

MOUNT IDA HIGH SCHOOL



Grades 7th-12th Student Handbook 2017-2018

The mission of Mount Ida Public Schools is to provide a secure learning environment for all students and staff. Our goal is to guide students through an enriched educational curriculum based on relevant technology and higher level thinking skills to become responsible, productive citizens.

**Adopted by Mount Ida School Board
July-August 2017**

Mount Ida Public School District does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, age, or disability in its employment and educational practices.

GENERAL INFORMATION

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Alma Mater

Mount Ida to thee
We sing our hymn of praise
With one accord
Our hearts and voices raise
Through years to come
Fond memories never die
To thee our alma mater
MOUNT IDA HIGH

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STUDENT HANDBOOK-4.42

Mount Ida School District-2017-2018

It shall be the policy of the Mount Ida School District that the most recently adopted version of the student handbook be incorporated by reference into the policies of this district. In the event that there is a conflict between the student handbook and a general board policy or policies, the more recently adopted language will be considered binding and controlling on the matter provided the parent(s) of the student, or the student if 18 years of age or older have acknowledged receipt of the controlling language. To view the full policy please click on the following link: 4.42-Student Handbook.

DEVELOPMENT, REVIEW, AND REVISION OF POLICIES

1. Student policies will be reviewed annually by teachers, principals, and parents to insure that they are consistent with state and federal law, developing case law, and Department of Education guidelines.
2. Parents, teachers, or students may request and receive a hearing to consider revision of the policies or particular provisions of the policies.
3. As the need arises, school officials may adopt additional policies containing student conduct rules.

EQUAL EDUCATION OPPORTUNITY-4.11

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

Inquiries on non-discrimination may be directed to Mount Ida High School Principal, who may be reached at P.O. Box 1230, Mount Ida, AR 71957 or 870-867-2771.

For further information on notice of non-discrimination or to file a complaint, visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm>; for the address and phone number of the office that serves your area, or call 1-800-421-3481.

The following is a grievance procedure to provide for prompt solutions to student and employee problems based on the above. Complaints shall be in writing, shall be signed by the complainant, and shall be mailed or otherwise delivered to the Coordinator's office. The Coordinator shall guide the initial investigation and provide a written response to the complainant within a reasonable time. The complainant may appeal the Coordinator's decision by presenting such request in writing to the Superintendent of Schools, PO Box 1230, Mount Ida, Arkansas 71957. Upon investigation of the complaint, the Superintendent shall make a decision within a reasonable time and notify the complainant in writing.

SCHOOL HOURS AND SUPERVISION

The school day begins at 7:55 AM and ends at 3:20 PM. There are no adults on duty before 7:40 AM and the school assumes no responsibility for students arriving before that time. The school assumes no responsibility for students on campus after 3:20 PM unless those students are with their club or activity sponsor. Ballplayers, cheerleaders, band members and students participating in an after-school activity that does not begin immediately after school should go home or stay in areas supervised by their coach/sponsor until scheduled to begin. After-school supervision is not provided for students who stay on campus to wait for school events to begin.

SCHOOL CHECK-OUT PROCEDURES

Parents/Guardians are encouraged to make appointments after school hours whenever possible. If a student leaves during the school day, parents/guardians must check him/her out in the office in person. Parents/Guardians are not to go directly into the building. Teachers have been instructed not to let students leave their classroom with a parent/guardian or any other person unless the office has notified the teacher. Students will only be released to parents or legal guardians unless the school has been notified in writing or in person by that parent or guardian that permission has been granted to someone else to pick up the student. **Students may leave campus ONLY after checking out through the school's office.** The office will confirm parental/guardian permission for the students to leave. If a student becomes ill, he/she must check out through the attendance office via permission from a parent/guardian to leave school. **Students who fail to check out of school properly are considered truant even if they have their parent's/guardian's permission because school personnel are responsible for students during the school day.**

SCHOOL CHECK-IN PROCEDURES

Upon their return to campus from an absence, whether for one flight or for a full day, students must check-in at the office. Students may present documentation when they check-in. Students may also have their parents/guardians call the office before they check-in. Students who do not have documentation and whose parents/guardians have not called will not be given the opportunity to contact their parents/guardians when they check-in. Students who do not check-in upon their return to school from an absence will be subject to disciplinary action according to the student handbook for truancy.

CHECKING STUDENTS OUT FOR LUNCH

Per District policy 4.10, Mount Ida High School is a closed campus. Students are not allowed to leave the school campus for lunch. In order to leave campus for lunch, a parent/guardian must check the student out through the school office in person. A phone call or note will not be accepted. Failure to follow this policy will result in the student being considered truant from school. To view the full policy click on the following link: [4.10-Closed Campus](#).

INDEPENDENT LEARNING TIME (ILT)

Independent Learning Time (ILT) is time during the day where students have choice in how to improve their education. During this time, students are encouraged to make responsible decisions that will prepare them for the future. We expect students to: work on class work, collaborate with peers on group projects, and/or go to get individual tutoring with their teachers.

The purpose of ILT is for students to learn how to use their time wisely after they graduate from high school and provide college and career readiness. Under no circumstances during ILT should students violate behavioral policies, miss class or appointments. Students are not allowed to leave campus during ILT.

STRUCTURED LEARNING TIME (SLT)

When a student has a grade of 70% or below in a class, the teacher of that class will refer the student for two weeks of Structured Learning Time (SLT). Students will be required to attend SLT during all Independent Learning Time (ILT) flights for a minimum of two weeks AND until the student has achieved a 70% in all classes. During this time, the SLT facilitator will work with the student on a daily basis to ensure he/she is completing missing work, receiving tutoring, and doing everything possible to improve academic standing. **During the time students are assigned to SLT, students are not permitted to use personal devices such as, but not limited to, cell phones, iPads, tablets, or music playing devices.**

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. However, a student previously enrolled in the district who is placed under the legal guardianship of a noncustodial parent living outside the district by a custodial parent on active military duty may continue to attend district schools. A foster child who was previously enrolled in a District school and who has had a change in placement to a residence outside the District, may continue to remain enrolled in his/her current school unless the presiding court rules otherwise.

Under instances prescribed in A.C.A. § 6-18-203, a child or ward of an employee of the district or of the education coop to which the district belongs may enroll in the district even though the employee and his/her child or ward reside outside the district. To view the full policy click on the following link: [4.1 Residence Requirements](#).

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 or in policy 4.52-STUDENTS WHO ARE FOSTER CHILDREN, 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 August 1 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.

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 and private school students shall be evaluated by the District to determine their appropriate grade placement.

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

Prior to the Child's Admission to a District School:

1. The parent, guardian, or other responsible person shall furnish the child's social security number, 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.
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. The Board of Education reserves the right, after a hearing before the Board, not to allow any person who has been expelled from another school district to enroll as a student until the time of the person's expulsion has expired.

In accordance with Policy 4.57-IMMUNIZATIONS, the child shall be age appropriately immunized or have an exemption issued by the Arkansas Department of Health.

Uniformed Services Member's Children

For the purposes of this policy:

"active duty members of the uniformed services"; "uniformed services"; "veteran" discharged or released from under conditions other than dishonorable.

"Eligible child" means the children of:

- active duty members of the uniformed services;
- members or veterans of the uniformed services who are severely injured and medically discharged or retired for a period of one (1) year after medical discharge or retirement; and
- members of the uniformed services who die on active duty or as a result of injuries sustained on active duty for a period of one (1) year after death.

An eligible child as defined in this policy shall:

1. be allowed to continue his/her enrollment at the grade level commensurate with his/her grade level he/she was in at the time of transition from his/her previous school, regardless of age;
2. be eligible for enrollment in the next highest grade level, regardless of age if the student has satisfactorily completed the prerequisite grade level in his/her previous school;
3. enter the District's school on the validated level from his/her previous accredited school when transferring into the District after the start of the school year;
4. be enrolled in courses and programs the same as or similar to the ones the student was enrolled in his/her previous school to the extent that space is available. This does not prohibit the District from performing subsequent evaluations to ensure appropriate placement and continued enrollment of the student in the courses/and/or programs;

5. be provided services comparable to those the student with disabilities received in his/her previous school based on his/her previous Individualized Education Program (IEP). This does not preclude the District school from performing subsequent evaluations to ensure appropriate placement of the student;
6. make reasonable accommodations and modifications to address the needs of an incoming student with disabilities, subject to an existing 504 or Title II Plan, necessary to provide the student with equal access to education. This does not preclude the District school from performing subsequent evaluations to ensure appropriate placement of the student;
7. be enrolled by an individual who has been given the special power of attorney for the student's guardianship. The individual shall have the power to take all other actions requiring parental participation and/or consent;
8. be eligible to continue attending District schools if he/she has been placed under the legal guardianship of a noncustodial parent living outside the district by a custodial parent on active military duty.

COMPULSORY ATTENDANCE REQUIREMENTS-4.3

Every parent, guardian, or other person having custody or charge of any child age five (5) through seventeen (17) years on or before August 1 of that year who resides, as defined by policy (4.1-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 (4.6-HOME SCHOOLING) have been met.
3. The child will not be age six (6) on or before August 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).

STUDENT TRANSFERS-4.4

The Mount Ida School 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. To view the full policy click on the following link: [Student Transfers-4.4](#)

SCHOOL CHOICE-4.5

The District is under an enforceable desegregation court order/court-approved desegregation plan that explicitly limits the transfer of students between school districts and has submitted the appropriate

documentation to the Arkansas Department of Education (ADE). As a result of the desegregation order/desegregation plan, the District is exempt from the provisions of the Public School Choice Act of 2016 (Standard School Choice) and the Arkansas Opportunity Public School Choice Act of 2004 (Opportunity School Choice). The District shall notify the superintendents of each of its geographically contiguous school districts of its exemption. The exemption prohibits the District from accepting any school choice applications from students wishing to transfer into or out of the District through standard School Choice or Opportunity School Choice. To view the full policy click on the following link: School Choice-4.5

HOME SCHOOLING-4.6

Parents or legal guardians desiring to provide a home school 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 (14) 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 absences) and at the beginning of each 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 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 proposed schedule of instruction; and
5. The qualifications of the parent-teacher.

To aid the District in providing a free and appropriate public education to students in need of special education services, the parents or legal guardians home-schooling their children shall provide information which might indicate the need for special education services.

HOMELESS STUDENTS-4.40

The Mount Ida School District will afford the same services and educational opportunities to homeless children as are afforded to non-homeless children. The Superintendent or his/her designee shall appoint an appropriate staff person to be the local educational agency (LEA) liaison for homeless children and youth. To view the full policy please click on the following link: 4.40 Homeless Students.

STUDENTS WHO ARE FOSTER CHILDREN-4.52

The District will afford the same services and educational opportunities to foster children that are afforded other children and youth. The District shall work with the Department of Human Services (“DHS”), the Arkansas Department of Education (ADE), and individuals involved with each foster child to ensure that he/she is able to maintain his/her continuity of educational services to the fullest extent that is practical and reasonable. To view the full policy please click on the following link: [4.52 Students Who are Foster Children](#).

FOREIGN EXCHANGE STUDENTS

A student transferring from another country shall be expected to meet all graduation requirements in order to receive a regular diploma. If questions exist about the content or comparability of classes taken in another country, the burden of proof shall be on the student. Exchange students and other foreign students here on a temporary basis can qualify for an “honorary” diploma if they are in attendance here for a least one semester. NOTE: All foreign exchange students must provide proof of English proficiency before being accepted by Mount Ida School District.

Mount Ida School District reserves the right to deny acceptance of exchange students and other foreign students if this would cause classes to be larger than acceptable by state standards or if this would require hiring additional teachers.

IMMUNIZATIONS-4.57

In order to be allowed to attend school, Arkansas State Law requires proof from your doctor or health department that your child has received the following immunizations before entering school.

- 4 doses of DTP/DT/Td/DtaP/Tdap, with 1 dose on or after the 4th birthday.
- 3 doses of Polio vaccine, with 1 dose on or after the 4th birthday.
- 2 doses of MMR with 1st dose on or after 1st birthday.
- 3 doses of Hepatitis B vaccine.
- 2 doses of Varicella with 1st dose on or after 1st birthday. (Physician documentation only for history of disease will be accepted).
- Kindergarten and first grade students will be required to have 1 dose of Hepatitis A.
- All students 11 years and older by September 1st of each year will be required to have a Tdap vaccination.
- All 7th graders are required to have a one dose of MCV (Meningococcal) vaccine with a second dose administered at age 16. If not vaccinated prior to age 16 years, 1 dose is required for all students who are age 16 on or before September 1st of each year.

To view the full policy click on the following link: [Immunizations-4.57](#).

CONTACT WITH STUDENTS WHILE AT SCHOOL-4.15

All visitors to the school will stop by the principal's office for approval when they arrive on campus. Student visitors during school hours are strongly discouraged. Unauthorized visitors must leave the campus. Failure to comply will result in the notification of legal authorities. To view the full policy click on the following link: [Contact with Students While at School-4.15](#).

VISITORS TO THE SCHOOLS-6.5

Parents, grandparents, legal guardians, business, and community members are welcome and encouraged to visit District schools. To minimize the potential for disruption of the learning environment, visitors, for a purpose other than to attend an activity open to the general public, are required to first report to the school's main office. No one shall be exempt from this requirement. Visitors who are Level 3 or Level 4 sex offenders may only enter a school campus under the provisions listed in Policy 6.10. To view the full policy click on the following link: [Visitors to the School-6.5](#).

PLEDGE OF ALLEGIANCE-4.46

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 at their desks.

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.

ABSENCES-4.7

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

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

Absences for students enrolled in digital courses shall be determined by the online attendance and time the student is working on the course rather than the student's physical presence at school. Students who are scheduled to have a dedicated period for a digital class shall not be considered absent if the student logs the correct amount of time and completes any required assignments; however, a student who fails to be physically present for an assigned period may be disciplined in accordance with the District's truancy policy.

Excused Absences

Excused absences are those where the student was on official school business or when the absence was due to one of the following reasons and the student brings a written statement or call the principal or designee upon his/her return to school from the parent or legal guardian stating such reason. A written statement presented for an absence having occurred more than five (5) school days prior to its presentation will not be accepted.

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

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

Unexcused Absences

Absences not defined above or not having an accompanying note from the parent or legal guardian, presented in the timeline required by this policy, shall be considered as unexcused absences. Students with TWELVE (12) unexcused absences in a course in a semester may not receive credit for that course. At the discretion of the principal after consultation with persons having knowledge of the circumstances of 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 SIX (6) unexcused absences, his/her parents, guardians, or persons in loco parentis shall be notified⁶. Notification shall be by telephone by the end of the school day in

which such absence occurred or by regular mail with a return address sent no later than the following school day.

Whenever a student exceeds TWELVE (12) unexcused absences in a semester, the District shall notify the prosecuting authority and the parent, guardian, or persons in loco parentis shall be subject to a civil penalty as prescribed by law.

It is the Arkansas General Assembly's intention that students having excessive absences be given assistance in obtaining credit for their courses. Therefore, at any time prior to when a student exceeds the number of unexcused absences permitted by this policy, the student, or his/her parent, guardian, or person in loco parentis may petition the school or district's administration for special arrangements to address the student's unexcused absences. If formal arrangements are granted, they shall be formalized into a written agreement which will include the conditions of the agreement and the consequences for failing to fulfill the agreement's requirements. The agreement shall be signed by the student, the student's parent, guardian, or person in loco parentis, and the school or district administrator or designee.⁷

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

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

ATTENDANCE AND DRIVER'S LICENSE

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

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.

ABSENCES DOCUMENTATION & CREDIT POLICY

Students have the responsibility to maintain prompt regular attendance in school. Parents and guardians have the responsibility to require attendance and to familiarize themselves with policies pertaining to the educational program of the school and rules regarding student behavior. Students who are absent from school should be aware of these guidelines:

1. Following an absence the student will bring a written statement signed or call by a parent or doctor stating the reason for being absent. This statement is due upon returning to school. A written statement presented for an absence having occurred more than five (5) school days prior to its presentation will not be accepted. This includes ACTAAP Days.

2. Students entering school after 8:00 a.m. must sign in at the office and obtain an admittance slip to be given to that period teacher. If arriving after the 8:00 a.m. bell, a student will be considered tardy.
3. Students must be present at least half the class period to be counted present in a particular class.
4. It is of great importance for students to make up work missed during an absence.
5. To earn credit in a class, a student must be in attendance until the end of the semester and fulfill all class requirements.
6. School trips or functions approved by the administration will not be considered as an absence. It is the student's responsibility to complete class work and take tests upon returning to class.
7. Students may "check out" by using the check-in/check-out procedures outlined in Section H of this handbook.

Excessive absences shall not be a mandatory basis for denial of promotion or graduation but shall be considered with other factors including, but not limited to; reason for absences, performance on standardized tests, and grades earned during the school year. We stress the importance of regular attendance. Frequent absences affect the scholarship and endanger the level of achievement normally attained. In addition, credit standing may be threatened, forcing repetition of the class or grade. If credit standing is threatened, special arrangements may be granted by the school administration. The arrangements will be formalized into a written agreement to include the conditions of the agreement and the consequences for failing to fulfill the requirements of the agreement. The arrangements must be signed by the school administration, guardian, and student.

In-school suspensions and/or alternative classrooms may be used to promote student attendance in lieu of suspension from school. Students who attend in-school suspension shall not be counted absent for those days. Days missed due to out-of-school suspension or expulsion shall be unexcused absences

Students with twelve (12) unexcused absences in a course in a semester shall not receive credit for that course. At the discretion of the principal's evaluation 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.

Under special circumstances more than twelve (12) absences may be allowed if a student is restricted to the home or to a hospital by a doctor or if the absence meets the exemption of Board Policy-4.7.

To promote school attendance, certificates will be given to those students that achieve perfect attendance in grades 7 through 12.

Students having a total of five (5) tardies in one semester for each class will be denied exemption from semester tests for grades 9-12 and nine weeks tests for 7-8. A student who has been tardy six times during a nine weeks period will not be eligible for perfect attendance awards.

3 rd tardy=one (1) detention day	7 th tardy=ISS or corporal punishment
4 th tardy= two (2) detention days	8 th tardy=ISS (2 days)
5 th tardy=three (3) detention days	9 th tardy=ISS (3 days)
6 th tardy=ISS or corporal punishment	10 th tardy=ISS (4 days)
	11 th tardy=Administration Discretion

COLLEGE VISITATION DAYS

Seniors may be absent from school up to two (2) days per year for college visits, when approved in advance and signed by the principal. Students must provide written documentation from the college visited to be granted the absence as a college day.

MAKE-UP WORK AND TRUANCY-4.8

Make- up work is the responsibility of the student, not the teacher. No credit will be given for work not made up.

All absences require the parent to send a note with the student or call the principal's office to confirm the reason for the absence. In the event a student forgets to bring a note, the student will have 5 days from return to school to bring a note or call.

Students who miss school due to an excused absence or for school functions shall be allowed to make up the work they missed during their absence under the following rules:

1. Students shall have one class day to make up their work for each class day they are absent. Individual teachers may allot more time if circumstances warrant.
2. Students are responsible for asking the teachers of the classes they missed what assignments they need to make up.
3. Teachers are responsible for providing the missed assignments when asked by a returning student.
4. Students are required to ask for their assignments on their first day back at school or their first class day after their return.
5. Make-up assignment times may be completed at the discretion of the teacher which could include occurring during recess or activity time.
6. Make-up tests are to be rescheduled at the discretion of the teacher, but must be aligned with the schedule of the missed work to be made up.
7. Make-up work which is not turned in within the make-up schedule for that assignment shall receive a zero.
8. Students are responsible for turning in their make-up work without the teacher having to ask for it.
9. Students who are absent on the day their make-up work is due must turn in their work the day they return to school whether or not the class for which the work is due meets the day of their return.

10. As required/permitted by the student's Individual Education Program or 504 Plan.

Unexcused Absences

Work may not be made up for credit for unexcused absences unless the unexcused absences are part of a signed agreement as permitted by policy 4.7—ABSENCES. Out-of-school suspensions are unexcused absences.

Expelled

Work missed while a student is expelled from school may not be made up for credit and students shall receive a zero for missed assignments.

Truancy

In cases of truancy (skipping class) or leaving school without permission, a student will be suspended from school for a period of one to five days, depending on the severity of the offense. In lieu of the timeline above, assignments for students who are excluded from school by the Arkansas Department of Health during a disease outbreak are to be made up as set forth in Policy 4.57—IMMUNIZATIONS.

TARDY-4.9

Promptness is an important character trait the District staff is encouraged to model and help develop in our schools' students. At the same time, 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. Students who arrive after 7:55 AM will report directly to the office. A student who has been tardy six times during a NINE WEEKS will not be eligible for perfect attendance awards.

TARDY POLICY

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. A student that is tardy for half or more than half of a class period will be considered absent from class for that period. Students having a total of five (5) tardies in one semester for each class will be denied exemption from semester tests for grades 9-12 and nine weeks tests for grades 7 & 8. A student who has been tardy six times during a NINE WEEKS will not be eligible for perfect attendance awards.

- | | |
|--|--|
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| | 11 th tardy=Administration Discretion |

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 receives a high school diploma or its equivalent 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 within ten (10) school days after the date a request from the receiving school district is received.

PRIVACY OF STUDENTS' RECORDS/DIRECTORY INFORMATION-4.13

All information regarding students and their families shall be collected, maintained, and disseminated under such safeguards as are necessary to comply with the Family Educational Rights and Privacy Act of 1974. The Board of Education shall require adherence to the provisions of the said Act.

The following definitions apply to this policy statement:

Educational Records

Records, which are directly related to a student, are maintained by the educational agency or school by a party acting for the agency or school.

Personally Identifiable

Data or information which includes name of student, student's parent or other family members, the address of the student, a personal identifier (such as a social security number or student number), a list of personal characteristics which would make the student's identity easily traceable, or other information which would make the student's identity easily traceable

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

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

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

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

For the purposes of this policy a school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility, contracted duty, or duty of elected office. In addition to releasing PII to school officials without permission, the District may disclose PII from the education records of students in foster care placement to the student's caseworker or to the caseworker's representative without getting prior consent of the parent (or the student if the student is over eighteen (18)). For the District to release the student's PII without getting permission:

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

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

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

Non-Custodial Parents

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

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

No Removal but May Challenge

A parent or guardian does not have the right to remove any material from a student's records, but such parent or guardian may challenge the accuracy of a record. The right to challenge the accuracy of a record does not include the right to dispute a grade, disciplinary rulings, disability placements, or other such determinations, which must be done only through the appropriate teacher and/or administrator, the decision of whom is final. A challenge to the accuracy of material contained in a student's file must be initiated with the building principal, with an appeal available to the Superintendent or his/her designee. The challenge shall clearly identify the part of the student's record the parent wants changed and specify why he/she believes it is inaccurate or misleading. If the school determines not to amend the record as requested, the school will notify the requesting parent or student of the decision and inform them of their right to a hearing regarding the request for amending the record. The parent or eligible student will be provided information regarding the hearing procedure when notified of the right to a hearing.

Objection to Directory Information

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

Website Photograph Permission

A student's name and photograph will only be displayed on the district or school's web page(s) after receiving the written permission from the student's parent or student if over the age of 18. The form for objecting to making directory information available is located in the back of the student handbook and must be completed and signed by the parent or age-eligible student and filed with the building principal's office no later than ten (10) school days after the beginning of each school year or the date the student is enrolled for school. Failure to file an objection by that time is considered a specific grant of permission. The district is required to continue to honor any signed-opt out form for any student no longer in attendance at the district.

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

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

STUDENT PUBLICATIONS AND THE DISTRIBUTION OF LITERATURE-4.14

Student Publications

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. School publications do not provide a forum for public expression. 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 limitations. To view the full policy click on the following link: [Student Publications and the Distribution of Literature-4.14](#).

Distribution of Literature Policy

Distribution of literature and petitions at the Mount Ida School campus may only take place with the consent of the building principal. All literature shall be free of obscenities, libelous statements, and personal attack and shall be within the bounds of reasonable conduct.

RELIGION IN THE SCHOOLS-5.10

The First Amendment of the Constitution states that "Congress shall make no law respecting the establishment of religion, or prohibiting the free exercise thereof..." As the Supreme Court has stated (*Abington School District v. Schempp*, 374 U.S. 203) the Amendment thus, "embraces two concepts—freedom to believe and freedom to act. The first is absolute but, in the nature of things, the second cannot be." Therefore, it is the Board's policy that the school system, as an agency of the government, shall be neutral in matters regarding religion and will not engage in any activity that either advocates or disparages religion. The District shall assume no role or responsibility for the religious training of any student. To view the full policy click on the following link: [Religion in the Schools-5.10](#).

STUDENT PARTICIPATION IN SURVEYS-5.24

Section One: No student shall be required to submit to a survey, analysis, or evaluation which is administered or distributed by a school, and is funded in whole or in part by any program administered by the U.S. Department of Education without the prior written consent of the parent/guardian that reveals information concerning the following:

1. political affiliations;
2. mental and psychological problems potentially embarrassing to the student or his family;
3. sex behavior and attitudes;
4. illegal, anti-social, self-incriminating, and demeaning behavior;
5. critical appraisals of other individuals with whom respondents have close family relationships;
6. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. religious practices, affiliations, or beliefs of the student or student's parent;

8. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Section Two: No surveys shall be administered without the prior approval of the school principal. Any survey created by a third party, or funded, in whole or in part, as part of any US Department of Education administered program, containing one or more of the eight categories listed above shall be available to be inspected by a student's parent/guardian before the survey is administered or distributed by a school to a student. Parents/guardians shall have the right to deny permission for their child to participate in the taking of the survey. The school shall not penalize students whose parents/guardians exercise this option. The school shall take reasonable precautions to protect students' privacy during their participation in the administration of any survey, analysis, or evaluation containing one or more of the eight categories listed above.

Section Three: Parents or guardians wishing to inspect a survey, analysis, or evaluation shall be able to do so in the administrative office of the administering school where the surveys shall be available for inspection for a period of ten (10) days (regular school days when school is in session) after the notice of intent to administer the survey is sent. Included in the notice shall be information regarding how the survey or questionnaire will be administered; how it will be utilized; and the persons or entities that will have access to the results of the completed survey or questionnaire. Parents may refuse to allow their student to participate before or after reviewing the survey or questionnaire. The requirements of sections one, two, and three of this policy do not apply to a survey administered to a student in accordance with the Individuals with Disabilities Education Act (IDEA).

Section Four: Prior written parental permission is required before any survey or questionnaire (not including tests mandated by state or Federal law or regulation and standardized scholastic achievement tests) is administered to a student the responses to which are to be provided to a person or entity other than another public school, school district, or any branch of the Federal Government and which requests or requires a student to provide any of the eight (8) categories of information listed above and/or the following;

1. A student's name;
2. The name of the student's parent or member of the student's family;
3. The address, telephone number, or email address of a student or a member of a student's family;
4. A personal identification number, such as a social security number, driver's license number, or student identification number of a student or a member of the student's family;
5. Any information, the disclosure of which is regulated, or prohibited by any other state or federal law or regulation.

The rights provided to parents under this policy transfer to the student when he/she turns 18 years old.

MARKETING OF PERSONAL INFORMATION-5.24

The Mount Ida School District shall not collect, disclose, or use personal information for the purpose of marketing or for selling that information or to otherwise provide that information to others for that purpose. To view the full policy click on the following link: [Marketing of Personal Information-5.24](#).

VOLUNTEERS-6.4

Enlisting the support of volunteers is a way in which the District can expand the scope of resources and knowledge available to enrich the students' educational experiences, while strengthening the relationship between the school and the community. Volunteers can also perform non-instructional tasks that allow licensed personnel more time to devote to instruction. The Superintendent shall be responsible for establishing and maintaining a program to coordinate the services volunteers are willing and able to contribute with the needs of District personnel. The program shall establish guidelines to ensure volunteers are aware of pertinent District policies and rules. Volunteers who violate school policies or rules, or knowingly allow students to violate school rules, may be asked to leave the school campus. The guidelines should also include provision for evaluation of the volunteer program and a method for soliciting suggestions from both the volunteers and staff for its improvement. To view the full policy click on the following link: [Volunteers-6.4](#).

COMPLAINTS-6.7

It is a goal of the Board and the District to be responsive to the community it serves and to continuously improve the educational program offered in its schools. The Board or the District welcomes constructive criticism when it is offered with the intent of improving the quality of the system's educational program or the delivery of the District's services. The Board formulates and adopts policies to achieve the District's vision and elects a Superintendent to implement its policies. The administrative functions of the District are delegated to the Superintendent who is responsible for the effective administration and supervision of the District. Individuals with complaints concerning personnel, curriculum, discipline (including specific discipline policies), coaching, or the day to day management of the schools need to address those complaints according to the following sequence:

- Teacher, coach, or other staff member against whom the complaint is directed
- Principal
- Superintendent

Other than in the 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 a specific purpose, no individual Board member has any authority when acting alone. District constituents are reminded that the Board serves as a finder of fact, not unlike a jury, in matters such as student suspensions initiated by the Superintendent, expulsions, and personnel discipline. For this reason, the board may not be involved or informed prior to a board hearing on particular disciplinary matters.

Complaints that are related to district use or administration of federal funds generated through specific programs identified by the Arkansas Department of Education and authorized in the 2002 reauthorization of the Elementary and Secondary Education Act may be taken directly from a patron or by referral from the Arkansas Department of Education (ADE). If taken directly from a patron, the complaint may be submitted by either a signed statement or by a certified, recorded deposition or statement in which the complainant is identified. The complaints shall be addressed in the following manner.

1. The complaint shall be referred to the federal programs director, who shall assemble a team of at least two people to investigate the complaint.
2. Throughout the investigation, sufficient notes and records will be taken and maintained to substantiate the position of the findings of the investigation.
3. The team will interview the complainant and others as necessary to enable the team to make a determination of the validity of the complaint. The team may consult with individuals with knowledge or expertise in the matter which is the subject of the complaint, including legal counsel.
4. The investigation of complaints referred by the ADE shall be completed within 30 work days of receipt of the complaint, unless a longer time period has been approved by the ADE.
5. The investigation of complaints made directly to the district shall be completed within 40 work days unless there are extenuating circumstances; in such a case, a preliminary report shall be made within 40 work days of receipt of the complaint, which shall include an explanation of the unusual circumstances requiring additional time to complete the investigation.
6. The report of the conclusions of the investigation shall be given to the complainant. It shall contain: a summary of the allegations of the complaint; a summary of the investigative actions taken by the team; a summary of the findings concerning each alleged violation or implied violation; a statement of corrective actions needed to resolve the issues involved in each allegation and finding of complaint.

PARENTAL/COMMUNITY INVOLVEMENT – SCHOOL-6.12

Mount Ida Schools understands the importance of involving parents and the community as a whole in promoting higher student achievement and general good will between the school and those it serves. Therefore, Mount Ida Schools shall strive to develop and maintain the capacity for meaningful and productive parental and community involvement that will result in partnerships that are mutually beneficial to the school, students, parents, and the community. To view the full policy click on the following link: [Parental/Community Involvement-School-6.12](#).

PARENT INVOLVEMENT PLAN

Mount Ida Elementary, Middle and High Schools support and encourage parental involvement in school activities and the educational process. Students whose parents are involved in their education are more likely to be successful.

We believe that communication between home and school is regular, two-way, and meaningful. A list of activities and opportunities for involvement can be found on our school website at www.mountidaschools.com. We encourage contact between parents and teachers when questions or concerns arise. College and career planning is available through the counselor's office.

Parenting skills are promoted and supported through a district Parent Center located on the elementary school campus. Various materials and programs are available to parents and families throughout the year.

Parents play an integral role in assisting in student learning. Parents are invited to Parent Meetings and Open House to get information on how to help their students improve their academic and/or social skills.

Parents are welcome in the school, and their support and assistance are needed. Parents are invited to volunteer and get involved in school activities. Parent Teacher Organization (PTO) meets monthly.

Parents are a valuable part in decision-making process through their participation on advisory and evaluation committees. Parent surveys are administered each year.

Community resources strengthen school programs, family practices, and student learning. Partnerships with local businesses and service groups are encouraged and promoted. The school resource officer is provided to maintain a safe school environment for each campus.

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.

PREVENTION PROGRAM

Mount Ida Schools are committed to providing a comprehensive program to prevent school failure, drug abuse, and suicide; by providing information, skill development, support, and positive role modeling for students.

REPORTING CHILD ABUSE, MALTREATMENT OR NEGLECT- LICENSED PERSONNEL DUTY- 3.40

The Board of Education directs full compliance by the district with the child abuse and neglect reporting laws.

It is the statutory duty of licensed school district employees who have reasonable cause to suspect child abuse or maltreatment to directly and personally report these suspicions to the Arkansas Child Abuse Hotline, by calling 1-800-482-5964. Failure to report suspected child abuse, maltreatment or neglect by calling the Hotline can lead to criminal prosecution and individual civil liability of the person who has this duty. Notification of local or state law

enforcement does not satisfy the duty to report; only notification by means of the Child Abuse Hotline discharges this duty.

The duty to report suspected child abuse or maltreatment is a direct and personal duty, and cannot be assigned or delegated to another person. There is no duty to investigate, confirm or substantiate statements a student may have made which form the basis of the reasonable cause to believe that the student may have been abused or subjected to maltreatment by another person; however, a person with a duty to report may find it helpful to make a limited inquiry to assist in the formation of a belief that child abuse, maltreatment or neglect has occurred, or to rule out such a belief. Employees and volunteers who call the Child Abuse Hotline in good faith are immune from civil liability and criminal prosecution.

By law, no school district or school district employee may prohibit or restrict an employee or volunteer from directly reporting suspected child abuse or maltreatment, or require that any person notify or seek permission from any person before making a report to the Child Abuse Hotline. Guidelines:

1. School employees as members of a school staff are included in the list of persons required by law to report if they have reasonable cause to suspect that a child has been subjected to abuse, sexual abuse, or neglect, or if they observe the child being subjected to conditions or circumstances which would reasonably result in abuse.

COMMUNICABLE DISEASES AND PARASITES-4.34

Students with communicable diseases or with human host parasites that are transmittable in a school environment shall demonstrate respect for other students by not attending school while they are capable of transmitting their condition to others. Students whom the school nurse determines are unwell or unfit for school attendance or who are believed to have a communicable disease or condition will be required to be picked up by their parent or guardian. Specific examples include, but are not limited to: Varicella (chicken pox), measles, scabies, conjunctivitis (Pink Eye), impetigo/MRSA (Methicillin-resistant Staphylococcus aureus), streptococcal and staphylococcal infections, ringworm, mononucleosis, Hepatitis A, B, or C, mumps, vomiting, diarrhea, and fever (100.4 F when taken orally). A student who has been sent home by the school nurse will be subsequently readmitted, at the discretion of the school nurse, when the student is no longer a transmission risk. In some instances, a letter from a health care provider may be required prior to the student being readmitted to the school. To view the full policy click on the following link: Communicable Diseases and Parasites-4.34.

HEAD LICE PROCEDURES

The parents or legal guardians of students found to have live human host parasites that are transmittable in a school environment will be asked to pick their child up at the end of the school day. The parents or legal guardians will be given information concerning the eradication and

control of human host parasites. A student may be readmitted after the school nurse or designee has determined the student no longer has live human host parasites that are transmittable in a school environment.

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

STUDENT MEDICATIONS-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. All signed medication consent forms are to be maintained by the school nurse. To view the full policy click on the following link: [Student Medications-4.35](#).

ADMINISTERING MEDICINE AND FIRST AID-4.19

If under exceptional circumstances a child is required to take oral medication during school hours and the parent cannot be at school to administer the medication, only the school nurse or the principal's designee will administer the medication in compliance with the regulations listed below. Students will not be permitted to possess any medication, either on his/her person or in his/her locker. To view the full policy click on the following link: [Administering Medicine and First Aid-4.19](#).

INSURANCE

The school administration will secure student accident insurance through a reliable company at a reasonable rate. This insurance will be offered to each child only once a year. Through this program your child can be insured against accidents which may occur while at school, on the way to and from school, and while on school-sponsored trips other than social trips. Parents are urged to provide this protection for their children. Forms are available upon request.

STUDENT 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 the 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 financial responsibility for treatment of the student. When available, current, and applicable, the student's emergency contact numbers and medical information will be utilized. Parents are strongly encouraged to keep this information up to date.

Accidents involving students on the school grounds or in the building are reported to the principal. If necessary, the school nurse or the family physician is to be called. First-aid treatments will be given, and the family will be notified if necessary. The school assumes no financial responsibility for treatment. A written accident report shall be made in duplicate on all accidents. One copy will be kept by the principal. The other copy is sent to the central office. When students are injured or become ill at school, their parents/guardians should be notified and requested to take them home. In cases where parents cannot take the student home, school officials may take the student home or make provisions for his/her comfort at school.

PHYSICAL EXAMINATIONS OR SCREENINGS-4.41

The district conducts routine health screenings such as hearing, vision, and scoliosis due to the importance these health factors play in the ability of a student to succeed in school. The intent of the exams or screenings is to detect defects in hearing, vision, or other elements of health that would adversely affect the student's ability to achieve to his/her full potential. The rights provided to parents under this policy transfer to the student when he/she turns eighteen (18) years old.

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

BODY MASS INDEX REPORTING (ACT 1220, 2003)

Body Mass Index (BMI) is a measure of body fat based on height and weight and is computed by dividing a person's weight in kilograms by height in meters squared. Beginning with kindergarten and then in even numbered grades, schools will be required to include, as a part of a student health report to parents, a body mass index percentile by age for each student in a private and confidential manner. Parents who refuse to have their child participate in the BMI assessment must provide written documentation of refusal to the school.

EMERGENCY DRILLS-4.37

All schools in the District shall conduct fire drills at least monthly. Tornado drills shall also be conducted no fewer than three (3) times per year with at least one each in the months of September, January, and February. Students, who ride school buses, shall also participate in emergency evacuation drills at least twice each school year.

The District shall annually conduct an active shooter drill and school safety assessment for all District schools in collaboration with local law enforcement and emergency management personnel. The training will include a lockdown exercise with panic button alert system training. Students will be included in the drills to the extent that is developmentally appropriate for the age of both the students and grade configuration of the school.

Drills may be conducted during the instructional day or during non-instructional time periods.

Other types of emergency drills may also be conducted to test the implementation of the District's emergency plans in the event of violence, terrorist attack, natural disaster, other emergency, or the District's Panic Button Alert System. Students shall be included in the drills to the extent practicable. Note: ¹ Students who only ride buses occasionally, such as to go to and/or from a field trip will also have to participate in the evacuation drills.

FOOD SERVICE PREPAYMENT-4.51

Meal Charges

The district does not provide credit for students to charge for meals, a la carte, or other food and beverage items available for purchase in the school food service areas. Meals, a la carte, or other food and beverage items may be purchased by either providing payment for the items at the time of receipt or by having a prepaid account with the District that may be charged for the items. Parents, or students choosing to do so, may pay in advance for meals, a la carte, or other food and beverage items through any of the following methods:

- Submitting cash or check payment at the school's central office

A student's parents will be contacted by authorized District personnel regarding a student's prepaid account balance at the following items:

- By phone when the student's account has ten dollars (\$10) remaining and a letter along with a copy of the policy if the student's account becomes empty.

Alternative Meals

The District provides alternative meals at no cost to students whose accounts do not have enough funds to purchase a meal. Alternative meals are available during the student's regular lunch time. A student may select an alternative meal up to five (5) times in a school year. The District will notify a student's parents when the student has:

- Two (2) alternative meal options remaining in the school year; and
- No more alternative meals available for the school year.

The alternative meals provided to students are available as a regular lunch. Students who have submitted proper documentation to receive a meal modification in accordance with Policy 4.50-SCHOOL MEAL MODIFICATIONS shall receive the same type of modification for an alternative meal.

SCHOOL MEAL MODIFICATIONS-4.50

The District only provides meal components on menus to accommodate students with a disability. A parent/guardian wishing to request dietary accommodations for their student with a disability must submit to the District's Director of Child Nutrition a medical statement completed by a State licensed healthcare professional, which includes:

- Physicians, including those licensed by:
 - The Arkansas State Medical Board;
 - The Arkansas State Board of Chiropractic Examiners (Chiropractors);
 - The Arkansas Board of Podiatric Medicine (Podiatrists);

- Nurse Practitioners (APRNs in family or pediatric practice with prescriptive authority);
- Physician Assistants (Pas who work in collaborative practice with a physician); and
- Dentists.

The medical statement should include:

1. A description of the student’s disability that is sufficient to understand how the disability restricts the student’s diet;
2. An explanation of what must be done to accommodate the disability, which may include:
 - a. Food(s) to avoid or restrict;
 - b. Food(s) to substitute;
 - c. Caloric modifications; or
 - d. The substitution of a liquid nutritive formula.

If the information provided in the medical statement is unclear, or lacks sufficient detail, the District’s Director of Child Nutrition shall request additional information so that a proper and safe meal can be provided.

When choosing an appropriate approach to accommodate a student’s disability, the District will consider the expense and efficiency of the requested accommodations. The District will offer a reasonable modification that effectively accommodates the child’s disability and provides equal opportunity to participate in or benefit from the program, which may include a generic version of a product.

Parents may file a grievance regarding the request for accommodations with the District’s 504 Coordinator, who will schedule a hearing on the grievance to be held as soon as possible. The 504 Coordinator shall provide a copy of the procedures governing the hearing, including that the parent has the right to be accompanied by counsel, and the appeal process upon request.

The District will not prepare meals outside the normal menu to accommodate a family’s religious or personal health beliefs.

SCHOOL MEAL PRICES

The cafeteria provides a well-balanced state approved lunch and breakfast meal for all students at minimum cost. Students will be served lunch for \$2.00 per meal and breakfast for \$1.00 per meal. Free and reduced lunches are available for those who qualify. Each student is encouraged to complete an eligibility form and return it to the office. Reduced price meals will be .40 cents for lunch and .30 cents for breakfast. Adult lunches will cost \$3.50; adult breakfast will cost \$2.75.

FREE & REDUCED MEAL PROGRAM

Mount Ida Schools participate in the U.S. School Lunch Program. This program offers free/or reduced lunch prices for families that meet certain qualifications. Your children may qualify for this benefit. To apply for free or reduced price meals, you or your child may stop by the building

offices and pick up an application for the “FREE/Reduced Lunch Program”. Applications must be completed in their entirety and returned to the main offices to be processed before a child can participate in the program. Applications that are incomplete cannot be approved, so be sure to fill out all the required information. One application may be used for all students living in the same household. Return the completed application to the building office. To participate in the program, students must re-apply each year. Students who were approved for the previous school year will have until August 31st to fill out a new application for the current school year. A new application must be filled out every year unless otherwise notified by school district officials. If a new application is not received, the student will become a full paying student.

SCHOOL LUNCH SUBSTITUTIONS-4.50

The district only provides substitute meal components on menus to accommodate students with handicapping conditions meeting the definition of a disability as defined in USDA regulations. A parent/guardian wishing to request such a dietary accommodation must submit to the district’s Director of Child Nutrition a Certification of Disability for Special Dietary Needs Form completed by:

- Physicians, including those licensed by:
 - The Arkansas State Medical Board;
 - The Arkansas State Board of Chiropractic Examiners (Chiropractors);
 - The Arkansas Board of Podiatric Medicine (Podiatrists);
- Nurse Practitioners (APRNs in family or pediatric practice with prescriptive authority);
- Physician Assistants (PAs who work in collaborative practice with a physician); and
- Dentists.

The district will not prepare meals outside the normal menu to accommodate a family’s religious or personal health beliefs.

SCHOOL LUNCH: FOOD SHARING AND ITS REMOVAL FROM FOOD SERVICE AREA-4.58

Food Sharing Table

In an effort to reduce wasted food and to provide students access to healthy foods when possible, the District shall have in the district cafeteria a food sharing table located at the end of the service line. To view the full policy click on the following link: [School Lunch: Food Sharing and Its Removal From Food Service Area-4.58](#).

NATIONAL SCHOOL LUNCH ACT FUNDING EXPENDITURES-5.28

Funding received from the state based on the number of students eligible for free and reduced-priced meals under the National Student Lunch Act shall be expended in accordance with guidelines outlined in the ADE Rules Governing the Distribution of Student Special Needs Funding and the Determination of Allowable Expenditure of These Funds.

The district shall at least annually evaluate programs supported by NSLA funds to determine the effectiveness of the programs and to ensure they are providing intervention/prevention services designed to increase student achievement which are in alignment with the district’s ACSIP.

WELLNESS POLICY-5.29

The health and physical well-being of our students directly affects their ability to learn. Childhood obesity increases the incidence of adult diseases occurring in children and adolescents such as heart disease, high blood pressure and diabetes. The increased risk carries forward into their adulthood. Research indicates that a healthy diet and regular physical activity can help prevent obesity and the diseases resulting from it. It is understood that the eating habits and exercise patterns of students cannot be magically changed overnight, but at the same time, the Board of Directors believes it is necessary to strive to create a culture in our schools that consistently promotes good nutrition and physical activity. To view the full policy click on the following link: [Wellness Policy-5.29](#).

TRANSPORTATION SCHOOL BUS CONDUCT-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. To view the full policy click on the following link: [Transportation School Bus Conduct-4.19](#).

SCHOOL CLOSING

Provisions will need to be made for your child if school must be dismissed early for emergencies such as inclement weather. When weather conditions exist that would make it hazardous for students to get to school safely, students and parents should listen to Hot Springs radio stations and television stations (Channel 4, 7, and 11) to learn of school closings. School-Messenger, an automated phone system, will also be used to notify you by phone about school closings, delayed openings, inclement weather routes, or early dismissal. Delayed Opening—Buses would run normal routes except delayed one (1) to two (2) hours—Add the amount of delayed time to your normal bus pick up time.

Delayed Opening Example:	Regular Pick Up	Delay: 1 Hour	Delay: 2Hours
	6:45	7:45	8:45

Early Dismissal—30 minutes, one (1) to two (2) hours—Subtract the amount of early time from your normal bus drop off time.

Early Dismissal Example:	Regular Drop Off	Early: 30min	Early: 1Hour	Early: 2Hours
	3:45	3:15	2:45	1:45

INCLEMENT WEATHER BUS ROUTES

Situations may occur when the school buses can’t go off the main highway. The main highways are usually salted and passable; whereas, the side roads may not be as passable for a bus. If inclement weather routes are announced, the buses would not go down side roads or driveways.

Parents living down the side roads or driveways would bring their students to the main highway or the following Pick- up Stations:

<u>Route</u>	<u>Pick Up Station</u>	<u>Departure Times</u>		
		<u>Regular</u>	<u>1 Hour Delay</u>	<u>2 Hour Delay</u>
Story	Story Store	7:00	8:00	9:00
298	Story Store	7:00	8:00	9:00
Sims	Hwy 88 & 27 Intersection at Deer Creek	7:15	8:15	9:15
Puckett Bend	Hwy 88 & 27 Intersection at Deer Creek	7:15	8:15	9:15
Camp Ozark	Hwy 88 & 27 Intersection at Deer Creek	7:15	8:15	9:15
270	Mtn. Harbor Store	7:00	8:00	9:00
Mtn. Harbor	Mtn. Harbor Store	7:00	8:00	9:00
Alamo	Lake Ouachita Church	7:15	8:15	9:15
Shady Grove	Lake Ouachita Church	7:15	8:15	9:15
In-Town & Owley	Assembly of God Church	7:15	8:15	9:15
In-Town	Bob's Food City	7:30	8:30	9:30

LIBRARY REGULATIONS

Check-Out Policy:

- Students may check out two (2) books at a time from the library unless arrangements are made with the librarian. If the books are not returned, the student will not be allowed to check out another book until the books are returned.
- All books may be checked out for two (2) weeks at a time.
- At the end of each semester a list will be given to the office of all fines and books that need to be returned to the library.

Damaged or Lost Books:

- Lost books should be reported to the librarian as soon as possible.
- If a book is lost, the student who checked it out will be expected to pay for the book. The charge will be that of the replacement cost of the book.
- If a book is damaged to the point of discard, the person who checked out the book will be responsible for payment.
- Report cards will be held at the end of the year until books are returned and fines are paid. Parents will be notified of books which are overdue or lost and/or fines.

CHALLENGE TO INSTRUCTIONAL/SUPPLEMENTAL MATERIALS-5.6

Instructional and supplemental materials are selected for their compatibility with the District's educational program and their ability to help fulfill the District's educational goals and objectives. Individuals wishing to challenge or express concerns about instructional or supplemental materials may do so by filling out a Challenge to Instructional Material form

available in the school's office. To view the full policy click on the following link: [Challenge to Instructional/Supplemental Materials-5.6](#).

SELECTION OF LIBRARY/MEDIA CENTER MATERIALS-5.7

The ultimate authority for the selection and retention of materials for the schools' media centers rests with the Board of Education which shall serve as a final arbiter in resolving a challenge to any media center materials. Licensed media center personnel shall make the initial selections in consultation with school and district licensed staff. Materials selected shall be in accordance with the guidelines of this policy.

The purpose of the schools' libraries/media centers is to supplement and enrich the curriculum and instruction offered by the District. Promoting the dialogue characteristic of a healthy democracy necessitates the maintenance of a broad range of materials and information representing varied points of view on current and historical issues. In the selection of the materials and resources to be available in each library/media center consideration will be given to their age appropriateness. Materials should be available to challenge the different interests, learning styles, and reading levels of the school's students and that will help them attain the District's educational goals. To view the full policy click on the following link: [Selection of Library/Media Center Materials-5.7](#).

USE OF COPYRIGHTED MATERIALS-5.8

Use of Copyrighted Work in Face-to-Face Classroom

The Board of Education encourages the enrichment of the instructional program through the proper use of supplementary materials. To help ensure the appropriate use of copyrighted materials, the Superintendent, or designee, will provide district personnel with information regarding the "fair use" doctrine of the U.S. Copyright Code as detailed in the "Agreement on Guidelines for Classroom Copying in Not-for-Profit Educational Institutions with Respect to Books and Periodicals" and "Guidelines for Educational Uses of Music." To view the full policy click on the following link: [Use of Copyrighted Materials-5.8](#).

COMPUTER SOFTWARE COPYRIGHT-5.9

The District shall observe copyright laws governing computer software reproduction. Unless specifically allowed by the software purchase agreement, the Copyright Act allows the purchaser of software to:

1. Make one copy of software for archival purposes in case the original is destroyed or damaged through mechanical failure of a computer. However, if the original is sold or given away, the archival copy must be destroyed;
2. Make necessary adaptations to use the program;
3. Add features to the program for specific applications. These improvements may not be sold or given away without the copyright owner's permission.

The District shall abide by applicable licensing agreements before using computer software on local-area or wide-area networks.

DISTRICT WEBSITE-5.20

The Mount Ida School District shall maintain a web page to provide information about its schools, students, and activities to the community. This policy is adopted to promote continuity between the different pages on the district web site by establishing guidelines for their construction and operation. To view the full policy click on the following link: [District Web Site-5.20](#).

WEBSITE PRIVACY POLICY-5.20.1

The Mount Ida School District operates and maintains a web site for the purpose of informing the citizens of the district about its activities. The web site does not use “cookies” or ISP addresses to collect or retain personally identifying information about visitors to its web site nor is any such information given to “third parties.” Any data collected is used solely for the purpose of monitoring site activity to help the district improve the usefulness of the site to its visitors.

The site serves no commercial purpose and does not collect any information from individuals for such purpose.

Photographs of students, when associated with the student’s name, shall not be displayed on any page of the district’s web site without the prior written consent of the parent (or the student if 18 or older).

CARE OF SCHOOL EQUIPMENT AND CAMPUS

The school, the furniture, the equipment and the campus have been provided for the use and convenience of students. They belong to everyone, and everyone shares the responsibility of taking care of them. Each student is asked to do his/her part in keeping our school clean, neat, and useful. Any student that is responsible for damaging or stealing school property will be required to pay for such property. This is a shared responsibility by the pupil and the pupil’s parents.

TEXTBOOKS

Textbooks are furnished free. Students are responsible for taking good care of materials and returning them in good condition. Students that lose or damage textbooks will pay for damages or replacements. A damage fee may be charged for textbooks that are damaged but still usable.

SCHOOL NEWSPAPERS AND PUBLICATIONS

Mount Ida High School reserves the right of establishing and maintaining a student or school newspaper, if this publication is to report school news. Students will have the right to edit, but must meet the approval of the teacher sponsor or principal. Publications which are obscene to minors, libelous or slanderous, constitute an unwarranted invasion of privacy, and/or incite students as to create a clear and present danger or disrupt the orderly operation of the school are prohibited. Published material will contain a statement like: “This publication is published as a part of the curriculum and is a non-public forum under the supervision of the Mount Ida School Board.”

HOMEWORK POLICY-5.14

Homework is an important part of each student’s educational program. Students should develop good study habits and responsibility for assignments. Homework assignments should be included as an integral part of the instructional program and a means by which students are provided extended time to master learning concepts and objectives. Parents are encouraged to talk with their students about the importance of completing homework. Students are expected to complete all homework assigned and view the homework as purposeful. Homework will be turned in by students the next day or as directed by the teacher.

In the Mount Ida School District, all homework assignments will be directly related to the curriculum and the current learning objectives. The assignments should be explained thoroughly in terms of content, process, and expectations. The assignments should also be reasonable and should not keep students from completing other homework and community responsibilities.

CHEATING ON STUDENT ASSIGNMENTS

Cheating on any assignment, homework, or test will result in the grade of “zero” for that assignment. (Objective has not been achieved) —Standard 12.02 Grades must reflect what the student has achieved on course objectives.

GRADING-5.15

Parents or guardians shall be kept informed concerning the progress of their student. Parent-teacher conferences are encouraged and may be requested by parents, guardians, or teachers. If the progress of a student 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, which may enhance the probability of the student succeeding. The school shall also send timely progress reports and issue grades for each nine – (9) week grading period to keep parents/guardians informed of their student’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. Students’ grades shall reflect only the extent to which a student has achieved the expressed educational objectives of the course. The grades of a child in foster care shall not be lowered due to an absence from school due to:

1. A change in the child's school enrollment;
2. The child's attendance at a dependency-neglect court proceeding; or
3. The child's attendance at court-ordered counseling or treatment.

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

A = 100 – 90	A = 4 points
B = 89 – 80	B = 3 points
C = 79 – 70	C = 2 points
D = 69-60	D = 1 point

F = 59 and below F = 0 points

The grade point values for Advanced Placement (AP), International Baccalaureate (IB), and approved honor courses shall be one (1) point greater than for regular courses with the exception that an F shall still be worth zero (0) points.

The final grades of students who transfer in for part of a semester will be determined by blending the grades earned in the district with those earned outside the district. Each final grade will be the sum of the percentage of days in the grading period transferred from outside the district times the transferred grade from outside the district plus the percentage of days in the grading period while in the district times the grade earned in the district.

For example: The grading period had forty (40) days. A student transferred in with a grade of eighty-three percent (83%) earned in ten (10) days at the previous school. The student had a grade of seventy-five percent (75%) in our district's school earned in the remaining thirty (30) days of the grading period. Ten (10) days is twenty-five percent (25%) of forty (40) days while thirty (30) days is seventy-five percent (75%) of forty (40) days. Thus the final grade would be $(0.25 \times 83) + (0.75 \times 75) = 77\%$.

PARENT-TEACHER COMMUNICATION-3.30

The district recognizes the importance of communication between teachers and parents/legal guardians. To help promote positive communication, parent/teacher conferences shall be held once each semester. Parent-teacher conferences are encouraged and may be requested by parents or guardians when they feel they need to discuss their child's progress with his/her teacher.

Teachers are required to communicate during the school year with the parent(s), legal guardian(s), or care-giving adult or adults in a student's home to discuss the student's academic progress unless the student has been placed in the custody of the Department of Human Services and the school has received a court order prohibiting parent or legal guardian participation in parent/teacher conferences. More frequent communication is required with the parent(s) or legal guardian(s) of students who are performing below grade level.

All parent/teacher conferences shall be scheduled at a time and place to best accommodate those participating in the conference. Each teacher shall document the participation or non-participation of parent(s)/legal guardian(s) for each scheduled conference.

If a student is to be retained at any grade level or denied course credit, notice of, and the reasons for retention shall be communicated promptly in a personal conference.

SPECIAL EDUCATION-4.49

The district shall provide a free appropriate public education and necessary related services to all children with disabilities residing within the district, required under the Individuals with Disabilities Education Act ("IDEA"), Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and Arkansas Statutes.

It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated and provided with appropriate educational services. Students may be disabled within the meaning of Section 504 of the Rehabilitation Act even though they do not require services pursuant to the IDEA.

For students eligible for services under IDEA, the District shall follow procedures for identification, evaluation, placement, and delivery of services to children with disabilities provided in state and federal statutes which govern special education. Implementation of an Individualized Education Program (IEP) in accordance with the IDEA satisfies the district's obligation to provide a free and appropriate education under Section 504.

The Board directs the superintendent to ensure procedures are in place for the implementation of special education services and that programs are developed to conform to the requirements of state and federal legislation. The superintendent is responsible for appointing a district coordinator for overseeing district fulfillment of its responsibilities regarding handicapped students. Among the coordinator's responsibilities shall be ensuring district enforcement of the due process rights of handicapped students and their parents. The high school principal will be the district coordinator and can be contacted at 870-867-2771.

STUDENT ACCELERATION-4.54

The Board believes that acceleration is an effective and research-based intervention for the academic growth of students who are ready for an advanced or faster-paced curriculum. It can allow a student to move through the traditional educational setting more rapidly, based on assessed readiness, capability and motivation. At the same time, the Board understands that acceleration is not a replacement for gifted education services or programs.

Generally, acceleration can occur through one of two broad categories: content based and grade based. Grade based acceleration shortens the number of years a student would otherwise spend in K-12 education, while content based acceleration occurs within the normal K-12 time span. Either form of acceleration can be triggered by a parent/guardian, student, or community member's request or by the referral of school personnel. In either case, the process of determining the appropriateness of the request shall be under the direction of the district/school* Gifted and Talented Program Coordinator who shall convene the individuals necessary to make an informed decision which shall include the student's parents or guardians.

While the needs of the student should dictate when acceleration decisions are considered, the Board believes the optimal time for referrals is in the spring which gives adequate time for working through the determination process and for preparing those concerned for a smooth transition to the acceleration beginning in the following school-year.

The District's Gifted and Talented Program Coordinator will create a written format to govern the referral and determination process which shall be made available to any parent or staff member upon request.

The parents/guardians of any student whose request for acceleration has been denied may appeal the decision, in writing to the District's GT Coordinator. The District's GT Coordinator and the Acceleration Placement Committee will again thoroughly review the case study that was completed on the student. Upon completion of the review, the Committee will either request additional new testing be conducted to help the Committee make its determination or it will uphold the initial decision. The Committee's decision may not be further appealed.

STUDENT PROMOTION AND RETENTION-4.55

A disservice is done to students through social promotion and is prohibited by state law. The District shall, at a minimum, evaluate each student annually in an effort to help each student who is not performing at grade level. Parents or guardians shall be kept informed concerning the progress of their student(s). Notice of a student's possible retention or required retaking of a course shall be included with the student's 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.

Any grades, course credits, and/or promotions received by a student while enrolled in the Division of Youth Services system of education shall be considered transferable in the same manner as those grades, course credits, and promotions from other accredited Arkansas public educational entities.

Promotion or retention of students, or their required retaking of a course shall be primarily based on the criteria in the Student Handbook for specific grade levels. If there is doubt concerning the promotion or retention of a student or his/her required retaking of a course, a conference shall be held before a final decision is made that includes the following individuals:

- a) The building principal or designee;
- b) The student's teacher(s);
- c) School counselor
- d) A 504/special education representative (if applicable); and
- e) The student's parents.

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 or receipt of course credit, the final decision shall rest with the principal or the principal's designee.

RETENTION/PROMOTION POLICY

7-8 Promotion/Retention

Promotion or retention of students, or their required retaking of a course shall be primarily based on the following criteria:

- A. Must have a passing final grade in a minimum of four (4) classes
- B. Three (3) of the classes passed must be from math, English, science, and/or social studies.

TESTING AWARD DAYS

Students may earn Testing Award Days by scoring Exceeding (2days) or Ready (1day) on the state testing of Math, English, Reading, Writing, and Science. Testing Award Days may be used for an absence with prior office approval by parent call or a note sent within 5 days of the absence to the office. A student may carry over days from year to year; however, a student may take no more than six (6) Testing Award Days a year.

REMEDIATION DURING THE SCHOOL YEAR-5.13

The Mount Ida School District shall offer remediation programs during the school year to those students in kindergarten through grade 11 (K-11) not performing at grade level. Students identified as needing remediation in math, language arts, or both areas shall participate in the remediation program(s) and show progress of improvement. Beginning with the 2005-2006 school term, failure to participate in the required remediation programs will result in retention for that grade level.

REMEDIATION & RETENTION REQUIREMENTS—ACT 1467 & ACT 35, 2003

Any student who scores below proficient on the Benchmark Tests must have an Academic Improvement Plan (AIP) to remediate the area(s) where the student scored below proficient. This plan must be developed with input from each student's parents/guardians. Beginning with the 2005-2006 school term, any student who has an AIP will be retained if he/she does not participate in and make progress on his/her AIP. The remediation is required to last until the student has met the expectations of his/her AIP.

ENGLISH LANGUAGE LEARNERS-5.27

The district shall utilize the special needs funding it receives for identified English Language Learners on activities, and materials listed in the ADE Rules Governing the Distribution of Student Special Needs Funding and the Determination of Allowable Expenditure of These Funds.

The expenditures of ELL supplemental funding shall be evaluated at least annually to determine their overall effectiveness. The evaluation shall specifically address how the use of ELL funds is in alignment with the district's ACSIP in addressing identified achievement gaps and student performance deficiencies.

ALTERNATIVE LEARNING ENVIRONMENTS-5.26

The District shall provide an eligible alternative learning environment (ALE) for each eligible ALE student enrolled in a District school. The ALE shall be part of an intervention program designed to provide guidance, counseling, and academic support to students who are experiencing emotional, social, or academic problems. Placement of a student in an ALE shall not be punitive in nature. To view the full policy click on the following link: [Alternative Learning Environment-5.26](#).

TESTING: NINE WEEKS AND SEMESTER

Tests will be scheduled by each teacher to assess learning objectives on an as needed basis. If a student is absent and had prior knowledge of a scheduled test, the student needs to be prepared to take the test upon their return to school.

Grades 7-8 Testing: Nine weeks tests are of the utmost importance to determine the progress of the student during that period. Seventh and eighth grade students are mandated to take nine weeks tests. This test may be comprehensive. These tests will count 1/5(20%) of each nine weeks grading period. Each 9 weeks grade will count 1/2 the semester grade. Test will be given the last week of the first and third nine weeks. During the second and fourth nine weeks, tests will be given according to the test schedule. Students are to arrive at the regular time and stay until their last test is completed each day. All students are required to take the semester tests. Students may earn an exemption from the second and fourth nine weeks test. The exemption will be based on semester attendance, semester grade average, tardies, and behavior. There are no exemptions from the first and third nine weeks testing.

Grades 9-12 Testing: Students in the 9-12 grades will take a comprehensive exam each semester. Nine weeks tests are at the discretion of the teacher for grades 9-12. If given, these tests will count 1/5(20%) of the nine weeks grade. A student's nine weeks grades shall count for 4/5 of his/her semester grade with the semester test accounting for 1/5. During the first and second semester test schedule (which is the second and fourth nine weeks), students are to arrive at regular time and stay until their last test is completed each day. All students are required to take the semester tests. Students may earn an exemption from the semester test. The exemption will be based on semester attendance, semester grade average, tardies, and behavior.

7-12 Exemption Requirements Per Semester:

- Grades and Attendance
 - C average and one excused absence
 - B average with two excused absences
 - A average and three excused absences
- Absences
 - Students may not be exempt from exams with any unexcused absences per class.
 - Absences are counted by class periods.
 - Offices should be informed of Testing Award Days within five (5) days of using the Testing Award Days.
- Tardies
 - Less than five (5) tardies per class, per semester
- Behavior
 - No placement in ISS or OSS during each semester.

ACADEMIC REQUIREMENTS: 9-12 HIGH SCHOOL

Classification of Students

A student must have the following credits to be classified as:

- Freshman Completion of requirements for grades 7th & 8th

- Sophomore Completion of 6 units of coursework
- Junior Completion of 11 units of coursework
- Senior Completion of 16 units of coursework

All students are required to be enrolled in five (5) academic courses each semester of attendance. Students' grades shall reflect only the extent to which a student has achieved the expressed educational objectives of the course.

Graduating Early

A student may be classified as a senior, who at the beginning of the current year, is enrolled in courses that meet all requirements for graduation. If classified as a senior due to early graduation, a student may assume the role of the Senior class and its privileges except: a student graduating early (before their originally scheduled graduating class) shall not supplant the established senior class in terms of class ranking or graduation status or Homecoming.

Any student, who is eligible to graduate early and will have completed the Mount Ida High School required graduation credits before their originally scheduled graduating class, may be allowed to join an established graduating class if that student successfully fulfills the graduation requirements at the same time as the established graduating senior class. A student who is eligible to graduate early will not affect the class rankings or graduation status of the established graduating class, but may, if they have fulfilled the Mount Ida High School requirements for valedictorian or salutatorian honors and their final grade point average is equal to or greater than that of the established senior class valedictorian or salutatorian honorees, may be considered for co-valedictorian or co-salutatorian honors with the established senior class.

Graduation Requirements

23 units must be earned for graduation from Mount Ida High School.

Any student, who is eligible to graduate early and will have completed the Mount Ida High School required graduation units before their originally scheduled graduation class, may be allowed to join an established graduating class if that student successfully fulfills the graduation requirements at the same time as the established graduating senior class.

All students who participate in graduation exercises must meet all graduation requirements. Summer school and correspondence study will be considered only when the principal has given prior approval. A student who has not fulfilled the graduation requirements will not walk in the graduation exercise nor receive a diploma until all requirements are completed. To participate in commencement exercises, all fees, fines, and accounts must be paid in full and all books and equipment must be returned in good condition. All discipline actions must be served.

Course Prerequisites

Some courses require prerequisites and a certain level of achievement. Placement in these courses requires the teacher's prior approval.

SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS FOR THE CLASSES OF 2018, 2019, AND 2020-4.45

All students are required to participate in the Smart Core curriculum unless their parents or guardians, or the students if they are eighteen (18) years of age or older, sign a *Smart Core Waiver Form* to not participate. While Smart Core is the default option, both a *Smart Core Informed Consent Form* and a *Smart Core Waiver Form* will be sent home with students prior to their enrolling in seventh (7th) grade, or when a seventh (7th) through twelfth (12th) grade student enrolls in the district for the first time and there is not a signed form in the student's permanent record. Parents must sign one of the forms and return it to the school so it can be placed in the students' permanent record. This policy is to be included in student handbooks for grades six (6) through (12) and both students and parents must sign an acknowledgement they have received the policy. Those students not participating in the Smart Core curriculum will be required to fulfill the Core curriculum or the requirements of their IEP (when applicable) to be eligible for graduation. Counseling by trained personnel shall be available to students and their parents or legal guardians prior to the time they are required to sign the consent forms.

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

This policy, the Smart Core curriculum, and the courses necessary for graduation shall be reviewed by staff, students, and parents at least every other year to determine if changes need to be made to better serve the needs of the district's students. The superintendent, or his/her designee, shall select the composition of the review panel.

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

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

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

To the best of its ability, the District shall follow the requirements covering the transfer of course credit and graduation set forth in the Interstate Compact on Educational Opportunity for Military Children for all students who meet the definition of “eligible child” in Policy 4.2 ENTRANCE REQUIREMENTS.

Graduation Requirements

The number of units’ students must earn to be eligible for high school graduation is to be earned from the categories listed below. A minimum of twenty-two (22) units is required for graduation for a student participating in either the Smart Core or Core curriculum. In addition to the twenty-two (22) units required for graduation by the Arkansas Department of Education, the district requires an additional 1 unit to graduate for a total of 23 units. The additional required units may be taken from any electives offered by the district. There are some distinctions made between Smart Core units and Graduation units. Not all units earned toward graduation necessarily apply to Smart Core requirements.

Beginning in the 2018-2019 school year, all students must pass the test approved by ADE that is similar to the civics portion of the naturalization test used by the United States Citizenship and Immigration Services in order to graduate.

Digital Learning Courses

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

Smart Core: Sixteen (16) units

English: four (4) units – 9th, 10th, 11th, and 12th

Oral Communications: one-half (½) unit

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

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

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

- 3) Algebra II; and
- 4) The fourth unit may be either:
 - A math unit beyond Algebra II: this can include Pre-Calculus, Calculus, AP Statistics, Algebra III, Advanced Topic and Modeling in Mathematics, Mathematical Applications and Algorithms, Linear Systems and Statistics, or any of several IB or Advanced

Placement math courses (Comparable concurrent credit college courses may be substituted where applicable); or

- A computer science flex credit may be taken in the place of a fourth math credit.

Natural Science: a total of three (3) units with lab experience chosen from

One unit of Biology; and either:

Two units chosen from the following three categories (there are acceptable options listed by the ADE for each):

- Physical Science;
- Chemistry;
- Physics or Principles of Technology I & II or PIC Physics; or

One unit from the three categories above and a computer science flex credit may be taken in the place of a third science credit.

Social Studies: three (3) units

- Civics one-half ($\frac{1}{2}$) unit
- World History - one unit
- American History - one unit

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

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

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

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

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

Career Focus: - Six (6) units

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

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

Core: Sixteen (16) units

English: four (4) units – 9th, 10th, 11th, and 12th

Oral Communications: one-half (½) unit

Mathematics: four (4) units

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

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

Science: three (3) units

- at least one (1) unit of biology or its equivalent; and

Two units chosen from the following three categories:

- Physical Science;
- Chemistry;
- Physics; or

One unit from the three categories above and a computer science flex credit may be taken in the place of a third science credit.

Social Studies: three (3) units

- Civics one-half (½) unit
- World history, one (1) unit
- American History, one (1) unit

Physical Education: one-half (½) unit

Note: While one-half (½) unit is required for graduation, no more than one (1) unit may be applied toward fulfilling the necessary units to graduate.

Health and Safety: one-half (½) unit

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

Fine Arts: one-half (½) unit

SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS FOR THE CLASSES OF 2021 AND THEREAFTER-4.45.1

All students are required to participate in the Smart Core curriculum unless their parents or guardians, or the students if they are eighteen (18) years of age or older, sign a *Smart Core*

Waiver Form to not participate. While Smart Core is the default option, both a *Smart Core Informed Consent Form* and a *Smart Core Waiver Form* will be sent home with students prior to their enrolling in seventh (7th) grade, or when a seventh (7th) through twelfth (12th) grade student enrolls in the district for the first time and there is not a signed form in the student's permanent record. Parents must sign one of the forms and return it to the school so it can be placed in the students' permanent record. This policy is to be included in student handbooks for grades six (6) through twelve (12) and both students and parents must sign an acknowledgement they have received the policy. Those students not participating in the Smart Core curriculum will be required to fulfill the Core curriculum or the requirements of their IEP (when applicable) to be eligible for graduation. Counseling by trained personnel shall be available to students and their parents or legal guardians prior to the time they are required to sign the consent forms.

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

This policy, the Smart Core curriculum, and the courses necessary for graduation shall be reviewed by staff, students, and parents at least every other year to determine if changes need to be made to better serve the needs of the district's students. The superintendent, or his/her designee, shall select the composition of the review panel.

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

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

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

To the best of its ability, the District shall follow the requirements covering the transfer of course credit and graduation set forth in the Interstate Compact on Educational Opportunity for Military

Children for all students who meet the definition of “eligible child” in Policy 4.2—ENTRANCE REQUIREMENTS.

Graduation Requirements

The number of units’ students must earn to be eligible for high school graduation is to be earned from the categories listed below. A minimum of twenty-two (22) units is required for graduation for a student participating in either the Smart Core or Core curriculum. In addition to the twenty-two (22) units required for graduation by the Arkansas Department of Education, the district requires an additional one (1) unit to graduate for a total of twenty-three (23) units. The additional required units may be taken from any electives offered by the district. There are some distinctions made between Smart Core units and Graduation units. Not all units earned toward graduation necessarily apply to Smart Core requirements.

All students must pass the test approved by ADE that is similar to the civics portion of the naturalization test used by the United States Citizenship and Immigration Services in order to graduate.

Digital Learning Classes

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

Personal and Family Finance

In tenth (10th), eleventh (11th), or twelfth (12th) grade, all students shall cover the Personal and Family Finance Standards by receiving credit for:

Smart Core: Sixteen (16) units

English: four (4) units – 9th, 10th, 11th, and 12th

Oral Communications: one-half (½) unit

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

- 5) Algebra I or Algebra A & B* which may be taken in grades 7-8 or 8-9;
- 6) Geometry or Investigating Geometry or Geometry A & B* which may be taken in grades 8-9 or 9-10;

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

- 7) Algebra II; and
- 8) The fourth unit may be either:

- A math unit beyond Algebra II: this can include Pre-Calculus, Calculus, AP Statistics, Algebra III, Advanced Topic and Modeling in Mathematics, Mathematical Applications and Algorithms, Linear Systems and Statistics, or any of several IB or Advanced Placement math courses (Comparable concurrent credit college courses may be substituted where applicable); or
- A computer science flex credit may be taken in the place of a fourth math credit.

Natural Science: a total of three (3) units with lab experience chosen from

One unit of Biology; and either:

Two units chosen from the following three categories (there are acceptable options listed by the ADE for each):

- Physical Science;
- Chemistry;
- Physics or Principles of Technology I & II or PIC Physics; or
- One unit from the three categories above and a computer science flex credit may be taken in the place of a third science credit.

Social Studies: three (3) units

- Civics one-half ($\frac{1}{2}$) unit
- World History - one unit
- American History - one unit

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

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

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

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

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

Career Focus: - Six (6) units

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

A student who enlists in a branch of the United States Armed Forces or the National Guard through the military delayed entry program, the National Guard Split Training Option, or other

similar early entry program and completes basic training before graduating from high school shall receive two (2) units of the Career Focus graduation requirements.

Core: Sixteen (16) units

English: four (4) units – 9th 10th 11th and 12th

Oral Communications: one-half (½) unit

Mathematics: four (4) units

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

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

Science: three (3) units

- at least one (1) unit of biology or its equivalent; and

Two units chosen from the following three categories:

- Physical Science;
- Chemistry;
- Physics; or

One unit from the three categories above and a computer science flex credit may be taken in the place of a third science credit.

Social Studies: three (3) units

- Civics one-half (½) unit
- World history, one (1) unit
- American History, one (1) unit

Physical Education: one-half (½) unit

Note: While one-half (½) unit is required for graduation, no more than one (1) unit may be applied toward fulfilling the necessary units to graduate.

Health and Safety: one-half (½) unit

Economics – one half (½) unit – dependent upon the licensure of the teacher teaching the course, this can count toward the required three (3) social studies credits or the six (6) required Career Focus elective credits.⁹

Fine Arts: one-half (½) unit

DIGITAL LEARNING COURSES-5.11

The District shall offer one or more digital learning course(s) through one or more District approved provider(s) as either a primary or supplementary method of instruction. The courses may be in a blended learning, online-based, or other technology-based format and shall be tailored to meet the needs of each student.

All digitally offered courses shall meet or exceed the State Board of Education's curriculum standards and requirements and be capable of being assessed and measured through standardized or local assessments. Additionally, the District shall ensure there is sufficient infrastructure to handle and facilitate a quality digital learning environment. To view the full policy click on the following link: [Digital Learning Courses-5.11](#).

HONOR ROLL AND HONOR GRADUATES-5.17

Honor Roll

Students in grades 7-12 who participate in the Smart Core/Core Curriculum and maintain a 3.0 GPA for the grading period will be recognized as honor roll students for that grading period. Semester grades will determine the honor roll at the end of each semester.

Parents or guardians of a student, or a student eighteen (18) years of age or older, who choose to not have the student publicly identified as an honor roll or honor graduate student must submit a written request that the student not be so identified.

Honor Graduates

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 and have a cumulative GPA of 3.0 will be designated as honor students. The GPA shall be derived from courses taken in public schools in grades nine (9) through twelve (12).

Valedictorian and Salutatorian

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 and have a cumulative grade point average (GPA) of 3.0 will be designated as honor students. The GPA shall be derived from courses taken in public schools in grades nine through twelve. Any student, who is eligible to graduate early and will have completed the Mount Ida High School required graduation credits before their originally scheduled graduating class, may be allowed to join an established graduating class if that student successfully fulfills the graduation requirements at the same time as the established graduating senior class. A student who is eligible to graduate early will not affect the class rankings or graduation status of the established graduating class, but may, if they have fulfilled the Mount Ida High School requirements for valedictorian or salutatorian honors and their final grade point average is equal to or

greater than that of the established senior class valedictorian or salutatorian honorees, may be considered for co-valedictorian or co-salutatorian honors with the established senior class. A student graduating early (before their originally scheduled graduating class) shall not supplant the established senior class in terms of class ranking or graduation status.

Qualifications for Valedictorian or Salutatorian

In order to qualify for Valedictorian or Salutatorian, the student must successfully complete the Mount Ida High School graduation requirements (23 units of required coursework credit) that shall include but is not limited to the Smart Core courses referenced in Policy 4.45. In addition to the core course requirements, Valedictorian or Salutatorian candidates must also complete a minimum of (2) two Advance Placement classes (current A.P. offerings include AP English, AP Biology, AP Calculus, and AP American History) {5.0 grading scale}, or two (2) International Baccalaureate classes {5.0 grading scale}, or two (2) concurrent college credit classes {4.0 grading scale}, or any combination of two (2) AP, IB, or college credit classes, or two (2) International Baccalaureate classes and (1) one year of a foreign language to be considered for these honors. Students who do not fulfill these minimum coursework requirements will not be considered for the Valedictorian or Salutatorian honors. The grade point average will be computed from the first (1st) semester of the (9th) grade to the end of the first (9) nine weeks of the eighth (8th) semester, subject to change based on the final nine (9) weeks grades of the eighth (8th) semester. The student(s) with the highest accumulated grade point average from academic courses will be named Valedictorian and the student(s) with the second highest accumulated grade point average will be named Salutatorian. Grade point averages will be rounded to the nearest one-hundredth of a point (ex. 4.019 would be rounded to a final grade point average of 4.02). If more than one student has the same final highest accumulated grade point average, rounded to the nearest one-hundredth of a point, those students shall share the honor of Valedictorian. If more than one student has the same final second highest accumulated grade point average, rounded to the nearest one-hundredth of a point, those students shall share the honor of Salutatorian. The Valedictorian(s) and Salutatorian(s) must have received all grades his/her last two years (four semesters) of high school credit (this does not include credit received from concurrent enrollment in college level courses) from Mount Ida High School. Final grade point averages will be computed, and the final grade point average and the final ranking will be recorded on the permanent record.

SCHEDULE CHANGES

Class schedules will not be changed after five (5) days have elapsed in each semester. Students may request changes up to that point and go into another class for credit if the schedule allows and after approval from counselor. Students are to remain in the assigned classes until the process is completed. Retrieve and return the form at breaks or at lunch. Students may not ask to leave class in order to obtain the Schedule Change Form.

- a) Obtain a Schedule Change Form from the office. List the course(s) requested to drop or add and specific reason(s) for the change.

- b) Obtain the signature of the parent on the Schedule Change Form.
- c) Return the form to the High School Office. Students are to stay in the scheduled class until the counselor gives them their new schedule.

ADVANCED PLACEMENT, INTERNATIONAL BACCALUREATE, AND HONORS COURSES-5.21

Students in grades 7-12 who take advanced placement courses, International Baccalaureate courses, or honors or concurrent credit college courses approved for weighted credit by the Arkansas Department of Education shall be graded according to the following schedule.

A = 100 – 90	A = 5 points
B = 89 – 80	B = 4 points
C = 79 – 70	C = 3 points
D = 69-60	D = 2 point
F = 59 and below	F = 0 points

For the purpose of determining grade point averages, the numeric value of each letter grade shall be the above scale. For a student to be eligible to receive weighted credit for an AP, or IB course, the student's course must have been taught by an Arkansas licensed teacher who has received the appropriate training required by Arkansas statute and ADE Rule or, for an AP teacher, is in the process of completing an Additional Training Plan.

Additionally, for students taking AP or International Baccalaureate courses to receive weighted credit they must take the applicable AP or IB examination after completing the entire course. 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.

"Honors Courses" are those courses that have been approved by a Department of Education Committee as honors courses. Honors courses must stress higher order learning and be offered in addition to curriculum offerings required by the Standards for Accreditation, Arkansas Public Schools.

Students who transfer into the district will be given weighted credit for the Advanced Placement courses, International Baccalaureate 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.

CONCURRENT CREDIT REQUIREMENTS

Requirements for Concurrent Credit are as follows:

- Students must get counselor/principal approval PRIOR to enrolling for the course as Concurrent Credit.
- ACT score of 19
- A student may only use summer concurrent credit for credit recovery, from the Upward Bound Program, or a necessity for scheduled graduation.
- Schedule changes may be made only within the first ten (10) days of the first semester, or the first five (5) days of the second semester.
- Any and all costs of higher education courses taken for concurrent credit are the student's responsibility.

CONCURRENT CREDIT-5.22

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 high school credit for each three (3) semester hours of college credit. Unless approved by the school's principal the concurrent credit shall be applied toward the student's graduation requirements as an elective.

A student, who takes a three-semester hour remedial/developmental education course, as permitted by the ADE Rules Governing Concurrent College and High School Credit, shall be the equivalent of one-half unit of credit for a high school career focus elective. The remedial/developmental education course cannot be used to meet the core subject area/unit requirements in English and Mathematics.

Participation in the concurrent high school and college credit program must be documented by a written agreement between:

- The District's student, and his or her parent(s) or guardian(s) if the public school student is under the age of eighteen (18);
- The District; and
- The publicly supported community college, technical college, four-year college or university, or private institution the student attends to take the concurrent credit course.

Students are responsible for having the transcript for the concurrent credit course(s) they've taken sent to their school in order to receive credit for the course(s). Credit for concurrent credit courses will not be given until a transcript is received. Transcripts for students who take concurrent credit courses as partial fulfillment of the required full day of class for students in grades 9-12 (see Policy 4.44) are to be received by the school within ten 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 earned through the concurrent credit program which was applied toward a course required for high school graduation from a previously attended, accredited, public school.

Any and all costs of higher education courses taken for concurrent credit are the student's responsibility.

EXTRACURRICULAR, ATHLETIC, & STUDENT ACTIVITIES-4.12 & 4.56

The Mount Ida School District recognizes the value of extracurricular activities for students in our district and will provide opportunities for participation for students in the district. However, the scheduling of such activities will be done in such a way as to limit the interruption of instruction to students. Clubs and/or extracurricular activities will meet on a schedule set up by the principal.

STUDENT ORGANIZATIONS/EQUAL ACCESS 4.12

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

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

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

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

ATTENDANCE OF EXTRACURRICULAR ACTIVITIES & SCHOOL-SPONSORED TRIPS

Visiting teams and officials are like guests in your home. Treat them with courtesy. Students attending athletic events and other extracurricular activities will be expected to conduct

themselves in a good sportsmanlike manner. Students attending any school-sponsored activity (FBLA, FFA, Student Council, etc....) are under the same rules and supervision as would be occurring at school. While attending any event as a representative of Mount Ida School District, students are expected to behave appropriately and with regard for others.

If a student leaves an extracurricular activity before its completion, the student will not be readmitted even by paying and must leave the campus and not return. If need should arise where a student has a bonafide reason for leaving and returning, prior permission may be granted by the administration.

FIELD TRIPS

Students will be taken on educational and recreational field trips from time to time. Field trips taken outside the Mount Ida city limits will require each student to bring home a permission slip from school indicating the destination, date, and time of the field trip. This form must be signed and returned to the teacher before a student will be allowed to go on the trip. All handbook rules and regulations must be followed by students on field trips. Any violation of rules and/or regulations will be subject to the same disciplinary measures/consequences as an infraction that occurs on school grounds.

PROGRAMS AND ASSEMBLIES

All programs, assemblies, and guest speakers must first be approved by the principal.

EXTRACURRICULAR ACTIVITIES-4.56

Extracurricular Eligibility

The Board believes in providing opportunities for students to participate in extracurricular activities that can help enrich the student's educational experience. At the same time, the Board believes that a student's participation in extracurricular activities cannot come at the expense of his/her classroom academic achievement. Interruptions of instructional time in the classroom are to be minimal and absences from class to participate in extracurricular activities shall not exceed one per week per extracurricular activity (tournaments accepted)². Additionally, a student's participation in, and the District's operation of, extracurricular activities shall be subject to the following policy. All students are eligible for extracurricular activities unless specifically denied eligibility on the basis of criteria outlined in this policy.

Any student who refuses to sit for a State assessment or attempts to boycott a State assessment by failing to put forth a good faith effort on the assessment as determined by the assessment administrator/proctor, or whose parents do not send their student to school on the dates the assessments are administered or scheduled as make-up days shall not be permitted to participate in any non-curriculum related extracurricular activity. The student shall remain ineligible to participate until the student takes the same or a following state mandated assessment, as

applicable, or completes the required remediation for the assessment the student failed to put forth a good faith effort on. The superintendent or designee may wave this paragraph's provisions when the student's failure was due to exceptional or extraordinary circumstances. Students falling under the provisions of this paragraph shall be permitted to attend curriculum related field trips occurring during the school day.

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

Interscholastic Activities

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

ACADEMIC REQUIREMENTS: JUNIOR HIGH

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

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

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

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

ACADEMIC REQUIREMENTS: SENIOR HIGH

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

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

STUDENTS WITH AN INDIVIDUAL EDUCATION PROGRAM

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

ARKANSAS ACTIVITIES ASSOCIATION

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

AAA Governed Activities

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

Non-AAA Governed Activities

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

REQUIREMENTS FOR PARTICIPATION IN EXTRACURRICULAR ACTIVITIES- SECONDARY SCHOOL

Mount Ida School District shall follow the current AAA (Arkansas Activities Association) rules and regulations to be eligible for competitive participation as outlined above. Students must be in four (4) classes the day of an activity to participate unless approved by the principal. Any student acquiring meal charges over \$90 will not be able to participate in extra-curricular activities including athletic and driving on campus until the charges have been paid to a zero balance.

Students who fail to meet the Arkansas Department of Education's and the AAA's requirements for scholarship (pass 4 academic courses and a minimum GPA of 2.00, based on the previous semester) will have the opportunity to participate in the Mount Ida High School Supplemental Instructional Program.

SUPPLEMENTAL INSTRUCTIONAL PROGRAM (SIP)

The students, parents, teachers, coaches, counselor, sponsors, and administrators will search for underlying reasons for poor academic performance. All elements that might contribute for substandard achievement will be considered, and special attention will be given to improving study skills, attendance, and behavior. Efforts will be made to impress upon the students the importance of academics in today's global society.

The student must enroll immediately at the beginning of the semester and continue attending through the end of the semester even if his/her activity ends or otherwise the student must attain a 2.00 GPA to regain their eligibility.

Teachers will administer the SIP during Enrichment Period. Students will be required to attend a minimum of 100 minutes per week for the entire semester. If a student misses or is tardy, he/she will not be allowed to participate in any further activities unless the missed time is made up through the teacher/coaches that are designated that week of SIP. Students' grades will be assessed every 3 week period when progress reports are sent out by the classroom teacher. At the end of each semester, the principal will check students' grades to determine eligibility. Coaches, sponsors, and parents, will be notified immediately of students losing their eligibility. At this point the process must begin over. Input from classroom teachers in individual courses of study will be incorporated into this program. Parents will be notified in writing, and their comments will become a part of the program as well.

To maintain eligibility under the SIP, the student must show improvement of at least one tenth of one point in their GPA after the first semester of participation in the SIP. To continue to participate following the second semester in SIP, the student must have reached the 2.00 GPA.

EXTRACURRICULAR ACTIVITY ELIGIBILITY FOR HOME SCHOOLED STUDENTS-4.56.2

Home-schooled student means a student legally enrolled in an Arkansas home school and who meets or has met the criteria for being a home-schooled student, as established by A.C.A. § 6-15-503.

Interscholastic activity means an activity between schools subject to regulations of the Arkansas Activities Association that is outside the regular curriculum of the school district, such as an athletic activity, fine arts program, or a special interest group or club.

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

Home-schooled students whose parents or guardians are legal residents of the school district will be permitted to pursue participation in an interscholastic activity in the student's resident school

zone as permitted by this policy. Although not guaranteed participation in an interscholastic activity, home-school students who meet the provisions of this policy, AAA Rules, and applicable Arkansas statutes shall have an equal opportunity to try out and participate in interscholastic activities without discrimination.

To be eligible to try out and participate in interscholastic activities, the student or the parent of a student shall mail or hand deliver the student's request to participate to the student's school's principal before the signup, tryout or participation deadline established for traditional students. Additionally, the student shall demonstrate academic eligibility by obtaining a minimum test score of the 30th percentile or better in the previous 12 months on the Stanford Achievement Test Series, Tenth Edition; another nationally recognized norm-referenced test; or a minimum score on a test approved by the State Board of Education.

A student who meets the requirements for eligibility to participate in an interscholastic activity is required to register for no more than one course in the District's school where the student is intending to participate in an interscholastic activity.

The student shall regularly attend the class in which the student is registered beginning no later than the eleventh (11th) day of the semester in which the student's interscholastic activity participation is desired. The student must attend the practices for the interscholastic activity to the same extent as is required of traditional students.

A home-schooled student who has met the try out criteria; and who has been selected to participate in the interscholastic activity shall meet the following criteria that also apply to traditional students enrolled in the school:

- standards of behavior and codes of conduct;
- attend the practices for the interscholastic activity to the same extent as is required of traditional students;
- required drug testing;
- permission slips, waivers, physical exams; and
- Participation or activity fees.

Students who participate in extracurricular or athletic activities under this policy will be transported to and from the interscholastic activities on the same basis as other students are transported.

A student who withdraws from an Arkansas Activities Association member school to be home-schooled shall not participate in an interscholastic activity in the resident school district for a minimum of three hundred sixty-five days after the student withdraws from the member school.

DRUG SCREEN TEST POLICY

The Mount Ida School District recognizes that drug abuse is a serious problem that could threaten the health, education, and welfare of our students. The School Board, administration, and faculty wish to provide students with a concrete policy-based reason to resist peer pressure and say “no” to drugs. Drug use and misuse includes the use of illegal drugs and the misuse of legal drugs. In addition to drug policies and drug education already in place, the district will conduct a mandatory drug screen testing program for students in grades 7-12 who are involved in any extracurricular activity and/or drive vehicles to school.

Purpose of Drug Abuse Policy

1. To show all of the students in Mount Ida Public Schools that the school is concerned about their total well-being.
2. To assist in insuring safety for students in activities and driving to school.
3. To assist our students of Mount Ida Public Schools in resisting the peer pressure that directs them toward drug use/misuse.
4. To establish high standards of conduct for students of Mount Ida Public Schools.
5. To emphasize concern for the health and safety of students while they are participating in activities and to emphasize the long-term physical and emotional effects of drug use/misuse on their health.
6. To confirm and support laws which restrict the use/misuse of drugs.
7. To work cooperatively with custodial parents/legal guardians in keeping their children free from drug abuse/misuse.
8. To assist students by referring them for counseling or rehabilitation regarding their use/misuse of drugs.
9. To deter drug use/misuse by all students through the use of random drug testing.

Application

The provisions of this policy apply to students in Mount Ida Public Schools in grades seven – twelve (7-12). No student will be allowed to participate in any school activity outside the regular curriculum or park on campus until a consent form for random drug testing has been signed by both student and a custodial parent/legal guardian and returned to the principal. Definitions

Drug: Any substance considered illegal by Arkansas statutes or which is considered a controlled substance by the Food & Drug Administration.

Drug Abuse: The use of any illegal substance and/or the misuse of a legal substance.

Extracurricular: Any activity that is a privilege rather than a right.

This will include any activity outside of regular curricular activities and may require or involve participation in meetings, competitions, athletic practices and games, other before or after school practices, campus parking, school trips, presentations, and other activities. Examples of Extracurricular Activities:

Football	Cheerleading	Baseball	STUCO	Beta Club	Quiz Bowl	Car Drivers
Golf	Band	Basketball	Library Club	FBLA	FFA	Journalism
Softball	Choir	Track		FCCLA	FCA	Skeet/Trap
Prom						

*Others that may be formed or designated.

Consent

The student’s custodial parent or guardian and each student wishing to participate in any activity, program, and/or park on campus shall consent each year in writing to drug testing pursuant to the District’s drug testing program. Written consent shall be in the form of an authorization form found in the appendix of this handbook.

No student shall be allowed to participate in any activity, program, or park on campus until the consent form has been signed by both student and custodial parent/legal guardian and returned to the principal. Students moving into the district during the school year must sign the consent form during the first two weeks of enrollment.

Students not involved in activities may be allowed to voluntarily participate in the testing pool with a consent form signed by the parent.

Selection Process

While students are in school, those involved in extracurricular activities, as defined above, or those parking their vehicles on campus will be subject to random selection for testing. The number of names drawn will be no less than 2% or greater than 15% of the students in grades 7-12 who participate in extracurricular activities. Urinalysis will be the method utilized to test for the presence of abuse/misuse of drugs in the body. All students selected must report to the designated testing site immediately upon notification.

Testing Procedures

All urine specimens will be taken at a designated collection site. Any student who is requested to provide a urine specimen will be directed to the collection site where the student will complete the necessary forms and will conform to all collection site procedures. Student privacy and

dignity will be maintained. All test results and communications from the Medical Review Officer will be sent to the superintendent or his designee.

Refusal to Submit to Testing or Tampering

Any student selected who refuses to submit to random drug testing and/or retesting will be subject to the provisions of a positive test. Any student who tampers with the testing procedures so as to produce an inaccurate sample or result will be subject to the provisions of a positive test.

Testing Agency

The district will choose a qualified agency for the purpose of collecting and processing samples and maintaining privacy with respect to test results and related matters. The testing agency will provide a Medical Review Officer for the purpose of interpreting test results. Upon notification by the school district, the testing company will randomly select students by computer. Testing dates will be selected by the school district.

Cost

The cost of the test to be given during random selection will be paid by the district. Tests administered to regain eligibility after the first positive test will be at the expense of the student.

Results and Notification

All test results will be reported to the superintendent or his designee. All reports will be in writing.

Prescription Medication

The detection of lawfully prescribed medication in the student's drug test is not a violation of this policy when taken in accordance with a physician's recommendation or prescription to that specific student. Students who test positive but refuse to provide a current and valid prescription will be subject to the actions specified in this policy for a positive test.

Scope of Tests

The drug test may screen for one or more illegal drugs. The superintendent or his designee shall decide which illegal drugs shall be screened, but in no event shall that determination be made after selection of students for testing. Student samples will not be screened for the presence of any substances other than an illegal drug or for the existence of any physical condition other than drug abuse intoxication. As a quality control measure, the school reserves the right to send any urine sample that appears unusual in color and/or consistency to a laboratory for testing and confirmation.

Records

All records concerning drug testing will be maintained by the superintendent or his designee in a separate locked file. The records will not be kept in a student's regular file. Only the

superintendent or his designee will have access to the files. The files of each student will be destroyed upon graduation or two years after termination of enrollment.

A student and the student's custodial parent/legal guardian may obtain a copy of his/her drug testing records upon written request.

Procedures in the Event of a Positive Result

- **First Positive Result** → Upon verification of a positive test result for any donor, the custodial parent/legal guardian will be notified and a meeting will be scheduled with the superintendent or his designee, the student, the custodial parent/legal guardian, the student's principal, and the student's head coach or supervisor. Counseling and/or rehabilitation will be strongly recommended for the student who tests positive. A referral/resource list will be made available to the student and custodial parent/legal guardian. Any counseling/rehabilitation service costs will be the responsibility of the student and/or custodial parent/legal guardian. The student will be suspended from all extracurricular activities including parking on campus for twenty-one (21) calendar days. The student will be allowed to participate after the twenty-one (21) calendar day suspension period pending the student providing a negative test result at the student's expense from the district's test vendor. A written copy of the result will be given to the superintendent or his designee **NOTE: A POSITIVE TEST RESULT TAKEN FOR REINSTATEMENT PURPOSES AFTER THE FIRST POSITIVE TEST WILL NOT BE REGARDED AS A SECOND POSITIVE.**
- **Second Positive Result** → Upon verification of a second positive test result within a 24-month period following the first positive test will result in a student suspension from participating in extracurricular activities including parking on campus for the remainder of the school year. If this positive test is in the spring semester, the student will not be able to participate in extracurricular activities or drive on campus during the following fall semester. The student will be assigned to a testing date and tested at the student's expense in order to return to extracurricular activities or drive on school campus. Results will be reported to the district at the student's expense.
- **Third Positive Result** → Upon verification of a third positive test, the student will be suspended from participation in extracurricular activities including parking on campus for one calendar year. Following the calendar year, the student will be assigned to a testing date and tested at the student's expense in order to return to extracurricular activities or park on school campus. Results will be reported to the district at the student's expense.
- **Repeated Positive Results**--Positive screenings results are cumulative, meaning a third positive test at any point during a student's enrollment will result in loss of eligibility in the programs and/or loss of campus parking privileges for one calendar year and will follow the student for duration of enrollment in the Mount Ida School District.
- **Non-Punitive Nature of Policy for Academics**--No student will be penalized academically for testing positive. The results of any drug test pursuant to this policy will not be documented in any student's academic records.

- Other Disciplinary Measures--The District by accepting this policy is not precluded in utilizing other disciplinary measures set forth in the Student Discipline Policy. This policy does not preclude the District from taking disciplinary procedure and resulting action when founded upon reasonable belief and suspicion, separate and apart from failing a drug screen under this program that a student has participated in drug related activities.

STUDENT VEHICLES-4.33

A student, who has presented a valid driver's license and proof of insurance to the appropriate office personnel, may drive his/her vehicle to school. Vehicles driven to school shall be parked in the area designated for student parking. Parking on school property is a privilege which may be denied to a student for any disciplinary violation, at the discretion of the student's building principal.

Students are not permitted to loiter in parking areas and are not to return to their vehicles during the school day for any reason unless given permission to do so by school personnel.

It is understood that there is no expectation of privacy in vehicles in parking areas. Drivers of vehicles parked on a school campus will be held accountable for illegal substances or any other item prohibited by District policy found in their vehicle. The act of a student parking a vehicle on campus is a grant of permission for school or law enforcement authorities to search that vehicle.

If students drive automobiles to school, the vehicle must be left in the parking lot until the end of the day unless permission is granted by the office to move it. No student shall be allowed to return to his/her vehicle during the day without permission from the office. Students are required to park in their designated parking spot. Any student who is under sixteen (16) or does not have a permit or hardship driver's license will be prohibited from driving a car to and from school. Driving privileges may be revoked at any time at the discretion of the administration.

For the purpose of obtaining a driver's license, a student's GPA will need to be a minimum of 2.0 the previous school semester (AR Code 27-16-701). Act 876 requires that each public school shall notify the Department of Finance and Administration whenever a student fourteen (14) years of age or older is no longer in school.

STUDENT DISCIPLINE-4.17

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

at any time on the school grounds; off school grounds at a school sponsored function, activity, or event; going to and from school or a school activity.

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

The District's licensed personnel policy committee shall review the student discipline policies annually and may recommend changes in the policies to the Mount Ida School Board. The Board has the responsibility of determining whether to approve any recommended changes to student discipline policies.

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

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

PROHIBITED CONDUCT-4.18

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

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

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

DISRUPTION OF SCHOOL-4.20

No student 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 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.

STUDENT ASSAULT OR BATTERY-4.21

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

Furthermore, it is unlawful, during regular school hours, and in a place where a public school employee is required to be in the course of his or her duties, for any person to address a public school employee using language which, in its common understanding, is calculated to: a) cause a breach of the peace; b) materially and substantially interfere with the operation of the school; c) arouse the person to whom it is addressed to anger, to the extent likely to cause imminent retaliation. Students guilty of such an offense may be subject to legal proceedings in addition to student disciplinary measures.

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, in route to or from school or any school sponsored activity, off the school grounds at any school bus stop, or at any school sponsored activity or event. Military personnel, such as ROTC cadets, acting in the course of their official duties are exempted. To view the full policy visit the following link: [Weapons and Dangerous Instruments-4.22](#).

TOBACCO AND TOBACCO PRODUCTS 4.23

Smoking or use of tobacco or products containing tobacco in any form (including, but not limited to, cigarettes, cigars, chewing tobacco, and snuff) in or on any real property owned or leased by a District school, including school buses owned or leased by the District, is prohibited. Students

who violate this policy may be subject to legal proceedings in addition to student disciplinary measures.

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

Act 854 prohibits faculty, students, parents, and visitors from smoking in the public schools, on school grounds, and in school vehicles. This is to include the use of smokeless tobacco. A cessation program for students, staff and parents is offered at the Montgomery Co. Health Office.

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 Mount Ida School District shall possess, attempt to possess, consume, use, distribute, sell, buy, attempt to sell, attempt to buy, give to any person, or be under the influence of any substance as defined in this policy, or what the student represents or believes to be any substance as defined in this policy. This policy applies to any student who; is on or about school property; is in attendance at school or any school sponsored activity; has left the school campus for any reason and returns to the campus; 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 or any ingestible matter that alter a student's ability to act, think, or respond, LSD, or any other hallucinogen, marijuana, cocaine, heroin, or any other narcotic drug, PCP, amphetamines, steroids, "designer drugs," look-alike drugs, or any controlled substance.

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.

STUDENT DRESS AND GROOMING-4.25

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

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

The Superintendent shall establish student dress codes for the District's schools, to be included in the student handbook, and are consistent with the above criteria.

DRESS CODE

Students at Mount Ida High School have the choice to wear clothing that is appropriate for school. Clothing that is appropriate for school may be defined as clothing that does not distract from the mission or purpose of the school, does not cause a disruption of learning as determined by school officials, or does not appear in any manner to be inappropriate, obscene, illegal, or lewd.

Mount Ida High School enforces the following dress code regulations. Students may NOT wear:

- Clothing depicting alcohol, tobacco and sexual connotations. This includes, but not limited to, logos, words and/or pictures.
- Sagging or low-riding pants or shorts.
- Wallets with chains.
- Spiked jewelry or clothing.
- Muscle shirts or tank tops.
- Any sleeveless shirt.
- Pajama bottoms or lounge pants.
- House slippers.
- Rolling footwear.
- Any item of clothing with inappropriate language, logos, advertising, etc.
- Hats, bandannas, and any other head coverings not related to extenuating circumstances.
- Jeans, pants, or shorts with holes above the knees that show skin.
- Any item of clothing that shows undergarments, bare midriff, buttocks, back area, etc.
- Skirts and shorts must not exceed 6 inches in length from the bottom of the skirt or short to the top of the knee.
- Yoga/exercise pants, tights, leggings, or other form fitting pants without having a shirt or shorts over them.
- Any item school administration determines to cause a disruption of school, or otherwise interfere with the educational process.

The dress code applies to all school and extracurricular activities including sporting events, concerts, dances, field trips, and other school related events. Dress code checks will be conducted as needed. Parent contact will be made for dress code violations via written or verbal means of communication. Violation of the dress code policy will require students to change to the appropriate attire and may result in disciplinary measures to be taken by school officials.

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 causing 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. To view the full policy click on the following link: [Gangs and Gang Activity-4.26](#).

STUDENT SEXUAL HARASSMENT-4.27

The Mount Ida 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. To view the full policy click on the following link: [Student Sexual Harassment-4.27](#).

LASER POINTERS-4.28

Students shall not possess any hand held laser pointer while in school; on or about school property, before or after school; in attendance at school or any school-sponsored activity; in 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 student may reclaim it at the close of the school year, or when the student is no longer enrolled in the District.

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 his/her dignity, detracts from the safe environment necessary to promote student learning, and will not be tolerated by the Board of Directors. Students who bully another person shall be held accountable for their actions whether they occur

on school equipment or property; off school property at a school sponsored or approved function, activity, or event; going to or from school or a school activity in a school vehicle or school bus; or at designated school bus stops.

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

Definitions

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

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

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

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

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

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

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

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

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

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

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

1. Sarcastic comments "compliments" about another student's personal appearance or actual or perceived attributes,
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 actual or perceived attributes,
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,

10. Threats of harm to student(s), possessions, or others,
11. Sexual harassment, as governed by policy 4.27, is also a form of bullying, and/or
12. Teasing or name-calling based on the belief or perception that an individual is not conforming to expected gender roles (Example: "Slut") or conduct or is homosexual, regardless of whether the student self-identifies as homosexual (Examples: "You are so gay." "Fag" "Queer").
13. Students are encouraged to report behavior they consider to be bullying; including a single action which if allowed to continue would constitute bullying, to their teacher or the building principal. The report may be made anonymously. Teachers and other school employees who have witnessed, or are reliably informed that, a student has been a victim of behavior they consider to be bullying, including a single action which if allowed to continue would constitute bullying, shall report the incident(s) to the principal. Parents or legal guardians may submit written reports of incidents they feel constitute bullying, or if allowed to continue would constitute bullying, to the principal. The principal shall be responsible for investigating the incident(s) to determine if disciplinary action is warranted.

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

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 the 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.

POSSESSION AND USE OF CELL PHONES AND OTHER ELECTRONIC DEVICES- 4.47

Students are responsible for conducting themselves in a manner that respects the rights of others. Possession and use of any electronic device, whether district or student owned, that interferes with a positive, orderly classroom environment does not respect the rights of others and is expressly forbidden.

To protect the security of state originated tests that are administered as part of the Arkansas Comprehensive, Testing, Assessment and Accountability Program (ACTAAP), no electronic devices, as defined in this policy, shall be accessible by a student at any time during test administration unless specifically permitted by a student's IEP or individual health plan. This means that when a student is taking an ACTAAP assessment, the student shall not have his/her electronic device in his/her possession. Any student violating this provision shall be subject to

this policy's disciplinary provisions. To view the full policy click the following link: Possession and Use of Cell Phones and Other Electronic Devices-4.47.

Registering Electronic Devices Policy-Bring Your Own Device

All Student (7-12) devices must be registered to enable the students' internet access to the district web. Students will register any electronic devices brought on the Mount Ida Schools premises with the building offices. It is against Mount Ida School District Policy for a student to engage in any act which tries to bypass computer network and or internet filtering system. Any device not registered with the building office will:

- 1st Offense= Device taken to the building office/Parent Called to pick up the Device/Device Registered.
- 2nd Offense= Device taken to the building office/Parent Called to pick up the Device/Device Registered/Bring Your Own Device Privileges Revoked for two (2) Weeks.
- 3rd Offense= Device taken to the building office/Parent Called to pick up the Device/Device Registered./ISS/placed on probation for the remainder of the semester from Bring Your Own Device Privileges.
- 4th Offense= ISS, up to three (3) days/loss of all Bring Your Own Device Privileges on any Mount Ida School District facility.
- 5th Offense=OSS, up to three (3) days
- 6th Offense=Recommendation for expulsion for the remainder of the semester.

INTERNET SAFETY AND ELECTRONIC DEVICE USE POLICY-4.29

The Internet is a global computer network that offers a wealth of resources for all to explore. Students may have the opportunity to use a variety of technologies at school, including computers and the Internet. The Mount Ida School District computer network has a filtering system through the Arkansas Department of Education, as well as a local filtering system, which prevents computer users from accessing materials "harmful to minors" for all public access computers in the school district. To ensure that students will benefit from the school's Internet resources, all students are expected to adhere to the guidelines outlined in the Student Internet Use Agreement which must be signed by both the student and the parent/guardian.

It is against Mount Ida Policy for a student to engage in any act which may cause present or future damage to the software or hardware which is the property of the school or another individual. This includes magnetizing, overheating, introducing a virus, or any other willful act to hinder or prevent the free access to that software. It is against school policy for any student to tamper with the computers of the school by altering software, changing passwords, formatting hard drives, programming and batch files to alter or hinder their operation, placing a virus by disc, modem, keyboard, or any means. It is against policy to change any data, add any new data or erase or delete any data or any file on this campus or from outside this campus without the permission of the adult who is given the responsibility for maintaining that computer by the

administration. It is against school policy for any student to try to access, read, or copy files that are dealing with grades, phone numbers, addresses, or any material that would be dealing with the privacy act. Violation of these rules may result in suspension or a loss of privileges. To view the full policy click on the following link: [Internet Safety and Electronic Device Policy-4.29](#).

COUNSELING PROGRAM

The counseling program at Mount Ida High School is designed to assist students in their personal, social, and educational growth and development. Students, teachers, and parents have access to these counseling services. Students may request a private conference with the counselor by verbal request. Parents, teachers, or other staff members may also refer students for counseling. Parents may call the counselor to schedule a conference.

The counselors provide students, teachers, and administrators with techniques for defusing confrontations and for conducting one-to-one problem-solving conferences. Creative conflict resolution helps students deal more effectively and constructively with their feelings and those of others.

STUDENT DISCIPLINE PENALTIES & DEFINITIONS

Lunch Detention

Assignment to detention should be for an inappropriate behavior. Any teacher, non-certified staff member, or administrator may assign detention. Detention will be during the lunch flight in the designated area. When the lunch bell rings, students should immediately report to the designated area with their assignments, and will be directed to lunch by the detention teacher. Students must remain silent and complete work assigned for detention. Students not reporting to detention or misbehaving (talking, playing, making noises, turning around) shall be referred to the principal. Upon receiving the fourth detention in any given semester by the same teacher, three (3) days of in-school suspension will be assigned.

In-School Suspension (ISS)

Students whose actions and/or behaviors are severe or chronic may be placed into In-School suspension (ISS). ISS is designed to be a strict, regimented environment that sends a strong message to the student that their behavior and attitude are in serious need of improvement. Students in ISS will receive credit for the assignments they complete and turn in to the teacher following the completion of their time in ISS. A student serving ISS will report to the school office before the start of school.

While serving ISS, students will not be allowed to be in possession of electronic devices including cell phones, tablets, iPods, and other music players. Such items will be turned into the school office before the student reports to ISS, and the items will be returned to the student at the end of the school day. Students that fail to comply with this regulation will face additional disciplinary consequences, including additional days in ISS or OSS (out-of-school

suspension). If a student chooses to misbehave or not comply with the rules and regulations of ISS, the student will be out-of-school suspended for the remainder of the school day. The student will then return to school on the next school day and fulfill the assigned time in ISS.

Out-of-School Suspension (OSS)

A student whose misbehavior is determined by school officials to be of such a serious nature as to endanger his/her personal welfare or the welfare of others, or whose misbehavior is chronic, insubordinate or grossly interfering with the learning process of others may be suspended from school for any time not exceeding 10 continuous days. Students in OSS will not receive credit for class assignments assigned during the time of serving OSS unless the school administration makes an exception due to extenuating circumstances. **Students serving OSS shall not participate in or attend any extracurricular activities on the day(s) for which OSS was assigned to the student.**

SUSPENSION FROM SCHOOL-4.30

Students who are not present at school cannot benefit from the educational opportunities the school environment affords. Administrators, therefore, shall strive to find ways to keep students in school as participants in the educational process. There are instances, however, when the needs of the other students or the interests of the orderly learning environment require 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. To view the full policy click on the following link: [Suspension from School-4.30](#).

CORPORAL PUNISHMENT-4.39

The Mount Ida School Board authorizes the use of corporal punishment to be administered in accordance with this policy by the Superintendent or his/her designated staff members who are required to have a state-issued license as a condition of their employment.

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

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

Any certified teacher or administrator in the Mount Ida School District may use corporal punishment, provided the punishment is administered in order to maintain discipline and order within the school. The following guidelines apply:

Corporal Punishment--Reasonable discipline may include the administration of corporal punishment, detention assignment, or suspension. Corporal punishment is to be administered to a student as one of the last means of correction. Corporal punishment will be administered using the following guidelines:

- A. Parents will be notified of the decision of corporal punishment.
- B. The student shall be advised of the rule infraction for which he/she is being punished. If the student claims innocence, the student will be permitted to state his/her position which will be considered prior to punishment.
- C. Corporal punishment will be administered, in the exercise of sound discretion, by a licensed employee in the presence of an administrator or designee.
- D. Corporal punishment shall not be excessive or unduly severe nor shall it be administered in a spirit of malice or anger.
- E. Corporal punishment shall not be administered in the presence of the class.
- F. Refusal to take corporal punishment will result in automatic suspension.
- G. A written report will be filed with the principal's office when corporal punishment is administered. The report will include (1) the rule violation, (2) the witness signature, (3) the signature of the person administering the punishment and (4) other methods used to solve this behavior.
- H. Parents, who choose not to have corporal punishment administered to their child, must have on file in the principal's office at the beginning of each school year a denial of permission. If a situation warrants corporal punishment, in this case, the student may receive a 3-day suspension. It is the responsibility of the student to inform the teacher or administrator of this option.

EXPULSION

A student may be expelled from school with loss of credit. The principal may recommend the expulsion in writing to the superintendent. If the superintendent concurs with the recommendation, he shall schedule a hearing before the school board. The school board may expel a student for the remainder of the semester, the remainder of the school year, or permanently for conduct it deems to be of such seriousness as to make a suspension inappropriate or where it finds that the student's continued attendance at school would be unacceptably disruptive to the educational program or would cause unreasonable danger to other students and faculty members.

EXPULSION 4.31

The Board of Education may expel a student for a period longer than ten (10) school days for violation of the District's written discipline policies. The Superintendent may make a recommendation of expulsion to the Board of Education for student conduct deemed to be of such gravity that suspension would be inappropriate, 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. To view the full policy click on the following link: [Expulsion-4.31](#).

SEARCH, SEIZURE, AND INTERROGATIONS 4.32

The District respects the rights of its students against arbitrary intrusion of their person and property. At the same time, it is the responsibility of school officials to protect the health, safety, and welfare of all students enrolled in the District in order to promote an environment conducive to student learning. The Superintendent, principals, and their designees have the right to inspect and search school property and equipment. They may also search students and their personal property in which the student has a reasonable expectation of privacy, when there is reasonable and individualized suspicion to believe such student or property contains illegal items or other items in violation of Board policy or dangerous to the school community. 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. To view the full policy click on the following link: [Search, Seizure, and Interrogations-4.32](#).

SEARCH AND SEIZURE

School districts must create and maintain a climate in the schools that assures the safety and welfare of all students.

Student Lockers

- A search may be conducted if there is reasonable belief that a controlled substance, weapon, or other contraband is present.
- Students are hereby informed in advance of a search that school authorities have equal access to lockers.
- The district's ownership of lockers does not in and of itself remove a student's expectation of privacy.
- Students should be informed when locker assignments are made of conditions governing the use of school lockers. A student has access only to a locker that has been assigned to him/her.

Personal Search

School authorities may make a personal search, and seize any illegal contraband, dangerous weapons, or misplaced/ stolen property.

1. A search of a student's person should be limited to a situation in which the administration has reasonable suspicion that the search would produce evidence indicating that the student has violated the law or school rules.
2. An adult witness should be present when a personal search is conducted.
3. A pat down search of a student's person should be done by a school official of the same sex.

4. A search must be based on a reasonable suspicion that the student has violated the law or school rules, and the scope of the search must be “reasonably related to the objective of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.”

Automobile

Warrant-less searches of student vehicles are generally valid upon showing of reasonable cause.

Sniff Dogs

1. “Sniffing” by trained dogs in public hallways or autos in public lots is not a search. (The Fourth Amendment requirements do not apply.)
2. “Sniffing” of a student’s person is a search and the legality of such sniffing can only be defended if there is reasonable suspicion that the search will produce evidence that the student is violating the law or school rules.
3. The school will notify the Sheriff’s office if any illegal items are found.

VIDEO SURVEILLANCE AND OTHER STUDENT MONITORING-4.48

The Board has a responsibility to maintain discipline, protect the safety, security, and welfare of its students, staff, and visitors while at the same time safeguarding district facilities, vehicles, and equipment. As part of fulfilling this responsibility, the board authorizes the use of video/audio surveillance cameras, automatic identification technology, data compilation devices, and technology capable of tracking the physical location of district equipment, students, and/or personnel. To view the full policy click on the following link: [Video Surveillance and Other Student Monitoring-4.48](#).

COMMISSION OF A FELONY

Whenever the principal, or other person in charge, of a public school has direct knowledge or has received information leading to a reasonable belief that a student enrolled in the public school has committed a felony on school property, or while under school supervision, or has committed any other violent criminal act against a teacher, school employee, or principal, or the person in charge, shall immediately report the incident to the appropriate local law enforcement agency for investigation and to the appropriate school district for resolution. By law, local law enforcement must be notified whenever a felony or act of violence may have been committed on campus. (Act 706 of 1997)

DISCIPLINE-BEHAVIOR NOT COVERED

1. The school district reserves the right to punish behavior which is not conducive to good order and discipline in the schools, even though such behavior is not specified in the preceding written rules.
2. Students shall make restitution of any property stolen by them and shall be subject to other disciplinary measures.

3. Parents of any minor student under the age of 18 and living with parents may be liable for damages caused by said minor.

DISCIPLINE FOR ELIGIBLE STUDENTS WITH DISABILITIES UNDER THE INDIVIDUALS WITH DISABILITIES EDUCATION ACT (IDEA), P.L. 94-142

1. Students with disabilities who engage in misconduct are subject to normal school disciplinary rules and procedures so long as such treatment does not abridge the right to a free appropriate public education (FAPE). The Individualized education Plan (IEP) team for a student should consider whether particular discipline procedures should be adopted for that student and included in the IEP.
2. Where in-school discipline or short-term suspension (ten (10) school days or less) is involved,
3. A school may remove a student with disabilities for a disciplinary infraction without it being a change of placement, and IDEA's parent-notification provisions would not apply. Schools may remove any student with disabilities for a discipline infraction for up to ten (10) days per offense. During a period of short-term exclusion, schools are not required to provide any educational services to the student.
4. For a student with disabilities, an exclusion from school for more than 10 consecutive days (long-term exclusion) constitutes a change in placement and is subject to procedural safeguards. IDEA requires, among other things, that the parents be given written notice before a change in placement can be implemented.
5. Appropriate state and federal guidelines will be followed when dealing with the discipline of eligible students with disabilities.

STUDENT CONDUCT AT SCHOOL SPONSORED EVENTS

Pupils are expected to display proper behavior at any school sponsored event. Regular school discipline policies apply to any school event. Failure to behave appropriately at such events may result in the student being barred from other school sponsored activities. The parents will be notified of the action and the reason for taking such action.

AUTHORITY FOR STUDENT DISCIPLINE

Teachers, principals, administrators, non-certified personnel, and bus drivers have the authority to take customary and reasonable measures to maintain proper control and discipline among students placed under their care and supervision. Such measures may include the use of reasonable force in the exercise of lawful authority to restrain or correct students and maintain order.

STUDENT EXPECTATIONS

1. Students are expected to take textbooks and writing equipment to each class. Failure to take textbooks, paper, and pencil or other assigned material to class will result in a student receiving an appropriate penalty.
2. Students will not be permitted to go to the restroom during class except in cases of emergency.
3. Inappropriate displays of affection are forbidden on the school premises or on school sponsored trips.
4. Food and drink, other than bottled water, is prohibited during class with the exception of foods classes.
5. Headgear of any kind is to be removed upon entering the building and stored in students' lockers.

6. Any student in the hall during class time must have a hall pass issued by his/her teacher for that period.
7. Students are expected to show proper respect to teachers, peers, and all with whom they come in contact.
8. No loafing in the restrooms.
9. All bills must be paid before students will receive report cards.
10. All damaged books and materials must be paid for by student.
11. Lost and found articles should be turned in at the office. The school is not responsible for lost articles, but will assist in trying to locate them.
12. Running or horseplay in school buildings is not tolerated.
13. Student notes containing vulgarities/obscenities are not to be circulated on campus.
14. Students possessing money or other valuables do so at their own risk. The school is not responsible for stolen personal items.
15. Skipping school, cutting classes, tardies, leaving school without permission (truancy), and disruptive behavior are forms of student conduct that are not acceptable in maintaining a good school climate.

STUDENT DISCIPLINE CODE GUIDELINES

The Mount Ida School Board recognizes that discipline in the public schools can only be maintained through the cooperative efforts of the community – especially educators, parents, and students. Each has a right to expect a wholesome atmosphere that is conducive to learning. Such a climate can best be created where respect and consideration of the rights of others prevail. Open communication between the home and school by participation in meetings, open house, and other school activities is encouraged. Discipline problems are less likely to occur when there is frequent parental contact with the school.

The school has a responsibility to inform students of their rights and responsibilities; likewise, the student has the responsibility to know and abide by the rules and regulations of the school. It is necessary for parents to familiarize themselves with school regulations to eliminate misunderstandings and join in the effort to maintain a quality educational program.

School personnel are responsible for dealing with students fairly and honestly and for treating all students with the courtesy and respect due any human being.

Proper counseling often results in improving student behavior. The teacher should have a conference with the student when undesirable behavior occurs. Conferences that involve various combinations of the student – teacher – administrator – parent offer promises of assistance in correcting discipline problems.

STUDENT DISCIPLINE ACTION GUIDELINES

Students and staff require a safe and orderly learning environment that is conducive to high student achievement. Certain student behaviors are unacceptable in such an environment and are hereby prohibited by the Board of Education.

Misbehaviors are listed in three (3) specific groups depending on the seriousness of the offense. Following each group of offenses is a list of penalties from which the administrator, and in some cases, the teacher, will determine appropriate actions. The penalty for the offense will be assessed depending on the seriousness of the violation and the frequency of the misbehavior with the minimum penalty of a verbal warning up to a maximum penalty of expulsion proceeding and/or expulsion. The groups are not intended to be inclusive of all possible actions of misbehavior.

GROUP 1-MISBEHAVIOR VIOLATIONS

1. Cheating, copying, or claiming another person's work to be his/her own. (Grade of Zero (0) - (Objective has not been achieved) —Standard 12.02 Grades must reflect what the student has achieved on course objectives.
2. Classroom rule violation; (EX: disrupting class, undone assignment)
3. Disorderly Conduct; (EX: Horse playing Running in the halls, Throwing items, Hitting)
4. Disrespectful to school employee in words or actions
5. Lying to Faculty/Staff Members.
6. Tardies
7. Cutting classes/Not following Schedule
8. Dress Code Violation (ISS until corrected)
9. Use of vulgar, profane, or obscene language or gestures
10. Inappropriate display of affection-Public Display of Affection(PDA)-Hand Holding Only
11. Teasing/Aggravating(4.43)
12. Hazing
13. Littering
14. Possession of laser pointers
15. Possession of any paging device, beeper, or similar electronic communication devices unless exempted by the administration for health or other compelling reasons

GROUP 1-MISBEHAVIOR PENALTIES

1. Assigned duties other than classroom task
2. Detention
3. Corporal punishment
4. In-School Suspension (ISS)—Habitual
5. Out-School Suspension (OSS)--Habitual
6. Bus Suspension (Bus Infractions Only)

GROUP 2-DISRUPTIVE AND DISORDERLY BEHAVIOR VIOLATIONS

1. Disrespectful to school employees in words or actions or
2. Insubordination (failure to obey reasonable instructions from teachers, administrators, instructional aides, bus drivers, or any other school district employee)
3. Disorderly conduct-Inappropriate behavior that substantially disrupts/interferes with or is likely to disrupt/interfere with any school function, activity, or school program

4. Disruption and interference with school routine(SEE SECTION-4.22)
5. Skipping school, Truancy/Leaving school grounds without permission
6. Fighting
7. Using verbally abusive language, profanity, obscene gestures, threat, “fighting words”, fronting, or chesting
8. Use of profanity directed towards a staff person
9. Disruption of school bus
10. Vandalism or defacing school property
11. Destruction of School Property
12. Altering or destroying school records
13. Bullying (Board Policy 4.43)
14. Harassment of students or school personnel
15. Theft
16. Forgery
17. Gambling
18. Reckless conduct
19. Indecent Exposure
20. Boycotts, walkouts, or protests
21. Smoking or using smokeless tobacco
 - 1st Offense for possession = two (2) days of in-school suspension.
 - 2nd Offense for possession = four (4) days of in-school suspension.
 - 3rd Offense for possession = one (1) day out of school suspension.
 - 4th Offense for possession = three (3) days out of school suspension.
 - 5th Offense for possession = five (5) days out of school suspension.
 - 6th Offense for possession = seven (7) days out of school suspension
 - 7th Offense for possession = ten (10) days out of school suspension with the expulsion recommendation.

GROUP 2-DISRUPTIVE AND DISORDERLY PENALTIES

1. Corporal punishment
2. Exclusion from extracurricular activities
3. In-school suspension (ISS)
4. Out-School suspension (OSS)
5. Bus suspension (for bus infractions only)
6. Expulsion (Habitual)

GROUP 3- ILLEGAL BEHAVIOR VIOLATIONS

1. Willfully and intentionally physically assaulting/attempting/or threatening to assault or physically abusing any student or school employee. (striking or attempting to strike)
2. Verbal abuse of staff (to use violent, abusive, or obscene language or gestures addressed to a teacher or staff person in a threatening manner)
3. Engaging in behavior designed to taunt, degrade, or ridicule another person on the basis of race, ethnicity, national origin, sex, or disability.

4. Possess, view, distribute or electronically transmit sexually explicit or vulgar images or representations, whether electronically, on a data storage device, or in hard copy form.
5. Possession of a firearm (whether loaded or unloaded)
6. Use or possession of a weapon (knife, taser, pepper spray, club)
7. Possession or the use of explosives or fireworks on school property
8. Use and/or Possession, selling, distributing, or being under the influence of an alcoholic beverage, any illegal drug or drug paraphernalia, unauthorized inhalants, or the inappropriate use or sharing of prescription or over the counter drugs, or other intoxicants, or anything represented to be a drug.
9. School fraternities, secret societies and gang membership and activity on school grounds. 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.
10. False emergency alarm
11. Indecent exposure
12. Sexual misconduct
13. Inciting to riot
14. Arson
15. Robbery or theft
16. Homicide
17. Blackmail
18. Incurable Behavior
19. Operating a vehicle on school grounds while using a wireless communication device.

GROUP 3 - ILLEGAL BEHAVIOR PENALTIES

1. In-school suspension (ISS)
2. Out- Suspension (OSS)
3. Expulsion

Discipline and penalties for the infraction of school and board behavior policies will be based on the severity and frequency of occurrence ranging from a minimum of a verbal warnings to maximum of expulsion proceeding and/or expulsion.

In some instances law enforcement authorities may be notified. Violation of this policy will result in disciplinary action, and may also constitute a criminal offense. By law, local law enforcement must be notified whenever a felony or act of violence may have been committed on campus (Act 706 of 1997).