

MINERAL SPRINGS SARATOGA SCHOOL DISTRICT ELEMENTARY STUDENT HANDBOOK

**M. S. Elementary School
870-287-4746
Principal Jeanie Gorham**

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2012-2013 SCHOOL YEAR

WELCOME TO MINERAL SPRINGS SARATOGA SCHOOLS!

The goal of the Mineral Springs Saratoga School District is to help all students achieve success in all aspects of school life. Each student should strive to attain a high level of competency in all academic areas and participate in activities which will help develop their own interests and talents.

This booklet is presented to each of you with hope and anticipation that it will provide assistance to you in being a successful student in the Mineral Springs Saratoga School District.

This booklet is divided into three sections. It will help answer questions for you and let you know some of the policies and practices of the school. The three sections are:

Section I-Parent Information

Section II-Student Conduct

Section III-Due Process

SECTION I: PARENT INFORMATION

A. Enrollment and Transfer

Arkansas has a mandatory attendance law which requires all children between the ages of five and seventeen inclusive to attend school. Students enrolled in the Mineral Springs School District must live with a parent of legal guardian, obtain a Freedom of Choice Transfer, or have a legal transfer. Students entering kindergarten must be five years old on or before August 1st and provide the following documents: (1) up-to-date immunization records (2) one of the following documents indicating the child's age: birth certificate, baptismal certificate, a military ID, a passport, an affidavit of the date and place of birth by the child's parent or guardian, a registrar statement or county record certifying the child's date of birth or previous school records (3) Social security card and (4) current physical or signed exemption form.

No student shall be admitted who has not been immunized against polio, diphtheria, tetanus, pertussis, and rubella.

Act 906 of 2011¹ Parents of multiple birth siblings (twins, etc) shall be allowed to make decisions regarding separating siblings in the classroom assignment in PK-6th. The school may determine that the placement is detrimental or disruptive to the classroom learning or disciplinary environment after 30 days of instruction, and make a new classroom assignment.

Parents must sign consent for release for records form before a student's confidential records will be mailed to another school district. District policy will determine proper placement of transfer students to comply with standards. ACA 9-28-205(d)(e) The following guidelines will be in effect for all students transferring into our district from other educational jurisdictions, home school environment, private school, medical absence or other interruption of an educational program:

1. A student will be enrolled in such a school as the superintendent may designate, in accordance with the policy of the Board.
 2. Student's transferring from an accredited school will transfer all credits and be placed in the grade level according to school records.
 3. Students transferring from non-accredited schools will be initially placed according to past records and then assessed using Dibels Reading First level tests, math unit tests, and Test Ready assessments to determine proper placement.
 4. Students transferring from home schools or from an interruption of an educational program will be placed chronological age into the appropriate grade. Exceptions from routine admission may be made by the elementary principal on the basis of supporting evidence and performance in the classroom.
 5. Student's records are secure and confident in handling, transference and storage.
- District policy to determine proper placement of transfer students complies with Standards Dir-04-012, 9/10/3 & AR Code Ann. 9-28-205d.

Act 400 of 1997 states districts retain the ability to assess home-schooled students, immigrants, and students from leveled education programs for placement at enrollment.

Please notify the school authorities at registration if your child has any serious physical handicap or has been under prolonged medication. If your child suffers from certain food allergies, have a physician send a signed statement to the Director of Food Services stating what foods the child cannot eat and what substitutions can be made.

B. Instructional Program

Gifted and talented, special education and speech therapy programs are available for children who are in need of these services. Parents have the right to request testing in any area available for their child.

You may call the principal's office for information. We also provide Title I tutoring, migrant services, and ESL (English as the Second Language) tutoring.

Should it be necessary for a parent to speak to the child's teacher, you are requested to call the school and make arrangements. Please do not try to conference with the teacher during instructional time. Visitors are required to check in at the office. No individual is allowed to loiter on the school grounds or visit a classroom without obtaining permission through the principal's office (state law.) Students are not allowed to bring guests to school.

C. Attendance

1. Arkansas has a mandatory attendance law which requires all children between the ages of five and seventeen inclusive as of August 01 to attend school. The age for attending public school is age 5 until 21 or high school graduation.
AR Code 6-18-202 AR code Ann. 6-18-201a 6-18-208c
2. Act 1223 of 2011¹ Students are granted 9 absences per semester. There is no distinction between excused and unexcused absences. Students may be granted additional absences for:
 - a. participation in FHA or 4H or similar officially activities
 - b. visitation with a parent or legal guardian who are members of the uniformed services and are called to active duty or is on leave from active duty; or returned from deployment to a combat zone or support posting
 - c. participation as a page in the election process

A parent shall be notified when the student has accumulated 5 absences in a semester. A conference may be conducted with the student or parent addressing steps to be taken to reduce the student's absences.

Parents may petition the school administration or district administration for special arrangements to address the student's absences in case of a long-term illness or family emergency. The special arrangements will be formalized into a written agreement.

When a student exceeds the number of excessive absences provided or violated the special arrangement agreement, the school district shall notify the prosecuting attorney and the parents shall be subject to a civil penalty through a family in a need of services action in circuit court.

Excessive absences may be a basis for denial of promotion or graduation.

3. Children who are tardy miss much of the explanation of the day's activities as tardies will be kept and an excess of tardies will result in a conference with parents. Excused tardies occur when a parent signs a child in on arrival or notifies the school of the student's arrival. Tardies will be recorded after the morning bell rings. All other tardies are unexcused. Five unexcused tardies will result in a parent conference. Nine unexcused tardies may result in attendance at the in-school suspension.
4. Students are to arrive on time and be picked up on time in front of the elementary office. Students will be supervised 20 minutes before school starts and 20 minutes after the school day ends. Students arriving too early or not picked up on time will be reported to the Department of Human Services on the fourth incident.
5. At registration, parents assign a transportation mode (car, bus and/or walker). Any changes made to the student's regular mode of transportation must be done by a written note signed by a parent or guardian.

D. Lunch and Breakfast Program

The school has available a breakfast and lunch program. Children are not allowed to leave the campus unless there is a special need or circumstance that has been approved by the principal.

Lunch price is \$1.25 and 50 cents for breakfast. Reduced prices are 40 cents for lunch and 30 cents for breakfast. Parents who wish to apply for the federal lunch program may do so. Money is to be paid to the lunch room manager before school in an envelope labeled with child's name. It is convenient to pay for the week or month in advance. Your children will be charged full price for meals until we receive a completed free and reduced form. Please send lunch money or have your child bring their lunch until contacted by the food service director. The charge limit will be \$15.00. Bills will be sent out weekly and when they reach their charge limit they will no longer be able to charge.

Children who do not eat breakfast are to go directly to the playground in the mornings.

Breakfast will be served to all students wishing to eat 15 minutes before school begins. These children should report directly to the cafeteria.

- 1) The following are exceptions to the access limitations identified in the above requirements (5.02.106):
 - a) **Parents Rights** - This policy does not restrict what parents may provide for their own child's lunch or snack. Parents may provide FMNV or candy items for their own child's consumption, but they may not provide restricted items to other children at school. (5.02.2)
 - b) **School Nurse**- This policy does not apply to school nurses using FMNV or candy during the course of providing health care to individual students. (5.02.2)
 - c) **Special Needs Students**- This policy does not apply to special needs students whose Individualized Education Program (IEP) plan indicates the use of a FMNV or candy for behavior modification (or other suitable need). (5.02.3)
 - d) **School Events**- Students may be given any food and/or beverage items during the school day for up to nine (9) different events each school year to be determined and approved by school officials. These items may not be given during meal times in the areas where school meals are being served or consumed. (5.02.4)

Definitions:

School Event- any occasion such as field day, holiday, school recognition activities, end of school events, etc. designated at the discretion of the school administration. (3.20)

- e) **Snacks During the Declared School Day**- Snacks may be provided or distributed by the school as part of the planned instructional program, for example, afternoon snack for kindergarten and preschool students who eat early lunch. Snacks shall meet the United States Department of Agriculture (USDA) Child and Adult Care Snack Patterns. (5.02.5)
Students are not to bring
candy and gum, or personal snacks
- f) **Foods for Instructional Purposes**- Foods integrated as a vital part of the instructional program are allowed at any time. Examples include an edible manipulative such as a square of cheese to teach fractions, a nutrition food experience, food production in family and consumer science units, and food science units. (5.02.6)

E. Reports to Parents

Pupil's progress is reported to parents eight times each year of grades K-6. Progress reports are sent out the 5th week of each reporting period. Report cards are sent out at the end of each nine weeks period. Parents are required to attend a parent conference on grades and review of state and local test information twice a year. Parent-Teacher conferences will be held during the 5th week of each reporting period. A school or telephone conference at a later time may be arranged if parent cannot attend at the

scheduled parent conference. Progress reports must be signed and returned to the teacher. Parent/teacher conferences forms must be signed twice a year.

F. Promotion and Retention

The promotion and retention of pupils in the elementary school will be determined by the principal and teachers with input from parents. This will take into consideration the individual pupil's abilities, curriculum, and objectives of the next grade. Parents will be contacted and conferences held, should the possibility of retention become evident.

All students who fail to meet proficiency standards on Benchmark Tests and EOC tests will be required to attend daily remediation. Students who fail to complete the program will have credit withheld and are subject to retention. Parents are notified of AIP (Academic Improvement Plans) remediation requirements and retention consequences for failure to participate.

Ark. Ann. Code 6-15-1803

G. Inclement Weather

Usually school will not be in session when the weather makes it dangerous for school buses to run. On doubtful mornings, the local radio stations will announce the decision as early as possible.

H. Medication and Illness Policy

The approved and accepted items used in first aid will be provided for students. A teacher will not give any type of prescriptions. Students should not bring medicine with them to school. Parents need to check in medications with the nurse or office. A medical release form needs to be completed and signed. Medications will be kept secure and dispensed by a nurse, parent, or designee. In case of illness, the school nurse or parent will be contacted. Children with a temperature of 100 degrees or above will be sent home. Please do not send sick children to school. After a consecutive absence of three days, a doctor's note will be required. Students should not return for 24 hours after having a contagious condition. Accommodations will be allowed for students with medical needs.

I. Extracurricular Policy

The Mineral Springs School Board recognizes that extracurricular activities supplement the regular instructional program and afford opportunities for social exchange, enrichment of individual personal resources, and wholesome competition.

No student shall on the basis of race, sex, religion, or national origin be excluded from participating in, be denied the benefits of, or be subject to discrimination under any education program or activity sponsored by this school district.

Students shall not be eligible to attend or participate in any non-instructional or extracurricular activity while on suspension.

J. Policy governing Title I Program

The Mineral Springs School District will comply with the regulations as set forth by federal regulations governing parent involvement in the Title I program. Parents will be notified in writing when a child has been selected to participate in the Title I program and told why the child was chosen.

The Title I Coordinator will oversee the selection of a Parent Advisory Council which will solicit suggestions in the planning, development, and operation of the program. The Advisory Council will consult with parents about how the school can work with parents to achieve the program's objectives.

An annual meeting will be held to which all parents for eligible children shall be invited to discuss the programs and activities with Title I funds.

K. Homework Policy

Homework is an assignment made by a teacher for the purpose of reinforcing the learning in class to help in the development of good study habits. Homework must be relevant to the lessons, aid in the mastery of skills, and in the learning of knowledge in a specific area.

Homework must not be excessive nor should it be used as busywork or disciplinary action. The amount and frequency of homework should be at the discretion of the teacher and what is appropriate to the subject being taught.

When homework is given, it deserves prompt completion and proper attention. The teachers will inform the students at the first class meeting what their method of grading homework will be.

L. Late/Absentee Homework

When a student has been absent, it is the student's responsibility to inquire about missed homework and make it up. The student who is absent for an extended time will need to meet with each teacher to make arrangements for making up lessons missed while absent. Students will be allowed at minimum a day to make-up work for every day absent. If a student is present when homework has been assigned and is absent on the day it is due, then the assignment is due on the day the student returns to school.

Absentee assignments and books can be picked up at the end of the day or the day

following the absence. Students absent for school sponsored activities and miss major test reviews, tests, or homework assignments will also be given extra time to make up the work according to the above guidelines. Homework that is not turned in at the specified time is late and may have the penalty of a lowered grade on that assignment.

M. Leaving School Grounds/Check-out

All communications written or oral must go through the office. No student will be allowed to leave the school grounds before the official dismissal time, unless a check-out form has been signed by a parent or authorized person. Visitors are required to sign in and receive a visitor's badge to visit, leave items or sign a child out early. All visitors and phone calls must be from an authorized person on the child's visitor list. **The visitor must show ID.** Changes made to a student's normal means of transportation must be in written form.

It is very unsafe for children to be unattended after school hours on school campus. Students are to be picked up at 3:15 P.M. or immediately after school tutoring. Students are not to be left on campus unattended. Parents not picking up their children punctually will be referred to the Department of Human Services or law enforcement.

N. Emergency Procedures

Fire drills, bomb drills, crisis drills, and severe weather drills will be held periodically.

O. Parties, Refreshments, Rewards

School parties will be held in the last part of the school day. Parents will be notified of the exact date and time a party will be held. Any birthday refreshments or surprises must be approved by the principal and brought on the assigned party day.

P. Weapons

Carrying, using or storing weapons or items used as a weapon in a school building or on school grounds will be subject to disciplinary action in accordance with Federal or State Law and Board of Education policy.

Q. Drugs

The principal or authorized official of the school shall suspend any student found in possession of or in the act of using or under the influence of alcohol or harmful drugs. Also, the school shall automatically suspend any student who is caught selling alcohol or harmful drugs to others.

Tobacco use on school campus (Act 779 of 1997): Students, employees, and visitors are not permitted to smoke or use tobacco products on campus or at school activities. Smoking or use of tobacco products by adults over the age of 18 other than that in the designated area is forbidden on school property.

R. Teacher Abuse

Teacher abuse will not be tolerated by students, parents, or other staff members. A suspension and/or fine will occur.

S. Bus Conduct

Normal misbehavior will be handled routinely by the bus driver. However, actions taken will be determined by the nature and extent of the problem. More serious trouble on buses will be referred to the principal by the driver.

The following procedure will be used:

1. Talked to on first offense
2. Corporal/non-corporal punishment and parent notice given on second offense
3. Parents contacted for a parent conference on third offense
4. Should continuous trouble on the bus occur, a suspension from the bus could occur

T. Physical Education/Health

P.E. is a part of the state's mandated curriculum. Therefore, your child's P.E. grade will be taken into consideration for the honor roll. Proper shoes will be required for a P.E. class. Exceptions will be taken into consideration for major medical problems. If your child has a written doctor's excuse, please have the doctor designate the date when your child can return to regular P.E. activity.

U. Elementary Honor Roll and Grading System

To be eligible for the honor roll a student must have no lower than a B or S.

Grades shall reflect academics objectives only. Grades are based on an academic grading scale for grade K-6 with the exception of K-2nd grade reading.

90-100	A
80-89	B
70-79	C
60-69	D
Below 60	F

V. Bullying

Bullying Act 907 of 2011 Mineral Springs School District does not tolerate bullying or harassment. All members of the school community are committed to ensuring a safe supportive environment based on the school's core values of learning, respect, and cooperation.

“Bullying” means the intentional harassment, intimidation, humiliation, ridicule, defamation or threat or incitement of violence by a student against another student or public school employee by a written, verbal, electronic (texting or cyber-bullying), or physical act that may address an attribute of another student, school employee, or person associated with the student or employee, and that causes or creates actual or reasonably foreseeable:

- a. Physical harm or damage
- b. Substantial interference with a student’s education or employee’s role in education
- c. a hostile educational environment
- d. Substantial disruption of the orderly operation of the educational environment

W. Sexual Harassment -Act 1108 of 1997

Sexual harassment is sex discrimination under Title IX. It is our policy to maintain a learning and working environment that is free from sex discrimination, including sexual harassment. It is a violation of this policy for any member of the district staff or a student to harass a student through conduct or communications of a sexual nature.

X. Technology Policy - Act 801 of 1997

Students have the opportunity to use a variety of technologies at school including computers and the internet. Students are to use this technology as directed by the staff in conforming to school curriculum.

Students and parents are to sign a technology permission and contract waiver at registration to permit students to use technology and the internet. Students are required to respect the technology property of the school and will be fined for any damage.

Students who use any technology in an inappropriate manner are subject to discipline, including the loss of the right to use technology. Students who use technology to violate other policies will be subject to discipline for misuse of technology as well as the policy violation.

Y. Fundraisers

School fundraisers are voluntary. Notes for permission to sell will be sent home prior to the fundraiser. No outside fundraisers or personal fundraisers will be allowed without the permission of the principal.

Z. Student Questionnaire or Surveys

The Mineral Springs School District will obtain written permission to administer a questionnaire or survey that requires a student to supply any personal identifying

information. The district will give the student's parent or legal guardian an opportunity to review the questionnaire or survey and will give the parent or guardian written notice specifying the following:

- 1) how the questionnaire or survey will be administered to the student
- 2) how the results of the questionnaire or survey will be utilized
- 3) the persons or entities that will have access to the results of the completed questionnaire or survey

The student's parent or legal guardian may refuse to allow the student to participate in any specified questionnaire or survey.

AA. Media Release

Parents may sign a media release permission form at registration. The release allows students pictures, names, videos, or surveillance tape to be used for informational, educational and safety purposes.

BB. Testing Procedures and Policy

Maintaining test security is a very serious responsibility for all personnel. Our district has a system in place to ensure that all materials are accounted for and kept secure during testing. Any action that leads to the invalidation of student test scores or compromises the security of the tests or test results will be viewed by the Arkansas Department of Education as an inappropriate use or handling of tests. The district test coordinator will be responsible for coordinating all local and state assessment activities. Currently licensed personnel will be designated as test coordinators of buildings. Tests must be administered on the scheduled dates as specified by the state. Testing will include all students unless their IEP deems otherwise. The District Test Coordinator will ensure that IEP, LEP and 504 plan students are accommodated as specified in their plans. All students will be allowed to use calculators that are appropriate for testing. All other electronic devices and extraneous materials will be collected upon entering the testing site. Materials collected will be returned at the end of testing. All test materials will be stored at securely locked locations.

CC. Common Core

The Common Core State Standards provide a consistent, clear understanding of what students are expected to learn, so teachers and parents know what they need to do to help them. The standards are designed to be robust and relevant to the real world, reflecting the knowledge and skills that our young people need for success in college and careers. With American students fully prepared for the future, our communities will be best positioned to compete successfully in the global economy. Our schools will begin the transition from Smart Core to Common Core beginning in our Kindergarten through second grades for the 2011-2012 school year. By 2013, we will be prepared to use Common Core Standards in every grade.

SECTION II: STUDENT CONDUCT

Good behavior is a small price to pay for the privilege of quality education. Students are expected to adhere to regulations developed to assure a positive and productive atmosphere for achievement. The local board has approved a discipline procedure policy governing our district; also state law gives schools the right to administer necessary discipline including paddling. Classroom teachers also have rules governing behavior in the classroom. If you have questions concerning our discipline practices, please contact the principal's office.

The first weeks of a child's school progress are very important. Work habits are established, attitudes toward work are developed, and beginnings in the basic skills are made. Help your child look forward to school. Talk about it in a friendly way so your child will think of it as a happy place. Remember, your reactions and attitudes will go a long way towards determining how your child feels about school.

Good discipline in school results when students are taught in the home to respect the rights of others.

The school recognizes the need for firmness and consistency in dispensing with problems calling for disciplinary actions that will contribute to the welfare of a student, class, or school as whole. The Mineral Springs School District uses an assertive discipline approach in our school rules and in our classroom management. We feel a positive and consistent approach to student management helps ensure a good school climate.

The following are listed school rules which apply to students at Mineral Springs Elementary and Saratoga Elementary.

Rule 1: Students shall make every effort to be on time and attend all classes.

Rule 2: Students shall observe the basic standards of cleanliness, modesty, and good grooming.

Rule 3: Students shall not exhibit inappropriate behavior such as playing too rough, fighting, lying, using profanity, rock throwing, stealing or harming others.

Rule 4: Possession, handling and/or transmitting of any paging device, beeper, or similar electronic communication device (cell phones, blue tooth devices, music players, laser lights, PDAs, etc.) on the campus or at school sponsored events without the direct consent of the principal is forbidden during instructional class time. Permission may be

given for exemption for possession of a device that is required for emergencies or health reasons. Cell phone use will be in compliance with state law. For the first offense devices will be held by the Principal until parents are notified. For the second offense devices will be returned to a parent after three days. For the third

offense devices may be held for a minimum of three days up to the end of the school year.

Rule 5: Students shall respect the rights, property, and privacy of other students and school personnel. The following are examples of this rule:

- 1) be polite and helpful
- 2) do not bother other people's things
- 3) do not exchange property
- 4) accept responsibility for your belongings
- 5) keep furniture, restroom and classroom tidy
- 6) students will be able to use the telephone only for emergencies

Rule 6: Students shall comply with reasonable directions, requests or commands from authorized personnel.

Rule 7: Students shall make every effort to complete classroom assignments.

Rule 8: Students who fail to complete or do a classroom assignment may be sent to a designated area to complete the assignment during class time or may be kept inside the homeroom during recess to complete the work.

Rule 9: Dress Code

Home and school need to cooperate in the matter of dress. School is a place of business, and clothes often affect the child's attitude and ability to succeed. Comfortable clothing and shoes that allow the students to work, play and participate in all events should be worn. Students who are wearing the following at school or at school activities will be sent home to change:

- 1) see through or short tops
 - 2) clothes portraying illegal, indecent, or inappropriate activity or slogans
 - 3) sagging pants
 - 4) short tops, spaghetti straps, halter tops, or bathing suit tops
 - 5) tops with big armholes
 - 6) shorts of unacceptable length; the fingertip rule will apply to shorts/skirts with judgment from faculty according to age and appropriateness
 - 7) hats or headgear worn inside the building unless for medical or special circumstances
 - 8) dangling jewelry that may cause injury
 - 9) inappropriate shoes such as house shoes, high heels or shoes that may cause the child to fall.
 - 10) clothing that interferes with the educational process
 - 11) no roller-skate shoes
 - 12) clothing that exposes underwear, buttocks, or the breast of a female
- Act 835 of 2011

The following consequences will be used for disobeying any of the preceding rules and will range from the minimum consequence of a verbal warning to a maximum consequence of expulsion. Teachers and administrators are responsible for taking disciplinary action based on a range of disciplinary management procedures that have been adopted by the district. AR Code Ann. 6-18-502 & 6-18-503

- 1) Talked to and verbally reprimanded
- 2) limited recess
- 3) corporal/non-corporal punishment by teacher, principal or parent
- 4) parent conference
- 5) in-school suspension
- 6) out-of -school suspension
- 7) expulsion

Any student refusing to accept appropriate consequences will result in parents being notified for a conference.

The school reserves the right to punish behavior which is not conducive to good order and discipline in the schools, even though such behavior is not specified in the preceding written rules.

SECTION III: DUE PROCESS

Every student is entitled to due process in every instance of disciplinary action for which the student may be subjected to penalties of suspension or expulsions (Ark. Stat. Ann. 80-15-16) and when removing statements from students records and clearing one's reputation.

Due Process Procedure:

- a. Prior to any suspension the school principal or designee shall advise the pupil in question of the particular misconduct of which he/she is accused, as well as the basis for such accusations.
- b. The pupil shall be given an opportunity at that time to explain his/her version of the facts to the principal or designee.
- c. Written notice of suspension and the reason for the suspension shall be given to the parent of the pupil.
- d. Any parent or legal guardian of a pupil suspended shall have the right to appeal to the Superintendent of Schools.
- e. The appeal to the superintendent should follow guidelines outlined in the complaints and grievances section of the Mineral Springs School District policy manual.

NON-DISCRIMINATORY POLICY

It is the policy of the Mineral Springs School District to provide equal opportunities without regard to race, color, national origin, sex, age, qualified handicap, or veteran in its educational programs and activities, financial aid, and employment. Inquiries concerning application of this policy may be referred to:

Equity Coordinator
Mineral Springs Schools
P.O. Box 189
Mineral Springs, AR 71851
Telephone: 870-287-4747

Handbook committee:

Jeanie Gorham-Principal
Laurel McCarter-Counselor
Kathy Pierce-Teacher
Cindy Ratliff-Teacher
Nikita Hopkins-Parent
Marla Williams-Secretary
China Newton-Student
Darrah Strong-Student
Lisa Duren-teacher
Sherri Marshall-Teacher
Peggy Fincher-Teacher
Betsy Chandler-Parent
Sherry Turley-Teacher
Pam Wendell-Parent Coordinator
Lori Gray-Teacher

Smart Core Informed Consent Form (5th and 6th Grade)

Name of Student _____
 Name of Parent/Guardian _____
 School _____
 School Address _____
 District _____

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

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

Mark the choice selected with a checkmark:

<p>I select Smart Core Curriculum (22 units)</p> <p>English ó 4 units (years)</p> <ul style="list-style-type: none"> • English 9th grade • English 10th grade • English 11th grade • English 12th grade <p>Oral Communications ó ½ unit (1/2 year)</p> <p>Mathematics ó 4 units (years)</p> <ul style="list-style-type: none"> • Algebra I or Algebra A & B (Grades 7-8 or 8-9) • Geometry or Investigating Geometry or Geometry A&B • Algebra II • Choice of: Transitions to College Math, Pre-Calculus, Calculus, Trigonometry, Statistics, Computer Math, Algebra III or Advanced Placement mathematics (Comparable concurrent credit college courses may be substituted where applicable) <p>Natural Science ó 3 unites (years) with lab experience chosen from:</p> <ul style="list-style-type: none"> • Physical Science • Biology or Applied Biology/Chemistry • Chemistry • Physics or Principles of Technology I & II or PIC Physics <p>Social Studies ó 3 unites (years)</p> <ul style="list-style-type: none"> • Civics or Civics/American Government • World History • U.S. History <p>Physical Education- ½ unit (1/2 year) Health and Safety ó ½ unit (1/2 year) Fine Arts ó ½ unit (1/2 year) Career Focus ó 6 units</p>	<p>I select Core curriculum (22 units) _____</p> <p>English ó 4 units (years)</p> <ul style="list-style-type: none"> • English 9th grade • English 10th grade • English 11th grade • English 12th grade <p>Oral Communications ó ½ unit (1/2 year)</p> <p>Mathematics ó 4 units (years)</p> <ul style="list-style-type: none"> • Algebra or its equivalent* 1 unit • Geometry or its equivalent* 1 unit • All math units must build on the base of algebra or geometry knowledge and skills • Comparable concurrent credit college courses may be substituted where applicable <p>*A two-year algebra equivalent with a two-year geometry equivalent may each be counted as two units of the four (4) unit requirement</p> <p>Science ó 3 units (years)</p> <ul style="list-style-type: none"> • At least one (1) unit of Biology • A Physical Science <p>Social Studies ó 3 units (years)</p> <ul style="list-style-type: none"> • Civics or government, ½ unit • World History, 1 unit • U.S. History, 1 unit <p>Physical Education- ½ unit (1/2 year) Health and Safety ó ½ unit (1/2 year) Fine Arts ó ½ unit (1/2 year) Career Focus ó 6 units</p>
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Parent/Guardian Signature **Date**

School Official Signature **Date**

Arkansas Department of Education (Revised September 2005)

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's educational records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special

letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-4327) (Voice). Individuals who use TDD may call 1-800-437-0833.

Or you may contact us at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-8520