

Mountain Pine High School



Student Handbook

2018-2019

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2018-2019 Student Handbook

Table of Contents

Staff Contact Information	1
School Information Page	5-6
Attendance Information	6-8
Homeless Students	8-9
Tardy Policy	10
Grades and Report Card Information	11-16
Dress Code & Display of Affection	16
Bus Behavior	16
Bullying	16
Flex Mod Schedule	16
Automobile/Motor Bikes	17
Search and Seizure	17
Computer Acceptable Use Policy	17-20
Chemical Screen Test Policy	20-24
Student Discipline Information	24-32
Dances	33
Fire/Tornado/Lockdown	33-34
Accident or Illness	34
Telephone	35
Field Trips/Hall Pass	35
Insurance	35
Library/Media Center	35
Off Campus Events	35
Snow/Ice	36
Yearbook & Textbook	36
Visitors	36
Smoking	36
Medication	36-37
Amending Handbook	37

MOUNTAIN PINE SCHOOL DISTRICT SCHOOL-PARENT COMPACT

The Mountain Pine School District, and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) (participating children), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards.

This school-parent compact is in effect during 2018 – 2019 school year.

REQUIRED SCHOOL-PARENT COMPACT PROVISIONS School Responsibilities

The Mountain Pine School District will:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:

The Mountain Pine School District will provide high-quality curriculum and instruction in a supportive and effective learning environment by complying with all state standards and offering the required curriculum by grade levels.

Hold parent-teacher conferences (at least annually in elementary schools/high school) during which this compact will be discussed as it relates to the individual child's achievement.

2. Provide parents with frequent reports on their children's progress. Specifically, the school will provide reports as follows:

Interim reports will be sent home to parents of all students between the 4th and 5th week of the nine (9) weeks grading period. Report card dates are listed on the school calendar. In addition to the regular progress report at mid semester, additional contact will be made with parents or guardians of students not making progress. An online reporting system will be utilized throughout the school year.

Provide parents reasonable access to staff. Specifically, staff will be available for consultation with parents as follows:

In addition to scheduled Parent-Teacher conferences, two during each semester, additional conferences may be requested by the parent or teacher at any time. Arrangements may be made in advance for conferences. A time will be set when the teacher is not on duty, such as during recess, before/after school, or during the teacher's prep period.

Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities.

Parent Responsibilities

We, as parents, will support our children's learning in the following ways:

- Monitoring attendance.
- Making sure that homework is completed.
- Monitoring amount of television their children watch.

- •Volunteering in my child’s classroom.
- •Participating, as appropriate, in decisions relating to my children’s education.
- •Promoting positive use of my child’s extracurricular time.
- •Staying informed about my child’s education and communicating with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate.
- •Serving, to the extent possible, on policy advisory groups.

The Mountain Pine School District will:

1. Involve parents in the planning, review, improvement and development of the school’s parental involvement policy.
2. Hold an annual meeting to inform parents of the school’s participation in Title I, Part A programs, and to explain the Title I, Part A requirements, and the right of parents to be involved in Title I, Part A programs.
3. Provide information to parents of participating students in an understandable and uniform format, including alternative formats upon the request of parents with disabilities, and to the extent practicable, in a language that parents can understand.
4. Provide to parents of participating children information in a timely manner about Title I, Part A programs that includes a description and explanation of the school’s curriculum, the forms of academic assessment used to measure children’s progress, and the proficiency levels students are expected to meet.
5. On the request of parents, provide opportunities for regular meetings for parents to formulate suggestions, and to participate, as appropriate, in decisions about the education of their children. The school will respond to any such suggestions as soon as practicably possible.
6. Provide to each parent an individual student report about the performance of their child on the State assessment in at least math, language arts and reading.
7. Provide each parent timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in section 200.56 of the Title I Final Regulations (67 Fed. Reg. 71710, December 2, 2002).

The Parent Compact will be included in all registration packets at will be sent home the first week of school. It must be signed and returned to the school building.

EQUAL EDUCATIONAL OPPORTUNITIES

It shall be the policy of the Board of Education that the School District shall place an equal emphasis upon the nondiscriminatory provision of educational opportunities for children and no person shall be denied the benefits of any education program or activity on the basis of race, color, handicap, creed, national origin, age or sex. All programs offered by schools within the School District shall be

open to all students in compliance with statutory and judicial requirements. Mr. Bobby Joe Applegate has been designated to coordinate compliance with the nondiscrimination requirements of Title IX and Section 504 of the Rehabilitation Act.

Mountain Pine School District: (501) 767-1540

SUPERINTENDENT EXT. 1
HIGH SCHOOL EXT. 2
ELEMENTARY EXT. 3
CAFETERIA EXT. 4
NURSE EXT. 5
TECH SUPPORT EXT. 6
TRANSPORTATION EXT. 7
FIELD HOUSE EXT. 8
ATHLETIC DIRECTOR EXT. 2

WEB PAGE ADDRESS: www.mpsdrd.com

****In the event of a school emergency please check the website and sign up for push notifications from our website****

MOUNTAIN PINE HIGH SCHOOL ALMA MATER

<p>Mountain Pine High we love you. Our hearts are ever true. To thee, our Alma Mater We will cheer victory.</p> <p>With courage and love and honor We will fight, fight, fight or die. Loyalty we pledge to thee Mountain Pine High!</p>
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SCHOOL COLORS

The Mountain Pine School colors are red and white. These colors are used in all letters given by the school and the uniforms worn by the athletic teams.

SCHOOL EMBLEM

The emblem is a Red Devil. This name is applied to all athletic teams and may be used on all class rings.

ACCREDITATION

Mountain Pine High School will offer a course of study which will meet the requirements of NCA schools as established by the Arkansas Department of Education and have the approval of the Board of Education.

SCHOOL PHILOSOPHY

Fully aware of the importance of the individual and the individual's responsibility to society, Mountain Pine High School dedicates itself to equipping the student to live independently, yet constructively, in an "age of transition." The educational

program is geared to reflect the best of all former accomplishments, to stress ethnic compatibility, and to provide a comprehensive education that will motivate the individual toward a lifelong pursuit of knowledge and will enable the individual to achieve those goals and purposes meaningful and important to our society.

MOUNTAIN PINE PUBLIC SCHOOLS ATTENDANCE POLICY

I. The Public Schools:

- (1) Shall be open and free through completion of the secondary program to all persons between the ages five (5) and twenty-one (21) years whose parents or legal guardians reside in the district.
- (2) Every parent, guardian, or other person residing within the State of Arkansas having custody or charge of any child age five (5) through seventeen (17) years on or before August 1 of that year shall enroll and send the child to a public, private, or parochial school, or provide a home school for the child. The minimum age of enrollment is five (5) years old on or before August 1 and date of birth documentation is required.
- (3) The parent, guardian, or other responsible person shall provide the district with (1) of the following documents indicating the child's age.
 - a. A statement by the local registrar or county recorder certifying the child's date of birth; b. An attested baptismal certificate;
 - c. A Passport;
 - d. An affidavit of the date and place of birth by the child's parent or guardian;
 - e. United States military identification; or
 - f. Previous school records;
 - g. An up to date immunization record as provided by a physician or state records
 - h. Social security numbers will be asked for when students enroll. If not provided, a nine digit number will be assigned.

CHECK OUT FROM SCHOOL

Mountain Pine is a closed campus and students will not be allowed to leave campus after arriving without written parental permission which shall be verified by phone. During lunch times, a parent must be present to check out a student. Any student leaving campus for any reason without permission from the principal will be deemed truant and disciplined accordingly. Students needing to check out during the school day must present a note from a parent to the office by 8:00 am. The note must have the reason for needing to check out and a phone number where the parent can be reached.

ABSENCES

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. In recognition of the need for students to regularly attend school, the district's policy governing student absences is as follows.

Mountain Pine High School will categorize all absences as either excused or unexcused. Students will be allowed to miss 9 unexcused days each semester. A letter will be sent to parents on the fourth and eighth absence. Students will be allowed to make up all work the day they return or in a timely manner worked out with the teacher except in the case of an expulsion. Students that accumulate ten unexcused absences in a class, will lose credit in that class. A tardy becomes an absence when the student arrives after the first ten minutes of class or leaves before the last ten minutes of class. Excessive absences may cause the school to contact the court system. If any student's Individual Education Program (IEP) or 504 Plan conflicts with this policy, the requirements of student's IEP or 504 Plan takes precedence.

Excused absences will not count toward loss of credit. For the purpose of clarification EXCUSED absences will be defined as:

1. Sickness: Hospital, home recovering, under a doctor's care. A doctor's statement will be required. A parent note may excuse the absence up to three times per semester. A doctor's statement will be required within one week after a student returns to school. Late doctor's notes may not be accepted.
2. Death in the immediate family.
3. School sponsored events.
4. Court appearance: Documentation required.
5. Other extenuating circumstances approved by the school administration. All absences not defined will be considered unexcused.

It is the Arkansas General Assembly's intention that students having excessive absences due to illness, accident, or other unavoidable reason be given assistance in obtaining credit for their courses. Therefore, at any time prior to when a student exceeds the number of allowable absences (unless unable to do so due to unforeseen circumstances), 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 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 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. Unless a student's excessive absence is due to an unforeseen circumstance, the District may elect not to accept a doctor's note for a student's excessive absence.

Days missed due to in-school or out-of-school suspension shall not count toward time allowable number of days absent.

ADDITIONAL ABSENCES

Additional absences that are not charged against the allowable number of 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 upon his/her return to school from the parent, guardian, person in loco parentis, or appropriate government agency stating such reason:

1. To participate in an FFA, FHA, or 4-H sanctioned activity:
2. To participate in the election poll workers program for high school students:
3. To serve as a page for a member of the General Assembly:
4. 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 from a combat zone or combat support posting:
5. For purposes pre-approved by the school administration such as visiting prospective colleges, to obey a subpoena, or to attend at an appointment with a government agency: Students are entitled to two pre-approved college days per year.
6. Due to the student having been sent home from school due to illness. **MAKE-UP WORK**

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

1. Students are responsible for asking the teachers of the classes they missed what assignments they need to make up.
2. Teachers are responsible for providing the missed assignments when asked by a returning student.
3. Students are required to log in to Google classroom and check their school based Google email each day. Students are expected to ask for their assignments on their first day back at school or their first class day after their return.
4. Make-up tests are to be rescheduled at the discretion of the teacher, but must be aligned with the schedule of the missed work to be made up.

5. Students shall have one class day to make up their work for each class day they are absent.
6. Make-up work which is not turned in within the make-up schedule for that assignment shall receive a zero.
7. Students are responsible for turning in their make-up work without the teacher having to ask for it.
8. Students who are absent on the day their make-up work is due must turn in their work the day they return to school whether or not the class for which the work is due meets the day of their return.

All students will have access to Google Classroom and all teachers will post daily assignments and projects on Google Classroom, students can login from anywhere to complete assignments when they are absent. Students who do not have internet access at home may work offline on Google from home. All work will be uploaded once the student connects to the internet at school. Work may not be made up for credit for absences in excess of the number of allowable absences in a semester unless the absences are part of a signed agreement as permitted under the absence policy.

HOMELESS STUDENTS

The Mountain Pine 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 liaison for homeless children and youth whose responsibilities shall include coordinating with the state educational liaison for homeless children and youth to ensure that homeless children are not stigmatized or segregated on the basis of their status as homeless and such other duties as are prescribed by law and this policy.

Notwithstanding other residency requirements, homeless students living in the district are entitled to enroll in the district's school that non-homeless students who live in the same attendance area are eligible to attend. If there is a question concerning the enrollment of a homeless child due to a conflict with residency requirements the child shall be immediately admitted to the school in which enrollment is sought pending resolution of the dispute. It is the responsibility of the District's local educational liaison for homeless children and youth to carry out the dispute resolution process.

To the extent feasible, the District shall do one of the following according to what is in the best interests of a homeless child. (For the purposes of this policy "school of origin" means the school the child attended when permanently housed or the school in which the child was last enrolled.)

1. continue educating the child who becomes homeless between academic years or during an academic year in their school of origin for the duration of their homelessness;
2. continue educating the child in his/her school of origin who becomes permanently housed during an academic year for the remainder of the academic year; or
3. enroll the homeless child in the school appropriate for the attendance zone where the child lives.

If the District elects to enroll a homeless child in a school other than their school of origin and such action is against the wishes of the child's parent or guardian, the District shall provide the parent or guardian with a written explanation of their reason for so doing which shall include a statement of the parent/guardian's right to appeal.

In any instance where the child is unaccompanied by a parent or guardian, the District's local educational liaison for homeless children and youth shall assist the child in determining his/her place of enrollment. The Liaison shall provide the child with a notice of his/her right to appeal the enrollment decision.

The District shall be responsible for providing transportation for a homeless child, at the request of the parent or guardian (or in the case of an unaccompanied youth, the Liaison), to and from the child's school of origin.

For the purposes of this policy, students shall be considered homeless if they lack a fixed, regular, and adequate nighttime residence and

- (a) are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;
- (b) have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings.
- (c) are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings;

(d) are migratory children who are living in circumstances described in clauses (a) through (c).

EQUAL EDUCATIONAL OPPORTUNITY

No student in the Mountain Pine 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.

Inquiries on non-discrimination may be directed to the Federal Programs Coordinator, who may be reached at 501-767-1540 ex.1. 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, call 1-800-421-3481.

Notice of Non-Discrimination

Mountain Pine School District complies with federal requirements required by Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 and §504 of the Rehabilitation Act of 1973, which state that, “no person in the United States shall, on the grounds of race, color, national origin, sex, age or handicap be excluded from participation or be denied the benefits of, or be subject to, discrimination under any program or activities receiving federal financial assistance.”

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

Discriminatory student behavior will not be tolerated. Discrimination may be based on race, ethnicity, religion, culture, gender, sexual orientation, age or disability. Students engaging in or promoting such behavior will be subject to disciplinary consequences.

District Equity Coordinator Information

Federal Programs Coordinator, Mountain Pine School District P.O.
Box 1
Mountain Pine, AR 71956

HALL PASSES

A student permitted to leave a class for any reason to go to another room, library, office, gym, etc., shall have a pass from the teacher whose class he/she is leaving. A student must report to teachers each class period even though he/she has an excuse to do something else that certain period. It is the student’s responsibility to make sure that he/she has a hall pass before leaving the classroom or the teacher’s supervision. Students out of class without a pass may be considered truant and will be subject to discipline according to the student code of conduct.

Tardy Policy

A student is considered tardy if they are not in their seat when class begins. Tardiness is a form of absenteeism and disrupts the learning environment. Tardies are calculated by the semester.

Excused Tardy:

- **School Bus is late**
- **Staff member detains a student after class**
- **Students running late from a program on campus**

A pass will be issued to the student by the staff member if they have detained the student or by the office in the case of a late bus or program

Unexcused Tardy:

Students will be considered late and incur an unexcused tardy for any reason that is not listed above as excused.

A tardy list will be generated weekly and appropriate consequences will be assigned.

- 1-3 unexcused-warning, parent notified
- 4-5 unexcused 1-3 days ISS and/or Saturday School, parent notified
- 6+ unexcused 3-5 days ISS and Saturday School, parent conference

Saturday School Detention: Saturday School will be held the third Saturday of the month and be supervised by the school administration or designee. Saturday School Detentions will be from 8-11 AM. Students will receive a reminder to take home if they have been assigned. Failure to report for an assigned Saturday School *may result* in an Out of School Suspension

Saturday School Dates: September 22, 2018, October 20, 2018, December 15, 2018, January 19, 2019, February 16, 2019, March 16, 2019, April 20, 2019.

EXTRACURRICULAR ACTIVITIES

Definition

Extracurricular and non-instructional activities in the Mountain Pine School District are defined as follows:

Any activity outside of the student’s scheduled classes not dealing directly with the academic curriculum. Vocational organizations (i.e. FBLA, FCCLA) are considered as an intricate part of the curriculum and will also be included as extracurricular. At Mountain Pine High School this would include: Athletics, Student Organizations, Clubs, Cheerleaders, Band and Vocational Organizations.

It shall be the policy of the Mountain Pine School District to limit interruptions and absences for extracurricular activities K-12. Students may participate in any activity as long as they meet the criteria set forth for each individual including but not limited to the Arkansas Activities Association. **All AAA requirements will be followed for any student participating in AAA sponsored activities and competitions. For additional information go to www.ahsaa.org .**

ATTENDANCE REQUIREMENT FOR ACTIVITIES

Students who are not in attendance for at least four (4) periods during the school day will not be allowed to participate in any school activity that day or night unless prior arrangements have been made with the office before the absence occurs.

GRADING REQUIREMENTS HIGH SCHOOL

Grades will be given only on educational objectives

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

0-59 = F 0 points

REPORT CARDS

Grade reports will be distributed at the end of the nine week period, report cards will be sent home with students or mailed. If parents have any questions concerning the marks on grade reports, they are urged to email the teacher or call the school to arrange for a conference with the teacher. Any pupil receiving an Incomplete (I) in any course must satisfy all course requirements within 14 days unless circumstances have been reviewed by the teacher, principal, student, and parent or guardian. Failure to do so will result in an "F". Semester grades will be computed on a 40%-40%-20% basis. Each of the two nine week grades will be counted as 40%, and the semester final will be counted as 20% of the semester grade.

PARENT/TEACHER COMMUNICATION

Parents and teachers are urged to communicate via email. All teachers' email addresses are accessible on the webpage. Feel free to communicate. Because of the widespread of computer viruses, always list your child's name as the subject; then, teachers will not hesitate to respond. If you do not have access to the internet please feel free to call the school to set up an appointment with your child's teacher (s).

INTERIM REPORTS

Progress reports will be sent out to parents around the 5th week of each 9-week period. Parents are urged to check student progress via Eschool's Home Access (HAC).

PARENT/STUDENT/TEACHER CONFERENCE

Conferences will be held once in the fall and once in the spring semesters. Teachers will be available to discuss students' grades. Parents are encouraged to sign in and monitor their student's' progress with teachers. Students are encouraged to attend these conferences with their parents.

SEMESTER TEST EXEMPTION

All students will take the first semester test. To be exempted from second semester a student must not have more than a total of 4 absences for the semester and have not served any days of ISS or OSS. School sponsored absences will not be counted toward the total of four. Each teacher has the discretion to deny the test exemption policy for his/her class.

HONOR ROLL

A student will qualify for the honor roll if he or she has all A's or B's.

POINT SYSTEM

The following point system is used in computing the grade point: A=4.00, B=3.00, C=2.00, D=1.00, F=0.00

The following example demonstrates how courses are counted and grade point average (G.P.A.) is calculated.

Add the points assigned to each grade and divide by the number of classes. $13.00/4 = \text{GPA } 3.25$

History	A-	4.00
English	B+	3.00
Algebra	A	4.00
Science	C+	2.00

ADVANCED PLACEMENT POINT SYSTEM

The 5 point A grading scale for ADE approved Honors courses, IB, and AP courses is contingent on the student taking the appropriate AP exam and the teacher having the appropriate certification. "The following point system is used in computing the Advanced Placement grade beginning 2014/2015 school year to current date." **Grade Point System:**

A 5.00

- B 4.00 C.
- 3.00
- D. 2.00
- F 0.00

SMART CORE

Smart Core is Arkansas’s college-and career-ready curriculum for high school students.

College-and career-readiness in Arkansas means that students are prepared for success in entry-level, credit-bearing courses at two-year and four-year colleges and universities, in technical post-secondary training, and in well-paid jobs that support families and have pathways to advancement. To be college-and career ready, students need to be adept problem solvers and critical thinkers who can contribute and apply their knowledge in novel contexts and unforeseen situations. Smart Core is the foundation for college- and career-readiness. All students should supplement with additional rigorous coursework within their career focus.

Successful completion of the Smart Core curriculum is one of the eligibility requirements for the Arkansas Academic Challenge Scholarship. Failure to complete the Smart Core curriculum for graduation may result in negative consequences such as conditional admission to college and ineligibility for scholarship programs.

Parents or guardians may waive the right for a student to participate in Smart Core and to instead participate in the Core curriculum. The parent must sign the separate Smart Core Waiver Form to do so.

SMART CORE CURRICULUM

English – 4 units

- English 9th grade
- English 10th grade
- English 11th grade
- English 12th grade

Mathematics – 4 Units

- Algebra I or Algebra A & B (Grades 7-8 or 8-9)
- Geometry or Geometry A & B (Grades 8-9 or 9-10)
- Algebra II
- Fourth Math – Choice of: Algebra III, Calculus, Mathematical Applications and Algorithms, Pre-Calculus, Concurrent Credit College Algebra, Quantitative Literacy, Bridge to Algebra II or an Advanced Placement Mathematics

Natural Science – 3 units with lab experience chosen from:

- Biology - 1 unit
- Physical Science - 2 units
- Chemistry - 2 units
- Physical , Physics - 2 units

Social Studies – 3 units

- Civics – ½ unit
- World History – 1 unit
- U.S. History – 1 unit

Oral Communication – ½ unit Physical Education – ½ unit Health and Safety – ½ unit Economics – ½ unit (may be counted toward Social Studies or Career Focus) Fine Arts – ½ unit Career Focus – 6 units

ACT 977 1997

“AN ACT AMENDING VARIOUS SECTIONS OF THE ARKANSAS CODE ANNOTATED TO PROVIDE THAT THERE SHALL BE ONE CORE CURRICULUM IN ARKANSAS PUBLIC SCHOOLS” **SECTION 1:**

(The General Assembly hereby recognizes and acknowledges that students who complete the core curriculum with a satisfactory grade point average should receive recognition for both perseverance and a job well done. It is the purpose of this legislation to both further that recognition and to increase the confidence of Arkansans in the value of diplomas awarded by the state’s public schools.

The Mountain Pine school district shall attach a seal, stamp, or other symbol to transcripts and diplomas awarded to high school students who have completed the core curriculum with a minimum grade point average of 2.75 on a 4.0 scale.

SECTION 2: HONOR GRADUATES, VALEDICTORIAN, AND SALUTATORIAN

Beginning with the class of 2007, in order to be a high school honor graduate, a student must complete the required honor courses listed below. All honor graduates must have a 3.0 cumulative grade point average for the seven semesters.

SECTION 3: REQUIREMENTS

Beginning with the 1997-98 academic year, any student who graduates from a high school after May 1, 1997 must have successfully completed the core curriculum, recommended by the State Board, with a grade point average of 2.0 on a 4.0 scale, to be eligible for unconditional admission to an associate of arts or a bachelor’s degree program in a public four-year institution of higher education.

HONORS COURSES

To be an honor graduate in addition to completing the Smart Core Curriculum, students must complete two years of the same foreign language, complete a fourth year of science chosen from Physics, Chemistry, Anatomy, or any AP science or advanced science class. To be an honor graduate, the senior must have a 3.0 cumulative GPA. In addition, beginning with the class of 2020, honor graduates must have taken and passed at least four AP classes, or Concurrent College classes or combination of AP/ Concurrent College classes.”

The honor student with the highest GPA and who has been enrolled in public school in grades 9 through 12 and in Mountain Pine High School continuously from the beginning of their sophomore year for a total of five (5) semesters shall serve as the valedictorian.

The honor student with the second highest GPA and who has been enrolled in public school in grades 9 through 12 and in Mountain Pine High School continuously from the beginning of their sophomore year for a total of five (5) semesters shall serve as the salutatorian.

REQUIREMENTS FOR GRADUATION

Effective beginning with the graduating class of 2009.

English	4 units
Social Studies	3 units
Science	3 units
Math	4 units
Fine Arts	½ unit
Physical Education	½ unit
Health	½ unit
Oral Communications	½ unit
Electives	6 units; 8 units for Honor Graduate
Total Graduation Requirement	22 units; 24 units for Honor Graduate

Beginning with the class of 2016, the total units required for graduation in the Core or Smart Core will be the state mandated 22 credits with 6 credits of Career Focus electives. Honor Graduates would need 24 credits with an additional two units of Career Focus electives totaling 8 credits. Two of those eight credits would be 2 years of the same foreign language

DROPPING COURSES DURING THE SEMESTER

A student who wishes to drop a class in the middle of a semester will meet with the counselor and/or principal, and/or college and career coach to review the student's transcript. If the class is being paid for by the school district (National Park College, National Park Technical Center, College of the Ouachitas, etc.), students will be financially responsible for the tuition and materials for that course. Parent permission must be obtained if the class is dropped after the first ten days of the semester.

EIGHTH GRADE CREDIT TOWARD GRADUATION

A student who successfully completes a course from an institution approved by the Department of Education and who successfully completed the eighth grade will be given credit towards high school graduation.

ACADEMIC DEFICIENCIES

Only those students that have completed the required units of credits at the time of graduation will be allowed to participate in graduation exercises.

STUDENT CLASSIFICATION

High School students will be classified according to the number of credits that they have accumulated and when they have passed the appropriate English class. The requirements are: Sr. - passed 16 units including eleventh grade English (or an approved substitute). Jr. - passed 11 units and sophomore English (or appropriate substitute). Sophomore - passed 5 units and ninth grade English.

CORRESPONDENCE COURSES

Correspondence courses must be approved by the counselor and/or principal.

TRANSFERS/HOMESCHOOL/PRIVATE SCHOOLS

The Mountain Pine School District shall review and accept or reject request for transfers, both into and out of the district, on a case by case basis.

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

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

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

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

Students transferring to Mountain Pine from a home school or a non-accredited school will receive no credits.

SUMMER SCHOOL

Summer school for students in the 7th and 8th grades will be offered to make up academic deficits and improve skills in the core curricular areas. Summer school will be offered to high school students in credit recovery. Students 9-12 will be enrolled in the schools online learning program and be allowed to make up 1 credit.

CONCURRENT CREDIT

A student who successfully completes a college course(s) from an institution approved by the 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, prior to enrolling for the course, the concurrent credit shall be applied toward the student's graduation requirements as an elective. Students will retain credit applied toward a required high school graduation from a previously attended, accredited, public school.

DROPPING - ADDING CLASSES

Students in grades 9-12 have two weeks (ten days) after the start of the class to change classes or drop a class. When a student desires to drop or add classes, the schedule change must be approved in writing by the principal and counselor, and a parent signature will be required. The student then takes the written approval to the teacher and is officially dropped or added to the class roll. Students dropping a class after the two week time frame will receive an F on their transcript for that class and must add a class or study hall to replace the dropped class.

CONFERENCE (PARENT)

Parents will be given the opportunity to meet with teachers to discuss their child's educational progress at least twice each year in a conference. Parents should feel free to make appointments through the principal's office or via teacher email for a conference with the child's teachers, counselor, or the administration. Parents will be contacted by the school administration, counselor, and teachers as they deem it necessary to discuss the needs of individual students throughout the school year.

PROMOTION PROCEDURE REGULAR STUDENTS

Seventh and eighth grades.

All students must successfully pass a minimum of three or more core curriculum classes which include English, Math, Science and History for the school year in order to be promoted to the next grade. Students who fail two or more classes will be required to attend summer school. Summer school will be used to build and develop skills in order for students to be successful. Attendance at summer school does not mean that students will be promoted to the next grade. Student promotion will be discussed on a case by case basis with the parents, teachers and counselor.

Ninth grade through twelfth grade

1. Five units to be counted toward graduation must be earned in grade 9. Three of the five units must be in the following subject matter areas: English, Mathematics, Social Studies, and Science. Students will not be assigned to the tenth grade until they have completed these 5 credits.
2. A student must complete 11 units of credit before he/she is considered a junior
3. A student must complete 16 units of credit before he/she will be considered a senior.

HOMEWORK POLICY

Homework is considered an integral part of the learning process. The utilization of homework is discretionary with teachers, in order to supplement, complement, and reinforce teaching and learning. Homework assignments shall take into consideration the age and ability of the student and any other applicable circumstance in the judgment of the teacher. Homework may be included in evaluation of the progress and achievement of the student.

FLEX MOD SCHEDULE

INDEPENDENT LEARNING TIME (ILT)/MANDATORY LEARNING TIME(MLT)/ STRUCTURED LEARNING TIME(SLT)

The high school operates with a Flex Mod schedule. All high school classes meet four times per week (Phase 4). Phase four classes meet for three 50 minute periods and one 25 minute period. When a student does not have a scheduled class they have ILT. Students in grades 7-9 have assigned ILT areas with teacher supervision.

Students in grades 10-12 have access to ILT areas around the school building. Students must check their schedules each day in the PACE software to avoid being tardy or missing class.

ILT: in order for a student to maintain ILT time they must maintain a 70% or better in all classes.

MLT: students are assigned to MLT when their grades fall below a 70%. MLT is assigned by the teacher in the FLEX MOD software. The teacher and student required to meet four times to assist the students in skill development and to give them an opportunity to bring their grades up

SLT: students are assigned to SLT by the teacher if they are unable to bring their grades up to passing (70%) after meeting with the teacher four times for additional tutoring or if they skip MLT. Students remain in SLT for 10 school days.

STUDENT SCHOOL RECORDS AND EDUCATIONAL RECORDS

The Mountain Pine Public Schools will follow the guidelines given below in giving access to student records.

- (1) Academic and personal records of students are confidential. Parents, guardians, school officials, and the individual student have access to such records.
- (2) Parents of students upon request may inspect the student's' record and challenge any records that may be misleading, inaccurate, or otherwise inappropriate.
- (3) Parental signature is required for the release of school records except in the following cases:
 - A. Other school officials within the same school may request and receive a student's records.
 - B. Officials of other school or school systems in which the student has enrolled may request and receive a student's records.
 - C. The student has reached the age of 18 or is attending an institution of postsecondary education.
- (4) Parents may have access to their child's records by contacting the building principal and arranging a time convenient for both parents and principal to review the records.
- (5) It is the policy of the Mountain Pine Schools not to release directory information on students.
- (6) School records that are shown to be inaccurate, misleading, or, inappropriate may be corrected. Parents, building principal, and the school counselor will arrange a time to meet and make such corrections.

DRESS AND GROOMING

STUDENTS SHALL DRESS IN A MANNER APPROPRIATE WITH THE ATMOSPHERE OF THIS EDUCATIONAL INSTITUTION. STUDENTS MUST HAVE THE THREE "B's" COVERED AT ALL TIMES: BREASTS, BELLY AND BUTTOCKS. DECISIONS ON ACCEPTABILITY WILL BE MADE BY TEACHERS AND ADMINISTRATION. THE FOLLOWING IS A LIST OF, BUT NOT LIMITED TO, EXAMPLES OF UNACCEPTABLE DRESS. STUDENTS WILL ADHERE TO THESE RULES.

1. SHORTS, SKIRTS, AND DRESSES SHOULD BE AT THE STUDENT'S FINGERTIPS WHEN THEIR ARMS ARE AT THEIR SIDES. MINI SKIRTS MUST BE WORN WITH LEGGINGS OR TIGHTS.
2. NO HALTERS, OR BLOUSES WITH SPAGHETTI STRAPS, TANK TOPS WORN MUST BE TWO INCHES OR THREE FINGER WIDTH AT THE SHOULDERS.
3. NO SUN GLASSES IN THE BUILDING UNLESS FOR MEDICAL PURPOSES.
4. NO GANG COLORS, SYMBOLS, OR ANY RELATED ATTIRE.
5. NO SAGGING PANTS.

6. NO CLOTHING WITH VULGAR OR OBSCENE LANGUAGE, OR ALCOHOL OR DRUG ADVERTISEMENTS OR SUGGESTIVE WRITING.
7. TIGHTS, LEGGINGS, OR YOGA PANTS MAY BE WORN BUT MUST BE COVERED WITH FINGERTIP LENGTH SHORTS, SKIRT, TUNIC OR DRESS.
8. STUDENTS WILL NOT WEAR CLOTHING IN ANY MANNER OTHER THAN HOW IT IS DESIGNED TO BE WORN.
9. STUDENTS WILL WEAR PROPER SHOES. NO BEDROOM SLIPPERS.
10. STUDENTS MAY NOT WEAR CLOTHING OR ACCESSORIES THAT DISRUPT OR MAY HAVE THE POTENTIAL TO DISRUPT THE EDUCATIONAL PROCESS.

Students who continue to violate these rules will be subject:

- A. Student will change clothes and parent will be notified.
- B. 1 day in school suspension and parent notification.
- C. 3 days out of school suspension.
- D. Expulsion or ALE.

DISPLAYS OF AFFECTION

Students should conduct themselves at all times in such a manner as to bring credit upon themselves, their parents and their school. Kissing, caressing, holding hands, etc., is not appropriate conduct on campus and will not be allowed. Once students have been written up, in school suspension or out of school suspension will follow according to Dean of Students/Administration discretion.

BEHAVIOR ON BUSES

Students are subject to school authority while on the buses. The driver is in charge of the bus and is to be respected and obeyed the same as a teacher. If a student is reported to the principal for misconduct on the bus, he/she will be disciplined the same as being reported to the office by a teacher for his/her misconduct in a school room. Misbehavior on the bus could lead to bus suspension. Buses will load and unload in the designated area. In addition to other punishment, misbehavior on the bus could result in:

- a) Corporal punishment
- b) 1 day suspension from the bus
- c) 3 or more day's suspension from the bus
- d) Suspension from the bus for the remainder of the semester

CYBERBULLYING/BULLYING POLICY

Bullying is any pattern of behavior by a student, or a group of students, that is intended to harass, intimidate, ridicule, humiliate, or instill fear in another student or a group of students. Cyberbullying is a pattern of behavior that harasses, intimidates, ridicules, humiliates or instills fear in another student or group of students through the use of Social Media (i.e. Facebook, Snapchat, Instagram, Google Chat, Text Messages, etc...) Cyberbullying and/or Bullying behavior can be a threat of physical harm, actual physical harm, or it can be verbal abuse. **Cyberbullying and/or Bullying is a series of recurring actions committed over a period of time directed toward a student or successive, separate actions directed against multiple students.** Cyberbullying and/or Bullying will not be tolerated in school, on school property, in school vehicles, on school buses, at designated school bus stops, at school sponsored activities, or at school sanctioned events. A school employee who has witnessed or has reliable information that a pupil has been a victim of bullying shall report the incident to the Dean of Students. Cyber Bullying that happens off campus *may* also subject to the same consequences as if it happened on campus and will be addressed on a case by case basis. The person or persons who file a complaint will not be subject to retaliation in any form. The consequences are as follows:

- A. Parent Conference, ISS and/or OSS and/or Corporal Punishment.
- B. 3-Day Out of School Suspension from School and Parent Conference, Law Enforcement notified
- C. 10-Day Out of School Suspension from School and Parent Conference, Law Enforcement notified D. Expulsion or ALE

DISTRIBUTION OF LITERATURE

All non-school affiliated items posted on bulletin boards on campus or distributed on campus must be approved by the principal. Outside agencies (or individuals) who request that materials be distributed to pupils or sent to the home of pupils must have this request approved by the principal.

AUTOMOBILES AND MOTOR BIKES

Students who drive an automobile or ride a motorcycle to school must park them in designated places. Students are not permitted to ride motorcycles or ride in automobiles during the lunch period. All students who drive a vehicle to school will be assigned a numbered parking place. Students must park in that space. **NO RACIAL, VULGAR, OR UNACCEPTABLE STICKERS OR PAINTED IMAGES ON VEHICLES WILL BE ALLOWED.**

Once students arrive at school, they are to immediately get out of the vehicle and leave the parking lot. Students are not allowed to sit in parked cars or loiter in the parking lot. Students should lock their cars. For students to park an automobile on campus, they must have a valid driver’s license and show proof of liability insurance. Students should come to the office at the beginning of the year and have these recorded. Failure to abide by these policies or driving a vehicle in an unsafe or illegal manner will result in loss of campus driving privileges or other disciplinary actions. Unless students have special permission from the office, they will not be allowed to return to the parking lot until they are ready to leave campus.

SEARCH AND SEIZURE

The school district has a responsibility to create and maintain a climate in the schools that assures the safety and welfare of all students. Mountain Pine Schools will have the following guidelines for search and seizure.

A. Personal Search

- School authorities may make a personal search and seize any illegal contraband, dangerous weapons, or stolen property. Searches will be made by same sex.

B. Automobiles

- School authorities may search a student’s automobile if there is reasonable cause to suspect contraband.

C. K-9 Unit

- Trained K-9 Units may be used in all areas of the school campus to verify the presence or absence of illegal drugs or other contraband.

COMPUTER POLICY - ACCEPTABLE USE POLICY

Statement

Mountain Pine School District strives to allow students and staff to have access to various technological resources the district has available. Students and staff must realize that this access also requires responsibility. It is the purpose of this document to inform each potential computer user of his/her responsibility regarding the legal and ethical standards required of them.

Computer Accounts

Each network user will be given an account on the computer network. This account gives the user access to various programs on the network and allows the user to save any work on the file server. It is a privilege to be allowed to use the computer network and to have access. You may maintain your account by complying with the following rules:

1. Users are not to allow another person to use their accounts for any reason. In the result that you do share your user ID with another person, you will be solely responsible for the actions that the other person appropriated, including data or mail found in the account.
2. Users should always log out and should never leave their terminal while still logged in.

3. If unusual activity is noticed, it should be reported at once to the teacher in charge of the lab or the network system administrator.
4. Attempts to access any account other than their own is strictly prohibited and considered a major violation.
5. Use of facilities and/or services for commercial purposes is prohibited.
6. Any unauthorized, deliberate action which damages or disrupts a computing system, alters its normal performance, or causes it to malfunction is a violation regardless of system location or time duration.

Network Communications

Remote communication (electronic mail) and Internet access is provided by the network for educational purposes. Any attempt to gain unauthorized access to remote computers or networks is strictly prohibited. Such attempts are illegal under criminal law and subject to prosecution. Mountain Pine School District participates in the state filtering system, BESS by N2H2. This system is designed to prevent computer users from accessing material on the Internet that could be harmful to minors. The following are rules regarding use of network communication.

1. Excessive use (as determined by the lab teacher, system administrator, or school administrator) of the network communication is prohibited.
2. Playing computer games are not allowed unless introduced by a teacher as an educational tool.
3. Use of computer and networks to access, download, upload, create, reproduce, and/or distribute documents containing vulgar language or obscene/harassing/threatening materials is prohibited.
4. All students must be supervised by a Mountain Pine staff member at all times when accessing the Internet.
5. Do not place unlawful information on the system.
6. Do not send "chain letters" or "broadcast" messages to lists or individuals.
7. Do not post private information about themselves, or another person, on email or on web pages.
8. Delete any mail that you do not absolutely need. This will help keep you within your disk space quota.
9. The district cannot be held liable for any loss, including lost revenues, or for any claims or demands against the user by any other party. The district cannot be held responsible for any damages due to the loss of output, loss of data, time delay, system performance, software performance, incorrect advice from a consultant, or any other damages arising from the use of the district's computer facilities.
10. Faculty cannot be held liable for student's use of the network. The faculty is responsible to instruct the student on acceptable use of the network and proper network etiquette.
11. Forgery or plagiarism is considered a major violation. Do not take credit for another person's work. Violation will result in a failing grade for the assignment in which it is found.
12. It is the user's responsibility when downloading programs, to check for copyright or licensing agreements. Pay any authors registration fee. If you have doubt about the purchase, don't copy it.
13. Decryption of system or user passwords is prohibited.
14. No user shall alter any networking settings, including IP numbers without expressed permission of the system administrator.

** All mail and files on the computer are NOT considered private. They are subject to public disclosure and scrutiny. Users are not allowed to access or attempt to access another individual's mail or file, however, there is no guarantee of privacy on the network.

Computer Hardware

Computer Hardware is both expensive and fragile, therefore users should observe the following rules:

1. No food or drink is allowed at any computer workstation.
2. No hardware, including cables, can be moved, removed or added without authorization.

3. No user will attempt to service (repair) any hardware without authorization.
4. Any problems with the hardware should be reported to the teacher in charge of the lab or the system administrator immediately.
** Any unauthorized software will be removed without notice.

Disciplinary Action

Users violating any of the preceding rules are subject to the following disciplinary actions. Any major violation of the rules can result in suspension or expulsion, without the following listed actions.

- a. Reprimand, report and/or office referral.
- b. Two-week suspension of network use.
- c. Administrator/student/parent conference.
- d. Suspension from the use of the network for the remainder of a grading period or semester.
- e. Revocation from the use of the network.
- f. School Suspension
- g. School Expulsion
- h. Legal action and prosecution by the authorities

Students are to use technology in accordance with school curriculum. Any student who uses technology in an inappropriate manner and/or not as directed by the school is in violation of school policy and is subject to discipline, including the loss of the right to use technology which may involve the loss of credit if the technology use was coursework.

Students who use technology to violate other policies, laws or regulations will be subject to discipline for misuse of technology or other applicable penalties as provided by law and policy violation.

The district shall take reasonable means to establish and maintain a system to prevent computer users from accessing material harmful to minors. **Any action deemed illegal shall be reported immediately to proper authorities and students shall be subject to prosecution.**

CHEMICAL SCREEN TEST POLICY FOR MOUNTAIN PINE SCHOOL

The Mountain Pine School District recognizes that chemical abuse or misuse is a significant health problem for students, detrimentally affecting overall health, behavior, learning ability, reflexes, and the total development of each individual. The Mountain Pine Board of Education is determined to help students by providing another option for them to say "NO". Chemical abuse includes, but is not limited to, the use of illegal drugs, alcohol, and the misuse of the legal drugs and medications. **Purpose of a Chemical Abuse Policy:**

1. To allow the students of Mountain Pine School District to know that the school is concerned about their total wellbeing, the school district is interested in helping students who may be having problems.
2. To emphasize concerns for the health of students in areas of safety while they are participating in activities, as well as the long-term physical and emotional effects of chemical use on their health, to confirm and support state laws which restrict the use of such mood-altering chemicals.
3. To assist students of Mountain Pine School District to resist the peer pressure that directs them toward the abuse or misuse of chemical substances.
4. To establish standards of conduct for students of Mountain Pine Schools.
5. To work cooperatively with the parents by assisting them in keeping their children free from mood-altering chemicals.
6. To provide referrals for students who need evaluation regarding their use of mood-altering chemicals.
7. To deter chemical abuse or misuse by all students through the use of random drug testing.

Scope

The provisions of this policy apply to all students in Mountain Pine Schools in grades seven through twelve whose parent/guardian sign Consent Form “A” of the Chemical Screen Policy. Reasonable Suspicion is defined as a reasonable suspicion by an administrator or other district employee that a student has used, possessed, or sold illegal drugs on district property or has used illegal drugs off district property, but is on District property or at has used or possessed alcohol on district property, but is on district property or at a district-sponsored event while under the influence of alcohol; or that a student is abusing or misusing prescription medications on district property or at a district-sponsored event while under the influence of the prescribed medication.

Examples of reasonable suspicion include, but are not limited to:

Eyewitness evidence by a District official, administrator, or employee;

Eyewitness evidence of another person plus additional evidence;

Individualized suspicion possessed by an employee of the District that is based upon a reasonable suspicion and/or reasonably reliable evidence.

Random Testing Provisions

The use or possession of illegal drugs during school activities or prior to school activities where the illegal drug has the possibility of impairing the participant is a violation of this policy. The presence of an illegal drug and its metabolites in a student’s body is considered possession.

Any student undergoing medical treatment prescribed by a physician that includes the use of and drug or medication capable of affecting the student’s mental or physical capabilities must notify the appropriate school official at the time of testing. If there is any doubt concerning the effects of the drug or medication, the appropriate school official should be notified. A student’s failure to notify the appropriate school official that the student is undergoing medical treatment that includes the use of any drug or medication capable of affecting the student’s mental or physical abilities is violation of this policy. The penalty for this violation may be the same as an initial positive test result under the random testing provisions.

Procedure

Type of testing the District may require each student of Mountain Pine Schools, grades seven through twelve to provide urine specimens. Each specimen cup will have a number on it, which will be assigned to a participant’s name. The numbers that are selected through a random process will be sent to the lab for testing. Urinalysis will be the method utilized to test for the presence of chemicals in the body. All students selected must show up for providing urine samples to be taken at Mountain Pine Schools or must go to a pre-designated lab or mobile lab on campus.

Selection Process while students are in school, they will be subject to random selection for testing. Each student will be assigned a number. Particular days will be selected for testing. The amount of numbers drawn will be no less than (2%) or greater than (15%) of the students in grades seven through twelve. If any student whose number is drawn is absent on that day, the selection process will continue until the number of students selected for testing equals the number representing the percentage of students designated for random testing.

Refusal to Submit to Testing: Students not consenting to be tested (in the random pool) are allowed to join clubs or organizations, but are not allowed to attend after school meetings or participate in off-campus trips. Any participant who refuses to submit to random drug testing shall not be allowed to participate in any school activity for the remainder of the school year. Each student must consent by the beginning of the 2nd semester in order to participate in 2nd semester activities. The following is a list of activities that students not consenting (in the random pool) will not be allowed to participate in for the school year.

Examples include but are not limited to: Field Trips, Dances, Homecoming, Band, Quiz Bowl, Prom Committee, Decorating for Prom, Prom Dance, Sports, and Cheerleading

Use of Positive Tests: Upon receipt of a positive test result for any student, a student may request a retest at his/her expense within a 24-hour period of positive result. The specimen must be given at a pre-designated doctor’s office.

The Superintendent or designee shall notify the student and the student's custodial parents/legal guardian.

The Superintendent or designee shall schedule a conference with the student's custodial parents/legal guardian to explain the results.

Counseling/rehabilitation for the student will be strongly recommended for the student who tests positive. This will be at the expense of the student.

The student will be placed on probation for twenty days and will not be able to participate in any activities. After twenty-one days, the student will be tested again at the student's own expense and a written copy of the results will be given to the Superintendent or designee. If the test is negative, the probation will be lifted and students will be able to participate. If the test is positive the student will not be allowed to continue in school activities for one calendar year. The student cannot participate in any form of extracurricular activity involving Mountain Pine Schools. To regain eligibility for participation in activities for the next year, a student must have a negative Chemical Screening Test. The pre-designated doctor or lab at the student's expense must administer this.

Exception: Certain chemicals that take more than twenty days to leave the student's system will be considered differently if a doctor's written opinion details said residual effects of that particular substance.

Testing Procedure

Analysis of Urine Specimens. The initial urinalysis method shall be an immunoassay screen. If a specimen tests positive for any substance being checked, a student may request a confirmation test within 24 hours of receiving the positive results. The confirmation test will be at the student's expense at the office of a pre-designated physician. Gas chromatography/mass spectrometry GC/MS shall be conducted on the specimen. The student will be allowed to retest at the end of the 20-day probation period at his/her expense, if the result of the GC/MS test is positive, the student shall be considered to have had a positive result. If the GC/MS is negative for the substance or substances, the student shall be considered to have had a negative result.

All test results from the laboratory shall be communicated to the Superintendent or designee. To ensure proper testing procedures, United States Department of Health and Human Services Standards as defined by the National Institute of Drug Abuse certified laboratories would be followed.

All urine specimens will be taken at a designated restroom. Any student who is requested to provide a urine specimen shall be directed to the collection site where the student will complete the necessary forms. Students selected, as part of the random test will be required to execute an additional consent form.

1. Positively identify the examinee.
2. The observer shall ask the individual to remove any unnecessary outer garments (i.e., coats, and jacket) that might conceal items or substances that could be used to tamper with or adulterate the urine specimen. All personal belongings (i.e., purse, briefcase, etc.) must remain with the outer garments. The observer shall note any unusual behavior or appearance.
3. The student shall be instructed to wash and dry his/her hands prior to providing the specimen. After washing his/her hands, the student shall not be outside of the presence of the observer and not have access to water fountains, faucets, soap dispensers, or cleaning agents until after the specimen has been provided and sealed. Only one person will be allowed at a time in the washroom and process area.
4. The student will be allowed to provide the specimen in a stall or other partitioned area that allows for individual privacy. After the specimen has been provided, the student should leave the stall.
5. At the collection site, toilet bluing agents shall be placed in the toilet tanks, whenever possible. No other source of water shall be available in the enclosure where urination occurs.
6. After the specimen has been provided to the observer, the observer will continue with chain of custody procedures and determine whether it contains at least 60 milliliters of urine. If there is not at least 60 milliliters, additional urine should be collected. The student may be given reasonable amounts of water for drinking. If a student fails for any reason to provide the necessary amount of specimen, the observer shall contact the Superintendent or designee for guidance.

7. Immediately after collection the observer shall check the temperature of the specimen and inspect the specimen for color and signs of contaminants. Freshly filled specimens should be warm.
8. Both the observer and the student being tested shall keep the specimen in view at all times prior to its being sealed and labeled.
9. The student shall observe the tamper-proof seal. The labels for the specimen bottle must have all information completed before being placed over the bottle cap and down the sides of the bottle. The observer will place the identification label securely on the bottle.
10. The student and the observer will sign the chain of custody form, and have the observer initial the specimen label.
11. The identification label on the specimen container shall contain:
 - The date
 - The student's name
 - The student's assigned number
12. The observer shall enter the identifying information in a record book. Both the observer and the student shall sign the record book. Both the observer and the student shall sign the permanent record book next to the identifying information.
13. The student shall be asked to read and sign a certification statement regarding the urine specimen.

RESULTS AND NOTIFICATION

Test results shall be reported to the Superintendent or his designee within a specified number of days after the lab's receipt of the specimens. All reports shall be in writing. All specimens testing negative on the initial test or negative on the confirmation test shall be reported as negative. Only specimens confirmed as positive shall be reported as positive for specific drug(s).

Consent Form

Students and parents/guardians will be strongly encouraged to sign a consent form to the random testing at various times of the year. The student's custodial parent/legal guardian must co-sign the form. No student shall be allowed to participate in any school activity (any activity outside the regular curriculum) until the consent form has been signed by both student and custodial parent/legal guardian and returned to the principal.

Substances Tested

The substances for which students will be tested include:

Barbiturates, amphetamines, benzodiazepines, amobarbital, alprazolam, butabarbital, methamphetamine, chlordiazepox, butalbital, clorazepate, pentobarbital, diazepam, phenobarbital, halazepam, secobarbital, prazepam, triazolam, cocaine metabolites, propoxyphene, opiates, phencyclidine (PCP), qualitative THC, ethyl alcohol, codeine, heroin, morphine

The cut off levels for initial screens shall be 100 nanograms per milliliter (ng/ml) for marijuana/metabolites (THC). 300 ng/ml for cocaine metabolites and opiates, 25 ng/ml for phencyclidine, and 1000 ng/ml for amphetamines. The cut off level for ethyl alcohol shall be four one-hundredths of one percent (.04%) by weight of alcohol in the student's breath or blood. The National Institute on Drug Abuse determines cut off levels used.

The cut off levels for confirmation tests shall be 15 ng/ml for marijuana metabolites, 150 ng/ml for cocaine metabolites, 300 ng/ml for opiates, 500 ng/ml for amphetamines, and 25 ng/ml for phencyclidines.

Cost

The test to be given during random selection will be paid by the District. Any second test or test requested by the parent or student will be at the parent's own expense.

Testing Due to Reasonable Suspicion

Students who have been identified through the criteria outlined as reasonable suspicion may be tested separately from the times of the random testing. The testing should take place as soon as possible after the determination of reasonable suspicion has been verified. The charge of the testing for those identified will be the responsibility of the District.

Records

All records concerning chemical abuse testing shall be maintained by the Superintendent or designee in a separate file under lock and key. The records shall not be kept in a student's regular file. Only the Superintendent or his designee shall have access to the files. The files on each student shall be destroyed upon graduation or two years after termination of enrollment. A student's custodial parents/legal guardians may obtain a copy of their chemical abuse testing records upon written request.

BEHAVIORAL INTERVENTION

The Mountain Pine 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 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.

BEHAVIORS TO AVOID

The following activities are considered major infractions of proper conduct and will subject the student to disciplinary action including, but not limited to, suspension or expulsion from school, and/or notification of law enforcement officials. The violation of a rule will occur whether the conduct takes place on the school grounds at any time, off the school grounds at a school supervised activity, function, or event, or in route to and from school.

Below each rule is a progressive list of disciplinary actions that may be taken. Administration reserves the right to exercise less extreme or more extreme consequences in discipline situations, or in situations which a student may have been involved in multiple rule infractions. Consequences range from a minimum of a warning to a maximum of expulsion depending on the violation of school policies. Contact with parents will be made any time there is a discipline issue with a student through email and/or phone calls and/or letters sent home.

Rule 1: DISOBEDIENCE TOWARD A SCHOOL OFFICIAL OR DISREGARD OF DIRECTIONS OR COMMANDS (INSUBORDINATION).

- A. In school suspension or corporal punishment
- B. 3 days in school suspension
- C. 5 days in school suspension
- D. 5-10 days out of school suspension

Rule 2: TRUANCY

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

- A. 3 days in school suspension or corporal punishment and parent notification
- B. 5 days in school suspension and parent notification
- C. Possible assignment to ALE

Rule 3: POSSESSING, BUYING OR SELLING OBSCENE LITERATURE

- A. 3-5 days in-school suspension
- B. 3-10 days out of school suspension from school
- C. Recommendation for expulsion or ALE

Rule 4: DANGEROUS WEAPONS

A student shall not possess, handle or transmit explosives, fireworks, handgun, shotguns, rifles, knives, laser pointers or any other object that might be considered a weapon or dangerous instrument at school, on the bus, or at the bus stop. The student will be suspended immediately and a recommendation for expulsion shall be made to the superintendent. The superintendent shall recommend expulsion for one year. He/she shall also have discretion to modify such expulsion requirement for a student on a case by case basis.

Rule 5: FAILURE TO COMPLY WITH RECOMMENDATION OF SCHOOL HEALTH OFFICIALS THE CONTROL OF INFECTIOUS DISEASE

Student will be removed from school until the disease is controlled and it is safe for the school's population and the student.

Rule 6: LEAVING DESIGNATED AREA WITHOUT PERMISSION

After arriving on school campus, any student shall not leave campus without written parental permission which shall be verified by phone. During lunch times, a parent must be present to check out a student. A. Corporal punishment or in-school suspension with parental notification

- B. Suspension from school
- C. Expulsion or ALE

Rule 7a. STUDENTS UNDER THE INFLUENCE OF OR HAVING POSSESSION OF ALCOHOLIC BEVERAGES, CONTROLLED SUBSTANCES, AND OTHER PROHIBITED MATERIALS ON SCHOOL GROUNDS OR DURING EXTRACURRICULAR ACTIVITIES, WILL BE SUSPENDED OR RECOMMENDED FOR EXPULSION. FURTHERMORE, THE STUDENT MAY BE PROSECUTED.

Students under the influence of or having possession of alcoholic beverages, controlled substances (illegal drugs), marijuana, materials expressly prohibited by federal, state, or local laws, or any nonprescription substances which alters behavior on school property, at school functions, at the visited school, during extracurricular activities, shall be suspended or recommended for expulsion. Furthermore, the students may be prosecuted.

Rule 7b. PRESCRIPTION AND OVER THE COUNTER DRUGS (SUCH AS CAFFEINE PILLS AND HEALTH FOOD STORE PILLS)

All medication must be checked in through the principal's office by the parent upon arrival to school.

Parent Conference/In-school suspension/Out of school suspension

Rule 8: SALE OF ALCOHOLIC BEVERAGES, CONTROLLED SUBSTANCES, MARIJUANA, OR OTHER MATERIALS

A student who is determined to be involved in the sale of alcoholic beverages, controlled substances (illegal drugs), marijuana, or other materials expressly prohibited by federal, state, or local laws on school property, at school functions, at the home school, or at the visited school shall be suspended immediately and a recommendation for expulsion will be made to the superintendent. Furthermore, the student may be prosecuted according to Act 590 or 1971 of the State of Arkansas as amended. Arkansas law prohibits the sale or attempted sale of any substance which the person selling or attempting to sell claims to be a controlled substance whether claim is valid or not. Recommendation for expulsion for remainder of year with loss of credits.

Rule 9: DANGEROUS INSTRUMENTS, CONTRABAND AND NUISANCE ITEMS

A student shall not possess, handle or transmit an object that is considered a weapon or dangerous instrument or any contraband materials, radios, , cameras, electronic devices, shockers, CD players, cell phones, etc. Contraband items may be confiscated and not returned until the end of the school year.

- A. In-school suspension
- B. Out of School Suspension, Law Enforcement Notified
- C. Recommendation for expulsion from school with loss of credits
- D. Expulsion or ALE

Rule 10: PHYSICAL ABUSE OR ASSAULT OR VERBAL ABUSE OR ASSAULT BY A STUDENT ON A SCHOOL EMPLOYEE

A student who commits assault and/or battery upon a member of the faculty or staff of the Mountain Pine School District shall be expelled from the District for the remainder of the school year.

Rule 11: INDECENT EXPOSURE, SEXUAL ADVANCES, OR SEXUAL COMMENTS

A student shall not deliberately commit indecent exposure in school buildings, on school campus, or on a bus nor shall a student make improper sexual advances or comments toward another person.

- A. Corporal punishment and parental conference
- B. Out of School Suspension, Law Enforcement Notified
- C. Expulsion or ALE

Rule 12: BOMB THREATS/SCHOOL SHOOTING/ AND ALL OTHER THREATS AGAINST THE SCHOOL

A student who calls in a bomb threat, school shooting and/or any other threat to the health and safety of students and employees will be referred to the legal authorities and will be expelled. Recommended for expulsion from school for the remainder of semester with loss of credits.

Rule 13: FIGHTING, THREATENING, ASSAULT OR ABUSE

Fighting will not be tolerated at Mountain Pine School or any school related activities whether on campus or off

- A. 3 days out of school suspension, parent notification and authorities contacted
- B. 10 days in school suspension, parent conference and authorities contacted C.
Expulsion or ALE and authorities contacted

Rule 14: DAMAGE OR DESTRUCTION OF PROPERTY OR THEFT OR EXTORTION

A student shall not damage or attempt to cause damage or steal or attempt to steal the property of another or any other person or of the school. The Mountain Pine School District will attempt to recover damages from any student destroying school property. Parents of any minor student under the age of 18 will be liable for damages caused by said minor. No student shall obtain or attempt to obtain something of value from another person either by physical force or by threat (illegal acts).

- A. Suspension from School
- B. Expulsion or ALE

Rule 14a: DAMAGE OR DESTRUCTION OF PROPERTY-STUDENT PRANKS

A student or group of students shall not attempt to cause damage or vandalize school property at any time. In the case of Senior Pranks, damage or vandalism to school district property may result in financial restitution to the school district and the loss of privileges for graduation activities up to and including not walking across the stage at the graduation ceremony.

Rule 15: HORSEPLAY/DISORDERLY CONDUCT

A student shall not engage in behavior which produces situations in which instruction or activities of other students are adversely affected.

- A. Parent notification, corporal punishment or 3 days in school suspension

- B. 3 days out of school suspension, parent notification
- C. 10 days out of school suspension and parent conference
- D. Expulsion or ALE

Rule 16: PROFANITY, VERBAL ABUSE, OBSCENE GESTURES

A student shall not use profane, violent, vulgar or insulting language at any time. A student shall not use physical gestures that convey a connotation of obscene or highly disrespectful acts, infringe upon the rights of others, or cause or begin an overt and immediate disruption of the education process.

- A. Parent notification, corporal punishment or 3 days in school suspension
- B. 3 days out of school suspension, parent notification
- C. 10 days out of school suspension and parent conference
- D. Expulsion or ALE

Rule 17: FORGERY AND/OR FALSIFICATION OF GENERAL INFORMATION

A student shall not forge another person's name to any pass or student scheduling information, nor falsify telephone numbers and addresses on general information forms.

- A. Parent notification, corporal punishment or in school suspension
- B. 3 days in school suspension, parent notification
- C. 10 days out of school suspension and parent conference
- D. Expulsion or ALE

Rule 18: PERSISTENT DISREGARD FOR SCHOOL RULES GOVERNING SERIOUS PROBLEMS

A student who persists in acts of misconduct after reasonable efforts have been made by the school to secure the student's adherence to the established rules may be recommended for expulsion. Efforts toward behavior modification will be made prior to recommendation for expulsion except when very serious offenses have been committed. A. Expulsion or Summit.

Rule 19: LOITERING BY SUSPENDED STUDENTS

A student provided written notification that because of an act of misbehavior he/she is prohibited from being in a school building or on a school campus for a specified period of time shall not enter any school building or be present on any school grounds.

- A. Warning and ordered off campus
- B. Students will be cited for Criminal Trespassing

Rule 20: SMOKING AND TOBACCO

The purpose of this policy is to reflect and emphasize the harmful effects of tobacco use as well as be in compliance with state and federal laws, protect the health of all students, employees and the general public, and set of example of non-tobacco use by adults.

Tobacco shall be defined as any lit or unlit cigarette, cigar, pipe, herbal cigarette, and any smoking product and spit tobacco known also as smokeless tobacco, dip, chew and snuff in any form. Tobacco includes any product that is manufactured, distributed, marketed, or sold as e-cigarettes, e-cigars, e-pipes, vapors, or any other name or descriptor.

Tobacco use shall be defined as smoking, carrying or having in one's possession a lighted cigarette, cigar, pipe or other object giving off or containing any substance giving off smoke, and chewing spit tobacco. Use consists of the chewing, lighting and smoking of any tobacco product.

- A. Parent notification, corporal punishment or 3 days in school suspension
- B. days out of school suspension, parent notification, authorities notified
- C. 10 days out of school suspension and parent conference, authorities notified
- D. Expulsion or ALE

Rule 21: VIOLATION OF PARKING AND DRIVING REGULATIONS

A student using any type of vehicle as a means of transportation to and from school shall not violate the rules and regulations set forth by the school. Students having a valid and current Arkansas Driver's License may drive. Vehicles must be parked in designated assigned area on campus with proper school driving ID properly shown

- A. Suspension of driving privileges for 3 days and parent notification
- B. Suspension of driving privileges for 10 days and parent notification
- C. Suspension of driving privileges and car will be towed at owner's expense **Rule 22:**

GAMBLING

A student shall not engage in any game of chance on school premises at any time.

- A. In-school suspension or corporal punishment
- B. 5 days out of school suspension
- C. Expulsion or ALE

Rule 23: CELL PHONE AND ELECTRONIC DEVICE USE ON THE SCHOOL CAMPUS

Cell phones and other electronic devices **may be used in the classroom and on campus for academic purposes.** If students are listening to audio they must wear headphones as not to disturb others. All students are expected to follow teacher classroom expectations for the use of cell phones and electronic devices if used in their classrooms. **Cell phones will be collected during state testing to ensure test security. Phones will be returned at the end of the testing sessions.** Failure to comply with teacher expectations may result in disciplinary action. The school is not responsible for the loss or damage to cell phones or other electronic devices if they are brought to school.

- A. Device will be taken to office and student may get it back at the end of the school day.
- B. Device will be taken to office and must be picked up by parent. Parent will be notified.
- C. Device will be taken to office and may be picked up by parent and/or assignment to In School Suspension.

Rule 24: Engaging in behavior designed to taunt, degrade, or ridicule another person on the basis of race, ethnicity, national origin, sex, disability or religion.

- A. Parent Conference and Corporal Punishment
- B. 3-Day Suspensions from School and Parent Conference
- C. 10-Day Suspensions from School and Parent Conference D. Expulsion or ALE

Rule 25: 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. A. Parent Conference and Corporal Punishment.

- B. 3-Day Suspensions from School and Parent Conference, Law Enforcement Notified
- C. 10-Day Suspensions from School and Parent Conference, Law Enforcement Notified
- D. Expulsion or ALE

Rule 26: Hazing, or aiding in the hazing, of another student.

- A. Parent Conference and Corporal Punishment
- B. 3-Day Suspensions from School and Parent Conference, Law Enforcement Notified
- C. 10-Day Suspensions from School and Parent Conference, Law Enforcement Notified
- D. Expulsion or ALE

Rule 27: 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.

- A. Parent Conference and Corporal Punishment
- B. 3-Day Suspensions from School and Parent Conference
- C. 10-Day Suspensions from School and Parent Conference
- D. Expulsion or ALE

Rule 28: BULLYING: including on and off campus and cyberbullying through social media sites i.e. Facebook, Instagram, Snapchat and all other social media sites.

(See page 14 Bullying and Cyberbullying) **Rule**

29: Inappropriate Use of Technology/ Damage to Technology Devices:

Any violation of the school's acceptable use policy may result in a student being suspended from using the school's technology devices. Students are responsible for the repair and/or replacement of any device that is damaged due to negligence. School technology is for academic use only, any inappropriate use of the school's network will result in disciplinary action.

- A. 3 days in school suspension, parent conference, corporal punishment
- B. 5 days in school suspension or out of school suspension, parent conference C.
10 days out of school suspension and suspension from technology and network.
- D. Expulsion/ALE

Rule 30: SEXTING: Sexting is defined as the act of transmitting sexually explicit messages, primarily through the use of cell phone text messaging, and/ or other electronic devices as well as social media sites including but not limited to: Facebook Messenger, Snapchat, Instagram, etc. The messages usually contain illicit photographs or video links depicting the person sending them.

Students who are believed to have engaged in sexting or who have been caught sexting will have their electronic devices confiscated by the school administration. Students and parents will be required to provide any passwords to open the electronic device. Parents will be notified and required to come to the school and witness the offending images and/or texts being deleted by the school's administration. Failure to cooperate with the school's administration will result in the electronic device being seized by law enforcement.

- A. 10 Days Out of School Suspension, Law Enforcement Notified
- B. Expulsion/ALE, Law Enforcement Notified

MOUNTAIN PINE SCHOOL DISTRICT RESERVES THE RIGHT TO PURSUE DISCIPLINARY OR LEGAL ACTION FOR ANY BEHAVIOR NOT COVERED IN THE PRECEDING RULES OF THIS HANDBOOK.

CONSTRUCTIVE WORK DETAIL

Constructive work detail provides an alternative for students to exhibit constructive behavior by allowing them to work in lieu of other punishment. The work includes campus beautification, cleaning windows, refinishing desks, painting, lunchroom, etc. The number of hours of work assigned depends on the nature and seriousness of the offense committed by the student.

DUE PROCESS

The Mountain Pine Public Schools will follow procedures outlined below for any suspension not to exceed ten days.

- (1) Prior to a suspension, the Dean of Students/Administration, shall advise the pupil in question of the particular misconduct of which he or she is accused, as well as the basis for such accusation.
- (2) The pupil shall be given an opportunity at that time to explain his/her version of the facts to the school principal or his/ her designee.

- (3) A written notice of suspension and the reasons for the suspension shall be given to the parent(s) of the pupil.
- (4) The parents, and/or legal guardian of a pupil suspended shall have the right to appeal to the superintendent of schools.

CORPORAL PUNISHMENT

All corporal punishment will be administered in the Dean of Students/Administration's office, or by a certified designee with a certified person as a witness.

SUSPENSION

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

Suspension

Suspension: Exclusion from school for a period of ten (10) days or less. Students will not be allowed to attend any after school activities while under suspension. A student suspended will not be allowed to return to school until a conference has been held with the student, parent/guardian and an administrator.

- (a) Any teacher has the right to remove a student from their classroom at any time.
- (b) The principal of any school or designee is authorized to suspend students from school for disciplinary reasons up to ten school days, including the day upon which the suspension was initially imposed.
- (c) Prior to such suspension, the principal or designee, shall inform the student either orally or in writing about the infraction.
- (d) If the student denies the charges, the principal shall explain to him/her the evidence which forms a basis of the charges and shall permit the student to present his/her side of the story.
- (e) When the principal considers that a suspension is proper, he/she shall send the student home with a suspension notice requesting a student-parent-principal conference if possible.
- (f) Additionally, the parent will be mailed a copy of the suspension notice which shall include the reasons for the suspension, its duration, the manner in which the student may be readmitted to school and the procedure for review of the suspension.
- (g) The principal or designee may require the attendance of the student involved at said conference as a condition for considering reinstatement.
- (h) When a student has been notified that he/she is suspended from school, he/she shall remain away from school premises until the principal or designee reinstates him/her, except that a suspended student may return to the school premises when accompanied by his/her parent or guardian for a student-parent-principal conference.
- (i) If, in the conference, no decision is reached by the principal for reinstatement of the student or if any suspended student or his/her parent or guardian (when the student is a minor) requests a hearing before the superintendent, the principal or designee shall extend the suspension of the student and shall furnish the superintendent of schools with a full report on the suspension within a period of five days from the request.
- (j) The Superintendent or designee shall have the authority to revoke, terminate or otherwise modify the suspension and will notify the principal and parents of his/her actions within five days of receipt of the principal's report.
- (j) A suspended student will be readmitted to school after being suspended for ten school days including the day upon which the suspension was initially imposed, even if the appeal process has not been completed.
- (k) Notwithstanding the policy concerning suspension and expulsion, students may be suspended indefinitely without notice, hearing and the other rights provided here in having been first given if the school is undergoing a violent upheaval or if orderly educational processes have otherwise been substantially disrupted. This would apply only in rare instances such as riots or where emergency circumstances make it unreasonable for the administration and

board to consider the case within the usual time. In all such cases, notices, hearings and other rights shall be provided in accordance with the normal provisions at the earliest practical date after order is restored.

The following penalties and restrictions apply to out of school suspension:

1. Student cannot be on any school campus or at any school function or participate in any school activity until the following day after out-of- school suspension.
2. Student will be considered trespassing if found on any school campus at any time during his/her out-of-school suspension and may be cited by law enforcement.

Parent or guardian must accompany student upon his/her return to school for a conference, unless prior approval is given by building administrator.

EXPULSION

- (a) The principal of a school may recommend that a student be expelled from school with loss of credit. A written recommendation to the Superintendent shall include a statement of the charge against the student.
- (b) If the Superintendent concurs with the recommendation, he/she shall schedule a hearing before the school board.
- (c) The school board may expel a student for the remainder of the semester, for the remainder of the school year or permanently for conduct it deems to be of such seriousness as to make a suspension inappropriate where it finds that the student's continued attendance at school would be acceptably disruptive to the educational program or would be attended with unreasonable danger to other students and faculty members.
- (d) Permanent expulsion is appropriate only for those instances in which serious bodily harm occurred or reasonably could have been expected to occur to another person or applicable under law.
- (e) The Superintendent or designee shall give written notice, mailed within ten calendar days from the alleged incident which caused the expulsion recommendation to the parent if the student is a minor or to the student if he/she is an adult. Such hearing will be conducted not earlier than three calendar days or more than seven calendar days following the date of the notice except that the Superintendent and the student and the student's parent may agree in writing to a date not conforming to this limitation.
- (f) The notice also will state charges against the student in clear and concise terms, the names of witnesses who will appear against the student, and a brief statement concerning the nature of their testimony.
- (g) In every case of a hearing held by a school board regarding the expulsion of a student, the president of the board, or, in his/her absence, another member selected by the board shall preside at the hearing. The student shall be entitled to representation by a lawyer or lay counsel.
- (h) The Superintendent or designee shall present evidence and may present witnesses or statements of those persons who have personal knowledge of the events or circumstances which give rise to the expulsion recommendation at the hearing.
- (i) The student or representative may then present witnesses or statements by witnesses with personal knowledge of events or circumstances relevant to the issues.
- (j) Normally, formal cross-examination will not be permitted.
- (k) During the course of the hearing if the school board determines that the credibility of any of the witnesses is an issue, it will permit cross-examination by the student, the Superintendent or their representatives of those witnesses whose credibility has become an issue.
- (l) Cross-examination should ordinarily be limited to the question or questions on which the credibility of the witness has become an issue.
- (m) The student may observe all evidence offered against him/her.
- (n) Members of the board may question any witness.
- (o) At the conclusion of the hearing, the board will render a decision.

- (p) If the school board does not expel the pupil with loss of credit, it may impose less severe disciplinary actions, such as long term suspension, which may be with or without opportunity for make-up of schoolwork. The board shall briefly state its findings in writing within ten days after the hearing.
- (q) The school board shall make a record of the evidence taken at the proceedings by use of either a court reporter or tape recorder.
- (r) If the student and/or parent/guardian wishes, the record will be transcribed and a copy furnished to the student. Copies of all evidence will be included with the record.
- (s) The school administration has the responsibility to present the evidence to the school board and the administration is entitled to open and conclude the hearings.
- (t) The president of the school board or the presiding officer has the authority to limit unproductively long or irrelevant questioning by non-board members.

Expulsion may result in the loss of credit, whether remainder of the semester, remainder of school year, or permanently.

IN-SCHOOL SUSPENSION

It will be necessary at times to assign students to in-school suspension. Students in in-school suspension will not be allowed to associate with other students during the school day. It will be the student's responsibility to do assigned work while suspended. General rules as to eating, restroom, breaks, etc. will be given by the Dean of Students. Students may be required to do campus beautification while in ISS. Students who are assigned in-school suspensions may not attend school sponsored activities until their suspension has been completed.

In school suspension purposes:

1. To minimize the use of or cut down on out-of-school suspension.
2. To provide consequences for less-severe inappropriate actions.
3. To allow students an opportunity to maintain grades during disciplinary actions.

Guidelines related to ISS

1. The Dean of Students will notify the ISS supervisor when a student is assigned.
2. The Dean of Students will notify parent/guardian by phone when a student is assigned to ISS.
3. The Dean of Students will notify all teachers on the student's schedule that the student has been assigned to ISS.
4. Students will be given the opportunity to complete assignments and tests given while they are in ISS. The ISS supervisor may give assignments, excluding campus beautification.
5. Students will be responsible for getting class assignments before and after school.
6. Students assigned to ISS will not be permitted to participate or attend any assemblies, athletic activities or school-sponsored functions during the time they are assigned.
7. Students will be closely supervised while in ISS. They will not be allowed to associate with other students while attending ISS. Only necessary restroom and water breaks will be permitted. They will not be permitted to leave the group for lunch.

DANCES: Junior/Senior Prom

Jr. Class is responsible for raising money for the Jr. / Sr. Prom. Jr. Class is required to pay mandatory prom dues in the amount that is voted on each year by the Jr. Class. They are also required to decorate for prom. The same rules apply regarding dress code and conduct that are displayed in the MPSD Handbook. The only exceptions being strapless dresses are permitted providing they are tasteful and modestly worn. Prom is not mandatory to attend. Only those planning on going need to pay the dues established. Several fundraisers are offered to assist in paying for the necessary essentials to create a beautiful experience. It is absolute mandatory for each student attending prom to participate in the offered opportunities to

raise money. Any leftover money from the earning class will be transferred into that graduating student's class fund that shall be used for Sr. Class needs. Prom is for juniors and seniors. Students that are sixteen, or in the 10th grade may attend prom provided they are invited by a Jr., or Sr. in good standing. Students from other schools may attend, but they are subject to a screening process. Students 21, or older will NOT be able to attend. Any requests for exceptions to this rule need to be directed to the High School Principal. If a Jr. / Sr. invited a student from another school, he / she is to pay \$15.00 in addition to the established Jr. Class amount. Students from other schools must meet all of the same requirements, including dress code that Mountain Pine students respect. You MUST leave with the date that you invite. If you leave early, you will not be allowed to come back in. All students will sign in upon arrival, and out on departure. All school dances will end at 11:00PM.

FIRE AND TORNADO DRILLS

Fire and tornado drills will be held periodically throughout the year. The fire alarm is set off at the fire panel. The tornado alarm is a warning siren. Pupils and teachers will go over the fire drill and tornado drill plan carefully and concisely. Learn what you are to do and execute it well. Treat each drill as if it were the real thing. Unruly behavior during these drills is not acceptable. Any offender can expect punishment for endangering the lives of classmates by creating amusement and failing to cooperate with the fire and tornado drill evacuation procedures. In the event the fire alarm is sounded during the passing periods, pupils are to continue in the same direction they are moving to the nearest exit.

Students should not return to the building after a fire drill until the all clear signal is given.

TORNADO PROCEDURES

Signal - Warning Siren

Location: Boys and Girls Locker Rooms in Main High School Gym Area: All students will file into the gym locker rooms, boys to the boy's locker room and girls to the girl's locker room.

Correct Protective Position Students will bend their knees, place their head to the floor between knees and cover the back of the head with the hands. Note: It is imperative that the head be lower so that falling objects will strike the back first. Also the head should be placed close to the wall if possible.

LOCKDOWN PROCEDURES

In the event that the school is placed on Lockdown, the following is the procedure: the school administration will call for a lockdown, all classrooms are locked, lights are shut off and students are moved away from doors and windows and remain silent. During a lockdown the front office will not answer the phones keeping lines clear for emergency personnel.

Students should not text or attempt to contact their families in a lockdown situation. Should your student contact you, please direct them to follow all school procedures. Parents and Guardians **are not allowed access** to the school buildings during a lockdown. In the event of an evacuation from the campus, parents will be directed to a location to sign their students out. The school will send a letter home with the students the same day outlining the reason for the lockdown.

CONTAGIOUS DISEASE

A student, teacher, or employee of the Mountain Pine School District who has suffered a contagious disease shall be readmitted only upon presentation of a permit from a licensed and competent physician of this state.

ACCIDENT OR ILLNESS AT SCHOOL

Accidents to students on the school grounds or in the building shall be reported to the superintendent or the principal. If the seriousness of the accident demands it, the student will be taken to a physician. Otherwise, only first aid treatment will be given at school, and the parents notified if possible. Students who become ill at school should report the fact to the school nurse, a teacher, principal, or the Superintendent. Arrangements will be made to send the ill person home after it has been

ascertained that an adult is at home to be with them. If the student has only a minor illness or is just feeling badly he/she will be kept at school.

ARKANSAS DEPARTMENT OF EDUCATION POLICY REGARDING EDUCATIONAL IMPLICATIONS OF HEALTH NEEDS OF STUDENTS INCLUDING ACQUIRED IMMUNE DEFICIENCY SYNDROME (AIDS) I. CURRICULUM AND INSTRUCTION

A. Family Life Education

Students in junior high school and senior high school will receive specific instruction in sexual health and responsibility including information on anatomy and physiology; rights and responsibilities of individuals to make personal choices in behavior and relationships; and specific information about sexually transmitted diseases, including AIDS, and including prevention and access to community resources.

B. Substance Use and Abuse - Students in junior and senior high will receive instruction on how HIV may be transmitted through the sharing of drug needles and syringes. Also, instruction will be provided as to how drugs may decrease inhibitions and lower the effectiveness of the immune system.

C. Equity Education - Learners of all ages will review concepts of the rights of individuals, including privacy rights, tolerance of differences in lifestyle, and how fear and lack of information can lead to prejudice or other forms of discrimination minimizing the rights of individuals. These may be addressed through discussion of Section 504 of the Rehabilitation Act of 1973. AIDS and other communicable diseases will be one of the issues included.

II. STUDENTS

A. Privacy Rights

The district protects the privacy rights of learners of all ages. Therefore, knowledge that a student has a communicable disease, but does not pose a risk to other students or the educational staff in the school setting, such as being infected with the AIDS virus, will be confined to those persons with a direct need to know (e.g., principal, school nurse, primary teacher).

B. Students Health and Welfare

Communicable Diseases. The Infectious Disease Guidelines which were adopted by the Arkansas Department of Education will be followed. When a school district has an HIV positive student the following guidelines should be followed.

1) The school Superintendent or contact person must notify the Director of the Arkansas Department of Education before any action is taken by the local school district.

INSURANCE

Student insurance protection is provided to all students during school and school activities. Each year the board selects an accident policy paid for by the school at no cost to the parents.

TELEPHONES

If a student needs to call home due to illness, the office phone **must be** used. The telephone is to be used for emergency situations only. See cell phone policy for school rules involving use of cell phones on campus.

FIELD TRIPS

School field trips may be taken when justified. Written permission must be obtained from the parent or guardian of each student before students are taken on educational field trips away from the school campus.

1. All student trips and the arrangements for them must have the approval of the school principal
2. All trips must be within budgetary allotments for such purpose
3. Each field trip will be adequately supervised so that good discipline may be maintained
4. The school bus safety code adopted by the Board will govern the behavior of pupils while on the bus
5. School bus transportation will be used when arrangements can be made to do so without disrupting regular school bus schedules

6. The time of departure and the estimated time of return shall be announced in advance. In order for a student to attend a field trip he/she must not have a failing grade in two of his/her classes in which they are currently enrolled and not have more than 4 absences the semester of the field trip.

LIBRARY-MEDIA CENTER

The library has as its aim “service to the students and faculty”. In order to achieve this aim, your library has the following objectives:

1. To teach how to find and use materials independently
2. To encourage reading for enjoyment as well as research
3. To teach rules concerning use of materials
4. To help become lifetime users of libraries and thereby informed citizens

The library will be open at 7:30 in the morning for those who sincerely wish to do reference work or check out or return books. Books are checked out for a period of two (2) weeks. They may be renewed once by the student assistant at the desk; they may be renewed the second time by permission of the librarian. Parents are encouraged to visit the Parent Center located in the Library Media Center. Informative books, magazines, pamphlets, and videos are available.

OFF CAMPUS EVENTS

Students at school-sponsored, off-campus events will be governed by the school district rules and regulations and are subject to the authority of school district personnel. Failure to obey the rules and regulations and/or failure to obey reasonable instructions of school district personnel shall result in disciplinary action applicable under a regular school program.

SCHOOL PROPERTY

Students are expected to take care of all school property. Parents are liable for school property care up to \$5,000.00 for damages caused by their children. Students should not mark or mar any surface, sit on tables or chair tops, or perform any other behavior which is likely to damage school property. Damage to school property over \$500 is a Class C Felony. Students may be cited by law enforcement for damage to school property. No school property will be loaned to anyone unless authorized by the principal or superintendent.

SNOW AND ICE

In the event of inclement weather of snow and ice, we will try to reach a decision by 6:30 A.M. whether or not we will have school that particular day. Parents and students should listen to KLAZ and KQUS in Hot Springs, watch Channel 4, 7, or 11, Little Rock or expect a School Reach message by phone and a post of the school’s Facebook page, to determine if we will have school or not on that particular day. In the event of snow or ice, it may be necessary to dismiss school early. The school will call radio station KLAZ in Hot Springs to announce when we are dismissing. Working parents or parents not home during the day who do not wish their child/children to be home alone should make sure their child/children know where to go if school is dismissed early. Parents should notify their child/children where they are to get off the bus if we need to dismiss with short notice.

TEXTBOOKS/CHROMEBOOKS

Textbooks and Chromebooks are issued at the beginning of the school year. Students who lose or damage a book or Chromebook; including chargers and cases while it is checked out to them will be expected to pay for it. The basic textbooks for the 7th through 12th grades are furnished through the State Textbook Program. Chromebooks are furnished by the school district. Parents/Guardians will pay for a \$25.00 insurance policy for their students Chromebook. If a Chromebook is damaged the deductible charges are as follows: Cracked Screen \$50, Lost Charger \$25, Lost or damaged beyond repair \$278. When you check your books and/or Chromebooks in at the end of the year, any damages beyond the normal wear must be paid for.

VISITORS

All visitors must check in at the front office. Only students enrolled in Mountain Pine School should be on campus during the school day unless the principal has granted prior approval.

YEARBOOK

The Mountain Pine School Yearbook is a hardbound volume published annually that provides an interesting account of the people, activities, and events that make up a year at the school. The staff is composed of students who are interested and motivated in producing a school yearbook. A number of useful skills may be learned under the supervision of the yearbook staff sponsor. Yearbooks are issued in the spring and may be purchased at a predetermined cost.

SMOKING/TOBACCO USE

Mountain Pine School District is a tobacco free campus. No students or adults will be allowed to smoke or dip on school property at any time. (State Regulations 15-55). Refer to Rule 20 under discipline.

MEDICATION

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.

Unless authorized to self-administer, students are not allowed to carry any medications while at school. The parent or legal guardian shall bring the student's medication to the nurse, or in the absence of the nurse, to the principal's office. The student may bring the medication if accompanied by a written authorization from the parent or legal guardian. Medications, including those for self-medication, must be in the original container and be properly labeled with the student's name, the ordering provider's name, the name of the medication, the dosage, frequency and times.

Students who have written permission from their parent or guardian and a licensed Healthcare practitioner to self-administer either an asthma inhaler or auto-injectable epinephrine, or both and who have a current consent form on file shall be allowed to carry and self-administer such medication while in school, at an on-site school sponsored activity, while traveling to or from school, or at an off-site school sponsored activity. Students are prohibited from sharing, transferring, or in any way diverting his/her medications to any other person. The parent or guardian of a student who chooses to not carry an asthma inhaler or auto-injectable epinephrine, or both on his/her person shall provide the school with the appropriate medication which shall be immediately available to the student in an emergency. **ALL MEDICATIONS MUST BE PROVIDED BY THE PARENTS/ GUARDIANS WHICH INCLUDES ANY OVER THE COUNTER MEDICATIONS, STARTING AT THE COMMENCEMENT OF THE 2007/2008 SCHOOL YEAR.**

The school shall not keep outdated medications or any medications past the end of the school year. Parents shall be notified approximately ten (10) day in advance of the school's intention to dispose of any medication. Medications not picked up by the parents or legal guardians will be destroyed by the nurse with a witness present.

AMENDING STUDENT HANDBOOK

The Faculty, Administration, and School Board will reserve the right to change or amend the student handbook in order to meet the needs and growth of the school system. The Student Handbook Committee is represented by students, parents, teachers, and administration.

