or employees their rights to equal treatment with out regard to sex, disability, and age. Under Section 504, all grievance procedures will incorporate appropriate due process standards.
2. **Authority:** It shall be a violation of this policy for students, employees and third parties to engage in any discriminatory action defined below.
3. **Definitions:** Unwelcome sexual advances, requests for sexual favors, and other inappropriate oral, written, or physical conduct of a sexual nature, when made by a student to an employee, by any students to another student or by a third party to either a student or employee constitutes sexual harassment when:
  - Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's education;

- Submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or
- Such conduct that has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive academic or professional environment.

Sexual harassment, as defined above, may include, but is not limited to the following:

- Verbal harassment or abuse;
- Pressure for sexual activity;
- Repeated remarks to a person with sexual or demeaning implications;
- Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, etc.; or
- Sexually motivated unwelcome physical contact.

Discrimination or harassment based upon age, sex, or disability will not be tolerated in the Mountainburg Public Schools.

4. **Procedures:** If the complaint involves a student, the complaint may be filed with the building principal. If the complaint involves an employee or third party, the complaint may be filed with the building principal or directly with the Equity Compliance Coordinator. Upon receipt of a report of sex discrimination including but not limited to sexual harassment, discrimination based upon age or handicap, the building principal may conduct an investigation and present a written report on the Mountainburg Public Schools form to the Equity Compliance Coordinator within twenty-four (24) hours. Failure to report any such incident or complaint as provided will result in disciplinary action taken against that employee.

Filing a complaint or otherwise reporting sexual harassment, age, sex or disability discrimination will not reflect upon the individual's status nor will it affect future employment, grades, or work assignments.

The Equity Compliance Coordinator shall immediately authorize an investigation, which may be conducted by school officials. A written report on the investigation will be provided to the Equity Compliance Coordinator with ten (10) school days of the complaint or report of discrimination.

The investigation may consist of personal interviews with the person filing a complaint, the individual(s) against whom the complaint is filed and others who may have knowledge of the alleged incident or circumstances surrounding the complaint.

In addition, the District may take immediate steps, at its discretion, to protect the person filing the complaint, students(s), employee, or third party pending the completion of the investigation.

The Equity Compliance Coordinator shall make a report to the Superintendent within two (2) school days of the completion of the investigation.

5. **School District Action:**
  - A. Upon receipt of a recommendation that the complaint is valid, the District shall take such action as appropriate based on the results of the investigation. If the discriminator is a student, disciplinary action may include suspension or expulsion.
  - B. The result of the investigation of each complaint filed under these procedures will be reported in writing to the person filing the complaint by the District. If the discriminator is a student, the report will document the action taken as a result of the complaint to the extent permitted by FERPA.
  - C. If the discriminator is an employee, disciplinary action may include suspension or termination.
  - D. If the discriminator is a third party, appropriate law enforcement agencies will be contacted.
  
6. **Reprisal:** The District will discipline any individual who retaliates against any person who reports alleged discrimination or who retaliates against any person who testifies, assists, or participates in an investigation proceeding related to discrimination complaint. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.
  
7. **Equity Compliance Coordinator**

Martha Cochenour  
129 Highway 71 SW  
Mountainburg, AR 72946  
(479) 369-2121
  
8. A compliance or grievance concerning compliance with Title VI (race), Title IX (sex), or Section 504 of the Rehabilitation Act of 1973 (disability), Title II of the Americans with Disabilities Act of 1990 and the Age Discrimination Act of 1975 may be submitted directly with or without regard for this procedure to:

Office of Civil Rights  
U.S. Office of Education  
1999 Bryan Street, Suite 2600  
Dallas, TX 75201

Mountainburg Public Schools  
Reporting Form for  
Sexual Harassment  
Sex Discrimination  
Disability (Title II) Discrimination  
Age Discrimination

Complete all applicable information. Under no circumstances shall a student or employee or third party be required to first report allegations of sexual harassment, sex, age, or disability discrimination to a school contact person if that person is the individual who is accused of the incident.

Name of the person making the complaint \_\_\_\_\_

Relationship to the Victim \_\_\_\_\_

1. **VICTIM** \_\_\_\_\_

Phone Number \_\_\_\_\_ Cell \_\_\_\_\_

Physical Address \_\_\_\_\_

Mailing Address \_\_\_\_\_

Age \_\_\_\_\_ Grade \_\_\_\_\_ Teacher \_\_\_\_\_

2. **ACCUSED** \_\_\_\_\_

Phone Number \_\_\_\_\_ Cell \_\_\_\_\_

Physical Address \_\_\_\_\_

Mailing Address \_\_\_\_\_

Age \_\_\_\_\_ Grade \_\_\_\_\_ Teacher \_\_\_\_\_

3. Document the name and title of the MSD official who was notified (teacher, counselor, principal, supervisor OR Affirmative Action Coordinator)

\_\_\_\_\_  
Name Title Date

4. Principal will get written statements from the victim and harasser. Attach to report.

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Signature of investigator	Title	Date
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5. The Affirmative Action Coordinator will maintain a written account of the response or investigation of the alleged conduct that is turned in after the initial investigation.

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Signature of Affirmative Action Investigator	Date Information was received by	Coordinator
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6. Affirmative Action Coordinator will collect witness statements and attach to report.

7. Affirmative Action Coordinator will collect investigative notes and attach to report.

8. 

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Name of Determining Official Implementing action(s) taken	Title
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9. Description of Actions

Mountainburg Public Schools  
Equity Compliance Coordinator  
129 Highway 71 SW  
Mountainburg, AR 72946  
Phone: 479-369-2121  
Fax: 479-369-2138

## **MOUNTAINBURG PUBLIC SCHOOLS**

### **EQUITY COMPLIANCE COORDINATOR DISTRICT DESIGNEES FOR REPORTING**

Martha Cochenour, Administrative Assistant, Equity Compliance Coordinator  
129 Highway 71 SW  
Mountainburg, AR 27946  
479-369-2121

Barton Hunter, High School Principal  
129 Highway 71 SW  
Mountainburg, AR 72946  
479-369-2146

Warren Bane, Middle School Principal  
129 Highway 71 SW  
Mountainburg, AR 72946  
479-369-4506

Marsha Crowder, Elementary Principal  
129 Highway 71 SW  
Mountainburg, AR 72946  
479-369-2762

Each building principal will be responsible for all Equity complaints and investigations on their campus unless investigations are assigned to another by the District Coordinator. If the building principal is named on the complaint/grievance then the District Coordinator will investigate or designate a third party to investigate according to District policy.

Appeals of all investigations/findings will be made to the Superintendent of Schools according to District policy. An appeal of the Superintendents findings may be made to the Board of Directors according to District Policy.

## **EXEMPTION – SEMESTER TESTS**

On the last two (2) days of each semester, comprehensive tests will be administered in each class counting for in grades five (5) – (8), 10% of the semester grade and in grades nine (9) – (12), 20% of the semester grade. To encourage good attendance, good grades, and good behavior, a semester test exemption policy has been adopted as follows:

- 1) 3.5-4.0+ semester GPA, no more than four (4) excused absences, NO unexcused absences, one (1) referral, and no grade of D or F in any class.
- 2) 3.0-3.49 semester GPA, no more than three (3) excused absences, NO unexcused absences, one (1) referral, and no grade of D or F in any class.
- 3) 2.0-2.99 semester GPA, no more than two (2) excused absences, NO unexcused absences, NO referrals, and no grade of a D or F in any class.

Students must meet ALL requirements in ALL classes to be exempt.

## **DANCES**

The following rules apply to all Mountainburg School dances:

1. **Only Mountainburg School students may attend. (Exception-Prom)**
2. Students are not allowed to leave and re-enter dance.
3. No student drinking or having in his/her possession alcoholic beverages, possessing, selling, or under the influence of marijuana, hallucinogenic drugs, or narcotics, will be admitted to the dance.
4. Anyone guilty of disorderly conduct will be removed from the dance and not attend future dances.
5. Each 7th-8<sup>th</sup> grade student must turn in a permission slip prior to the dance.
6. Permission for dances shall be at the building Principal's discretion.

## **DISCIPLINE**

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 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; 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.

District's administrators shall make reasonable efforts to prevent or intervene in student conduct where a chance of disciplinary action is likely to occur. Prevention may include, but is not limited to, issuance of verbal/written warning, counseling referral and/or student removal. In such cases, the Principal or Principal designee administering prevention and/or intervention is not limited to the above defined steps and may use discretionary means. District administrators shall also make reasonable efforts to provide conflict resolution in an effort to prevent or intervene in any student circumstance with the potential to result in disciplinary action.

Students with disabilities who engage in misbehavior are subject to normal school disciplinary rules and procedures so long as such treatment does not abridge the right to Free Appropriate Public Education (FAPE). The Individualized Education Program (IEP) Committee for a student with disabilities should consider whether particular disciplinary procedures should be adopted for that student and should note such in the IEP. In the event a student with disabilities is removed from school for more than ten (10) days in any one school year, the District will convene a meeting of the student's IEP committee to address the behavior.

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 or legal guardian shall sign and return to the school an acknowledgement form documenting that they have received the policies.

*Legal References: A.C.A. 6-18-502, 6-17-113*

➤ **Definitions Grades 5-12**

Misdemeanor Violation – An infraction of the rules of conduct and order of the Mountainburg School District that is not a serious violation. This could include things such as talking in class without permission, tardies, throwing paper wads, failing to write a theme, etc.

Flagrant Violation – An infraction of the rules of conduct that are very serious in nature. Examples include: fighting, vulgar language, drinking on campus, indecent or immoral acts, etc.

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 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 extra-curricular activities is prohibited while in ISD. Exceptions to this allow students to attend athletic or award banquets, graduation, and baccalaureate services of 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 the last day of school may have to return to ISD after school has been dismissed.

## **Grades K-12**

### ➤ **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.

*Legal Reference: A.C.A. 6-17-106(a)*

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

1. Cause a breach of the peace,
2. Materially and substantially interfere with the operation of the school,
3. 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 student disciplinary measures.

### ➤ **Bullying (4.43)**

Respect for the dignity of others is a cornerstone of civil society. Bullying creates an atmosphere of fear and intimidation, robs a person of their 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 it occurs while in school, on school property, in school vehicles, on school buses, at designated school bus stops, at school sponsored activities, or at school sanctioned events.

Definition:

Bullying is any pattern of behavior by a student, or a group of students, that is intended to harass, intimidate, ridicule, humiliate, or instill fear in another child or group of children. Bullying behavior can be a threat of, or actual physical harm or it can be verbal abuse of the child. Bullying is a series of recurring actions committed over a period of time directed toward one student, or successive, separate actions, directed against multiple students.

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

1. Sarcastic “compliments” about another student’s personal appearance,
2. Pointed questions intended to embarrass or humiliate,
3. Mocking, taunting, or belittling,
4. Non-verbal threats and/or intimidation such as “fronting” or “chesting” a person,
5. Demeaning humor relating to a student’s race, gender, ethnicity or personal characteristics,

6. Blackmail, extortion, demands for protection money or other involuntary donations, or loans,
7. Blocking access to school property or facilities,
8. Deliberate physical contact or injury to person or property,
9. Stealing or hiding books or belongings, and/or
10. Threats of harm to students, possessions, or others.

➤ **Cyberbullying**

Cyber bullying, or the use of computers, websites, the Internet, cell phones, text messaging, chat rooms, and/or instant messaging to ridicule, harass, intimidate, humiliate, or otherwise bully another student/s is strictly prohibited whether while in school, on school equipment or property, in school vehicles, on school buses, at designated school bus stops, at school-sponsored activities, at school-sanctioned events, or by an electronic act that results in the substantial disruption of the orderly operation of the school or educational environment.

*ACT 115 of 2007*

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 principal. The report may be made anonymously. **The person or persons who file a complaint will not be subject to retaliation or reprisal in any form.**

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 to the principal. Parents or legal guardians may submit written reports of incidents they feel constitute bullying to the principal. The principal shall be responsible for investigating the incident(s) to determine if disciplinary action is warranted.

Students found to be in violation of this policy shall be subject to disciplinary action up to and including expulsion. In determining the appropriate disciplinary action, consideration may be given to other violations of the student handbook which may have simultaneously occurred.

Notice of what constitutes bullying, the District's prohibition against bullying, and consequences for students who bully shall be conspicuously posted in every classroom, cafeteria, restroom, gymnasium, auditorium, and school bus. Parents, students, school volunteers, and employees shall be given copies of the notice. Copies of this policy shall be available upon request.

*Legal Reference: Act 681 of 2003 Last Revised: 07-23-03*

➤ **Conduct to and from School (4.19)**

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

The preceding paragraph also applies to student conduct while on school buses. The driver of a school bus shall not operate the school bus until every passenger is seated. Disciplinary measures for problems related to bus behavior shall include suspension or expulsion from school, or suspending or terminating the student's transportation privileges. Transporting students to and from school who have lost their transportation privileges shall become the responsibility of the student's parent or legal guardian. *Legal Reference: A.C.A. 6-19-119 (b)*

➤ **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*

➤ **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.

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**

All elementary school students are expected to dress in a manner that is appropriate for an elementary school setting at all times and to exercise sanitary practices in dress. Clothing that causes a disruption of the educational process or represents a reference to vulgar or inappropriate ideas for elementary school students shall not be permitted. Parents should also prevent their children from wearing revealing clothing and make-up. Students are not to wear wheelie (roller skate) shoes to school. Students will be expected to dress in a safe and weather appropriate manner for recess and other activities.

○ **Grades 5-12**

1. **ALL SHORTS AND SKIRTS MUST EXTEND TO THE AREA OF THE KNEE.**
2. **SHIRTS AND BLOUSES SHALL BE LONG ENOUGH THAT NO MIDRIFF SKIN MAY SHOW AT ANY TIME. SEE-THROUGH AND LOW CUT TOPS ARE NOT ACCEPTABLE.**
3. 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.
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, or ragged, or clothing or hairstyles that can be hazardous in education activities such as physical education, lab classes, etc.
8. **NO HATS ARE TO BE WORN IN ANY SCHOOL BUILDING DURING REGULAR SCHOOL HOURS.**
9. **No pajamas, sleep pants, or house shoes.**
10. **No wheelie (roller skate) shoes are to be worn.**

Each violation of the dress code will result in the student being sent home to change clothes or the student will be provided a change of clothes. The referring teacher will complete a DRESS CODE VIOLATION slip that will be sent with the student to the office, and will be filed in the student's personal file. The 4<sup>th</sup> and all additional dress code violations will result in a referral.

Building principal may, at his/her discretion, suspend specific Dress Code rules for special events including but not limited to "Spirit Week".

➤ **Grades K-12 - Gangs and Gang Activity (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.

## **DISCIPLINARY PLAN OF ACTION 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

## **DISCIPLINARY PLAN OF ACTION GRADES 5 – 8**

In the event of a disciplinary problem at school, parents will be notified by the use of a disciplinary referral. This referral will contain reasons for the notice and action taken.

### Referrals:

**1<sup>st</sup>** 1 day ISD

**2<sup>nd</sup>** 2 days ISD

**3<sup>rd</sup>** 3 days ISD

**4<sup>th</sup>** 5 days ISD

**5<sup>th</sup> or 1<sup>st</sup> Flagrant** – 5 days suspension or 10 days ISD (Reduced time on some infractions to 5 days instead of 10)

**6<sup>th</sup> or 2<sup>nd</sup> Flagrant** – 10 days suspension or 15 days of ISD

**7<sup>th</sup> or 3<sup>rd</sup> Flagrant** – The student will appear in front of the Board of Education or a committee comprise of Board Members with a recommendation of expulsion from school for the rest of the year. There will be no mixing of suspension days and ISD. With this plan, all days of suspension from school are a matter of choice by the student/parent and will be counted as unexcused absences. If suspension is chosen, these days could put the student over the number of absentee days allowed, which can be cause for retention.

## **DISCIPLINARY PLAN OF ACTION GRADES 9-12**

In the event of a disciplinary problem at school, parents will be notified by the use of a disciplinary referral. This referral will contain reasons for the notice and action taken.

**1<sup>st</sup>** If the referral is a misdemeanor, the principal will conference with the student and/or teacher and/or issue 1 day of In-School Detention. If the referral is a flagrant, 5 days of suspension or 10 days of ISD will be given as options for punishment.

**2<sup>nd</sup>** 2 days of ISD

**3<sup>rd</sup>** 3 days of ISD.

**4<sup>th</sup>** Number of days to be at the discretion of the building principal.

**5<sup>th</sup> referral or 2<sup>nd</sup> flagrant** – The student may appear before the Mountainburg Board of Education, or a committee comprised of Board Members with a recommendation of expulsion from school for the rest of the year. There will be no mixing of suspension days and ISD. With this plan, all days of suspension from school are a matter of choice by the student/parent and will be counted as absences. If suspension is chosen, these days could put the student over the number of absentee days allowed, which can cause loss of credit for the semester.

**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 principal when needed.

## **GRADES K-12 - PROHIBITED CONDUCT (4.18)**

Students and staff require a safe and orderly learning environment that is conducive to high student achievement. Certain student behaviors and 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 operation;
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, selling, distributing or being under the influence of an alcoholic beverage, any illegal drug or the inappropriate use or sharing of prescription or over the counter drugs, or other intoxicants, or anything represented to be a drug;
8. Students are to have NO physical contact while on campus or on school sponsored functions (i.e. field trips, away ballgames, etc.), including hand holding, hugging, etc;
9. Cheating, copying, or claiming another person's work to be his/her own;
10. Gambling;
11. Inappropriate student dress;
12. Use of vulgar, profane, or obscene language or gestures;
13. Truancy;
14. Excessive tardiness;
15. Engaging in behavior designed to taunt, degrade, or ridicule another person on the basis of race, ethnicity, national origin, sex, or disability;
16. Hazing, or aiding in the hazing of another student;
17. 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;
18. Sexual harassment;
19. Theft of property.

*Legal References: A.C.A. 6-18-502, 6-15-1005, 6-21-609, 6-18-506, 6-18-222, 6-5-201*

## **SEXUAL HARASSMENT (4.27)**

The Mountainburg School District is committed to having an academic environment in which all students are treated with respect and dignity. Student achievement is best attained in an atmosphere of equal educational opportunity that is free of discrimination. Sexual harassment is a form of discrimination that undermines the integrity of the educational environment and will not be tolerated. Believing that prevention is the best policy, the District will periodically inform students and employees about the nature of sexual harassment, the procedures for registering a complaint, and the

possible redress that is available. The information will stress that the district does not tolerate sexual harassment and that students can report inappropriate behavior of a sexual nature without fear of adverse consequences. The information will take into account and be appropriate to the age of the students.

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

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

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

The terms "intimidating", "hostile", and "offensive" include conduct of a sexual nature which has the effect of humiliation or embarrassment and is sufficiently severe, persistent, or pervasive that it limits the student's ability to participate in, or benefit from, an educational program or activity.

Actionable sexual harassment is generally established when an individual is exposed to a pattern of objectionable behaviors or when a single, serious act is committed. What is, or is not, sexual harassment will depend upon all of the surrounding circumstances. Depending upon such circumstances, examples of sexual harassment include, but are not limited to: unwelcome touching; crude jokes or pictures; discussions of sexual experiences; pressure for sexual activity; intimidation by words, actions, insults, or name calling; teasing related to sexual characteristics; and spreading rumors related to a person's alleged sexual activities.

Students who believe they have been subjected to sexual harassment, or parents of a student who believe their child has been subjected to sexual harassment, are encouraged to file a complaint by contacting a counselor, teacher, Title IX coordinator, or administrator who will assist them in the complaint process. Under no circumstances shall a student be required to first report allegations of sexual harassment to a school contact person if that person is the individual who is accused of harassment.

To the extent possible, complaints will be treated in a confidential manner. Limited disclosure may be necessary in order to complete a thorough investigation. Students who file a complaint of sexual harassment will not be subject to retaliation or reprisal in any form. But, students who knowingly fabricate allegations of sexual harassment shall be subject to disciplinary action up to and including expulsion. Individuals, who withhold information, purposely provide inaccurate facts, or otherwise hinder an investigation of sexual harassment shall be subject to disciplinary action up to and including expulsion.

*Legal References: Title IX of the Education Amendment of 1972, 20 USCS 1681 et. seq., A.C.A. 6-15-1005 (b) (1)*

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

No student shall possess a weapon, display what appears to be a weapon, or threaten to use a weapon while in school, on or about school property, before or after school, in attendance at school or any school-sponsored activity, en route to or from school or any school sponsored activity off the school grounds, at any school bus stop, or at any school sponsored activity or event.

A weapon is defined as any knife, gun, pistol, revolver, shotgun, BB gun, chain, rifle, slingshot, crossbow, paintball gun, pellet gun, razor, ice pick, dirk, box cutter, num-chucks, pepper spray or other noxious spray, explosive, chains, or any other instrument or substance capable of causing bodily harm.

Possession means having a weapon, as defined in this policy, on the student's body or in an area under his/her control. If, prior to any questioning or search by any school personnel, a student discovers that he/she has accidentally brought a weapon to school and immediately takes the weapon to the principal's office, or a student informs the principal or a staff person immediately, the student will not be considered to be in possession of a weapon.

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

*Legal References: A.C.A. 6-18-502(c) (2) (A) (B), A.C.A. 6-18-507 (e) (1) (2), 20 USCS 8921*

## **DRUGS**

### **➤ 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, 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 (at home or away); has left the school campus for any reason and returns to the campus; is in 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 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 sell or distribute, or using over-the-counter or prescription drugs not in accordance with the recommended dosage is prohibited. Students involved in such actions will be subject to a ten-day out-of-school suspension. The incident will be reported to law enforcement officials. On the first offense, a student may have the opportunity to return after ten days if the parents or legal guardians can show documented proof by a trained chemical dependency professional that the student is receiving or has received satisfactory treatment. Failure to voluntarily fulfill these provisions by the end of the ten-day period will result in a recommendation for expulsion. Any student involved in a second offense shall be suspended for a minimum of ten days with a recommendation for expulsion. The board of Directors has instructed the Superintendent and principals to take steps to improve the educational program so that students are made aware of the physical and psychological dangers of drug use. All principals are instructed to cooperate fully with law enforcement officials and are to report to them all information that could be beneficial to them in their effort to stem the increase of drug use. The principals are instructed to take immediate steps to prevent any person from coming on campus in possession of or under the influence of alcohol, marijuana, hallucinogenic drugs, or narcotics of any form.

#### ➤ **Drug Testing**

It is the philosophy of the Mountainburg 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 altering 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 a 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 Counsel, FFA, Fall Festival Royalty Program, and Banquets. The administration reserves the authority to recognize any activity as an extracurricular activity.

Therefore, it is the policy of this district that all students in grades 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 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 1<sup>st</sup>** 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 a 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 High/Middle and Senior High groups. A list of all students who participate in extracurricular activities is compiled and sent to the health care provide 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/or forgo 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 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 parent and ask that the student be retested. The school will 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 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 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.

#### ➤ **Tobacco and Tobacco Products (4.23)**

Since it is generally understood that tobacco use can be harmful to one's health, it shall be the policy of the Mountainburg Board of Education that all students shall be aware of the physical/mental effects of the use of tobacco and tobacco products. Teachers shall be well informed of their subject matter and use the best instructional materials available when teaching about tobacco products.

Act 1555 of 1999 states: Smoking or use of tobacco products in any form on any property owned or leased by a public school district is prohibited. Upon conviction, a violator shall be guilty of a misdemeanor and be subject to a fine of not less than \$10.00 or more than \$100.00.

Students shall be informed of state laws and regulations regarding the use and purchase of such substances as well as the harmful aspects of the use of such substances. Federal law states that no person under the age of 18 shall purchase or possess tobacco or tobacco products. No student shall possess or use tobacco or tobacco paraphernalia on school property or at school-sponsored events. Students who violate this policy may be subject to legal proceedings in addition to student disciplinary measures. Legal Reference: A.C.A. 6-21-609

## **DUE PROCESS**

Due process is afforded to students in disciplinary actions of some magnitude such as suspension, expulsion, statements removed from student's records, and clearing of one's reputation. As defined in the due process clause of the Fourteenth Amendment of the U.S. constitution, and as called for by state law, MPS adheres to the provision:

1. Prior to any suspension, the principal or his/her designee shall advise the student of the particular misconduct, which he/she is accused, as well as the basis of the accusation.
2. The student shall be given at that time the opportunity to explain his/her version of the facts to the principal or his/her designee.
3. Written notice of the suspension/expulsion and of the reason shall be given to the parent/guardian.
4. Any parent/guardian shall have the right to appeal the suspension to the superintendent of schools. If the superintendent suspends the student, he/she shall have the right to appeal to the local board.

## **ELECTRONIC DEVICES**

### **➤ Cell phones, etc.**

Cell phones, paging devices, beepers, MP3 players, IPODS, or ANY similar electronic communication devices on the school campus must be turned off and out of sight from five (5) minutes before the first bell until after the last bell of the day. Any student that is caught with said devices will have them confiscated.

Confiscated cell phones and other electronic communication devices may be picked up at the school's administration office by the student's parent or guardian. Students have no right to privacy as to the content contained on any cell phones and other electronic devices that have been confiscated. 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.

In addition, the student may receive other punishment as deemed appropriate by the school administrator. After five (5) violations of this policy, the student will not be allowed to bring such devices on campus.

### **➤ Laser Pointers**

Students shall not possess any hand held laser pointer while in school; on or about school property, before or after school; in attendance at any school-sponsored activity; en route to or from school or

any school-sponsored activity; off the school grounds at any school bus stop or at any school-sponsored activity or event. School personnel shall seize any laser pointer from the student possessing it and the students may reclaim it at the close of the school year, or when the student is no longer enrolled in the District.

*Legal Reference: A.C.A. 6-18-512, 5-60-122*

## **EMERGENCY DRILLS**

All schools in the District shall conduct fire drills once a month. Tornado drills will be held in September, October, January, and February. Other emergency drills may be conducted and include but are not limited to earthquake, acts of terrorism, chemical spills, airplane crash, train derailment, or flooding.

## **ENROLLMENT**

### **➤ Residence Requirements (4.1)**

The schools of the District shall be open and free through the completion of the secondary program to all persons between the ages of five (5) and twenty one (21) years whose parents, legal guardians, or other persons having lawful control of the person under an order of a court reside within the District and to all persons between those ages who have been legally transferred to the District for educational purposes.

Any person eighteen (18) years of age or older may establish a residence separate and apart from his or her parents or guardians for school attendance purposes.

In order for a person under the age of eighteen (18) years to establish a residence for the purpose of attending the District's schools separate and apart from his or her parents, guardians, or other persons having lawful control of him or her under an order of a court, the person must actually reside in the District for a primary purpose other than that of school attendance.

The children or wards of any person who is at least a half-time employee of this district but reside in another district are eligible to enroll in District schools.

Legal References: A.C.A. § 6-18-202 A.C.A. § 6-18-203

### **➤ Entrance Requirements (4.2)**

To enroll in a school in the District, the child must be a resident of the District as defined in District policy (4.1—RESIDENCE REQUIREMENTS), meet the criteria outlined in policy 4.40—HOMELESS STUDENTS, be accepted as a transfer student under the provisions of policy 4.4, or participate under a school choice option and submit the required paperwork as required by the choice option.

Students may enter kindergarten if they will attain the age of five (5) on or before September 15 of the year in which they are seeking initial enrollment. Any student who has been enrolled in a state-accredited or state-approved kindergarten program in another state for at least sixty (60) days, who will become five (5) years old during the year in which he/she is enrolled in kindergarten, and who meets the basic residency requirement for school attendance may be enrolled in kindergarten upon written request to the District. Beginning with the school year 2009-2010, students may enter kindergarten in the public schools of this state if they will attain the age of five (5) years on or before September 1, 2009. In the 2010-2011 school year students must attain the age of five (5) years on or before August 15, 2010. In the 2011-2012 school year and afterwards, students must attain the age of five (5) years on or before August 1 of the year in which they are seeking initial enrollment. ACT 462 of 2007

Any child who will be six (6) years of age on or before October 1 of the school year of enrollment and who has not completed a state-accredited kindergarten program shall be evaluated by the district and may be placed in the first grade if the results of the evaluation justify placement in the first grade and the child's parent or legal guardian agrees with placement in the first grade; otherwise the child shall be placed in kindergarten.

Any child may enter first grade in a District school if the child will attain the age of six (6) years during the school year in which the child is seeking enrollment and the child has successfully completed a kindergarten program in a public school in Arkansas.

Any child who has been enrolled in the first grade in a state-accredited or state-approved elementary school in another state for a period of at least sixty (60) days, who will become age six (6) years during the school year in which he/she is enrolled in grade one (1), and who meets the basic residency requirements for school attendance may be enrolled in the first grade.

Students who move into the District from an accredited school shall be assigned to the same grade as they were attending in their previous school (mid-year transfers) or as they would have been assigned in their previous school. Home-schooled students shall be evaluated by the District to determine their appropriate grade placement.

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

1. The parent, guardian, or other responsible person shall furnish the child's social security number, or if they request, the district will assign the child a nine (9) digit number designated by the department of education.
2. The parent, guardian, or other responsible person shall provide the district with one (1) of the following documents indicating the child's age:
  - a. A birth certificate;
  - b. A statement by the local registrar or a county recorder certifying the child's date of birth;
  - c. An attested baptismal certificate;
  - d. A passport;
  - e. An affidavit of the date and place of birth by the child's parent or guardian;
  - f. United States military identification; or
  - g. Previous school records.
  - h. Military ID
3. The parent, guardian, or other responsible person shall indicate on school registration forms whether the child has been expelled from school in any other school district or is a party to an expulsion proceeding.
4. The child shall be age appropriately immunized from poliomyelitis, diphtheria, tetanus, pertussis, red (rubeola) measles, rubella, and other diseases as designated by the State Board of Health, or have an exemption issued by the Arkansas State Department of Health. Proof of immunization shall be by a certificate of a licensed physician or a public health department acknowledging the immunization.

*Legal References:* A.C.A. § 6-18-201 (c), A.C.A. § 6-18-207, A.C.A. § 6-18-208, A.C.A. § 6-18-702  
A.C.A. § 6-15-504 (f)

## **STUDENT ENROLLMENT**

### **Kindergarten:**

The minimum age for enrollment in Kindergarten is age five (5) on or before September fifteenth (15<sup>th</sup>) of the school year of initial enrollment. Any student who has been enrolled in a state-accredited or approved kindergarten program in another state for a period of not less than sixty (60) days, who will become five (5) years of age during the school year may be enrolled in kindergarten provided that the parents make a written request and establish domicile in the district.

*Legal References: Ark.Code Ann. 6-18-207*

### **First Grade:**

Any child who will be six (6) years of age on or before September fifteenth (15<sup>th</sup>) and has not completed a state-accredited kindergarten program shall be evaluated by the district and placed in kindergarten or first grade, depending upon the results of the evaluation. (See the following steps).

1. The first step will be a referral. This is made when a child seeking initial enrollment in school is identified as a six-year-old who has not completed a kindergarten program.
2. Multiple formal assessments will be administered to evaluate the child.
3. A Committee will administer/evaluate the assessment results.  
The Committee shall consist of the elementary principal, the elementary speech therapist, elementary teachers, and the elementary counselor. After the committee has analyzed the formal assessments, the child will be properly placed in kindergarten or first grade, depending on the results. The school will then notify the parent.

*Legal References: Ark. Code Ann. 6-18-201*

## **EQUAL EDUCATIONAL OPPORTUNITY (4.11)**

No students in the Mountainburg School District shall, on the grounds of race, color, religion, national origin, sex, age, or disability be excluded from participation, in or denied the benefits of, or be subjected to discrimination under any educational program or activity sponsored by the District.

### **➤ 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.

## **EXPULSION (4.31)**

The building principal may suspend a student for a period no 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, or 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.

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 students 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 no later than ten (10) school days following the date of the notice, except that representatives of the Board and student may agree in writing to a date not conforming to this limitation.

The President of the Board, Hearing Officer, or other designated Board member shall preside at the hearing. The student may choose to be represented by legal counsel. The hearing shall be conducted in open session of the board unless the parent requests that the hearing be conducted in executive session. Any action taken by the Board shall be in open session. During the hearing, the Superintendent will present evidence, including the calling of witnesses that gave rise to the recommendation of expulsion. The student, or his/her representative, may then present evidence including statements from persons with personal knowledge of the events or circumstances relevant to the charges against the student. Formal cross-examination will not be permitted. However, any member of the Board, the Superintendent, or designees, the student, or his/her representative may question anyone making a statement and/or the student. The presiding officer shall decide questions concerning the appropriateness or relevance of any questions asked during the hearing.

The Superintendent shall recommend the expulsion of any student for a period of not less than one (1) year for possession of any firearm or other weapon prohibited on school campus by law. The Superintendent shall, however, have the discretion to modify the expulsion recommendation for a student on a case-by-case basis. Parents or legal guardians of a student enrolling from another school after the expiration of an expulsion period for a 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.

### **EXTRACURRICULAR ACTIVITIES (5.19)**

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 (with the exception of tournaments). Additionally, a student's participation in, and the District's operation of, extracurricular activities shall be subject to the following policy:

The Mountainburg Middle School and High School are both members of the Arkansas Activities Association. Any student who participates in any interschool activity must conform to the eligibility requirements of this association, and must submit to the district drug testing policy. For more detailed information, see "Drug Policy" in this publication.

Students must also play on the team of their appropriate grade level.

Eligibility to Participate:

1. In order to remain eligible for High School competitive interscholastic activity, a student must have passed (4) academic courses the previous semester and either have earned a minimum GPA of 2.0 for all academic courses the previous semester. For Middle School, the students must have been promoted the previous year for grades seven and eight to participate. Students in second semester, eighth grade or first semester, ninth grade must pass four (4) academic courses, with three (3) of them being in the core curriculum which shall be in the areas of math, science, social studies, and language arts during the previous semester in order to be eligible. Students under school disciplinary action of suspension or ISD are ineligible to participate during this time.
2. A student must be properly enrolled and maintain a 2.0 GPA to obtain an Arkansas Driver's License.
3. FFA / FCCLA Grades 9-12 – A Student must be in ninth (9<sup>th</sup>) grade or above and taking one (1) Agriculture or Home Economics Class. Eighth grade may be allowed to participate.
4. Beta Club Grades 11 - 12 – A Student must have at least a 3.25 GPA to be a member and be at least a junior.
5. Student Council Grades 9-12 – Class representatives must have a 2.0 GPA and officers must maintain a 3.0 GPA.
6. Annual Staff – A student must have a 2.0 GPA and be selected by the yearbook teacher.
7. Miss Mountainburg Pageant – Girls must be in the 10-12 grades and have a 2.00 GPA.

*Extracurricular Activities* are defined as: any school sponsored program where students from two or more schools 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: interscholastic athletics, cheerleading, band, choral, math, or science competitions, and club activities.

## **FIELD TRIPS**

### **Grades K-4**

A field trip permission slip will be sent home at the beginning of the school year. Parents must sign that they give permission for their child to participate in field trips. Students who do not have a parent/guardian signed field trip permission slip on file in the office will not be permitted to participate in field trips.

### **Grades K-12**

Students with referrals may not be eligible for field trips.

## **FOOD, CANDY, DRINKS, AND GUM**

Food, candy, or drinks are to be consumed in designated areas only during designated times. No food/drink is to be brought into the classroom unless for special projects scheduled by the instructor and approved through the principal's office. Lunches brought to school must be kept in appropriate

lunch containers and stored until lunch period. The office will not make change for use in vending machines. Gum and water may be allowed by individual teachers based on students' ability to use it in a mature fashion. Exceptions can be made for students with qualifying conditions based on IDEA and Section 504 provisions. **Elementary students** may **not** chew gum.

## **FUND RAISERS** (6.6)

All fund raising activities held in the District or in the name of the District must be pre-approved in writing by the Superintendent or affected school principal. Only school sanctioned organizations and/or clubs including individual classes may host or conduct fund raising on any school campus. No individual or non-school related club or organization will be permitted to conduct fund raising on campus. Approval will be predicated on the potential for return relative to the time and energy to be invested in fund raising. There will be 1 fund raiser per year per group.

Fund raising that conflicts excessively with and/or detracts from student or teacher instructional time in either the planning or the execution of the activity will not be approved.

Neither an individual school nor the District shall be liable for any contract between clubs or organizations and third parties

Student participation in any fund raising activity shall:

1. Be Voluntary. Students who choose not to participate shall not forfeit any school privileges. It shall not be considered discriminatory to reward those who participate; and
2. Not influence or affect the student's grade.

*Legal Reference: A.C.A. 6-18-1104*

## **HARASSMENT**

The Mountainburg Public Schools will not permit any form of harassment, whether sexual or intimidating in nature. It shall be in violation of this policy for harassment to occur whether on a student to student basis, staff to student basis, or student to staff basis. Any person who alleges discrimination or harassment by any staff member or student may complain directly to the principal, guidance counselor, or the equity coordinator.

## **HEAD LICE/NITS**

It is the policy of the Mountainburg School Board that NO Student will be allowed to attend any Mountainburg Public School if he/she is infested with lice or live nits. The school nurse or designee may examine students' hair on a regular basis or at the request of a teacher, parent, or other student to determine if lice or live nits are present. In the event a student is infested with lice or live nits, the following procedures will take place:

1. The child's parents will be notified to immediately pick up the child.
2. Upon arrival, parents will be instructed in the proper treatment or a note with instructions will be sent home if the parent cannot be reached.
3. Parents will treat the child and other family members as instructed and will de-bug their home.
4. Parents must bring the child to school nurse to be checked before a student will be allowed to return to school.

5. In the event of repeat occurrences, the school nurse and the parent may complete a resource checklist to insure understanding. The nurse may also observe the parent's treatment of the child and provide instruction.
6. A conference may be held with administration, parents and school nurse.
7. The Crawford County Health Department may be notified.
8. The school nurse may file a FINS Petition with the prosecutor.

### **HEALTH SERVICES (5.18)**

The board believes that healthy children promote a better learning environment, are more capable of high student achievement, and will result in healthier, more productive adults. Therefore, the goal of the District's health services is to promote a healthy student body. This requires both the education of students concerning healthy behaviors, as well as providing health care services to pupils.

While the school nurse is under the supervision of the school principal, the delegation of health care duties shall be in accordance with the Arkansas Nurse Practice Act and the Arkansas State Board of Nursing Rules and Regulations Chapter Five: Delegation of Nursing Care.

### **HOMELESS STUDENTS (4.40)**

The Mountainburg School District will afford the same services and educational opportunities to homeless children as are afforded to non-homeless children. For the purposes of this policy, students shall be considered homeless if they lack a fixed, regular, and adequate nighttime residence.

*Legal References: 42 USC 11431, 11432, 11434a*

### **HOME SCHOOLING (4.6)**

Parents or guardians who desire to provide home schooling for their children must give written notice to the Superintendent of their intent to do so and sign a waiver acknowledging that the State of Arkansas is not liable for the education of their children during the time the parents choose to home school. Notice shall be given:

1. At the beginning of each school year, but no later than August 15.
2. By December 15 for parents who decide to start home schooling at the beginning of the spring semester, or
3. Fourteen calendar days prior to withdrawing the child (provided the student is not currently under disciplinary action for violation of any written school policy, including, but not limited to, excessive unexcused absences).
4. Parents must file an application every year at the beginning of the school year thereafter.

The parents or legal guardians shall deliver written notice in person to the Superintendent the first time such notice is given and the notice must include:

1. The student name, date of birth, grade level, and the name and address of the school last attended, if any.
2. The location of the home school.
3. The basic core curriculum to be offered.
4. The qualifications of the parent-teacher.
5. The proposed schedule of instruction

*Legal References: A.C.A. – 6-15-503, 6-41-206*

## **HOMEWORK (5.14)**

It is the policy of Mountainburg Schools to encourage the use of homework as an extension of learning beyond the classroom instructions. Homework may include skills practice and research to increase the student's awareness of course content matter. Homework may be used along with test scores and other criteria for evaluating a student's progress.

## **IDEA**

Mountainburg Schools, in compliance with the Individuals with Disabilities Act, follows guidelines for discipline of students who fall under this Act. This policy is available through the offices or through the IDEA district coordinator. Parents and students are encouraged to see the principal, superintendent, or district coordinator for more information. Students with disabilities under IDEA function under conditions specified in their Individualized Program (IEP) in order to be considered eligible to participate in competitive interscholastic activities. In order to be considered eligible to participate in these activities, students with disabilities must pass at least four (4) courses required by the student's IEP.

Students with disabilities who engage in misbehavior are subject to normal school disciplinary rules and procedures so long as such treatment does not abridge the right to Free Appropriate Public Education (FAPE). The Individualized Education Program (IEP) Committee for a student with disabilities should consider whether particular disciplinary procedures should be adopted for that student and should note such in the IEP. In the event a student with disabilities is removed from school for more than ten (10) days in any one school year, the District will convene a meeting of the student's IEP committee to address the behavior.

## **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**

It is the policy of the Mountainburg Public Schools to require minimum immunizations for all students in the district. The school shall maintain an accurate and current list of students exempt or deficient in immunizations. Proof of immunization is accepted ONLY from a licensed physician, a health department or a military service. Records must indicate the date of the vaccine administration. Immunization information is included in the student's permanent school record.

Compliance with the immunization schedule will be monitored by the school.

Students will not be allowed to attend school without proper documentation of immunization on record or in the process of completing minimum requirements.

If a student fails to produce documentation of additional immunizations as scheduled, he/she will be excluded from school until documentation is provided.

When a student is within the compulsory school attendance law, the local enforcing agency will be notified.

A list of minimum immunization requirements and schedule are available to all parents through the school nurse and/or Principal's office.

### **INSULT OR ABUSE OF A TEACHER (3.17)**

Employees are protected from abusive language and conduct by state law. It is unlawful, during 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 understanding,

1. Cause a breach of the peace;
2. Materially and substantially interfere with the operation of the school; and/or
3. Arouse the person to whom the language is addressed to anger, to the extent likely to cause imminent retaliation. An employee may report any such episode to the police. Students guilty of such offense may be subject to legal proceedings in addition to student disciplinary measures.

*Legal Reference: A.C.A. 6-17-106*

### **INSURANCE**

The Mountainburg Public Schools offers the following school insurance for students.

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#### **DWIGHT JONES AGENCY**

**P.O. Box 529 – Nashville, AR 71852  
Phone 870-845-1751 or 1-800-524-7884 – Fax 870-845-2883**

Dear Parent

**Your school district has purchased an excess accident medical plan to cover all enrolled students during the hours and days school is in session and while attending or participating in school sponsored and supervised activities on or off School Premises.**

**Please read this letter carefully.** For the school-purchased plan to be most effective, parents must be informed about policy provisions. If your child is injured in a covered accident, please note the following:

- A. Your district should issue an insurance ID Card. **If you did not get an ID card, request one now.**
- B. You and a school official must complete and file an Accident Claim Form. No other form is acceptable as a replacement. The form should be mailed to:

Preferred Care, Inc.  
1300 Virginia Drive  
Suite 315  
Fort Washington, PA 19034



1. Outpatient Physical Therapy (and/or office visit connected therewith)	up to \$25 per visit, maximum \$25 per injury
2. Private Duty Nursing	Usual & Customary
3. Ambulance Services	First trip to hospital up to \$500 per injury
4. Orthopedic Appliances (when prescribed by a physician for healing)	
5. Durable Medical Equipment (post surgical only)	up to \$150 per injury
6. Prescription Drugs (take home drugs)	Usual & Customary
7. Eyeglasses/Hearing Aid Replacement (if medical treatment is received for covered injury)	Usual & Customary
8. Motor Vehicle Injury (subject to Covered Services limits)	up to \$5,000 per injury
--DENTAL SERVICES	
Dental Treatment (of sound and natural teeth-in lieu of all other medical benefits)	Usual & Customary

**EXCLUSIONS – Benefits will not be paid for a loss due to:**

1. Intentionally self-inflicted injury, suicide while sane or insane or any attempt thereof (in Missouri this applies only while sane);
2. Voluntary self-administration of any drug or chemical substance not prescribed by, and taken according to the directions of the Insured Person's Physician;
3. Injury caused by, contributed to, or resulting from the Insured Person's use of alcohol, illegal drugs or medicines that are not taken in the dosage or for the purpose as prescribed by the Insured Person's Physician unless specially provided for the policy.
4. Committing or attempting to commit a felony, or being engaged in an illegal activity;
5. Participation in a riot or insurrection;
6. Sickness, disease, bodily or mental infirmity or medical or surgical treatment thereof, bacterial infection, regardless of how contracted. This does not exclude bacterial infection that is the natural and foreseeable result of an injury or accidental food poisoning;
7. Flight in an Aircraft, except as a fare-paying passenger;
8. Any injury requiring treatment which arises out of, or in the course of fighting, brawling, assault or battery;
9. Any loss for which benefits are paid under state or federal worker's compensation, employer's liability, or occupational disease law.
10. Charges which are in excess of Usual, and Customary and Reasonable charges;
11. Expenses incurred after 52 weeks from the date of the Accident;
12. Services or treatment rendered by a(n) infirmary, health service, Physician, Nurse or any other person who is employed or retained by the Policyholder;
13. Travel in or upon a snowmobile, any two or three wheeled motor vehicle, or any off-road motorized vehicle not requiring licensing as a motor vehicle;
14. Practice or play in any senior high school interscholastic sports, football including travel to and from the activity and practice games and practice, unless specifically provided for in the Schedule;
15. Treatment of a hernia.

**IMPORTANT NOTICE**

Benefits described in this letter are provided by American Sentinel. This letter is not a contract of insurance. See Policy for full terms and conditions.

## **LOCKERS**

Lockers are the property of the school district. School personnel have equal access to lockers and may search them as well as personal belongings if there is reasonable belief of contraband present. It is the student's responsibility to only use their assigned locker, keep a lock on the locker, and store only proper and necessary items. School officials may cut a student's lock from any locker if those students are not available in a timely manner to open the lock.

## **LUNCHES**

### *Grades K-4*

Breakfast	Lunch
\$.85	\$1.50

### *Grades 5-12*

Breakfast	Lunch
\$1.00	\$1.60

### *Adults/Guests/Teachers/Student Guest*

Breakfast	Lunch
\$1.50	\$3.00

## **CHARGES WILL BE LIMITED TO 10 DAYS. CHARGES WILL CARRY OVER TO THE NEXT SCHOOL YEAR.**

Any family may apply for free or reduced lunches. Families who feel they qualify are encouraged to apply for the free or reduced lunch program. Applications can be picked up at any of the campus offices or either cafeteria. Completed forms must be returned to the principal's office. Any family who qualifies for free or reduced lunch will also qualify for free or reduced breakfast.

## **MEDICATION DISTRIBUTION(4.35)**

Prior to the administration of any medication to any student under the age of eighteen (18), written parental consent is required. The consent form shall include authorization to administer the medication and relieve the Board and its employees of civil liability for damages or injuries resulting from the administration of medication to students in accordance with this policy. Long term medication consent forms must be renewed each semester. (Exceptions may apply for students with qualifying conditions under IDEA or 504 who need medications to benefit from the educational program.)

Unless authorized to self-administer, students are not allowed to carry any medications while at school. The parent or legal guardian shall bring the student's medication to the nurse, or in the absence of the nurse, to the principal's office. The student may bring the medication if accompanied by a written authorization from the parent or legal guardian. Medications, including those for self-medication, must be in the original container and be properly labeled with the student's name, the ordering provider's name, the name of the medication, the dosage, frequency, and instructions for the administration of the medication (including times). **There can be no exception to this rule.** Additional information accompanying the medication shall state the purpose for the medication, its possible side effect, and any other pertinent instructions (such as special storage requirements) or warnings.

Nonprescription medications may be given to students upon the decision of the principal or the nurse. Such medications must be in the original container, clearly labeled and accompanied by a written authorization form signed by the parents or legal guardians that includes the student's name, the name of the medication, the dosage, and instructions for the administration of the medication (including

times). The school shall not keep outdated medications or any medication 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 with the ten (10) day period shall be destroyed by the nurse with a witness present.

Abuse of one's own medications or failure to properly administer one's own medication that results in possession or use by another student shall result in disciplinary action according to the ALCOHOL AND DRUG section of this handbook.

## **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.

## **SCHOOL PARTIES**

### **Grades K-4**

Mountainburg Elementary will have 9 school events during the year. The currently scheduled events are: Fall Party, Winter Party, Valentine's Day Party, Spring Party and Fun Day. The other 4 events will be reward parties scheduled at the discretion of the principal. Any food brought to these events must be store bought. We will not allow home baked treats.

Because of the changes in Arkansas law, we will no longer have birthday parties at school. If you want to invite the students to a party, please send invitations for every child in the class or mail to selected students from your home.

## **PERMANENT RECORDS (4.38)**

Permanent school records, as required by the Arkansas Department of Education, shall be maintained for each student enrolled in the District until the student graduates or is beyond the age of compulsory school attendance. A copy of the student's permanent record shall be provided to the receiving school district upon the transfer of the student to another district.

## **PHYSICAL EXAMINATIONS OR SCREENINGS (4.41)**

The Mountainburg Public Schools may provide from time to time for the administration of physical exams or screening of its students. The intent of the exams or screening shall be to detect contagious or infectious diseases or defects in hearing, vision, or other elements of health that could adversely affect the student's ability to achieve their full potential. Appropriate school personnel shall conduct these exams or screenings.

Except in instances where a student is suspected of having a contagious or infectious disease, parents shall have the right to opt their child out of the exams or screenings using form 4.41F or by providing certification from a physician that he/she has recently examined the student.

A student may be required to pass a physical exam before participating in certain extracurricular activities to help ensure that they are physically capable of withstanding the rigors of the activity. It is understood that students who refuse to take such an exam will not be allowed to participate in the desired activity.

*Legal References: A.C.A. 6-18-702 (b), (c), (f), 20 USC 1232h (c)*

## **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance shall be recited during the first class period of each school day. Those students choosing to participate shall do so by facing the flag with their right hands over their hearts, or in an appropriate salute if in uniform, while reciting the Pledge. Students choosing not to participate shall be quiet while either standing or sitting quietly. Students shall not be compelled to recite the Pledge, but students who choose not to recite the Pledge shall not disrupt those students choosing to recite the Pledge. Students choosing not to recite the Pledge shall NOT be subject to any comments, retaliation, or disciplinary action.

*Legal Reference: A.C.A. § 6-16-108*

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

In compliance with the Family Education Rights and Privacy Act, the following guidelines pertain to education records: Parents have the right to inspect and challenge any records that may be misleading, inaccurate, or otherwise inappropriate. In order for the school district to release personally identifiable data from a student's record, a consent form must be filled out and returned within seven working days of receipt of the form. Consent of the student is required when said student reaches 18 or is attending a post secondary institution. Written permission is not required when: officials within the same district request a student's records; officials at another school in which the student has enrolled request a student's records.

For the purposes of this policy, Mountainburg Public Schools does not distinguish between custodial and non-custodial parent with the respect to gaining access to a student's record. If there is a court order which directs that a parent not have access to a student or his/her records, the parent or guardian must present a file-marked copy of such order to the building principal and the Superintendent. The school will make good faith efforts to act in accordance with such court orders, but failure to do so does not impose legal liability upon the school. 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. Unless the parent or guardian of a student or if the student is eighteen (18) objects in writing, directory information about a student may be made available to the public, military recruiters, post-secondary education institutions, and prospective employers as well as school publications including yearbooks, directories and graduation announcements.

*Legal Reference: U.S.C. 1232g, 20 U.S.C. 7908 (NCLB Sec. 9528), 34 CFR 99.3*

## **PROMOTION/RETENTION (5.11)**

### **➤ Promotion/Retention – Secondary (5.11)**

Parents or guardians shall be kept informed concerning the progress of their student(s). Notice of a student's possible retention shall be included with the quarterly grades sent home to each parent/guardian or the student if 18 or older. Parent-teacher conferences are encouraged and may be held as necessary in an effort to improve a student's academic success.

Promotion or retention of students shall be primarily based on their ability to succeed in the next grade. If there is doubt concerning the promotion or retention of a student, before a final decision is made, a conference between the parents/guardians, teacher(s), other pertinent personnel, and principal shall be held. The conference shall be held at a time and place that best accommodates those participating in the conference. The school shall document participation or non-participation in required conferences. If the conference attendees fail to agree concerning the student's placement, the final decision to promote or retain shall rest with the principal.

Students who do not score proficient or above on End-of-Course tests or on the Grade 11 Literacy test shall successfully participate in a remediation program before they can receive credit for the course. The lack of credit could jeopardize their grade promotion or classification due to insufficient credits to qualify for the next grade.

Promotion/retention or graduation of students with an Individual Educational Plan (IEP) shall be based on their successful attainment of the goals set forth in their IEP.

*Legal References: A.C.A. § 6-15-402*

*State Board of Education: Standards of Accreditation 12.04.3*

*ADE Rules Governing the ACTAAP and the Academic Distress Program*

### **➤ Promotion/Retention – Elementary Schools (5.12)**

Students in kindergarten through third grade (K-4) not performing at grade level during the regular school year shall participate in a remediation program during the school year to be eligible for promotion to the next grade.

The parents or guardians of any student who is to be retained at any grade level shall promptly be given notice of the reasons for such retention in a personal conference that shall be held at a time and place that best accommodates those participating in the conference. The school shall document participation or non-participation in required conferences. If the conference attendees fail to agree concerning the student's placement, the final decision to promote or retain shall rest with the principal.

Promotion/retention or graduation of students with an Individual Educational Plan (IEP) shall be based on their successful attainment of the goals set forth in their IEP.

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ACTAAP 7.05.2 requires the district to define the required extent of participation by the student in his/her remediation plan that is necessary to avoid retention. This can range anywhere from simply showing up for the remediation (including listing the required percentage of attendance necessary to fulfill the attendance requirement) to requiring a specified level of mastery as determined by subsequent testing or an alternative method of appraisal of ability. The District's determination of the participation requirements will be sent home to parents.

Parents must be notified of the remediation and retention requirements for failure to participate in the required remediation.

*Legal References: A.C.A. § 6-16-705  
State Board of Accreditation Standards 12.04.3  
ADE Rules Governing the ACTAAP and the Academic Distress Program  
7.05.1, 7.05.2, 7.05.5*

## **PUBLICATIONS**

### **➤ Student Publications and the Distribution of Literature (4.14)**

All publications that are supported financially by the school or by use of school facilities, or are produced in conjunction with a class shall be considered school-sponsored publications. Such publications, as well as the content of student expression in school-sponsored activities, shall be subject to the editorial control of the District's administration whose actions shall be reasonably related to legitimate pedagogical concerns and adhere to the following limitations:

1. Advertising may be accepted for publications that does not condone or promote products that are inappropriate for the age and maturity of the audience or that endorse such things as tobacco, alcohol, or drugs.
2. Material may not be forbidden is the offensive portions may also be found in material that is made available to students through school facilities, i.e. the school library or course work.
3. The material shall not be critical of school or administration personnel if there is a reasonable forecast that such criticism will result in a disruption of normal school operations.
4. Material may be regulated to prohibit writings that are, in the opinion of the appropriate teacher and/or administrator, ungrammatical, poorly written, inadequately researched, biased or prejudiced, vulgar or profane, or unsuitable for immature audiences. Prohibited publications include:
  - a. Those that are obscene as to minors as defined by state law;
  - b. Those that are libelous or slanderous, as defined by state law, including material containing defamatory falsehoods about public figures or governmental officials, which are made with knowledge of their falsity or reckless disregard of the truth;
  - c. Those that constitute an unwarranted invasion of privacy as defined by state law;
  - d. Publications that so incite students as to create a clear and present danger of the commission of unlawful acts on the school premises;
  - e. The violation of lawful school regulations;
  - f. The material and substantial disruption of the orderly operation of the school; and
  - g. Hate literature that scurrilously attacks ethnic, religious, or racial groups. *Legal References: A.C.A. 6-18-1202, 1203, & 1204, 393 U.S. 503, 478 U.S. 675, 484 U.S. 260*

➤ **Student Publications – Non-school**

The Superintendent of Schools shall review non-school publications to their distribution and will bar from distribution those materials that are obscene, libelous, pervasively indecent, or advertise unlawful products or services. Material may also be barred from distribution if there is evidence that reasonably support a forecast that disruption will likely result from the distribution. Such evidence shall be based on more than unsubstantiated speculation as to what “might” happen or “could result” from the material’s distribution. Material that is merely offensive, unpopular, or that stimulates controversy shall not be barred from distribution.

➤ **Student Publications – Distribution**

The school principal or designee shall establish reasonable regulations governing the time, place, and manner of student distribution of literature. The regulations shall:

1. Be narrowly drawn to promote orderly administration of school activities by preventing disruption and may not be designed to stifle expression;
2. Be uniformly applied to all forms of student literature;
3. Allow no interference with classes or school activities;
4. Specify times and places where distribution may and may not occur;
5. Not inhibit a person’s right to accept or reject any literature distributed in accordance with the regulations.

The Superintendent, along with the student publications advisors, shall develop administrative regulations for the review of materials, and a delineation of the appeals process in case of disagreement at the campus level.

## **SCHOOL CHOICE**

The District adopts the Arkansas Public School Choice Act of 1989. The student’s parent or guardian must submit an application to the superintendent of schools in the non-resident school district postmarked by July 1 of the year in which the student would begin the fall semester at the non-resident school. After the application has been submitted, the superintendent of the nonresident school district has thirty (30) days in which to respond to the student request to either accept or reject their application. Priority will be given to applications from siblings or step-siblings residing in the same residence or household or students already attending the District by choice.

*Legal References: A.C.A. 6-18-206, 6-18-510*

The District may reject a non-resident’s application for admission if its acceptance would necessitate the addition of staff or classrooms, exceed the capacity of a program, class, grade level, or school building or cause the District to provide educational services not currently provided in the affected school.

The School Board reserves the right, after a hearing before the board, not to allow any person who has been expelled from another district to enroll as a student until the time of the person’s expulsion has expired.

The student may transfer to their school of residence at any time; however, students wishing to transfer out of their resident school district must reapply for School Choice with all its requirements.

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## **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 suspicion to believe such student or property contains illegal items or other items in violation of Board policy or dangerous to the school community. School authorities may seize evidence found in the search and disciplinary action may be taken. Evidence found which appears to be in violation of the law shall be reported to the appropriate authority.

School property shall include, but not 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. School personnel may conduct personal, automobile, and property searches, when there is reasonable belief that contraband items are present (controlled substances, drugs, alcohol, weapons, stolen property, or other contraband). Items will be seized, and proper authorities will be notified, as according to state law. An adult witness will be present when a personal search is conducted while a member of the same gender will conduct a pat down search. 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.

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.

*Legal Reference: A.C.A. 6-18-513*

## **SMART CORE/CORE CURRICULUM**

The Smart Core Curriculum provides students with 22 units of study. Students who graduate from Mountainburg High School are required to have 24 units of study, therefore, 5.5 electives will be chosen for graduation. Notification of the Smart Core/Core Curriculum will begin at the end of the student's 6<sup>th</sup> grade year. Parent will receive notification of the Smart Core/Core Curriculum. At that time, parents and students will decide which avenue of study the student will follow. A consent form will be sent to the parents and after signing their choice of study, the form will be attached to the students' permanent record. Once chosen, each student's curriculum will be reviewed annually by the parents, student, and counselor.

Parents have the right for their child to choose the Core Curriculum by completing a waiver form. This waiver will be a consent form outlining both curriculums. If parents do not complete this waiver, their child will follow the Smart Core Curriculum.

Parents have the right to change curriculums if the new required course of study can be completed by the end of the student's senior year. Changes in curriculum will only be made at the end of a semester. Parents and students will need to make an appointment with the counselor to review the student's current curriculum and determine if a change can be made and if a change is necessary for the student's success. Changes may be based upon, but not limited to the following: course grades, test scores, and completion of curriculum made by the end of the student's senior year.

All school personnel will be kept up to date on the Smart Core/Core Curriculum requirements. If a student transfers out of the district, a copy of the Smart Core/Core Curriculum consent form will be included with the student's other records.

## Smart Core Informed Consent Form

Name of Student \_\_\_\_\_  
 Name of Parent/Guardian \_\_\_\_\_  
 School \_\_\_\_\_  
 School Address \_\_\_\_\_  
 District \_\_\_\_\_

I have been informed of the Smart Core curriculum and the required course of study for graduation as well as the optional Core curriculum and course of study for graduation. This document indicates my choice of curriculum and course of study for graduation for the above named student.

**Failure to complete the Smart Core curriculum for graduation *may* result in negative consequences such as conditional admission to college and ineligibility for scholarship programs. Mark the choice selected with a checkmark.**

I select the Smart Core (22) units \_\_\_\_\_

I select the Core (22) units \_\_\_\_\_

English – 4 units (yearly)  
 English 9<sup>th</sup> grade  
 English 10<sup>th</sup> grade  
 English 11<sup>th</sup> grade  
 English 12<sup>th</sup> grade

English – 4 units (yearly)  
 English 9<sup>th</sup> grade  
 English 10<sup>th</sup> grade  
 English 11<sup>th</sup> grade  
 English 12<sup>th</sup> grade

Oral Communications – ½ unit

Oral Communications – ½ unit

Mathematics – 4 units (years)  
 Algebra I or Algebra A & B  
 Grades 7-8 or 8-9  
 Geometry or Investigating  
 Geometry  
 Algebra II  
  
 Choice of: Transition to College  
 Math, Pre-Calculus, Calculus,  
 Algebra III, or an Advanced  
 Placement mathematics

Mathematics 4 units (years)  
 Algebra or its equivalent  
  
 Geometry or it equivalent  
  
 All math units must build on  
 Base of algebra and geometry  
 Knowledge and skills

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

Comparable concurrent credit college  
 Courses may be substituted where  
 Applicable

Natural Science – 3 units (years)  
 Physical Science  
 Biology or Applied Biology/Chemistry  
 Chemistry  
 Physics or Principles of  
 Technology I & II or  
 PIC Physics

Science – 3 units (years)  
 At least one unit of Biology  
 A Physical Science

Social Studies – 3 units (years)  
 Civics or Civics/AM Government  
 World History  
 U.S. History

Social Studies – 3 units (years)  
 Civics or government, ½ unit  
 World History -1 unit  
 U.S. History -1 unit

Foreign Language – 2 units (years)

Physical Education- ½ unit  
Health and Safety -½ unit  
Fine Arts- ½ unit  
Career Focus – 6 units

Physical Education- ½ unit  
Health and Safety -½ unit  
Fine Arts -½ unit  
Career Focus – 6 units

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Parent/Guardian Signature

Date

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School Official Signature

Date

A copy of the Smart Core Curriculum will be distributed to parents in the Family Kits distributed at the beginning of the year.

### **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 with the school; and
6. Non-school persons may not direct, conduct, control, or regularly attend activities of student groups.

All meeting 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.

Fraternities, 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.

*Legal References: A.C.A. 6-21-204, 20 USC 4071, 496 U.S. 226, A.C.A. 6-18-601 et. seq.*

#### **➤ 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 extra-curricular 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.

## **SUSPENSION (4.30)**

Students not attending 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) school days, including the day upon which the suspension is imposed. The suspension may be in school or out of school. Students are responsible for their conduct that occurs: at any time on the school grounds; off school grounds at a school-sponsored function, activity, or event; going to and from school or a school activity. 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.

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

1. The student shall be given written notice or advised orally of the charges against him/her;
2. 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;
3. If the principal finds the student guilty of the 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.

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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.

Out-of-school suspensions shall be treated as unexcused absences and, during the period of suspension, students shall not be permitted on campus except to attend a student/parent/administrator conference. In-school suspension shall be treated as if the student was present at school. The student shall not attend any school-sponsored activities during the imposed suspension nor shall the student participate in any school-sponsored activities.

*Legal References: A.C.A. 6-18-507, 419 US 565*

## **TARDIES**

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 and if shown to be excessive, further action may be taken by the Principal. An accumulation of ten (10) tardies and/or early check-outs will be counted as one (1) absence.

### **Grades 5-8**

Arriving late to school or to class constitutes a tardy. **Upon the fourth tardy, and each subsequent tardy in a nine week period, a referral shall be issued.** If a student arrives to class late, he/she must have approval from a teacher or faculty member to receive an excused tardy (if that teacher or faculty member is the reason for the tardy). Repeated tardies at the beginning of the school day can be construed as truancy. Students are defined as tardy if they arrive at school after 8:00 a.m. Arriving at school after 8:30 a.m. 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 2:50 p.m., he/she will be marked absent for ½ day.

### **Grades 9-12**

Students will be expected to meet the requirements as determined by each teacher for each tardy (such as extra work, theme, standing, etc.). On the third tardy to class, the student will be sent to the principal. **The fourth tardy and any subsequent tardies will have a referral and will count as an absence.** Any student missing 25 minutes or more of any class will be considered absent for that class period. If a student arrives to class late, he/she must have approval to receive an excused tardy. A note signed by the faculty or staff that caused the student to be tardy must be presented to the teacher for whom the student is late. Repeated tardies at the beginning of the school day can be construed as truancy. Tardies will start over at semester.

## **TELEPHONES**

Students are permitted to use telephones for emergencies only. **Forgetting something or wanting to get permission to spend the night with someone is NOT an emergency.**

## **TEXTBOOKS**

If books are lost or damaged, the student must pay to replace the lost or damaged books.

## **TITLE IX GRADES 7-12**

In June, 1972, Congress passed Title IX of the Education Amendment 12. The law prohibits discrimination by sex in education programs that receive federal funds.

1. The law states, in part, that “no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or any activity receiving federal assistance.

2. Male and female students must be eligible for benefits, services, and financial aid without discrimination on the basis of sex.
3. A person will be designated as the grievance officer for Title IX.

## **TOYS**

### **Grades K-4**

Personal items and toys will not be permitted unless approved by individual teachers for appropriate classroom activities. Approved outdoor equipment such as basketballs may be used during recess at the teachers' discretion.

### **Grades K-12**

Any student who brings personal items and/or toys to school should do so at their own risk.

## **TRANSPORTATION**

### ➤ **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.

### ➤ **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 temper 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. Lunches 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. **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**
- **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.

➤ **Student Parking Grades 9-12**

Students must have a valid driver's license and proof of insurance to drive on campus. A copy of the students' driver license will be kept on file. Students are only allowed to leave the general high school campus area with permission of an instructor or an administrator. Once a car is brought on campus, it must be parked in the designated space and not moved until the student leaves school for the day. Students are required to park in the assigned parking space all year. No student is permitted to be in a parked car at any time. Students who violate the above rules will not be permitted to drive a car on campus and/or will be subject to other disciplinary action.

## **VISITORS (4.16)**

Student visitors in the classroom can be disruptive to the educational process. Student visitation is not allowed. Any visitation to the classroom shall be allowed only with the permission of the school principal.

### **Grades K-4**

Visitors who have lunch with a student may not invite others to the table and must abide by all cafeteria rules.

## **VOLUNTEERS (6.4)**

### **GRADES 5-12**

The Mountainburg School will use volunteers from the community and surrounding area to supplement staff efforts. Final volunteer assignments or approval of assignments will be made through the appropriate principal's office. All volunteer efforts shall be documented by either the principal or teacher who receives the help. Copies of the efforts shall be provided to both the principals and organization or individual which provides the assistance.

## **WEB SITE**

Mountainburg Public Schools shall maintain a web page to provide information about its schools, students, and activities to the community. The site provides for email communication between the District and individuals for the purpose of exchanging information regarding the District and its activities or between teachers and their students.

**MOUNTAINBURG ELEMENTARY SCHOOL**  
**Handbook Permission Form**  
**2008-2009**

*This form must be turned in to your student's homeroom teacher no later September 1 or 10 days from the date of enrollment for new students.*

Name of Student \_\_\_\_\_ Grade \_\_\_\_\_

**Please answer yes or no and initial the following:**

I have received the Student Handbook \_\_\_\_\_

Permission for my child to attend field trips \_\_\_\_\_

Permission for my child's picture and/or name to be used:

In area newspapers \_\_\_\_\_

On the school website \_\_\_\_\_

Permission for my child to participate in school surveys \_\_\_\_\_

Permission to give my child over the counter medications such as Tylenol, Ibuprofen, Tums \_\_\_\_\_

**Parent/Guardian signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Parent/Guardian Email Address** \_\_\_\_\_

**Student signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Mountainburg Middle School  
Handbook Permission Form  
2008-2009**

*This form must be turned in to your student's Social Studies teacher no later than September 1 or 10 days from the date of enrollment for new students.*

Name of student \_\_\_\_\_ Date \_\_\_\_\_

**Please answer yes or no and initial the following:**

I have received the Student Handbook \_\_\_\_\_

Permission for my child to attend field trips \_\_\_\_\_

Permission for my child's picture and/or name to be used:

In area newspapers \_\_\_\_\_

On the school website \_\_\_\_\_

Permission of my child to participate in school surveys \_\_\_\_\_

Permission to give my child over the counter medications such as Tylenol, Ibuprofen, Tums \_\_\_\_\_

I agree to the district drug testing policy for grades 7 through 12 \_\_\_\_\_

**Parent/Guardian signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Parent/Guardian Email Address** \_\_\_\_\_

**Student signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Mountainburg High School  
Handbook Permission Form  
2008-2009**

*This form must be turned in to your student's 1<sup>st</sup> hour teacher no later than September 1 or 10 days from the date of enrollment for new students.*

Name of student \_\_\_\_\_ Date \_\_\_\_\_

**Please answer yes or no and initial the following:**

I have received the Student Handbook \_\_\_\_\_

Permission for my child to attend field trips \_\_\_\_\_

Permission for my child's picture and/or name to be used:

In area newspapers \_\_\_\_\_

On the school website \_\_\_\_\_

Permission to give my child over the counter medications such as Tylenol, Ibuprofen, Tums \_\_\_\_\_

I agree to the district drug testing policy for grades 7 through 12 \_\_\_\_\_

**Parent/Guardian signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Parent/Guardian Email Address** \_\_\_\_\_

**Student signature** \_\_\_\_\_ **Date** \_\_\_\_\_

# Mountainburg Public Schools

## Student Information

Date\_\_\_\_\_ Grade\_\_\_\_\_ Teacher\_\_\_\_\_

Student name\_\_\_\_\_ Birth date\_\_\_\_\_ Sex\_\_\_\_\_

Mother/guardian Name\_\_\_\_\_

Father/guardian Name\_\_\_\_\_

Physical (911) address\_\_\_\_\_

City\_\_\_\_\_ State\_\_\_\_\_ Zip\_\_\_\_\_

Mailing address\_\_\_\_\_

City\_\_\_\_\_ State\_\_\_\_\_ Zip\_\_\_\_\_

Home Phone\_\_\_\_\_

Mother/guardian work phone\_\_\_\_\_

Mother/guardian cell phone\_\_\_\_\_

Father/guardian work phone\_\_\_\_\_

Father/guardian cell phone\_\_\_\_\_

**Parent e-mail address**\_\_\_\_\_

If there is a custody issue of which we should be aware, please indicate and explain. \_\_\_\_\_ YES

Emergency phone numbers of people you would allow to pick up your child in case of illness, injury, etc., if you cannot be reached.

Name\_\_\_\_\_ Phone\_\_\_\_\_ Relationship\_\_\_\_\_

Name\_\_\_\_\_ Phone\_\_\_\_\_ Relationship\_\_\_\_\_

Name\_\_\_\_\_ Phone\_\_\_\_\_ Relationship\_\_\_\_\_

Name\_\_\_\_\_ Phone\_\_\_\_\_ Relationship\_\_\_\_\_

Does child ride a bus\_\_\_\_\_ Number & driver of bus\_\_\_\_\_ Miles from school\_\_\_\_\_

Does your child take daily medication at school?\_\_\_\_\_ If yes, please speak to the school nurse.

\_\_\_\_\_  
Name of person registering student Relationship to student Date

**Mountainburg Public Schools**  
**129 Highway 71 SW**  
**Mountainburg, AR 72946**

Phone: 479-369-4442

Fax: 479-369-2138

**Parental Consent to Release of Personal Identifiable Information**

**Student Name:** \_\_\_\_\_  
**Student Identification Number:** \_\_\_\_\_  
Primary Care Physician Name: \_\_\_\_\_

**Medicaid Information:**

Is your child covered by Medicaid Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please list the corresponding number \_\_\_\_\_

\*\*\*When the child was enrolled in the Medicaid program, parental consent to bill for services was received from the Parent/guardian. \*\*\*

**Parental Permission Information for the Release Personal Identifiable Information:**

Under the Family Education Rights and Privacy Act (FERPA), parental permission is required in order to release student personal identifiable information to agencies not identified in the Act. This permission grants the Mountainburg Public Schools the ability to release these records for the purposes of billing Medicaid. The information that may be released includes: student's name, student's date of birth, student social security number, student evaluation, and referral information, IEP goals, and progress notes. The parent has the right to revoke this permission at any time.

The Mountainburg Public Schools conducts annual vision and hearing screenings as part of our school health services. Medicaid will pay a portion of the student's vision/hearing screening (done at school), if child is Medicaid eligible.

**Please circle the following that apply:**

- A) \_\_\_\_\_ I give permission to the Mountainburg Public Schools to access Medicaid to receive reimbursement for healthcare services delivered to my child in the school. The Mountainburg Public Schools can release education records each time that they access Medicaid for the purposes(s) of determining eligibility, billing for services, and/or completing audit/review requests.
- B) \_\_\_\_\_ I do not give my permission for Mountainburg Public Schools to access Medicaid for healthcare services delivered to my child in school.
- C) \_\_\_\_\_ My child is not covered by private insurance.
- D) \_\_\_\_\_ My child is covered by private insurance.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date