

2020-2021

**Mineral Springs School
District**

**130 West Browning Street
Mineral Springs, AR 71851
(870) 287-474**



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Mineral Springs School District

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Mineral Springs School District

District Mission Statement

The Staff of Mineral Springs School District, working with parents and community members, will provide an environment conducive to learning where honesty, integrity, and achievement are sources of pride for all students. Motto: "Where Knowledge is Power"

High School Mission Statement

The Staff of Mineral Springs High School, working together with parents and community members, will provide an environment conducive to learning where honesty, integrity, and achievement are sources of pride for all students.

Parameters

- ✚ We will always strive for excellence.
- ✚ We will always promote a culture of personal accountability and mutual respect. We
- ✚ will always focus on students while valuing all people in the education process.

Beliefs

We believe...

- All students are capable of success!
- It is our responsibility to grow people.
- Educating children is the job of everyone in the community.
- It is our responsibility to inspire students to believe in themselves.
- Care and compassion create an environment that fosters hope and intrinsic motivation.
- Every student should be provided an education that will prepare him or her for a successful future.
- Diverse educational experiences best serve unique, individual needs.
- Showing love and compassion to students, staff, parents and community members is essential.
- The highest quality educators are necessary for the best results.
- Positive relationships with families are key to the success of the child.

Strategic Objectives

- ❖ We will commit to providing a relevant, challenging curriculum that rapidly responds to the diverse needs of the students, community and global workforce.
- ❖ All students will take ownership in their personal learning in a trusting, supportive and mutually respectful environment.
- ❖ We will develop a highly qualified and diverse staff that will promote high expectations for all.
- ❖ We will facilitate family and community involvement in the growth and success of the student.

Equal Education Opportunities

No student in the Mineral Springs 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 education program or activity sponsored by the District. (Reference ASBA District Policy 4.11)

Section A:

Campus Information & Requirements

Campus Information and Requirements

Schedules and Calendar

School Opening/Closing Information: The buildings will be open at 7:45 a.m. for students. Students are not permitted in the buildings before this time unless they have permission from a teacher or administrator.

No student should arrive on campus prior to 7:30 a.m. Students must leave campus immediately after class is dismissed. All students not participating in after school activities should leave campus by 4:00 p.m.

Office Hours: The office hours for Mineral Springs Schools are 7:45 a.m. to 4:30 p.m.

School Day Schedule: For attendance purposes, the school day is from 7:55 a.m. to 3:15 (elem)/3:17 (hs) p.m. All students are required to be regular and punctual in their attendance.

<i>High School Bell Schedule</i>			
Period	Beginning/Ending Times		
Breakfast	7:40 – 8:00		
1 st Period	8:05 – 8:55		
2nd Period	9:00 – 9:50		
3rd Period	9:55 - 10:45		
4th Period	10:50 - 11:40		
Lunch	11:40 – 12:10		
5 th Period	12:15 – 1:05		
6 th Period	1:10 – 2:00		
7 th Period	2:05 – 2:55		
(DEAR)	2:55 – 3:15		

Calendar of School Events: To prevent program conflicts during the year, it is necessary that all activities be scheduled on the activity calendar in the principal's office at the beginning of the school year or as soon thereafter as possible. In addition, Ms. Janice Jewell in Central Office must be notified of all activities scheduled so that they can be added to the district calendar in order to prevent conflicts. The sponsor of the respective group is responsible for setting the date on the calendar and for contacting the appropriate personnel to arrange for equipment and assembly materials.

Admission and Attendance

New students must register with the principal's office. Interviews will take place with the principal or counselor. The principal, counselor, or designee will temporarily place the student until a schedule based on the needs of the student and the requirements of the system can be devised.

Documents Required for Admission:

- An official city, county or state birth certificate
- An up-to-date immunization record signed by a physician or by public health personnel
- Social Security card
- A copy of the student's former school's transcript (If former school records are not immediately available, the parent or guardian will fill out a "request for records" form)
- A copy of the student's most recent report card (strongly recommended)

General Admission Requirements:

1. The student must live in the District with a parent or legal guardian or one of the student's parents must live in the District, even if the student does not live with that parent.
 - To be eligible for admission based on the parent's residence in the District, the court that issued a final order in a divorce proceeding must have designated that parent as a managing or possessory conservator for the child.
 - The parent enrolling a student based on only the parent's residence in the District must provide a copy of a current final order, signed by the judge and showing a file stamp from the court, designating the parent as a managing or possessory conservator.
2. The student is under age 19 and lives in the District with an adult resident of the District who has accepted an *Assignment and Acceptance of Responsibility for Minor Student* from the child's parent or legal guardian. The District has educational guardianship forms to be completed by both the parent and the person with whom the student lives.
3. The student under the age of 19 must be enrolled by a parent, legal guardian, or adult resident who has a valid Power of Attorney for that student. A student who is 18 or older, who is legally married, or who has ever been legally married and who has not graduated from high school may enroll him/herself.
4. The adult enrolling the student must present current immunization records or make arrangements to begin immunizations as soon as possible. A student may be provisionally admitted to the District schools if the student has begun the required immunizations and continues to receive the necessary immunizations as rapidly as is medically feasible. The school must ensure that the required immunizations are received on schedule.

If a student transfers from one school district to another, a grace period of no more than 30 days may be allowed at the new district while awaiting the transfer of the immunization record, during which time the student may be provisionally enrolled.

5. No later than 30 days after a student has been enrolled, the adult enrolling the student must provide a copy of a birth certificate or other acceptable identification for the child and copies of the education records from the school the child last attended.

The applications for admission and enrollment forms are official government records, and it is a crime to provide false information of any kind or false records for identification. School officials may ask parents or another adult enrolling a student to provide evidence that they are bona fide residents of the District. If school officials have reason to question the legitimacy of a child's residency information, they may investigate to determine the student's actual place of residence.

For a more detailed explanation regarding admission requirements, please refer to ASBA District Policies 4.1 (Residence Requirements) and 4.2 (Entrance Requirements) located in section E of this handbook.

Admission and Attendance (continued)

Non-Resident Student Admission Requirements: A nonresident student wishing to transfer into the District must file an application for transfer with the Superintendent prior to the school year for which the transfer is requested. Any other requests will be considered by the Board on a case-by-case basis. All transfers are subject to approval by the Superintendent on a space-available basis by grade, subject, and campus.

Students who have been expelled from other Districts will not be enrolled until the matter has been resolved with the home District, and the transfer has the consent and approval of the building principal and the Superintendent. Those transferring from another District's alternative education program must have completed that placement prior to enrollment in MSSD.

Non-resident transfer students who are disruptive to the educational process during the school year will be returned to their home District at the discretion of the Superintendent.

Transfer/Home Schooled Students: The Mineral Springs School District shall review and accept or reject requests for transfers, both into and out of the district, on a case-by-case basis at the July and December regularly scheduled board meetings. For a more detailed explanation concerning student transfers, school choice, and home schooling, please refer to ASBA District Policies 4.4 (Transfers), 4.5 (School Choice), and 4.6 (Home Schooling) in section E of this handbook.

Attendance Requirements: Regular school attendance is essential for a student to make the most of his or her education-to benefit from teacher-led and school activities, to build each day's learning on the previous day's, and to grow as an individual. Absences from class may result in serious disruption of a student's mastery of the instructional materials; therefore, the student and parent should make every effort to avoid unnecessary absences.

Students in grades 9 through 12 shall be required to schedule and attend a full school day. Students must enroll in no fewer than three hundred fifty (350) minutes of planned instructional time each day as a requirement for graduation.

The regulations shall allow the Board of Trustees to develop policies to allow:

- If the extracurricular class is related to seasonal activity, the class must continue to meet after the season ends to be counted toward the requirement of planned instructional time.
- The regulations will allow the Board of Trustees to develop policies for granting waivers to students who experience proven financial hardships if required to attend a full school day.
- Enrollment and attendance in vocational-educational training courses, college courses, school work programs and other department-sanctioned educational programs may be used to satisfy the requirements of this section even if the programs are not located in the public schools. Attendance in such alternative programs must be pre-approved by the Principal.
- Nothing in this section precludes a student who has met all graduation requirements from graduating early.

For more detailed explanations regarding attendance, please refer to ASBA District Policies 4.3 (Compulsory Attendance Requirements), 4.7 (Absences), and 4.44 (Attendance Requirements for Students in Grades 9-12) located in section E of this handbook.

Compulsory Attendance: State law requires that every parent, guardian, or other person having custody or charge of any child age five (5) through seventeen (17) years on or before August 1 of that year who resides, as defined by policy (ASBA District Policy 4.1-Residence Requirements), within the District shall enroll and send the child to a District school. Exceptions to this law can be found by referring to the ASBA District Policy 4.3 (Compulsory Attendance) located in section E of this handbook.

School employees must investigate and report violations of the state compulsory attendance law. A student absent without permission from school; from any class; from required special programs; or from required tutorials will be considered in violation of the compulsory attendance law and subject to disciplinary action.

Admission and Attendance (continued)

When a student between ages 6 and 19 incurs unexcused absences for three or more days or parts of days within a four-week period, the school will send a notice to the student's parents, to remind the parent that it is the parent's duty to monitor his or her child's attendance and to require the student to come to school. The notice will inform the parent that the district will initiate truancy prevention measures and request a conference. These measures will include a behavior management plan, school-based community service, and the possibility that a FINS (Family in Need of Services) may be filed.

Students with Disabilities: If a student with a disability is experiencing attendance issues, the student's Special Education Review Committee or Section 504 committee will be notified, and the committee will determine whether the attendance issues warrant an evaluation, a re-evaluation, and/or modifications to the student's individualized education program or Section 504 plan, as appropriate.

Hall Passes: Valid hall passes will be required of any student not in an assigned classroom. During lunch periods, students are to remain in the designated areas.

Tardies: ASBA District Policy 4.9 (Tardies) is listed here in its entirety, as well as in section E of this handbook. Promptness is an important character trait that District staff is to encourage to model and help develop in our schools' students. At the same time, promptness is the responsibility of each student. Students who are late to class show a disregard for both the teacher and their classmates which compromises potential student achievement. Repeated tardies will be converted to a partial or full day absence. Parents of students who have excessive unexcused tardies will be required to meet with the principal and may be reported to the Judicial District Juvenile Intake Officer. Students are provided adequate time to get from class to class, and they should make every effort to be on time and ready for instruction when the tardy bell rings. Tardies are assigned by teachers and/or administrators for one of the following:

- The student is not in the classroom when the tardy bell rings.
- The student requests to use the restroom during instructional/class time. (It is the discretion of the classroom teacher to permit students to leave class for restroom requests.)
- The student does not return from lunch within 5 minutes of lunch being dismissed.
- Note: A tardy becomes an absence if the student arrives in class after the first 15 minutes of class.

In the event of an emergency deemed appropriate by an administrator or teacher, the tardy will be excused.

Consequences for tardies are based on a one semester accumulation from all classes and are not allotted per class. All periods will be tracked per student, not per class. (Example: If a student is tardy for the 1st, 2nd, and 3rd periods, that will accumulate 3 tardies.) Repeated tardies in a semester are considered excessive and will result in disciplinary action. Students not completing any step of the tardy policy will be assigned to ISS Level I for a minimum of three successive days.

Consequences for tardies are assigned as follows:

Number of Tardies		Consequence
1	=	Warning
2	=	Lunch Detention/Parent Notification
3	=	2 Days Lunch Detention/Parent Notification
4	=	1 Day ISS
5	=	Category II/3 Days ISS
6 or more	=	Category III/FINS Referral/3 Days OSS

Admission and Attendance (continued)

Absences: Students who are out of class for any reason (either all or part of a day) other than to represent the school in a school-sponsored activity are considered absent. In addition, students who are more than 15 minutes late to class, or leave class 15 minutes before the class is over will also be considered absent. All notes relating to the reason for the absence must be brought to the Office on the day following the absence. Notes brought after the 5-day period following the absence will not be accepted, and the absence will be recorded as an unexcused absence. If the student is under age 18 the note must be signed by a parent or legal guardian. Students entering school at any time after the start of the first period class should report to the Office to obtain an admittance slip to class. After five (5) days of absences (excused or unexcused) a letter will be sent home to the parent/guardian. After ten (10) absences, the parent/guardian and student will be required to attend a conference with the principal, counselor and a classroom teacher. A FINS- Families in Need of Services petition may be filed with the juvenile authorities. At that time, a discussion will begin about whether the absence for the semester may be a basis for the denial of credit, promotion, or graduation.

Absences in regards to Exemptions: The Mineral Springs Exemption Policy concerning absences is as follows:

Number of Absences		Exemption Qualification
3	=	Students may be exempt in classes in which they have an A average
2	=	Students may be exempt in classes in which they have a grade above 85%
1	=	Students may be exempt in classes in which they have a B average

Attendance Review Committee: Students and parents will be notified by a letter from the office when the student has been absent from school for five (5) days. When the number of absences reaches ten (10) days, in any or all classes, the student and his/her parent(s)/guardian(s) will be scheduled for a review of the situation with the Attendance Review Committee (ARC). This committee will review all absences and filed excuses and discuss the nature of the absences to determine if there is some way in which the problem can be ameliorated. The committee can write a contract for the parents concerning further absences, if necessary. If the absences continue without proper excuses presented, the committee can recommend to the principal/superintendent that a FINS (Family in Need of Services) petition be filed or that the student's credit be removed in any or all classes. In order to remove credit, the ARC must meet again with the parent/guardian and student in the presence of the principal.

Students are reminded that they should turn in a note regarding each absence when they return. This is very important since verified absences are viewed as "excused" in the committee process, unless there is some reason to question their validity. There is a tray in the main office where these notes should be placed immediately upon return to school.

Students are also reminded that school related activities are not counted as absences and therefore do not affect attendance records. Also, student suspension is not calculated as absence since the student is provided with the classroom assignments for the days that he/she is suspended. Students who receive out of school suspension (OSS) are required to ask for missed assignments the day they return to school. **IT IS THE STUDENT'S RESPONSIBILITY TO ASK FOR THEIR WORK!!! Assignments will receive a maximum of 60% of the grade value.**

Release during the School Day: The Mineral Springs School District operates closed campuses. Students will not be allowed to leave school during the school day without the permission of the principal or other school personnel who have been given the authority to release students. Those leaving the campus for any medical emergency will sign out through the Office or the Nurse's Office. Also, students returning to the campus or students entering the school at any time after the start of the first period class must report to the Office and obtain an admittance slip to class. (ASBA District Policy 4.9)

Truancy: Truancy, the absence from school without the knowledge and consent of the student's parent or guardian, is prohibited and is a Category II violation of the Student Code of Conduct. See Section D-Student Code of Conduct-for consequences regarding truancy.) Truancy includes any unexcused absence for one or more periods of the school day.

Admission and Attendance (continued)

Make-up Work from Absences: In all high school courses, students will make up assignments and performance assessments after absences, including absences as a result of suspension, with the following requirements. If the assignment was made prior to the student's absence, the assignment will be due the first day that the student returns to the campus. If the assignment was made during the student's absence, the student will have the same number of days to complete the work as other students had who were present on the day that the assignment was made.

Students have the responsibility of asking their teachers for any assignments they missed while they were absent. Students should ask for their missed assignments the first day they return to school from being absent. Elementary teachers will provide any and all missed assignments on the first day that the student returns to class. Students will have one (1) class day to make up their work for each class day they were absent up to five days. Make-up tests are to be rescheduled at the discretion of the teacher. Make-up work as a result of an out of school suspension (OSS) will receive a maximum of 60% of the grade value.

For a more detailed explanation, please refer to ASBA District Policy 4.8 (Make-up Work) located in section E of this handbook.

Withdrawing from School: Students who are under age 18 will not be permitted to withdraw from school unless a parent or legal guardian comes to the school to complete the necessary forms. Students must return all textbooks issued to them and clear any library fines and other outstanding fees. Students who are age 18 or older, who are legally married, or who have ever been legally married are adults and may withdraw themselves from school. Students who have established their own residency must have the information on file in the Office.

Student Resources, Fees, and Services

Student Supplies: Students are expected to bring supplies such as paper, pencils, pens and other items as required by teachers for specific subjects.

Textbooks: Textbooks are the property of the Mineral Springs School District and are issued to students at no charge for use while enrolled in the District. Textbooks and instructional materials should not be loaned or shared. Textbooks must be paid for in full if they are lost or damaged extensively. Failure on the part of the student to make good such replacement cost will result in all grades and/or final examinations being held until payment is received.

Lockers: Use of lockers is mandatory for students. A locker may be obtained through the School Resource Officer's office at the time of registration. Combination locks will be assigned to each student free of charge. If the student loses his/her combination lock, a replacement fee of \$10.00 will be charged. Student lockers are subject to search at any time by law enforcement officials using dogs trained to detect drugs, alcohol, and other illegal chemicals, the Superintendent, Principals or any other District designated administrator. Illegal substances found in a student's locker are considered to be in the possession of the student who uses the locker.

Any infractions of the law that are detected will be investigated fully, but students must understand that their locker is their responsibility. It should be locked at all times and checked regularly. If there is a problem with the security of the locker, the student should notify the principal immediately. Refer to ASBA District Policy 4.32 (Search, Seizure, and Interrogations) located in Section E of this handbook for additional information.

Lost and Found: The lost and found is located in the High School and Elementary School offices. Students finding items should turn them in to the secretary. Students should not bring valuables or large sums of money to school.

Assemblies: Students are required to conduct themselves in assemblies as they do in class. Students who are tardy or who do not abide by District rules of conduct shall be subject to disciplinary action. Punctuality for all assemblies is essential. Students should get into their seats as quickly as possible and refrain from talking. No drinks, food, candy, or gum are to be brought into the assembly.

Student Resources, Fees, and Services (continued)

Change of Address: All changes of address, telephone numbers, emergency numbers, legal guardians, etc. should be registered in the principal's office and kept updated.

Library: The Mineral Springs Elementary and High School Libraries provide a wide variety of information resources, including print materials, periodicals, newspapers, audiovisuals, online databases, and the Internet. The staff is available to answer questions and to help locate materials.

Food Services/Meals: The Mineral Springs School District as 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.

Breakfast times have been built into the bell schedule allowing 7-12 students 15-minutes to eat their breakfast. Students who bring their lunches may eat in the cafeteria or at the picnic tables provided. Elementary students who bring their lunches must eat their lunches inside the cafeteria. Please do not send any carbonated beverages for lunch. Students ARE NOT to eat lunch in the classroom and faculty members are directed not to allow the eating of lunches in any place other than the cafeteria or designated locations.

Lunchroom Protocol:

- Form a single line. If a student is not in line with other students, he/she will be sent to the end of the line.
- Students are not to cut in line. If a student cuts in line, he/she will be sent to the end of the line.
- Students are not to leave money, food, silverware, plates, or napkins on the table. He/she will be asked to clean up anything left on the table. Insubordination or rude behavior will not be tolerated.
- Students will obey all directives from cafeteria supervisors.
- Students will NOT take any food outside the cafeteria. All food and trash must be thrown away before leaving the cafeteria.
- Students will exit the cafeteria as soon as they are finished eating unless directed otherwise. Students WILL NOT gather in the lobby/bathroom area of the cafeteria and socialize.

We encourage parental involvement in the School Lunch Program. Please feel free to eat with your child. Parent meals may be purchased in the cafeteria on the day you wish to eat with your child.

For additional information concerning Food Service/Meals please refer to ASBA District Policies 4.50 (School Lunch Substitutions) and 4.51 (Food Service Pre-Payment) located in Section E of this handbook.

Guidance and Counseling: Counselors are available to assist students in educational, career, and personal/social counseling. Students may visit the counseling center before/after school or during lunch. MSSD also offers the opportunity for parents to meet with the Counselor to discuss the guidance and counseling programs provided for their children.

Schedule Changes: A genuine effort is made to schedule students for the courses they request on the Choice Sheet. Teachers are employed and assignments are made on the basis of these requests. Therefore, only under unusual circumstances will changes be made after students have been assigned to courses that they requested. A request for a schedule change must be made no later than the Friday of the **second week** of each semester and must be by appointment. Changes after the deadline are only for advanced courses and must be approved by administration. Not all changes requested will be made.

Junior and Senior Parent Night: Mineral Springs High School offers a Junior and Senior Parent Night to provide information on college planning. Dates and times for Parent Night are announced in advance. Students and their parents are invited and encouraged to attend.

College Night: A College Night Program is held at Mineral Springs High School annually in the fall. Representatives of 30 or more colleges and universities are present to discuss programs of study, entrance requirements, and housing for their schools. Financial aid and scholarships available also are explained. Dates and times for College Night are announced in advance. Students and their parents are invited and encouraged to attend.

Student Resources, Fees, and Services (continued)

Parent Workshops: Throughout the year, Mineral Springs High School will offer parent workshops to help foster communication and support for student success. Notices of these workshops will be provided through district letters to parents, through informational articles in the newspaper, and on the MSSD Website.

Gifted and Talented Program: The Gifted and Talented Program of the Mineral Springs School District is committed to the intellectual and creative development of students to their fullest potential. To achieve this, the curriculum is designed with an emphasis on awakening and fostering creativity and providing divergent thinking opportunities through creative problem solving, demonstration of leadership skills, increased awareness of current happenings, and development of creative thinking skills.

The Gifted and Talented Program is offered to students in all school. Referrals of potential candidates for the program may be made by members of the faculty and administration, parents, students, and members of the community. Referred students are evaluated in the areas of:

- Achievement
- Intellectual ability
- Creativity
- Leadership

Final selection is made by a committee of administrators, counselors, teachers, and the G/T Coordinator. Gifted and Talented students in grades 9-12 are those identified as possessing demonstrated or potential abilities for high performance in the fields of language arts, humanities, social studies, and mathematics. The program is one of independent study. Students desiring admission to this program should consult their counselor.

For additional information concerning the Gifted and Talented Program please refer to ASBA District Policy 4.12 (Student Organizations/Equal Access) and 4.54 (Student Acceleration) located in Section E of this handbook.

Student Conduct

Student Expectations: In order for any school to be successful, the environment must be one conducive to learning. Successful schools have clearly defined rules of operation, consistent application of those rules, and a conscientious attitude on the part of their students, staff, and community in complying with those rules. As is the case in any community, “abiding by the law” must come from the individual. The atmosphere sought in MSSD schools is one in which respect from one person to another is readily observed and in which a proper balance exists between each person’s right to be an individual and his responsibilities to function as a member of a larger community. Each individual must recognize that his/her personal rights do not extend beyond other’s rights, and compliance with reasonable rules of behavior takes priority over self- interest. **For a more detailed description concerning discipline, please refer to the Student Code of Conduct in Section D of this handbook. In addition, please refer to ASBA District Policies 4.17 (Student Discipline) and 4.18 (Prohibited Conduct) located in Section E of this handbook.**

Student Responsibilities: Student responsibilities for achieving a positive learning environment at school and at school-sponsored activities include:

- Attending all classes, daily and on time
- Being prepared for each class with appropriate materials and assignments
- Being properly attired in order that the appearance does not cause a disruption or create a health or safety hazard
- Exhibiting an attitude of respect toward others
- Conducting oneself in a responsible manner
- Seeking changes in school policies and regulations in an orderly and responsible manner through appropriate channels
- Obeying all school rules

Work Habits: Taking time each day to review class notes, to complete homework assignments, and to prepare for the next day of class will help each student be better prepared for upcoming assignments and exams. Major assignments such as writing a research paper or studying for an exam may take long term planning. Breaking the project into small, more manageable parts and working on the assignment well in advance are appropriate methods to ensure success. Waiting until the last minute to study or to begin a project is not in the best interest of the student. Thinking and planning ahead are good methods to avoid unneeded stress.

How to Study:

- Start with good organization by having all materials and supplies on hand
- Plan a block of time each evening at hoe to complete assignments
- Arrange time in manageable blocks
- Take short breaks as needed from studying to clear and refresh your mind
- Allow more time for subjects that need improvement
- Avoid temptation to call friends, watch television, or do anything other than studying

Listening and Note Taking Skills:

- Use abbreviations and symbols to speed up the writing of notes
- Keep your system simple so you can quickly understand the notes after they have been written
- Be alert and write down only the important information you must know
- Listen for teacher clues and ask for clarification as needed
- Listen intently and think about the topic
- Keep your thoughts on the teacher and the subject being taught
- Do not write notes until you have a clear idea of what you are writing about
- Use a pen or pencil that will not smear or smudge
- Take notes on a full sheet of paper marked with a page number, subject, and date
- Keep all notes together for each subject
- Highlight important parts of the notes so they will stand out in your mind

Student Conduct (continued)

Work Habits Grades:

Along with academic grades, students will also be graded on the following work habits:

- Completing assignments on time
- Coming to class with materials ready to work
- Exhibiting self-control and being positive and cooperative toward tasks
- Exhibiting courtesy and good manners

Disruptions of School Operations: Disruptions or school operations are not tolerated. Disruptions include the following:

- Interference with the movement of people at an exit, entrance, or hallway of a district building;
- Blocking normal pedestrian or vehicular traffic;
- Preventing other students from attending class or school activities;
- Use of violence, force, noise, coercion, threat, harassment, fear, passive resistance, or any other conduct intentionally to cause a disruption or threaten the well-being of another person;
- Refusing to identify himself/herself upon request;
- Encouraging other students to violate any rule or school board policy;
- Use of profane, abusive, or obscene language or gestures;
- Interference with the transportation of students in vehicles owned or operated by the district;
- Disruption of classes or other school activities while on district property or on public property that is within 500 feet of district property. Class disruption includes making loud noises, trying to entice a student away from or to prevent a student from attending a required class or activity, and entering a classroom without authorization and disrupting the activity with loud or profane language or any misconduct;
- Running in the building (This is very dangerous).

Consequences may range from verbal warning to suspension depending upon the severity of the offense and depending on the Step level that the student may be on in the Student Code of Conduct discipline Section D of this handbook. Additional offenses may be cause for expulsion. For a further detailed explanation please refer to ASBA District Policy 4.20 (Disruption of School) in Section E of this handbook.

Hall Behavior: Students are to behave in an appropriate manner in the hallways or corridors. There is to be no running (very dangerous), no food or drink, and no locker slamming. Teachers are encouraged to discourage such behavior by assigning students to lunch detention or take other disciplinary action if the rules are violated. Under no circumstances are physical games (horse playing, skateboarding, Frisbee, Football, Hackensack, etc.) allowed in the building.

Disregard of Directions or Commands: All students shall comply with reasonable directions or commands of teachers, student teachers, teacher aides, principals, school bus drivers, superintendent, or other authorized school personnel. Students will be considered insubordinate when they refuse to obey any rule or regulation of the school district or the reasonable instructions of school district personnel. Any student found to be insubordinate will be appropriately disciplined by the principal and/or school authorized personnel. A student sent to the principal's office for disciplinary purposes will be dealt with according to the steps in the discipline policy.

Academic Dishonesty/Cheating: Students found to have engaged in academic dishonesty will be subject to disciplinary penalties. Broadly defined, academic dishonesty/cheating occurs any time that a student knowingly submits work under his/her own name that was obtained through the efforts of someone else. Common examples would include, but are not limited to, the following:

- Copying from another student's paper
- Using unauthorized information while taking a test (cheat sheet)
- Paraphrasing someone else's homework
- Giving information to another student to complete assignments
- Obtaining or giving answers during a test
- Securing a copy of a test to study and/or using the information on a test

Student Conduct (continued)

Academic Dishonesty/Cheating (continued):

- Talking during a test
- Knowingly checking another student's work incorrectly during routine class procedures
- Copying book jacket summaries for book reports (plagiarism)
- Submitting work completed by someone else (parents, other adults, other students)
- Using information obtained through the Internet or other resources without appropriate documentation

The teacher will notify the administrator when academic dishonesty occurs. The administrator will then communicate with the appropriate sponsors/teachers in regards to the following:

- Forfeiture of offices held in classes, clubs, or organizations
- Removal from the National Honor Society
- The adjustment of student's grade on the work in question in accordance with the directives of the teacher.

Bullying: Bullying occurs when a student or group of students engages in written or verbal expression, expression through electronic methods, or physical conduct against another student on school property, at a school-sponsored or school-related activity, or in a district operated vehicle, and the behavior:

- Results in harm to the student or the student's property,
- Places a student in reasonable fear of physical harm or of damage to the student's property, or
- Is so severe, persistent, and pervasive that it creates an intimidating, threatening, or abusive educational environment.

This conduct is considered bullying if it exploits an imbalance of power between the student perpetrator(s) and the student victim and if it interferes with a student's education or substantially disrupts the operation of the school.

Bullying is prohibited by the district and could include but not be limited to hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name-calling, rumor-spreading, and ostracism. In some cases, bullying can occur through electronic methods, called "cyberbullying."

If a student believes that he or she has experienced bullying or has witnessed bullying of another student, it is important for the student or parent to **notify a teacher, counselor, principal, or another district employee as soon as possible** to obtain assistance and intervention. The administration will investigate any allegations of bullying or other related misconduct.

If the results of an investigation indicate that bullying has occurred, the administration will take appropriate disciplinary action. Disciplinary or other action may be taken even if the conduct did not rise to the level of bullying. The district will also contact the parents of the victim and of the student who was found to have engaged in the bullying. Available counseling options will be provided to these individuals, as well as to any students who have been identified as witnesses to the bullying.

Any retaliation against a student who reports an incident of bullying is prohibited.

For a more detailed explanation of bullying and the consequences, please see ASBA District Policy 4.43 (Bullying) located in Section D of this handbook.

Dating Violence, Discrimination, Harassment, and Retaliation: The District believes that all students learn best in an environment free from dating violence, discrimination, harassment, and retaliation and that their welfare is best served when they are free from this prohibited conduct while attending school. Students are expected to treat other students and district employees with courtesy and respect, to avoid behaviors known to be offensive, and to stop those behaviors when asked or told to stop.

Student Conduct (continued)

Dating Violence: Dating violence occurs when a person in a current or past dating relationship uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control the other person in the relationship. Dating violence also occurs when a person commits these acts against a person in a marriage or dating relationship with the individual who is or was once in a marriage or dating relationship with the person committing the offense. This type of conduct is considered harassment if the conduct is so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment, or substantially interferes with the student's academic performance.

Examples of dating violence against a student may include, but are not limited to, physical or sexual assaults, name-calling, put-downs, threats to hurt the student or the student's family members or members of the student's household, destroying property belonging to the student, threats to commit suicide or homicide if the student ends the relationship, threats to harm a student's current dating partner, attempts to isolate the student from friends and family, stalking, or encouraging others to engage in these behaviors.

Discrimination: discrimination is defined as any conduct directed at a student on the basis of race, color, religion, sex, gender, national origin, disability, age, or any other bases prohibited by law, that negatively affects the student.

Harassment: Harassment, in general terms, is conduct so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an education program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance.

Examples of harassment may include, but are not limited to, offensive or derogatory language directed at a person's religious beliefs or practices, accent, skin color, or need for accommodation; threatening or intimidating conduct; offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property.

Sexual Harassment and Gender-Based Harassment: Sexual harassment and gender-based harassment of a student by an employee, volunteer, or another student are prohibited.

Examples of sexual harassment may include, but not be limited to, touching private body parts or coercing physical contact that is sexual in nature; sexual advances; jokes or conversations of a sexual nature; and other sexually motivated conduct, communications, or contact.

Sexual harassment of a student by an employee or volunteer does not include necessary or permissible physical contact not reasonable construed as sexual in nature, such as comforting a child with a hug or taking the child's hand. However, romantic and other inappropriate social relationships, as well as all sexual relationships, between students and district employees are prohibited, even if consensual.

Gender-based harassment includes harassment based on a student's gender, expression by the student of stereotypical characteristics associated with the student's gender, or the student's failure to conform to stereotypical behavior related to gender.

Examples of gender-based harassment directed against a student, regardless of the student's or the harasser's actual or perceived sexual orientation or gender identity, may include, but not be limited to, offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; threatening or intimidating conduct; or other kinds of aggressive conduct such as theft or damage to property.

Student Conduct (continued)

Retaliation: Retaliation against a person, who makes a good faith report of discrimination or harassment, including dating violence, is prohibited. Retaliation against a person who is participating in an investigation of alleged discrimination or harassment is also prohibited. A person who makes a false claim or offers false statements or refuses to cooperate with a district investigation, however, may be subject to appropriate discipline.

Additional detailed information can be found in ASBA District Policy 4.27 (Student Sexual Harassment) in Section E of this handbook.

Reporting Procedures: Any student who believes that he or she has experienced dating violence, discrimination, harassment, or retaliation should immediately report the problem to the School Resource Officer, a teacher, counselor, principal, or other district employee. The report may be made by the student's parent. See ASBA District Policy 4.27 in Section E for the appropriate district officials to whom to make a report.

Investigation of Report: Upon receiving a report of prohibited conduct as defined by ASBA District Policy 4.27, the district will determine whether the allegations, if proven, would constitute prohibited conduct as defined by that policy. If not, the district will refer to ASBA District Policy 4.43 to determine if the allegations, if proven, would constitute bullying, as defined by law and that policy. If the alleged prohibited conduct, if proven, would constitute prohibited conduct and would also be considered bullying as defined by and policy 4.43, an investigation of bullying also will be conducted.

The district will promptly notify the parents of any student alleged to have experienced prohibited conduct involving an adult associated with the district. In the event alleged prohibited conduct involves another student, the district will notify the parents of the student alleged to have experienced the prohibited conduct when the allegations, if proven, would constitute a violation as defined by ASBA District Policy 4.27.

To the extent possible, the district will respect the privacy of the student; however, limited disclosures may be necessary to conduct a thorough investigation and to comply with law. Allegations of prohibited conduct, which includes dating violence, discrimination, harassment, and retaliation, will be promptly investigated.

If law enforcement or other regulatory agency notifies the district that it is investigating the matter and requests that the district delay its investigation, the district will resume the investigation at the conclusion of the agency's investigation.

During the course of an investigation and when appropriate, the district will take interim action to address the alleged prohibited conduct.

If the district's investigation indicates that prohibited conduct occurred, appropriate disciplinary action, and, in some cases, corrective action, will be taken to address the conduct. The district may take disciplinary and corrective action even if the conduct that is the subject of the complaint was not unlawful.

All involved parties will be notified of the outcome of the district investigation within the parameters and limits allowed under the Family Educational Rights and Privacy Act (FERPA).

Additional detailed information concerning investigation procedures can be found in ASBA District Policy 4.27 (Student Sexual Harassment) in Section E of this handbook.

Student Conduct (continued)

Personal Items and Materials at School: Students are responsible for all their personal possessions while at school or while at any school-sponsored or school-related event. Parents are strongly urged to discourage their children from wearing or from bringing to school expensive or irreplaceable electronics, jewelry, watches, sunglasses, toys or personal clothing (other than items such as coats or jackets) that may be removed during the day. **The District is not responsible for any personal items that are lost, damaged, or stolen at school or at a school-related activity.** The following regulations are in effect concerning other personal belongings or materials:

Money at School: Students should not bring large sums of money to school.

Food, Candy, and Drinks: Food, candy and drinks are not permitted in school buildings. Food and drinks must be consumed only in the cafeteria and designated area during the scheduled student lunch. Careless disposal of gum and food in drinking fountains, on furniture, or on floors present sanitation and cleaning problems and requires costly repairs. Students who disregard rules concerning food, candy and drinks will receive disciplinary action.

Laser Pointers: Students shall not possess any hand held laser pointer while in school; on or about school property, before or after school; in attendance at school or any school-sponsored activity; en route to or from school or any school sponsored activity; off the school grounds at any school bus stop or at any school-sponsored activity or event. School personnel shall seize any laser pointer from the student possessing it and the student may reclaim it at the close of the school year, or when the student is no longer enrolled in the District. (ASBA District Policy 4.28-Laser Pointers)

Portable (Cellular) Telephones and Other Electronic Devices: Students are responsible for conducting themselves in a manner that respects the rights of others. Possession and use of any electronic device, whether district or student owned, that interferes with a positive, orderly classroom environment does not respect the rights of others and is expressly forbidden. "Electronic device" means anything that can be used to transmit or capture images, sound, and/or data. For a more detailed explanation please refer to ASBA District Policy 4.47 (Possession and Use of Cell Phones and Other Electronic Devices) located in Section E of this handbook.

ELEMENTARY SPECIFIC: Radios, tape players, CD players, toys, cell phones, mp3 players, iPods, or other electronic or digital devices are not permitted in school without permission from the principal. Items which may interfere with the classroom will be confiscated and returned to parents **ONLY**. The student and/or student's parents or guardian expressly assume any risk associated with students owning or possessing technology equipment.

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

At the discretion of the classroom teacher, cell phones may be used for instructional purposes that are aligned to the curriculum of the specified course. Students should follow the specific instructions of the classroom teacher and abide by all policies of the Student Internet/Use Agreement policy. Students who misuse their devices, including those worn as a watch, will be subject to disciplinary actions per student code of conduct.

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

Student Conduct (continued)

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

- Using personal electronic devices during class time in any manner other than specifically permitted by the classroom instructor;
- Permitting any audible sound to come from the device when not being use for the reason above (no ear buds may be in use during class time, class change, or in the cafeteria);
- Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination;
- Using the device to take photographs in locker rooms or bathrooms;
- Creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person;
- Using a cell phone or electronic device to video a fight or any other inappropriate situation during school hours or at school activities. Students found to be videoing fights, altercations, or other inappropriate situations that result in disciplinary action will receive the same punishment as those individuals involved in the fight, altercation, or other inappropriate situation.

The student and/or student's parents or guardians expressly assume any risk associated with students owning or possessing electronic devices. Students misusing electronic devices may have them confiscated. Students have no right of privacy as to the content contained on any electronic devices that have been confiscated.

Students who misuse electronic devices will be subject to the following consequences:

First Offense: Phone will be confiscated and the student may pick up his/her phone in the office at the end of the school day.

Second Offense: Phone will be confiscated and the Parent/Guardian may pick up his/her phone at the end of the following school business day.

Third Offense: Phone will be confiscated and the Parent/Guardian will be required to pick up the cell phone after a 24-hour waiting period and a \$20 fee will be assessed. (Fees collected will be put towards the Prom fund.)

Distribution of Non-School Materials: Students are not permitted to distribute non-school publications or materials in the classroom or hallways. Before non-school materials or publications are made available to students in the designated area, they must be submitted to the principal or designee for review and approval. The principal or designee will make a decision as to whether or not the material is approved within 24 hours of the time the materials are submitted. Failure to act within that time is interpreted as disapproval. If the materials are disapproved, students may appeal to the Superintendent, who will decide within three days. The Superintendent's failure to respond is interpreted as disapproval. Students may appeal to the Board by making a written request for the Board to consider the Superintendent's decision at the next regular Board meeting.

Care of School Property: The taxpayers of the community have made a sustained financial commitment for the construction and upkeep of school facilities. Littering, defacing, or damaging school property is not tolerated. Students will be required to pay for damages they cause and will be subject to disciplinary consequences in accordance with the Student Code of Conduct. Please help keep your campus clean by putting all trash in the containers located on campus. In classrooms, students should deposit all waste paper in trash cans. In the lunchroom, students should deposit all trash in the trash cans before leaving the cafeteria. No food, food containers, paper, milk containers, etc. will be taken outside of the cafeteria. **NO EXCEPTIONS!**

Student Conduct (continued)

Dress and Grooming: Cleanliness, neatness, appropriateness, modesty, and effect on the learning environment are the criteria that should dictate the student's choice of school dress and grooming on any given day. A student is not appropriately dressed if he/she is a disturbing influence in class or school because of his/her mode of dress.

No attempt will be made to dictate fashion styles as long as they are in keeping with school District guidelines and/or policies. (Refer to ASBA District Policy 4.25-Student Dress and Grooming-in Section E of this handbook for additional explanations concerning dress code.) Students and their parents/guardians are charged with the responsibility of ensuring that modesty, appropriateness, and neatness of dress are maintained.

If a student comes to school wearing clothes that violate the dress code or in any way violate the dress and grooming standards, the student may be placed in in-school suspension until he/she is in compliance. The school will make efforts to notify the parent as soon as possible of this assignment. If the student comes into compliance with the dress and grooming standards, he/she will return to classes immediately.

IN ADDITION TO THE EXAMPLES OF UNSUITABLE SCHOOL DRESS AND GROOMING LISTED ON THE FOLLOWING PAGE, THE PRINCIPAL WILL MAKE THE FINAL DETERMINATION ON ANY OTHER CLOTHING THAT IS DEEMED INAPPROPRIATE.

Student Conduct (continued)

Examples of unsuitable school dress and grooming include **but are not limited** to the following:

Tattoos and Piercings	<ul style="list-style-type: none"> • Jewelry requiring body piercing except in the ears and nose (clear back in the nose, not visible to the eye) • Exposed obscene tattoos or body drawings
Hairstyles	<ul style="list-style-type: none"> • Any hairstyle that is not neat, clean, and well-groomed • Any hairstyle or hair color that is distracting • Hair combs or hair picks
Hats	<ul style="list-style-type: none"> • Headgear of any kind at any time in the buildings or hallways, including solid color bandannas, head rags, headbands (except those with elastic used to hold hair in place), or towels of any type
Shoes	<ul style="list-style-type: none"> • Lack of shoes • House slippers • Shoe skates
Shirts	<ul style="list-style-type: none"> • Spaghetti straps (shoulders must be 3 finger-tip lengths), tank/tube tops, halters, and midriff tops • ***Exceptions to these guidelines are formal dresses for Special Occasions such as Prom or Homecoming
Shorts/Pants	<ul style="list-style-type: none"> • Sagging pants of any kind (Students must have pants or shorts on hips at all times. • Pants or shorts more than two sizes above the normal body size • Pajama pants • Spandex, body fitting, or tight fitting shorts or pants, including yoga pants or fitness pants or jeggings are not allowed unless covered by a shirt that is at finger-tip length or longer • Short-shorts, including athletic shorts (must be finger-tip length or longer) • Cut-offs with holes or ripped seams must have some type of garment underneath and cannot be taped or have paper as a way to cover holes
Dresses/Skirts	<ul style="list-style-type: none"> • Dresses or skirts shorter than finger-tip length
All Clothing Items	<ul style="list-style-type: none"> • Sunglasses • Bandannas (may not be worn, displayed, or carried) • Clothing with slits or tears or pants with unpatched holes above finger-tip length • Tight or revealing clothing • See-through clothing • Visible undergarments • Dressing without appropriate undergarments • Dance clothes or tights • Any clothing that advertises or depicts tobacco products, alcoholic beverages, drugs, or any other substance that students are prohibited from having or using at school • Any clothing that is lewd, offensive, vulgar, or obscene • Any clothing or grooming that depicts crime, violence, or gang association • Any clothing that inappropriately exposes the body • Any other clothing deemed inappropriate by the campus principal • NO blankets

Corrective Options for violations of this policy ranges from verbal warning to expulsion from school. For additional information please refer to the Student Code of Conduct in Section D of this handbook, as well as the ASBA District Policies 4.25 (Student Dress and Grooming) and 4.25.MS.1 (City of Mineral Springs Dress Code) located in Section E of this handbook.

Student Conduct (continued)

Educational Technology and Acceptable Use Practices: The following is a summary of acceptable practices regarding the use of technology resources provided by the Mineral Springs School District. By using the technology resources provided by the district, individuals implicitly agree to follow these guidelines.

Definition of Technology Resources: The terminology “technology resource(s)” refers to any configuration of software and hardware provided by the district. Hardware includes, but is not limited to: desktop computers, laptops, network connectivity devices, wireless connectivity devices, printers, phones, network servers, and network storage devices. Software includes, but is not limited to: internet access, electronic mail, operating system software, application software, local and external databases, and data files. The Superintendent, or designee, is authorized to monitor the activity of the district’s technology resources as well as any technology resource present on district property. This monitoring can take place without notice, whether written or verbal, to the technology user.

System Access: Students will be granted access to technology resources for class assignments and research. Employees will be granted access for teaching, administrative functions, and as job duties dictate. Individuals will be issued one or more username(s) and password(s) to gain access to technology resources. This information is not to be shared with other employees or students without prior written approval from the Superintendent or designee. Technology users are responsible for keeping this information in a safe place where it cannot be accessed by other technology users. The technology user will be held responsible for the proper use of his or her username(s) and password(s).

Student Login: Students will be given a district username and password upon enrollment in the district. Within two weeks after initial enrollment and subsequently at the beginning of the school year, the parent/guardian of the student must sign and return the appropriate Student Handbook form in order for the student to retain internet access. If internet access is removed from the student’s login for this reason, it will be reinstated upon receipt of the Student Handbook form.

Personal Web System: The district-provided personal Web system shall be considered an extension of the classroom and is to be used for educational purposes only. All content will be monitored. All rules and regulations which apply to electronic communication and the classroom will apply.

Acceptable Use: Technology resources are for learning, teaching, and administrative use at school and for school-related purposes. Commercial use is strictly prohibited. Individuals are expected to use the technology resources in a responsible, ethical, and polite manner.

Students are prohibited from possessing, sending, forwarding, posting, accessing, or displaying electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another’s reputation, or illegal. This prohibition also applies to conduct off school property, whether the equipment used to send such messages is district-owned or personal owned, if it results in a substantial disruption to the educational environment.

Any person taking, disseminating, transferring, possessing, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or other content, commonly referred to as “sexting,” will be disciplined according to the Student Code of Conduct (found in Section D of this handbook), may be required to complete an educational program related to the dangers of this type of behavior, and in certain circumstances, may be reported to law enforcement.

Other uses of technology resources that are classified as unacceptable under district policy and this user agreement are listed in the ASBA District Policy 4.29 (Internet Safety and Electronic Device Use Policy) located in Section E of this handbook. Individuals found using resources in an unacceptable manner may be denied access to technology resources and may face further disciplinary action.

Student Conduct (continued)

Internet Safety: In accordance with the Children’s Internet Protection Act (CIPA), the district will install the appropriate technology resources to protect students and employees from inappropriate Internet content. This system will restrict access to electronic systems which contain information pertaining to pornography, hacking, unauthorized chat rooms, and any other content considered harmful to minors. This system will also restrict access to sites which seek to solicit personally identifiable information. Students and employees who wish to appeal restricted access to certain sites must submit this request to their instructor or supervisor. If the instructor or supervisor determines the restricted content is appropriate for school use, he or she must submit a formal request to the Information Technology department for further inspection.

Classification of Inappropriate Material: The categories of material considered inappropriate and to which access will be blocked will include, but will not be limited to the following: pornography, images or descriptions of sexual acts, promotion of violence, illegal use of weapons, drug use, discrimination, participation in hate groups, instructions for performing criminal acts and on-line gambling. The Director of Information Technology reserves the right to block use of additional sites which can unduly burden the District’s computer, network, or staff resources. Also included in this category is content determined to be harmful to minors as prescribed by legal policy.

Termination or Revocation of Access: The District may suspend or revoke a technology user’s access to the District’s system upon violation of the District’s acceptable use policy. Termination of a student’s access will be effective on the date the Director of Technology Services receives notice of student withdrawal or of revocation of system privileges or on a future date if so specified in the notice.

Enforcement: Misuse of the educational technology system will be classified in two levels: Level 1-General Misuse and Level 2-Damaging or Destructive Misuse.” Actions in Level 2 may be viewed not only as violations of administrative regulations and district policy, but also as criminal activity under applicable state and federal laws. These actions also may require restitution for costs associated with system restoration, hardware, or software costs.

Types of general misuse include but are not limited to the following:

- Using inappropriate or inflammatory language
- Viewing non-educational content without prior written permission
- Attaching unauthorized devices to district technology resources

Types of damaging or destructive misuse include but are not limited to the following:

- Use of proxies or encryption
- Endangering the network by manipulating software or hardware
- Knowingly placing a computer virus or any other destructive computer code on a computer or the network
- Bypassing district security monitoring
- Using another user’s login
- Accessing secure and/or confidential information without authorization
- Divulging passwords
- Causing system malfunction
- Developing programs that harass other users
- Attempting to infiltrate a computer or computing system
- Harming or destroying district equipment, materials, or data
- Attempting to degrade or disrupt system performance

Student Conduct (continued)

Disclaimer: The District's system is provided on an "as is, as available" basis. The District does not make any warranties, whether expressed or implied, including, without limitation, those of merchantability and fitness for a particular purpose with respect to any services provided by the system and any information or software contained therein. The District does not warrant that the functions or services performed by the system or that the information or software contained on the system will meet the system user's requirements. The District does not warrant that the system will be uninterrupted or error free or that defect will be corrected. Opinions, advice, services, and all other information expressed by system users, information providers, service providers, or other third-party individuals in the system are those of the providers and not the District.

The District will cooperate fully with local, state, or federal official in an investigation concerning or relating to misuse of the District's electronic communications system. For additional information concerning Internet use please refer to ASBA District Policies 4.29 (Internet Safety and Electronic Device Use Policy) and 4.29F (Student Electronic Device and Internet Use Agreement).

Behavior On Off-Campus Trips and Activities: Participation in all extracurricular activities of Mineral Springs School District is a privilege. As a privilege, a student is not entitled to participate in any extracurricular program of the school if behavior is deemed inappropriate to represent the school.

Appropriate behavior will be expected from students on any school sponsored activity. All policies and school rules apply for all off-campus trips and activities. Students shall comply with reasonable directions or commands of school sponsors, chaperones, or authorized school personnel. A student exhibiting behavior which is determined to be in violation of school policy and rules or which violates the standards of the extracurricular activity or jeopardized the reputation of the school shall be removed from the activity without warning and may be excluded from the activity for the remainder of the year and/or disciplined through detention and/or suspension.

Discipline Management

The Student Code of Conduct contains standards for student conduct, general misconduct violations, and procedures for removal from the regular educational setting. Mineral Springs School District alternatives to the regular educational setting include In-School Suspension (ISS), Out-of-School Suspension (OSS), and expulsion.

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 expulsion and when removing statements from students' records and clearing one's reputation. MSSD will follow the guidelines below in carrying out Due Process Procedures:

- Prior to any suspension, the school principal or his/her designee shall advise the student in question of the particular misconduct of which he/she is accused, as well as the basis for such accusation.
- The student shall be given an opportunity at that time to explain his/her version of the facts to the principal or his/her designee.
- Written notice of suspension and the reason(s) for the suspension shall be given to the parent of the students.
- Any parent, or legal guardian of a student suspended shall the right to appeal to the Superintendent of schools.
- If a student and/or parent of a student involved in a disciplinary ruling wish to contest a disciplinary ruling, they must state their complaint in writing to the school principal asking that the ruling be changed. If the complaint is not satisfactorily resolved by the principal, an appeal is possible to the Superintendent, then to the Board of Trustees.

Discipline Management (continued)

In-School Suspension (ISS): In order to provide an additional alternative for disciplining, a program has been developed which should eliminate most suspensions. Instead of reporting to regular classes, students so assigned will report to the ISS Center for a period of time designated by an administrator. The length of the assignment may vary from one to ten days, depending on the reason for the referral. While assigned to the ISS Center, the students will work on class assignments as directed by the instructor of the center. Those assigned to the center will comply with the rigid disciplinary expectations. Privileges normally enjoyed by the students will not be granted to those assigned to the ISS Center.

Rules for ISS:

1. Isolation from the rest of the student body
2. No talking at any time to other students
3. Must complete assignments given by all teachers
4. Must not be tardy
5. Must cooperate with the teacher at all times
6. May not sit and do nothing
7. Pupils will have one rest break in the morning and one in the afternoon
8. Student may buy or bring their lunch and eat at a place designated by the teacher
9. Students will not get out of their desk unless given permission by the teacher
10. Students will not mark on the desks or walls and will maintain the room in a clean and orderly fashion
11. No drinks, food, candy, gum, or tobacco will be allowed in the center
12. Students are required to bring all textbooks to the center and have adequate pen/pencils and paper for each day
13. Students will not be allowed to attend or participate in pep rallies, assemblies, or certain other school activities deemed necessary by the principal while assigned to the center.
14. Misbehavior in the center, to include but not be limited to, violation of state rules will be cause for the teacher to send the student to the principal
15. Punishment will then be decided by the principal in accordance with school discipline policies and may include corporal punishment, days added to the ISS assignment, suspension from school, or recommendation for expulsion
16. Schedule of the ISS Center must include the entire school day
17. Rules of the center will be posted in the ISS Center

Failure to report to the center upon the specified time, or tardiness, unless excused by the administrator making the assignments will result in an additional day being assigned to the center. For purposes of the attendance policy, days assigned to the ISS Center will not be computed as absences from school. Failure to comply with rules and regulations of the center or failure to comply with directives of the instructor may result in suspension or expulsion from school and will be determined by the principal of the school from which the student is referred. Any student having been assigned to the ISS Center for a total of three (3) times in one semester for any or all reasons will face out-of-school suspension or possible expulsion thereafter, and/or possible assignment to the center for the remainder of that semester.

Corporal Punishment: Corporal punishment will only be used after other methods to modify behavior have been attempted. Only an administrator may administer corporal punishment to a student in the presence of another certified employee and in the office area. A permission to give Corporal Punishment form is kept on file in the office. Parents will be notified by phone or mail when corporal punishment is administered. If a parent requests corporal punishment to be substituted for ISS, the administrator may consider the request by the parent based on circumstances and prior infractions. For additional information concerning corporal punishment please refer to ASBA District Policy 4.39 (Corporal Punishment) located in Section E of this handbook.

Discipline Management (continued)

Video/Audio Monitoring: Video/audio equipment shall be used for safety purposes to monitor student behavior on buses, in common areas and in classrooms on campus. Signs stating that students may be videotaped shall be posted in District buildings and on buses. Students shall not be notified when the equipment is turned on.

Tapes shall be reviewed on a routine basis by the principal, School Resource Officer (SRO), and other administrative personnel approved by the Superintendent, and evidence of student misconduct shall be documented. A student found to be in violation of the District's Student Code of Conduct shall be subject to appropriate discipline. Tapes shall remain in the custody of the District SRO and/or campus principal and shall be maintained as required by law.

Video recordings of students made by security cameras on school buses, in common areas of a campus are treated as directory information unless they are used to impose discipline. In that case, the tapes become an educational record of the student or students who are disciplined and are subject to the same restrictions on access and disclosure as any other student education record. Both federal and state laws safeguard student records from unauthorized inspection or use and provide parents and eligible students certain rights of privacy.

FERPA generally prohibits the improper disclosure of personally identifiable information derived from education records. Therefore, a parent may view a video recording only if the parent's child is the only student in the video. If the video reveals other students, the video cannot be viewed by any parent.

Additional information regarding video/audio monitoring can be obtained by referring to ASBA District Policy 4.48 (Video Surveillance and Other Student Monitoring) located in Section E of this handbook.

Gang-Free Zones: Certain criminal offenses, including those involving organized criminal activity such as gang-related crimes, will be enhanced to the next highest category of offense if they are committed in a gang-free zone. For purposes of the district, a gang-free zone includes a school bus and a location in, on, or within 1000 feet of any district-owned or leased property or campus playground.

For additional information concerning gang-free zones, please refer to ASBA District Policy 4.26 (Gangs and Gang Activity) located in Section E of this handbook.

Law Enforcement Issues

Police Intervention: The Mineral Springs School District employs a Mineral Springs Police Officer to serve as the School Resource Officer during the school day and at school events both at school and at away events. Certain situations/violations are likely to result in the SRO being called. When this occurs, parents will be informed as soon as possible. The following situations/violations are likely to result in intervention by the SRO:

- Theft (dollar value usually determines seriousness)
- Physical assaults
- Fire, explosives, and weapons violations
- Criminal mischief or vandalism
- Drug and alcohol violations
- Disorderly conduct (i.e. offensive language, fighting, etc.)
- Other appropriate investigations

Disruptions: In order to ensure student safety and sustain an educational program free from disruption, state law permits the District to take action against any person—student or not student—who:

- Interferes with the movement of people in an exit, an entrance, or a hallway of a District building without authorization from an administrator.
- Interferes with an authorized activity by seizing control of all or part of a building.
- Uses force, violence, or threats in an attempt to prevent participation in an authorized assembly.
- Uses force, violence, or threats to cause disruption during an assembly.
- Interferes with the movement of people at an exit or an entrance to District property.
- Uses force, violence, or threats in an attempt to prevent people from entering or leaving District property without authorization from an administrator.
- Disrupts classes while on District property or on public property that is within 500 feet of District property. Class disruption includes making loud noises; trying to entice a student away from, or to prevent a student from attending, a required class or activity; entering a classroom without authorization and disrupting the activity with profane language or any misconduct.
- Interferes with the transportation of students in District vehicles.

For additional information concerning disruptions please refer to ASBA District Policy 4.20 (Disruption of School) located in Section E of this handbook.

Alcohol, Drugs, Tobacco, and Weapons: Under state and federal law, a student is not allowed to possess, sell, give away, or use alcohol, illegal drugs, tobacco products, guns, or other weapons on school property or at a school related or school-sanctioned activity, on or off school property. Having one of these items in a privately owned vehicle that the student may have driven to school and parked on District property is also prohibited. A more detailed description concerning discipline may be found in the Student Code of Conduct located in Section D of this handbook.

For additional information concerning alcohol, drugs, drug testing, tobacco, and weapons, please refer to ASBA District Policies 4.22 (Weapons and Dangerous Instruments), 4.23 (Tobacco and Tobacco Products), 4.24 (Drugs and Alcohol), and 4.24.MS.1 (Alcohol, Tobacco and Drug Use) located in Section E of this handbook.

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

For additional information concerning assault or batter, please refer to ASBA District Policy 4.21 (Student Assault or Battery) located in Section E of this handbook.

Law Enforcement Issues (continued)

Searches of Students, Lockers, Desks, and Other Property:

- Students will be searched and certain items seized when a reasonable suspicion exists that a student is in possession of certain items that might be in violation of the laws of the State of Arkansas and/or harmful to the well-being to persons at the school (drugs and weapons). The School Resource Officer, Principal, or other school administrator may search a student's outer clothing, pockets, or property if he/she has a reasonable basis to suspect that the search will reveal evidence that the student has violated a school rule. The scope of the search will be related to the suspected violation.
- Lockers and student desks are the property of the school, and when sufficient cause exists, they will be searched. Students are fully responsible for the contents of the assigned lockers and desks. Students must be certain that the locker is locked and the combination is not available to others.
- Classrooms and other common areas may be inspected with the use of trained dogs any time students are not present.
- Vehicles parked on school property also are subject to search by the SRO, principal, or other school administrators if the administrator has a reasonable basis to suspect that there may be contraband of any kind, such as weapons, alcohol, drugs, or any other prohibited substance, in the car.

For additional information concerning search, seizure, and interrogations, please refer to ASBA District Policy 4.32 (Search, Seizure, and Interrogations) located in Section E of this handbook.

Reporting Child Abuse and Neglect: Child abuse and neglect is a criminal offense in the state of Arkansas. Instances determined to be indicative of either child abuse and/or neglect will be reported to the appropriate state agency and/or appropriate law enforcement agency.

For additional explanations concerning child abuse and neglect, please refer to ASBA District Policies 4.15 (Contact with Students While at School) and 4.32 (Search, Seizure, and Interrogations) located in Section E of this handbook.

Sexual Harassment/Sexual Abuse: Sexual harassment or abuse may occur through student to student, student to adult, or adult to student interaction. Sexual harassment of a student by another student includes unwanted and unwelcome verbal or physical conduct of sexual nature, whether by word, gesture, or any other sexual conduct, including requests for sexual favors.

Sexual harassment of a student by an employee includes any welcome or unwelcome sexual advances, requests for sexual favors, and other verbal (oral or written), physical, or visual conduct of a sexual nature. It also includes such activities as engaging in sexually oriented conversations for purposes of personal sexual gratification, telephoning a student at home or elsewhere or making contact by means of social media to solicit inappropriate social relationships, physical contact that would be reasonably construed as sexual in nature, and enticing or threatening a student to engage in sexual behavior in exchange for grades or other school-related benefit.

Sexual abuse is defined as "illegal sex acts performed against a minor." It may include but not be limited to fondling, sexual assault, or sexual intercourse. Sexual abuse is a form of child abuse that must be reported to appropriate law enforcement authorities.

Students shall not engage in unwanted or unwelcome verbal or physical conduct of a sexual nature directed toward another student or a District employee. This prohibition applies whether the conduct is by word, gesture, or any other sexual conduct, including requests for sexual favors. All students are expected to treat other students and District employees with courtesy and respect, to avoid any behaviors known to be offensive, and to stop these behaviors as directed.

Law Enforcement Issues (continued)

Any District employee who receives information about sexual harassment or sexual abuse of a student that may reasonable be characterized as known or suspected child abuse or neglect shall make the reports to appropriate authorities, as required by law, in addition to notifying the School Resource Officer and the Principal. The District shall notify the parents of all students involved in sexual harassment by student(s) when the allegations are not minor. The District shall notify parents of all incidents of sexual harassment or sexual abuse by a District employee. All reports of sexual harassment that are not minor shall be referred to the Title IX coordinator. Oral complaints shall be reduced to writing to assist in the District's investigation. To the greatest extent possible, complaints shall be treated as confidential. Limited disclosure may be necessary to complete a thorough investigation. The District shall not retaliate against a student who in good faith reports perceived sexual harassment or sexual abuse.

Sexual harassment or abuse of students by District employees may constitute discrimination on the basis of sex and is prohibited by Title IX (the federal law prohibiting gender-based discrimination by schools that receive federal funds). Students and/or parents are encouraged to discuss requests or concerns with the School Resource Office and the Principal.

For additional information concerning sexual harassment/sexual abuse, please refer to ASBA District Policy 4.27 (Student Sexual Harassment) located in Section E of this handbook.

School Programs & Activities

Field Trips: Permission forms requiring signatures of parents are distributed at the beginning of the school year. The following information will be provided to parents prior to campus departure: date, times, destinations, purpose, transportation arrangement, chaperones, costs to students, and additional information as needed. Students who have failed a class the previous six weeks or are failing at the 3-week progress reporting will not be allowed to attend a field trip unless the field trip is a requirement of the class in question. In this circumstance, students who have failed to meet the expectations academically can only attend the field trip that is required during the class time scheduled.

Fundraising: Only school-sponsored, principal-approved fund raising may take place on the campus. Tickets or articles of any kind are not to be sold on school property by students or outside organizations except by special permission of the principal. Students who fail to adhere to the fundraising guidelines will be subject to disciplinary actions.

School Newspaper & Official Publication: The purpose of the newspaper will be to report school news. Students will have the right to editorialize but must refrain from printing anything, which might contain obscene language or libelous materials. It will be the responsibility of the sponsor to see that journalistic integrity is maintained. Should questions arise concerning inappropriate material for publication, the sponsors will refer said questions to the principal. For additional information please refer to ASBA District Policy 4.14 (Student Publications and the Distribution of Literature) located in Section E of this handbook.

Mineral Springs Honor Society: National Honor Society was formed to recognize outstanding academic achievement, leadership, and character in high school students. To gain admission, a student must attain a 3.45 cumulative GPA and have an exemplary record of conduct and school involvement. The member must maintain a 3.0 academic and overall GPA to remain active. Membership can be revoked for grade deficiencies, school suspensions, plagiarism or other conduct unbecoming a National Honor Society member. Other rules and details about the Honor Society can be obtained from the sponsor.

Student Elections/Office Requirements: Elections for class officers/club offices/student council, etc. will generally be held in the spring semester so as to facilitate easy transitions during the next school year. Students who do not have a 2.0 cumulative GPA, who are currently failing/or failed an academic course in the previous semester, have a record of behavioral infractions (suspension or 8 single classroom incidents) will be prohibited from seeking office. Students will be removed from office if they fail to meet the previously listed requirements at the start of the new school year. The student with the next highest number of votes shall assume the vacated position.

School Programs & Activities (continued)

Homecoming:

ELECTION OF HOMECOMING COURT

- Homecoming Court will be selected by the entire student body. (4 girls will be chosen from the Senior Class, 3 girls from the Junior Class, 3 girls from the Sophomore Class, and 3 girls from the Freshman Class.)
- The Senior with the highest number of votes will be crowned as Queen. The Senior with the second highest number of votes will be designated as the Maid of Honor; The Senior with the third highest number of votes will be designated as the Senior Class Maid.
- The Football Team will vote from among the Senior Girls on the court, one girl, to receive the designation of Football Maid. The girl with the highest number of votes will receive the designation.
- The young children to carry the crown and flowers must be students from Mineral Springs Kindergarten or lower elementary (Pre-K-2).
- In the event of a tie for Queen, there will be a runoff election between those in the tie. The girl with the highest number of votes will be Queen and the second place will be the Maid of Honor.
- Students selected to the Homecoming Court must have at least a 2.0 GPA at the time of the selection process.
- Students selected to the Homecoming Court must have been an enrolled member of Mineral Springs High School one year prior to being elected to Homecoming Court.
- Students selected to the Homecoming Court must be involved in at least two extracurricular activities offered by Mineral Springs High School.
- Students may not have been outside suspension or more than 3 days of ISS.

Ballgames and Student/Social Events: Any school activity or social affair must be approved by the principal and given a date and time. All school events/parties must have school sponsors present as well as other sponsors that the principal may require. Students must conduct themselves at school events/parties and dances as they would during the school day. Students will be greeted at all social events by a select group of adults. Should a student appear to be under the influence of any controlled substance, he/she can be asked to take a breathalyzer test. If the test shows the student to be impaired or if the authorities feel that sobriety is in question, the parents/guardians will be called to pick the student up and the drug and alcohol policy will be enforced. No student, who appears to be under the influence, will be allowed to operate a motor vehicle.

All school activities must end at the time specified by the principal. The school will not sponsor or be responsible for events, parties or dances that do not meet these requirements.

Ballgame Attendance Guidelines:

Students K-6 are required to be accompanied by parents or adults at least 18 years or older. If the parent or guardian leaves the event early the child must leave with them. K-6 students must be seated with the adult that accompanied them at all times.

Students 7-12 are required to be seated in the student section or with their parent/adult who accompanied them to the game.

******For ALL Ballgames, Events, Parties, Dances, etc.:***

“20 Minute Rule”: *Students are encouraged to attend extracurricular and co-curricular events. However, any student who attends a campus event must secure transportation within 20 minutes of the conclusion of the event. Students who fail to meet this criterion will lose privileges to attend for the remainder of the semester.*

School Programs & Activities (continued)

Junior/Senior Prom: The Junior-Senior Prom is an annual event sponsored by the Junior Class in honor of the graduating seniors. This event is a formal affair and attire, while not specifically outlined, is required to be of a “formal” nature. All seniors and those juniors who have met the work requirements are permitted to attend the dance free of charge. Dates from other schools who have been invited by juniors or seniors must pay for their ticket. The fee will be set each year based on costs. All out-of-class or out-of-school dates must be signed up and pre-approved one month prior to the prom date. Attendance at the prom is limited to the students in grades 10-12 only. Any attending sophomore must be a guest of upper classmen. Guests who are not enrolled in **HIGH SCHOOL** will not be allowed to attend. This includes college students as well as high school dropouts.

For more detailed explanations concerning student programs and activities, please refer to ASBA District Policies 4.12 (Student Organization/Equal Access), 4.56 (Extracurricular Activities-Secondary Schools), 4.56.1 (Extracurricular Activities-Elementary), and 4.56.2 (Extracurricular Activities for Home Schooled Students) located in Section E of this handbook.

Section B:

District General Information & Requirements

District General Information & Requirements

Emergency Information

Emergency: The District will rely on contact information on file with the district to communicate with parents in an emergency situation, which may include real-time or automated messages. An emergency purpose may include early dismissal or delayed opening because of severe weather or another emergency, or if the campus must restrict access due to a security threat. It is crucial to notify your child's school when a phone number previously provided to the district has changes.

Non-emergency: Your child's school will request that you provide contact information, such as your phone number and e-mail address, in order for the school to communicate items specific to your child, your child's school, or the district. If you consent to receive such information through a landline or wireless phone, please ensure that you notify the school's administration office immediately upon a change in your phone number. The district or school may generate automated or pre-recorded messages, text messages, or real-time phone or e-mail communications that are closely related to the school's mission, so prompt notification of any change in contact information will be crucial to maintain timely communication with you. Standard messaging rates of your phone carrier may apply. If you have specific requests or needs related to how the district contact you, please contact your child's principal.

Emergency School Closing Information: Notice of changes in regular school days and regular school hours brought about by emergency situations such as severe weather will be released from the Office of the Superintendent at the earliest possible time to the local radio stations, the District Facebook page, and the school website page. Because it is important that school telephone lines remain open during emergency situations, the District strongly encourages parents to refer to these media announcements rather than to telephone the campus. The following radio stations are utilized by the District:

- Nashville – KNAS 105.5 and KBHC 1260 AM
- Nashville/Murfreesboro – B95
- Texarkana – KKYR 102.5

If an announcement is not made, school will be in session. These same procedures will be used for cancellation of school-sponsored events.

Emergency Procedures: In case of an emergency, it is essential for all persons to obey promptly and to follow the prescribed procedures as quickly as possible. Teachers will give students instructions and will supervise the students during the drill or emergency. Students are to cooperate and to follow instructions given by school officials.

Severe Weather Drills: A weather alert system is in operation on every campus. School officials will advise students and staff of storm warnings. In the event of a tornado watch or warning, students and staff should follow the procedures listed below:

- Remain calm and do nothing to excite or create panic;
- Move from classrooms to designated areas; and
- Remain inside the building until an all-clear bell is signaled.

Lock Down Drills: In the unlikely event that the campus must be secured from an intruder or possibility of intrusion, the lockdown procedure will be implemented. Students will be directed to their designated safe spots and should remain in a safe area using District protocol for student safety.

Evacuation/Reverse Evacuation/Fire Drill:

- Announcement will be made for Evacuation/Fire Drill through the intercom system.
- Staff will lead students who will follow the evacuation routes listed on the wall in the classroom for Evacuation/Fire Drills.
- An "All Clear" announcement will be made when it is safe to return to the building.

For additional information concerning emergency drills, please refer to ASBA District Policy 4.37 (Emergency Drills) located in Section E of this handbook

Health Information

Required Immunizations: Arkansas law requires immunization for all students enrolled in public schools.

- **Polio:** Vaccine required – three oral Sabin doses through age 18 with the last dose since the age of four or four doses before the fourth birthday.
- **Diphtheria-Tetanus (DPT or TD):** Vaccine required – four doses with the last dose since the age of four and a Tdap booster before entering 7th grade.
- **Rubella:** Vaccine required – one dose after the first birthday.
- **Measles:** Vaccine required – two doses after the first birthday.
- **Mumps:** Vaccine required – one dose after the first birthday.
- **Hepatitis B:** Vaccine required – three doses before completing school year for all kindergarten, 7th grade, and transfer students. The alternative 2-doses scheduled may be used for students 11-15 years of age.
- **Varicella:** Vaccine required – two doses with dose one being on or after the first birthday and dose two being 28 days after dose one. No history of disease may be accepted in lieu of vaccine.
- **Meningitis:** One dose of meningococcal vaccine is required for students who will be in 7th or 8th grade. If your child had the first dose before 7th grade, then another dose is not required until 12th grade.
Two doses will be required before 12th grade. Most students entering 12th grade got their first dose when they were younger and are now due for their second dose, or booster. This booster is needed because protection from the vaccine decreases over time.

State law mandates that students who transfer from another school either within the state or from out-of-state show proof of immunization. The only proof of immunization to be accepted will be a certificate by a licensed physician, the health department, or a military physician. Dates of vaccine administration must be provided. **If the student's immunization is not complete the student will be allowed 30 days to be classified "in process".**

Students will have 30 days to update vaccines. If after 30 days the student will be sent home until vaccines are updated.

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

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.

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

Transportation and Student Vehicles

Buses/District Owned Vehicles and Student Conduct on Buses/District Owned Vehicles: The District provides transportation on school buses and District owned vehicles to and from school and/or district activities. Students are required to comply with rules for conduct on school buses and to comply with the Student Code of Conduct while at authorized school bus stops waiting for the bus. Students who misbehave or violate the Code of Conduct while on the bus will be disciplined according to the Code of Conduct and may be suspended from the bus for a period of time.

The following rules of conduct for bus/district owned vehicles passengers are in place for everyone's safety. Offenses will carry the same punishment as similar offenses at school and may result in loss of transportation privileges.

- Be at the bus stop at the scheduled time. Stand back about ten feet from the bus stop and wait until the door is opened before moving closer to the bus. Do not play on the highway or road. If you miss the bus, do not attempt to hitchhike or walk to and from school.
- While loading or unloading, enter or leave the bus orderly and quickly.
- While riding the bus, students are under the supervision of the driver at all times. Students who are insubordinate to the driver will be suspended from riding the bus. The safety of the students is uppermost and misbehavior on the bus or any disturbance, which distracts the driver, will not be tolerated. Parents need to be aware that their child will not be allowed to ride the bus if a child is creating a disturbance or is insubordinate to the driver.
- No knives or other sharp objects of any kind are allowed along with firearms, pets, nor other living animals.
- Students are not to tamper with any of the safety devices such as door latches, fire extinguisher, etc. Students must keep seated while the bus is in motion and must not change seats while it is stopped except as the driver directs. Pupils are not to put their hands, arms, or bodies out of the window or yell outside of the bus. Rude gestures will result in an automatic suspension of bus riding privileges.
- Students are not to deface the bus or any school property. In accordance with state law, parents will be assessed any damage caused by their child.
- If you should arrive at the stop just as the bus approaches the stop, wait until the bus has come to a complete stop and the driver has signaled you to cross in front of the bus. (Do not cross the road without the bus present and the driver has signaled it safe for you to cross the road.)
- Students who must cross the road after loading or unloading from the bus in the afternoon must go to a point on the shoulder of the road about ten feet in front of the bus. Cross the road only after the driver has signaled you to do so.
- This is not intended to cover all of the dos and don'ts but is a very specific guide. The driver may find it necessary to issue other rules. Any student in violation of these rules will have a transportation discipline report submitted by the driver to the principal. Remember, misbehavior on the school bus is totally inexcusable and will be dealt with accordingly. The safety of too many other people is at stake.
- **BUSES SHOULD NOT ARRIVE UNTIL 7:30AM**

Bus Violations/Corrective Options

Category I

- Not remaining seated on bus
- Talking loud/yelling
- Inappropriate language
- Eating, drinking, or littering
- Habitual violations (Three Category I's will become Category II offense)

Category I Corrective Options

- Conference with student
- Conference with parent
- 3 days ISS
- Becomes Habitual/Moved to category II

Transportation and Student Vehicles (continued)

Category II

- Disorderly conduct
- Profanity, cursing, offensive or abusive language
- Throwing harmful objects
- Insubordination
- Horseplay
- Failure to identify oneself
- Stealing

Category II Corrective Options

- 3 days ISS
- 3 days removal from bus
- 5 days removal from bus
- Becomes Habitual/Moved to Category III

Category III Severe

- Destruction of school property
- Illegal Activities
- Terroristic Threatening / Assault
- Alcohol / Illicit Drugs / Use of Tobacco Products
- Bullying
- Incurrible Behavior
- Indecent Exposure / Sexual Harassment
- Weapons / Dangerous Instruments
- Fighting –

First Offense: 5 days Out-of-School Suspension (OSS)

Second Offense: 10 days Out-of-School Suspension (OSS) and removal from the bus for the remainder of the semester

Third Offense: 10 days Out-of-School Suspension (OSS), and removal from the bus for the remainder of the year. Student will be recommended for expulsion.

*****Severe bus violations will result in possible legal charges.**

Student Vehicles: Students may not park their vehicles in any space other than in designated parking spaces. Student may ONLY park in the designated parking area that is in front of the entry of the football field. Students may not visit their vehicles between or during classes. They may not sit in or on any vehicles during lunch. Vehicles must be locked at all times. **STUDENTS MAY NOT PARK OFF CAMPUS.** Students must register their vehicle with the SRO.

Transportation and Student Vehicles (continued)

Automobile Registration: Students will be allowed to drive personal automobiles to school provided the following guidelines are adhered to:

- Students are duly licensed; **register their motor vehicle with the SRO**; and park, lock, and leave car in the parking lot once students arrive on campus.
 - Students must **register their vehicle with the SRO** by providing the following documentation: (1) copy of current and valid driver's license, (2) valid proof of insurance, and (3) and vehicle registration. Once these documents are collected a vehicle permit will be issued.
- Students who lose their parking pass will pay a \$20.00 replacement fee. Students will not be able to drive to school without their parking pass.
- Students are not to return to their vehicles at any time during the school day without permission.
- The speed limit in the parking lot and around the school is 5 mph.
- Students will park only in the parking lot and area assigned to them.
- Students will not sit in or on parked cars at any time.
- Disturbing the peace with undue engine noise, squalling of tires, loud stereos, or radios etc. will be grounds for losing *driving to campus* privileges.
- School buses and pedestrians have the right of way.
- All students driving to school are notified by this policy that their vehicles are subject to warrant- less search by school personnel and/or appropriate law enforcement officials.
- All students driving to school must sign the "Acknowledgment Concerning Use of Students Parking Lots" document.

Additional information concerning Transportation, Buses and Student Vehicles can be found by reading ASBA District Policies 4.19 (Conduct To and From School and Transportation Eligibility) and 4.33 (Student Vehicles) located in Section E of this handbook.

Section C:

District Academic Information & Requirements

District Academic Information & Requirements

Grading Information

Grade Scale: The grading scale for all schools in the District shall be as follows:

100 – 90	A = Excellent progress
89 – 80	B = Good progress
79 – 70	C = Average progress
69 – 60	D = Needs improvement
59 and Below	F = Failing / Unsatisfactory

For the purpose of determining grade point averages, the numeric value of each letter grade shall be: A=4 points
 B=3 points
 C=2 points
 D=1 point
 F=0 points

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

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

For example: The grading period has 40 days. A student transferred in with a grade of 83% earned in 10 days at the previous school. The student had a grade of 75% in our District’s school earned in the remaining 30 days of the grading period. 10 days is 25% of 40 days while 30 days is 75% of 40 days. Thus the final grade would be $.25 (83) + .77 (73) = 75.5\%$.

Weighted Grading Scale

The grade point values for Advanced Placement, and approved honor courses shall be one point greater than for regular courses with the exception that an F shall still be worth 0 points. A weighted 5.0 grading scale is used for advanced placement, or honors courses approved for weighted credit by the Arkansas Department of Education. Quality points for AP are contingent on appropriate teacher training, enrollment in the course, and taking the applicable exam.

GRADE	VALUE	AP/IB and/or ADE Approved Weighed Courses Percentage (Quality pts. For AP & IB are contingent on Students taking the AP or IB test that the teacher is AP approved)
A	4 POINTS	5 POINTS
B	3 POINTS	4 POINTS
C	2 POINTS	3 POINTS
D	1 POINT	2 POINTS
F	0 POINTS	0 POINTS
I	0 POINTS	0 POINTS

(Act 576 of 1993 established this uniform grading system for the state). A letter grade of I indicates that a student did not complete enough work in order to receive a grade. Students are responsible for making arrangements to complete missed work in accordance with the attendance and homework policies. See policy 4.8—Make-Up Work.

Grading Information (continued)

Honor Roll

To be eligible for the Mineral Springs Honor Roll, a student must have earned a final grade of “B” or better in all subjects. Grades shall reflect academics objectives only. Grades are based on an academic grading scale for grade K-12.

7-12 SECONDARY GRADING POLICY

Grades assigned to students for performance in a course shall reflect the extent to which a student has achieved the expressed academic objectives of the course. Grades shall be based on the Arkansas Curriculum Frameworks for that course. Teachers in every class shall record a minimum of two grades per week and a minimum of three tests per nine weeks. Grades shall be assigned from daily work, homework assignments, notebooks, quizzes, teacher observation, student participation, skills demonstration or performance, short composition units, chapter or skills tests, major reports/compositions, journals, and/or portfolios.

GRADE REPORTS

Grade reports are issued after the nine weeks' period has ended. These grades are not part of the student's official transcript and not recorded as such. They merely reflect where the student is midway through the semester. The semester or final grade is the grade that is recorded on the student's transcript, and it determines the number of points used to calculate the student's grade point average and credit status. Credit is issued for the class only if the student passes the semester.

The student's report card will be held at the end of each semester and no grades will be recorded on the student's transcript if the student has delinquent accounts, such as fees, fines, lost or damaged books or other charges. Students must be responsible for materials issued to them and for their accounts.

Grading Information (continued)

GRADES AS RELATED TO ACTIVITIES

Students who receive an “F” grade in any core curricular class (mathematics, science, history, or English) and/or whose grade point average (GPA) is below a 2.0 will be prohibited from participating in any competitive activity. These are semester grades and semester GPAs only. Grades will be checked each semester to make determinations concerning participation. A student may initiate or resume participation in any competitive activity once he/she has met the stated requirements. Credit recovery in Summer School does not constitute grade replacement. The grade point average does not change and the student’s failing grade remains on his/her report card. Any prohibitions or restrictions resulting from a failing grade remain in force until the end of the next semester.

HOMEWORK

The learning of new subject material and the reinforcement of fundamentals in the curriculum require additional practice, which the student will complete outside the classroom. Homework, the extension of class work, will be study, which relates to the mastery of a subject. Homework is a vital part of the learning process. Homework must be relevant to the lessons, aid in the mastery of skills, and aid in the learning of knowledge in a specific area. Students must assume responsibility for their class work just as they will assume job responsibility in the future.

The amount and frequency of homework should be at the discretion of the teacher and appropriate to the subject being taught. When homework is being given, it deserves prompt feedback and proper recording according to the teacher’s preferred method (daily, portfolio, contract, etc...). The teacher will inform the students at the first class meeting what their method of grading homework will be.

SEMESTER EXAMS / FINAL EXAMS

Semester exemption policy:

- Students with 3 absences may be exempt in classes in which they have an A average.
- Students with 2 absences may be exempt in classes in which they have a grade above 85%
- Students with 1 or no absences may be exempt in classes in which that have a B Average

CREDIT RANKING AND CLASSIFICATION

Honor Graduates: In order to qualify as an honor graduate, a student must have completed or be enrolled in all courses required for graduation by the final semester of the year in which he/she will graduate. A student enrolled in a course which cannot be completed by the end of the fourth nine weeks is not eligible to be an honor graduate. Only students who have taken and/or enrolled in one of the above listed core curriculums will be considered for recognition as honor graduates (Act 980-1991).

Only students who attain a 3.50 GPA and take and pass at least four (4) of the following courses will be considered as honor graduates: Spanish II, French II, Algebra III, Pre-Cal/Trigonometry, Calculus, Physics, Anatomy & Physiology, Chemistry, Advanced Placement courses, and concurrent credit courses except those required for remediation.

Valedictorian: The **honor** graduate with the highest-class rank will be valedictorian. In instances when more than one student holds the number one rank, all students holding the rank will be declared co-valedictorians.

Salutatorian: The **honor** graduate with the second highest rank will be declared salutatorian. In instances when more than one student holds the number two rank, all students holding the rank will be declared co-salutatorians.

Merit: A merit graduate is achieved by making grades of 80% or above in all academic subjects during the grading period and have successfully met all requirements for graduation. Grading Purposes: Qualified Graduates with a GPA for 3.0 to 3.4999 will receive a honor cord.

Grading Information (continued)

*To be considered for Valedictorian or Salutatorian honors, a student must have attended MSHS for the entire period of his/her **junior and senior years** and have taken six of the classes listed above and have a 3.50 GPA. *Unless under extreme circumstances and under the discretion of the board.

Valedictorian, Salutatorian, Merit, and Top 10% Honors will be calculated and determined after all grades are entered one week prior to graduation.

Listed below is the classification of students based on earned credit. Students may participate only in those activities that fit appropriate grade classification. (For example, a student with 11 credits is not considered a senior even if he/she has been in attendance for 4 years.)

	Beginning of Year	End of Year
Freshman (9th) Grade	0 Credits	4 Credits
Sophomore (10th) Grade	4 Credits	11 Credits
Junior (11th) Grade	11 Credits	18 Credits
Senior (12th) Grade	18 Credits	25 Credits

TRANSCRIPTS AND DIPLOMAS

Students may request two transcripts and other necessary admissions records be mailed free of charge. Information is considered as date of birth, address, and parent's name. The student, parent, or guardian has the right to refuse to permit the release of directory information if written notice is given to the principal within two weeks of the student's entrance into school. The student may request a copy of his/her transcript at any time, free of charge. These, however, will not be mailed.

CONCURRENT CREDIT

It is the policy of the Mineral Springs School Board that students attending high school and college concurrently receive credit for courses passed as long as qualifications for enrollment have been met.

Any student above the eighth grade will be given high school credit for concurrent classes taken and passed.

Other regulations governing concurrent enrollment are as follows:

- A. The student must have a score of 19 on the ACT in that subject area or composite of 19 for a subject area not covered by the ACT exam.
- B. The student must meet all qualifications to be enrolled in concurrent classes.
- C. The student must meet college attendance requirements and will be subject to college discipline policies.
- D. The student's parents must state in writing to the principal that they approve and desire such a program.
- E. The student must show proof of having been accepted by a college of recognized and accredited standing. The student must also show proof of continued enrollment and attendance of classes upon request of the principal.
- F. All expenses incurred by the student in the pursuit of college credit are to be borne by the student.
- G. Each dual-enrollment student must be present at Mineral Springs High School each school day for a period long enough to meet average daily attendance accounting requirements of the Arkansas Department of Education.
- H. The grade received in concurrent college classes will be computed in the student's GPA.
- I. Student will receive one unit of high school credit for a completed 3-hour college class.

Grading Information (continued)

- J. In addition to meeting all aforementioned requirements to take concurrent courses, students must also meet further requirements in order to take UA Cossatot's online concurrent courses. Other requirements governing enrollment in UA Cossatot's online concurrent courses are as follows:
1. Juniors and seniors will be allowed to take any offered courses, with exception of college algebra, so long as they meet UA Cossatot's enrollment requirements, including GPA and test scores.
 2. Freshmen and sophomore will be allowed to take any offered courses, with the exception of college algebra, so long as they have teacher recommendations from their four core teachers and meet UA Cossatot's enrollment requirements, including GPA and test scores
 3. Seniors only will be allowed to take College Algebra so long as they have their current math teacher's recommendation and meet UA Cossatot's enrollment requirements, including GPA and test scores.

Mineral Springs High School will make every effort to reconcile schedules; however, our school's schedule will take precedence over individual needs and/or college schedules. Prior approval of the counselor and principal must be attained before registration of college class/classes during the school year.

CORRESPONDENCE CREDIT

In the event a desired course is not regularly offered in the high school or makeup of an unsatisfactory grade is needed, correspondence work may be advisable and acceptable. Such work shall have prior approval by the counselor and principal. Generally, no more than two units may be taken by a student toward graduation. Only under verified circumstances will work be permitted during the regular school term. Correspondence work in subjects offered in the school curriculum is not allowed by the accrediting agency unless there are extenuating circumstances. All correspondence courses must be completed by December of the senior year.

SMART CORE CURRICULUM

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

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

GRADUATION REQUIREMENTS

The number of units students must earn to be eligible for high school graduation is to be earned from the categories listed below. A minimum of twenty-two (22) units is required for graduation for a student participating in either the Smart Core or Core curriculum. There are some distinctions made between Smart Core units and Graduation units. Not all units earned toward graduation necessarily apply to Smart Core requirements.

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

Grading Information (continued)

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

SMART CORE: Sixteen (16) units English:

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

Communications: one-half (1/2) unit

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

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

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

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

3. Algebra II; and

4. The fourth unit may be either:

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

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

One unit of Biology; and either:

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

- Physical Science;
- Chemistry;
- Physics; or

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

Social Studies: three (3) units

- Civics - one-half (1/2) unit
- World History - one unit
- American History - one unit
- Other social studies – one-half (1/2) Unit

Physical Education: one-half (1/2) unit

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

Health and Safety: one-half (1/2) unit

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

Fine Arts: one-half (1/2) unit

Grading Information (continued)

CAREER FOCUS: - Six (6) units

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

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

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

CORE: Sixteen (16) units

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

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

Mathematics: four (4) units

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

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

Science: three (3) units

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

Two units chosen from the following three categories:

- Physical Science;
- Chemistry;
- Physics; or

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

Social Studies: three (3) units

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

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

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

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

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

Grading Information (continued)

Fine Arts: one-half (1/2) unit

CAREER FOCUS: - Six (6) units

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

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

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

GRADUATION CEREMONY PARTICIPATION

To participate in graduation ceremonies, a student must have all necessary credits for graduation. A student who has not met the requirements for graduation by the last official day of classes for seniors will not be permitted to participate in the graduation ceremony.

For additional explanation and information concerning Smart Core Curriculum as well as Graduation Requirements for the classes of 2021 and thereafter, please refer to ASBA District Policies 4.45 (Smart Core Curriculum and Graduation Requirements for the Classes of 2019 and 2020) and 4.45.1 (Smart Core Curriculum and Graduation Requirements for the Classes of 2021 and Thereafter) located in Section E of this handbook.

Graduation speeches are subject to administrative approval. If for any reason a student making a speech violates the approved speech, the administration reserves the right to turn off the microphone and discontinue allowing the speech.

Section D:

Student

Code of Conduct

Student Code of Conduct

The Mineral Springs School District ***Student Code of Conduct*** is the district's method for managing students in the classroom and on school grounds, disciplining students, and preventing and intervening in student discipline problems.

This ***Student Code of Conduct*** has been adopted by the Mineral Springs School District Board of Trustees and developed with the advice of the district-level committee. This Code provides information to parents and students regarding standards of conduct, consequences of misconduct, and procedures for administering discipline. It is in effect at all school-related events and activities outside the school year until an updated version adopted by the board becomes effective for the next school year.

Because the ***Student Code of Conduct*** is adopted by the district's board of trustees it has the force of policy; therefore, in case of conflict between the Code and the student handbook, the Code shall prevail.

Please Note: The discipline of students with disabilities who are eligible for services under federal law (Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act of 1973) is subject to the provisions of those laws.

GENERAL GUIDELINES: General Conduct Guidelines are listed below. Keep in mind that these are basic guidelines and in way all-inclusive of guidelines for student conduct.

1. Hall Conduct
 - a. Follow directions.
 - b. Walk at all times.
 - c. Keep hands, feet, and all objects to self.
 - d. Quiet at all times.
2. Classroom Conduct
 - a. Students will follow the rules and procedures that are taught by each individual teacher.
3. Cafeteria Conduct
 - a. Everyone is on silent when entering the cafeteria; remain on silent until grade level is seated. Once everyone is seated, students may use a whisper voice.
 - b. Walk at all times.
 - c. Keep hands, feet and objects (food, silverware, etc.) to yourself.
 - d. Eat your food correctly, eat only your food. Food sharing is not allowed.
 - e. No carbonated drinks allowed.
 - f. Sit correctly in your seat.
 - g. Everyone should remain silent when leaving the cafeteria and remain silent until outside.
 - h. Properly dispose of trash
4. Playground Conduct
 - a. Obey the adult(s) on duty.
 - b. Be kind to others.
 - c. Take care of the equipment.
 - d. Stay in the assigned area.
 - e. Keep away from stray animals.
 - f. Line up when the duty teacher directs.
 - g. Only one in the swing at a time. Don't push anyone in the swings. Don't run under the swings. Don't twist, only swing back and forth. Don't throw swings over the bar. Never jump or flip from the swings.
 - h. Use the steps to climb the slide. Slide down on your bottom.
 - i. Never leave the playground without the duty teacher's permission.
 - j. No rough playing. (example: karate, wrestling, kicking, horse playing, etc.)
 - k. Do not throw rocks, sticks, dirt, acorns, etc.
 - l. Do not speak to strangers that may walk up on the playground, tell a teacher if you see someone on the playground that you do not recognize.

Student Code of Conduct (continued)

GENERAL GUIDELINES (continued)

5. Car Rider Conduct
 - a. Students are to be quiet and orderly
 - b. All parents must remain in the car line. The duty teacher will escort the children to the car and open the door for them.
 - c. Please do not motion for your child to come to you. Students should never run toward cars.
 - d. Students who misbehave can be a danger to other students and will be sent inside to the office to wait for their parents.

INTERVENTION METHODS: The Mineral Springs School District utilizes a variety of correction interventions. They include but are not limited to the following:

- Classroom Interventions – This non-inclusive list of possible interventions may be used by our classroom teachers.
 - Change seats
 - Daily Conduct Sheets – These are a reflection of the student’s behavior and are not considered a punishment. A conduct grade sheet will be sent home weekly by each child’s homeroom teacher. The conduct grade sheet will reflect your child’s behavior for that week. Conduct sheets should be promptly returned to school with a parent/guardian signature. Each student begins the week with 100 points. Points are taken away when rules are broken. The student will have a conduct grade each week. These grades will be averaged for a 9 week grading period and the average will be recorded on the report card.
 - Loss of award or privileges (field trip; free time; extra recess, etc.)
 - Classroom isolation
 - Behavior Intervention Plan
 - Send to hallway for timeout or to the office for a time out
 - Student/Teacher Conference
 - Suspension until a parent comes for a conference
 - Refer student to School Counselor or School Based Counselor
 - Office referral
 - Other interventions may also be used
- Detention – Detention is a disciplinary program that isolates the students during recess, or during lunch for minor offenses. Excessive detentions (Dean of Students/Principal’s discretion) will result in other discipline consequences. The following procedures are followed for those serving in d-hall: student must have study materials; student must study quietly; no sleeping or putting heads down; no talking; if tardy to detention an additional day is assigned; and all directives of the d-hall teacher must be followed. Students assigned to lunch detention are expected to go to the front of the lunch line, get their lunch and report to the detention teacher within 5 minutes of lunch starting.
- Flex ISS - This option is assigned for one to two periods in a day for a particular student that needs to calm down and refocus. The student will attend ISS for a short amount of time to have the opportunity to gather themselves and return to the classroom

setting and be able to follow the rules. **After five (5) Flex ISS referrals the student will be assigned to ISS according to the disciplinary progression.**

- In-School Suspension (ISS) – This is a disciplinary program that isolates the student for a complete school day in a restricted, designated and supervised area. Student will continue to complete classwork. The student shall not attend any school-sponsored activities during the imposed time the student is in ISS.

Student Code of Conduct (continued)

INTERVENTION METHODS (continued)

- **Corporal Punishment - Corporal punishment will only be used after other methods to modify behavior have been attempted. Only an administrator may administer corporal punishment to a student in the presence of another certified employee and in the office area. A Permission to give corporal punishment form is kept on file in the office. Parents will be notified by phone or mail when corporal punishment is administered. If a parent requests corporal punishment to be substituted for ISS, the administrator may consider the request by the parent based on circumstances and prior infractions.**
- Suspension to Parent - A student may be suspended from school until such a time as he/she is accompanied back to school by a parent. The parent, student, teacher, and administrator will then meet to discuss the problem that caused the suspension to be necessary. Parents will be asked to cooperate in guaranteeing that the problem will not occur again. They will be informed of future alternatives if the problem continues.
- Out-of-School Suspension – This punishment will be used only on the most extreme cases of student discipline.

Student Code of Conduct (continued)

CODE OF CONDUCT CATEGORIES, VIOLATIONS, AND CORRECTIVE OPTIONS

CATEGORY I RULES
The following Rules have been established for the High School campuses as CATEGORY I levels of discipline and corrective actions will be applied accordingly. Repeated violations of Rules in Category I will result in the student moving to the Level II Category.
HIGH SCHOOL (7-12)
These are the high school rules with which our teachers deal with on a daily basis. These were designed to give teachers individual input and to allow for a degree of professional judgement. Teachers may use one or more of the options listed but only after careful assessment of all circumstances, including the nature, frequency, and severity of all the offense. Teachers will display classroom rules in their classroom and will document attempts toward remediation as outlined on the discipline report. parent notification must be one of the attempts toward remediation.
Rule 1: Classroom Rule Violations
Rule 2: Lying
Rule 3: Eating, Drinking, or Gum Chewing in Class
Rule 4: Buying or selling anything that is not a school sanctioned fundraiser
Rule 5: Sleeping in Class
Rule 6: Throwing Objects
CATEGORY I CORRECTIVE OPTIONS/DISCIPLINARY PROGRESSION
HIGH SCHOOL (7-12)
Step 1: Individual Teacher Action to include but not be limited to Student conference; Parent conference, and/or Lunch Detention of 2-3 days. If Lunch Detention is assigned, the Parent/Guardian will be contacted.
Step 2: Teacher will contact parent/guardian and the student will be referred to Category II Habitual Misbehavior

Student Code of Conduct (continued)

CODE OF CONDUCT CATEGORIES, VIOLATIONS, AND CORRECTIVE OPTIONS

CATEGORY II RULES
The following Rules have been established for the High School campuses as CATEGORY II levels of discipline and corrective actions will be applied accordingly. Repeated violations of Rules in Category II will result in the student moving to the Level III Category.
HIGH SCHOOL (7-12)
These are rules that are more severe than those in Category I, and the student will be referred to the Dean of Students or Principal. The disciplinary action used will be determined by the number of times the student is referred regardless of the type of offense. They are designed to send the message that such misbehaviors will not be tolerated. They are also designed to help administrators be consistent from day to day as well as promote consistency among campuses. In all discipline situations, proper due process will be followed.
Rule 1: Horseplay/Scuffling
Rule 2: Refusing to identify oneself to school personnel
Rule 3: Verbal threats
Rule 4: Truancy
Rule 5: Omitted
Rule 6: Defacing/Destroying School Property (Restoration or replacement cost up to \$2000 may be fined.)
Rule 7: Altering School Records
Rule 8: Altercation or disruptions at school gatherings

Student Code of Conduct (continued)

CODE OF CONDUCT CATEGORIES, VIOLATIONS, AND CORRECTIVE OPTIONS

CATEGORY II RULES (Continued)
HIGH SCHOOL (7-12)
Rule 9: Possession, exhibition, or use of obscene materials-including Internet
Rule 10: Theft and/or damaging another's property
Rule 11: Insubordination
Rule 12: Profanity, cursing, offensive or abusive language toward students or school personnel
Rule 13: Parking in non-designated parking spaces
Rule 14: Inappropriate public displays of affections
Rule 15: Unauthorized use of over-the-counter medication
Rule 16: Inappropriate use of the Internet

Student Code of Conduct (continued)

CODE OF CONDUCT CATEGORIES, VIOLATIONS, AND CORRECTIVE OPTIONS

CATEGORY II RULES (Continued)
HIGH SCHOOL (7-12)
Rule 17: Inappropriate and/or disrespectful language or actions directed toward school personnel
Rule 18: Being in undesignated areas
Rule 19: Cheating, copying, or claiming another person's work to be his/her own; this includes electronic devices and any form of this will result in a zero (0) on the work.
Rule 20: Habitual Violation of Classroom/School Rules: Repeated/additional violations of Category 1.
CATEGORY II CORRECTIVE OPTIONS/DISCIPLINARY PROGRESSION
HIGH SCHOOL (7-12)
Step 1: Referral to principal; three to five (3-5) days ISS placement; parent conference
Step 2: Referral to principal; five to ten (5-10) days ISS placement; parent conference
Step 3: Referral to principal; five (10) days Out-Of- School (OSS) Suspension; parent conference; possible FINS referral
Step 4: Referral to Category III Habitual Misbehavior
*Principal may offer the option of corporal punishment in lieu of ISS with parental consent.

Student Code of Conduct (continued)

CODE OF CONDUCT CATEGORIES, VIOLATIONS, AND CORRECTIVE OPTIONS

CATEGORY III RULES
<p>The following Rules have been established for the High School campuses as CATEGORY III levels of discipline and corrective actions will be applied accordingly. These are the most severe infractions, and students must be referred to the school principal. The disciplinary actions are designed to remove the student from the school setting as quickly as possible and to alert parents and appropriate governmental agencies that a crime has been committed.</p>
HIGH SCHOOL (7-12)
<p>Rule 1 - Alcohol/Illicit Drugs/Dangerous Substances: No student shall possess, attempt to possess, consume, use, distribute, sell, buy, attempt to sell, attempt to buy, give to any person, or be under the influence of any prohibited substance. This applies to any student who is on or about school property; is in attendance at school or any school-sponsored activity; has left the school campus for any reason and returns to the campus; is en route to or from school or any school-sponsored activity.</p> <p>Prohibited substances shall include, but are not limited to, alcohol, or any alcoholic beverage, inhalants or any ingestible matter that alter a student’s ability to act, think, or respond, LSD, or amphetamines, steroids, “designer drugs,” look-alike drugs, or any controlled substance.</p>
<p>Rule 2 - Class A, B, C Misdemeanor or Felony: Participation in criminal acts in school buildings, on school property, or at school sponsored events is prohibited. Disciplinary actions may be taken by the principal against students involved in criminal acts regardless of whether criminal charges result. The following are examples of criminal acts:</p> <ul style="list-style-type: none">Arson – the intentional setting of fireBurglary and larceny – the stealing or taking of propertyBomb threats – threats by writing, telephoning, or placing explosive devices on school propertyFalse fire alarms – reporting a fire when none exists whether by telephone, in writing, or by arming a mechanical deviceHarassment – the constant annoying or worrying of another person after a request has been made to stopVandalismDefacing school propertyInsult or abuse of a public school employee
<p>Rule 3 - Extortion, Coercion, or Blackmail: Obtaining money or other objects of value from an unwilling person, or making an individual act through the use of force or threat of force is not allowed.</p>
<p>Rule 4: Gambling: No student will engage or attempt to engage in gambling.</p>

Student Code of Conduct (continued)

CODE OF CONDUCT CATEGORIES, VIOLATIONS, AND CORRECTIVE OPTIONS

CATEGORY III RULES (Continued)
HIGH SCHOOL (7-12)
<p>Rule 5 - Gang Activity: Participation in gang activity in school buildings, on school property, or at school sponsored events or activities are prohibited. The following are defined as gang activities: Verbal, written, or signed gang communication and gang-related tattoos Gang recruiting Gang initiations d. A student will not wear or display emblems, insignia badges, bandannas, or other gang related symbols. [Legal reference: Ark. Code Ann. 6-18-603 (Repl. 1993)]</p>
<p>Rule 6 - Terroristic Threatening or Assault by a Student on a School Employee: This rule applies to a student who attacks or attempts to attack any school employee. It is the assaulted employee's responsibility to notify school administration and to file a complaint with legal authorities. Under Arkansas law, a person commits this offense if: "With the purpose of terrorizing another person, he threatens to cause physical injury or property damage to a teacher or other school employee acting in the line of duty..." This criminal offense is a Class D felony punishable with up to six years in prison and/or a fine of up to \$10,000. (Legal Reference: Arkansas Code Ann. 5-13-301)</p>
<p>Rule 7 - Terroristic Threatening or Assault of a Student by Another Student: A student will neither threaten nor attempt to cause injury or harm to another student, nor will a student strike or beat another student. (Ark. Law 5-13-201, 5-13-202, 6-17-106)</p>
<p>Rule 8 - Robbery, Theft, and/or Damaging Another's Property: No student will take personal property from possession of another against his/her will accomplished by means of force or fear.</p>
<p>Rule 9 - Trespassing: No student or adult will enter school property without permission or right.</p>
<p>Rule 10 - Sexual Harassment: No student will sexually harass another student or employee.</p>
<p>Rule 11 - Automobiles - Inappropriate or Dangerous use of automobiles.</p>
<p>Rule 12 - Indecent Exposure: A student may not deliberately expose himself/herself to make lewd or inappropriate physical advances toward another person.</p>
<p>Rule 13 - Weapons, Dangerous Instruments: A student will not possess, handle, or transmit a knife, razor, ice pick, syringe hypodermic needle, explosives, fireworks, pistol, rifle, shotgun, pellet gun, defensive sprays, lasers, or any other weapon, dangerous instrument, or object that looks like a weapon or dangerous instrument. If a student discovers that he/she has unintentionally taken a knife or any other object(s) that might be considered a weapon or could be used as a weapon (except firearm) to school, he/she may turn it in to school officials voluntarily and immediately without fear of penalty. A student who uses or threatens to use any of the above mentioned objects or other objects might reasonably be considered a weapon to inflict physical injury to any person at any time will not be tolerated. (Legal reference: Act 567 of 1995)</p>

Student Code of Conduct (continued)

CODE OF CONDUCT CATEGORIES, VIOLATIONS, AND CORRECTIVE OPTIONS

CATEGORY III RULES (Continued)
HIGH SCHOOL (7-12)
<p>Rule 14 - Conduct in Any Manner That Disrupts the School Environment or Educational Process: Occupying any school building or properties with intent to deprive others or its use or where the effect thereof is to deprive others of its use; blocking the doorway or corridor of any school or property so as to deprive others of access thereto; preventing or attempting to prevent the convening or continued functioning of any school class, activity, or lawful meeting or assembly on the school campus; preventing another student from attending class, activity, or lawful meeting or assembly on the school campus; preventing another student from attending a class or school activity; blocking normal pedestrian or vehicular traffic on the school campus or adjacent grounds unless under the direction of a school administrator; making noise continuously and intentionally or acting in any other manner so as to interfere seriously with the teacher's ability to conduct the class or any other school activity; causing the disruption of any lawful process or function of the school or engaging in any such conduct for the purpose of causing the disruption of obstruction of any such lawful process or function by the use of violence, force, noise, coercion, threat, intimidation, harassment, fear, passive resistance, or any other unacceptable conduct; refusing to identify himself/herself on request of any teacher, principal, superintendent, school bus driver, school security officer, or other school personnel; encouraging other students to violate any rule or school board policy.</p> <p>Legal Reference: Act 1281 of 1999</p>
<p>Rule 15 - Incurable Behavior: The Superintendent will have the option of referring students charged with incurable behavior to an alternative setting.</p>
<p>Rule 16 - Severe Bus Violations</p>
<p>Rule 17 - Fighting: Fighting is a serious offense and carries its own separate disciplinary consequences (*see below)</p>
<p>Rule 18: Bullying: No student or group of students will exhibit any pattern or behavior that is intended to harass, intimidate, ridicule, humiliate, or instill fear in another child or group of children. Bullying behavior can be a threat of or actual physical harm, or it can be verbal abuse of the student. Bullying is a series of recurring actions committed over a period of time directed toward on student, or successive, separate actions directed against multiple students. This includes cyberbullying. A copy of the anti-bullying policy is available upon request. You can also refer to the Student Conduct section in this handbook for additional details.</p>
CATEGORY III CORRECTIVE OPTIONS/DISCIPLINARY PROGRESSION
HIGH SCHOOL (7-12)
<p>Step 1: One (1) to Three (3) days Out-Of-School (OSS) Suspension; Possible FINS referral; Possible recommendation for Expulsion; and Notification of Legal Authorities when necessary.</p>
<p>Step 2: Three (3) to Five (5) days Out-Of-School Suspension; Possible FINS referral; Possible recommendation for Expulsion; and Notification of Legal Authorities when necessary.</p>
<p>Step 3: Ten (10) days Out-Of-School Suspension; FINS Referral; Recommendation for Expulsion; and Notification of Legal Authorities when necessary.</p>
<p>*Fighting: (Consequences for fighting are for the entire school year and will not start over at semester.)</p> <p>First Offense: Five (5) days Out-Of-School Suspension; Possible FINS Referral</p> <p>Second Offense: Ten (10) days Out-Of-School Suspension; Possible FINS Referral</p> <p>Third Offense: Ten (10) days Out-Of-School Suspension/Recommendation for Expulsion</p> <p>**Possible Criminal Charges may apply to any offense depending on the severity.</p>

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

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

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

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

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

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

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

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

GRADUATION REQUIREMENTS

The number of units students must earn to be eligible for high school graduation is to be earned from the categories listed below. A minimum of twenty-two (22) units is required for graduation for a student participating in either the Smart Core or Core curriculum. There are some distinctions made between Smart Core units and Graduation units. Not all units earned toward graduation necessarily apply to Smart Core requirements.

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

Digital Learning Courses

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

Personal and Family Finance

In tenth (10th), eleventh (11th), or twelfth (12th) grade, all students shall receive credit in a course covering the Personal and Family Finance Standards.

SMART CORE: Sixteen (16) units

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

Oral Communications: one-half (1/2) unit

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

1. Algebra I or Algebra A & B* which may be taken in grades 7-8 or 8-9;
2. Geometry or Geometry A & B* which may be taken in grades 8-9 or 9-10;
*A two-year algebra equivalent or a two-year geometry equivalent may each be counted as two units of the four-unit requirement for the purpose of meeting the **graduation** requirement, but only serve as one unit each toward fulfilling the **Smart Core** requirement.
3. Algebra II; and
4. The fourth unit may be either:
 - A math unit approved by ADE beyond Algebra II; or
 - A computer science flex credit may be taken in the place of a fourth math credit.

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

One unit of Biology; and either:

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

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

Social Studies: three (3) units

- Civics - one-half (1/2) unit
- World History - one unit
- American History - one unit
- Other social studies – one-half (1/2) unit

Physical Education: one-half (1/2) unit

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

Health and Safety: one-half (1/2) unit

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

Fine Arts: one-half (1/2) unit

CAREER FOCUS: - Six (6) units

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

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

A student who completes at least seventy-five (75) clock hours of documented community service in grades nine (9) through twelve (12) at any certified service agency or a part of a service-learning program shall receive one (1) Career Focus credit. (In order for students to receive the community service learning (CLS) credit, the district must have completed and submitted a CLS plan to ADE. In addition, a partner site application must be approved by both the district's board of directors and by the State Board if an organization the District has partnered with, rather than a District employee, is responsible for certifying a student's hours of service.)

CORE: Sixteen (16) units

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

Oral Communications: one-half (1/2) unit

Mathematics: four (4) units

- Algebra or its equivalent* - 1 unit
 - Geometry or its equivalent* - 1 unit
 - All math units must build on the base of algebra and geometry knowledge and skills.
 - (Comparable concurrent credit college courses may be substituted where applicable)
 - A computer science flex credit may be taken in the place of a math credit beyond Algebra I and Geometry
- *A two-year algebra equivalent or a two-year geometry equivalent may each be counted as two units of the four (4) unit requirement.

Science: three (3) units

- at least one (1) unit of biology or its equivalent; and
- Two units chosen from the following three categories:
- Physical Science;
- Chemistry;
- Physics; or

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

Social Studies: three (3) units

- Civics one-half (1/2) unit
- World history, one (1) unit
- American History, one (1) unit
- Other social studies – one-half (1/2) unit

Physical Education: one-half (1/2) unit

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

Health and Safety: one-half (1/2) unit

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

Fine Arts: one-half (1/2) unit

CAREER FOCUS: - Six (6) units

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

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

A student who completes at least seventy-five (75) clock hours of documented community service in grades nine (9) through twelve (12) at any certified service agency or a part of a service-learning school program shall receive one (1) Career Focus credit. (In order for students to receive the community service learning (CLS) credit, the district must have completed and submitted a CLS plan to ADE. In addition, a partner site application must be approved by both the district's board of directors and by the State Board if an organization the District has partnered with, rather than a District employee, is responsible for certifying a student's hours of service.)

4.46—PLEDGE OF ALLEGIANCE

The Pledge of Allegiance shall be recited during the first class period of each school day. Those students choosing to participate shall do so by facing the flag with their right hands over their hearts, or in an appropriate salute if in uniform, while reciting the Pledge. Students choosing not to participate shall be quiet while either standing or sitting at their desks.

Students shall not be compelled to recite the Pledge, but students who choose not to recite the Pledge shall not disrupt those students choosing to recite the Pledge.

Students choosing not to recite the Pledge shall not be subject to any comments, retaliation, or disciplinary action.

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

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

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

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

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

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

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

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

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

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

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

No student shall use any wireless communication device for the purposes of browsing the internet; composing or reading emails and text messages; or making or answering phone calls while driving a motor vehicle that is in motion and on school property. Violation may result in disciplinary action up to and including suspension.

4.48—VIDEO SURVEILLANCE AND OTHER STUDENT MONITORING

The Board of Directors has a responsibility to maintain discipline, protect the safety, security, and welfare of its students, staff, and visitors while at the same time safeguarding district facilities, vehicles, and equipment. As part of fulfilling this responsibility, the board authorizes the use of video/audio surveillance cameras, automatic identification technology, data compilation devices, and technology capable of tracking the physical location of district equipment, students,

and/or personnel.

The placement of video/audio surveillance cameras shall be based on the presumption and belief that students, staff and visitors have no reasonable expectation of privacy anywhere on or near school property, facilities, vehicles, or equipment, with the exception of places such as rest rooms or dressing areas where an expectation of bodily privacy is reasonable and customary.

Signs shall be posted on campus buildings and in district vehicles to notify students, staff, and visitors that video cameras may be in use. Parents and students shall also be notified through the student handbook that cameras may be in use in school buildings, on school grounds and in school vehicles. Students will be held responsible for any violations of school discipline rules caught by the cameras and other technologies authorized in this policy.

The district shall retain copies of video recordings until they are erased, which may be accomplished by either deletion or copying over with a new recording. Other than video recordings being retained under the provisions of this policy's following paragraph, the district's video recordings may be erased any time greater than 30 days after they were created.

Videos, automatic identification, or data compilations containing evidence of a violation of student conduct rules and/or state or federal law shall be retained until the issue of the misconduct is no longer subject to review or appeal as determined by board policy or student handbook; any release or viewing of such records shall be in accordance with current law.

Students who vandalize, damage, disable, or render inoperable (temporarily or permanently) surveillance cameras and equipment, automatic identification, or data compilation devices shall be subject to appropriate disciplinary action and referral to appropriate law enforcement authorities.