

MOUNTAIN HOME PUBLIC SCHOOLS
BOARD OF EDUCATION MEETING

August 20, 2015

Administrative Office

Board Room

6:00 P.M.

AGENDA

- I. Call to Order with announcement by the President of a quorum; meeting duly called; appropriate notice of meeting given.
 - A. Pledge of Allegiance
 - B. Approval of Agenda
 - C. Approval of Minutes of the July 16th and August 6th meetings
 - D. Introduction of new employees
 - E. Bomber Booster Foundation presentation regarding Baseball/Softball Complex- Bomber Booster Foundation Representative

 - II. Reports
 - A. Financial Reports – Ann Harned
 - B. Enrollment- as read

 - III. Board Action Items
 - A. Recommendation to approve revisions to Policy Sections 4, 5 and 7- Dr. Gigliotti

 - IV. Superintendent's Update and Board Discussion
 - Update on WAN improvements- Keith Alman

 - V. Executive Session – Personnel
- Adjournment

**OFFICIAL MINUTES OF THE REGULAR MEETING
OF THE MOUNTAIN HOME BOARD OF EDUCATION**

July 16, 2015

The following members of the Board were present for the meeting: Barbara Horton, Bill Wehmeyer, Lisa House, Ben Strider, Neal Pendergrass, Arnold Knox and Jason Schmeski. Administrators, media and other guests were also present. Mr. Strider called the meeting to order at 6:00 p.m.

PLEDGE OF ALLEGIANCE TO THE FLAG

Mr. Strider led the group in the pledge of the allegiance to the flag.

APPROVAL OF AGENDA AND MINUTES

Mr. Schmeski made a motion, seconded by Mr. Pendergrass to approve the agenda and minutes of the June 18, 2015 meeting.

The motion carried unanimously.

REPORTS:

Presentation of new district Website- Devona Pendergrass and Keith Alman

Ms. Pendergrass along with Keith Alman showed the board the new website. They gave an overview of the district and school pages and how the information will be collected and special features new to the website. Devona thanked the board for their support.

Financial Reports– Ann Harned

Ms. Harned, Business Manager, referred Board members to page IIA for the Statement of Changes in Fund Balance ending June 30, 2015. We ended the month with total fund balances of \$9,454,495.43.

Ms. Harned went over the page on Statement of Revenues, Expenditures and Changes in Fund Balance for the month ended June 30, 2015, for total current expenditures and outgoing transfers of \$9,268,363.05.

Ms. Harned went over the Changes in Activity Funds.

BOARD ACTION ITEMS

Mr. Strider wanted to recognize Dr. Long before board actions started and welcome him officially to the district even though he has been at work since before July 1. He wanted to be sure that he knew how much his hard work is appreciated and looking forward to the future.

Recommendation to approve revisions to Policy Section 1- Dr. Long

Dr. Long went over the rationale for the proposed policy revisions to policies 1.5, 1.7, 1.13 and 1.17. He recommended that the board accept recommended revisions as presented.

Motion to accept policy changes

Mr. Pendergrass made the motion, seconded by Mr. Wehmeyer, to accept the proposed policy revisions to policy 1.5, 1.7, 1.13 and 1.17.

The motion carried unanimously.

Recommendation to approve an increase in calendar days on the Research Specialist contract- Dr. Jake Long

Dr. Long reminded the board of the need for an increase in contract days for the Research specialist position. He asked that they approve the increase of 20 days to the research Specialist position.

Motion to approve the increase in calendar days for the Specialist position

Mr. Wehmeyer made the motion, seconded by Ms. House to approve the increase in calendar days from 220 days to 240 days for the Research Specialist position.

The motion passed unanimously.

Adoption of the Election resolution- Dr. Jake Long

Dr. Long explained the need to adopt an election resolution since Mr. Pendergrass is unopposed in the school board election. There will not be any polling places open there will only be early and absentee voting.

Motion to approve Election Resolution

Mr. Schmeski made the motion, seconded by Ms. Horton, to adopt the election resolution.

The motion carried unanimously.

Recommendation on student transfer- Dr. Jake Long

Dr. Long reviewed the request for transfer of Kindergarten student Draven Cowart from Cotter School District. He recommended that the board approve the transfer.

Motion to approve student transfer

Mr. Wehmeyer made the motion, seconded by Mr. Pendergrass, to approve the student transfer of Draven Cowart.

The motion carried unanimously.

Recommendation to eliminate the Developmental Classroom- Vanessa Jones

Ms. Jones, Kindergarten Principal, explained the need to eliminate the developmental classroom at the kindergarten and return it to a regular classroom and referred to the proposal she sent to the board. She then answered questions from the board.

Motion to eliminate the Developmental Classroom

Mr. Schmeski made the motion, seconded by Ms. House, to eliminate the Developmental Classroom at the Kindergarten.

The motion carried unanimously.

Adoption of the ALE program description and MOU for sending schools- Dr. Jake Long

Dr. Long explained the events that have taken place in the last week that made it necessary to quickly revise the current ALE program description. With the BCAS not receiving accreditation status from the ADE it caused all area schools with students attending BCAS to provide an ALE program. Dr. Long met with Cheryl Green of BCAS as well as area Superintendents to come up with a plan to expand our ALE program currently in place at GBCCA. Jeff Kincade spoke to the board about his plan to expand his program and what he needs to be successful. The plan has been approved by the ADE pending MH school board approval. Dr. Long's recommendation is that the board approves the ALE program plan as presented.

Motion to approve the ALE program description

Ms. House made the motion, seconded by Mr. Schmeski, to adopt the election resolution.

The motion carried unanimously.

Superintendent's Update – Dr. Jake Long

Dr. Long thanked the board for their hard work at the board study session on the 6th and 7th of July. He reminded the board of their work regarding a social contract and asked them to sign the contract. The board signed and Dr. Long stated that the contract will be framed and kept in the administration office. He spoke of the Press box under construction. Dr. Long then recognized Darla Deatherage and asked her to give the board a quick update on the testing situation. Ms. Deatherage explained that as of this year the ADE has replaced PARCC testing with ACT aspire for grades 5-8 and ACT for grades 9-12.

A break was taken at 7:15p.m.

Executive Session Results – 8:16p.m.

Recommendation on Certified Staff – Dr. Jake Long

Dr. Long recommended that the Board approve the certified staff recommendations as reflected on the Certified Staff sheet.

Motion on Certified Staff Recommendations

Mr. Wehmeyer made the motion, seconded by Mr. Schmeski, to approve recommendations by Dr. Long for certified staff as reflected on the Certified Staff sheet.

The motion carried unanimously.

Recommendation on Changes to Activity Stipends – Dr. Jake Long

Dr. Long recommended changes to individual contracts as reflected on the Stipend sheet.

Motion on Changes to Activity Stipends

Mr. Pendergrass made the motion, seconded by Mr. Schmeski to accept the changes to individual contracts as listed on the Stipend sheet.

The motion passed unanimously.

Mr. Strider asked Ms. Lisa House to speak on behalf of the board. Ms. House gave her condolences to the families of Mr. Jessie Soapes, MH bus driver and Mickey Huskey of the Locker Room; both were huge supporters of the Mountain Home School district and will be greatly missed.

ADJOURNMENT

The meeting was adjourned at 8:18p.m.

Ben Strider, President

Jason Schmeski, Secretary

OFFICIAL MINUTES OF BOARD MEETING
OF THE MOUNTAIN HOME BOARD OF EDUCATION

August 6, 2015

The following members of the Board were present for the meeting: Arnold Knox, Bill Wehmeyer, Barbara Horton, Ben Strider, Neal Pendergrass, and Lisa House. Administrators and other guests were also present. Jason Schmeski was absent. Mr. Strider called the meeting to order at 5:30 p.m.

APPROVAL OF AGENDA

Mr. Schmeski made the motion to approve the agenda, seconded by Mr. Pendergrass.

The motion was unanimously approved.

EXECUTIVE SESSION

Executive Session began at 5:31 p.m.

Executive Session results –6:33p.m.

Recommendations on Certified Staff – Dr. Jake Long

Dr. Long recommended that the Board approve the recommendations as submitted on the certified staff sheet.

Motion on Certified Staff

Mr. Wehmeyer made the motion, seconded by Ms. House to approve recommendations as noted on the certified staff sheet.

The motion carried unanimously.

Recommendations on Classified Staff – Dr. Jake Long

Dr. Long recommended that the Board approve the recommendations as submitted on the classified staff sheet.

Motion on Classified Staff

Mr. Pendergrass made the motion, seconded by Mr. Knox to approve recommendations as noted on the classified staff sheet.

The motion carried unanimously.

Recommendations on Stipends – Dr. Jake Long

Dr. Long recommended that the Board approve the recommendation as submitted on the stipend sheet.

Motion on Stipend

Mr. Pendergrass made the motion, seconded by Ms. House, to approve recommendation as noted on the stipend sheet.

The motion carried unanimously.

ADJOURNMENT

The meeting was adjourned at 6:34 p.m.

Ben Strider, President

Jason Schmeski, Secretary

**MOUNTAIN HOME PUBLIC SCHOOLS
STATEMENT OF CHANGES IN FUND BALANCE**

July 31, 2015

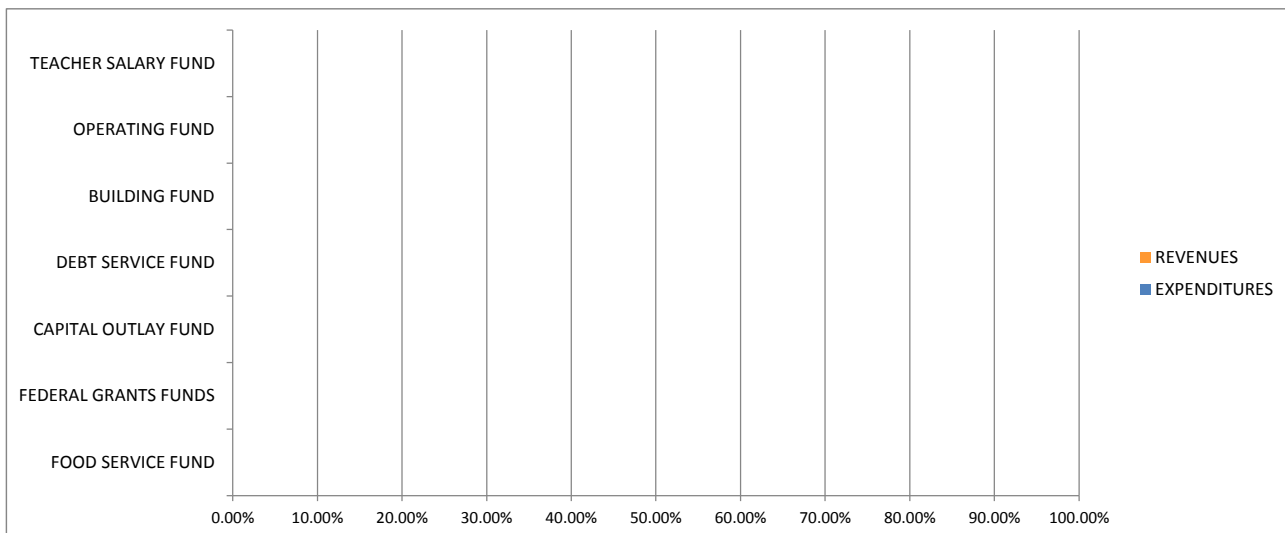
FUND CODE	FUND TITLE	BEGINNING BALANCE	REVENUE	TRANSFERS IN	TRANSFERS OUT	EXPENDITURES	ENDING BALANCE
1000	TEACHER SALARY FUND	-		150,095.11		150,095.11	-
1240	SPEC ED EXT YEAR	-		3,265.00		3,265.00	-
1246	PATHWISE MENTORING	-					-
1275	TSF-ALTERNATIVE LNG	-		12,729.58		12,729.58	-
1276	TSF-ELL	-					-
1281	TSF-NSLA	-					-
2000	OPERATING FUND	0.00		25,840,093.12	150,095.11	665,474.92	25,024,523.09
2001	OTHER OPERATING FUND	5,914,036.64	756,233.45		25,840,093.12		(19,169,823.03)
	TOTAL UNRSTD OPER FUNDS	5,914,036.64	756,233.45	25,840,093.12	25,990,188.23	665,474.92	5,854,700.06
2032	DUNBAR FUND	4,637.41	65.00			645.73	4,056.68
2060	GAME & FISH FINES	42,267.85					42,267.85
2061	BAND DEPOSITS	(35.00)					(35.00)
2065	G&F-JH SCHLYRD HABITAT	153.95					153.95
2067	MAGNESS OIL GRANT	2,485.01					2,485.01
2070	WELL FARGO GRANTS	23,139.69				50.00	23,089.69
2090	FUTURE BUILDING NEEDS	446,161.10	141.28				446,302.38
2201	ADULT EDUC FUND	-	579.00			579.00	-
2218	DECLINING ENROLLMENT	-					-
2219	SCIENCE & TECH GRANT	143.31					143.31
2223	PROF DEVELOPMENT	38,004.82				14,472.01	23,532.81
2232	SCHOOL RECOG PROG	26,269.04					26,269.04
2240	SPEC ED EXT YEAR	(20,450.83)			3,265.00	847.64	(24,563.47)
2246	PATHWISE MENTORING	1,205.92					1,205.92
2255	RESIDENTIAL TREATMENT	8,308.73					8,308.73
2265	SPEC ED CATASTROPHIC	48,940.26					48,940.26
2271	AP INCENTIVE SCHOOL	4,847.71				880.00	3,967.71
2275	ALTERNATIVE LEARNING	-			12,729.58	4,815.10	(17,544.68)
2276	ENGLISH LANG LEARNER	2,558.28					2,558.28
2281	NSLA	62,026.12				1,586.61	60,439.51
2392	STATE FIN ASST-GEN FAC	-					-
2931	BROADBAND PROJECT	-					-
2995	PEPSI	48,478.71	230.30			111.00	48,598.01
3000	BUILDING FUND	2,368,712.37	750.09			113,446.86	2,256,015.60
3130	QSCB	286,218.87					286,218.87
4000	DEBT SERVICE FUND	-					-
6501	TITLE I	-	(21,758.17)			180,749.77	(202,507.94)
6570	CARL D. PERKINS	-	(13,453.97)			6,513.97	(19,967.94)
6702	VI-B	-	(1,526.15)			718.64	(2,244.79)
6750	MEDICAID	36,306.17				154.85	36,151.32
6752	ARMAC	37,492.71					37,492.71
6756	TITLE II, PART A	3,386.45				5,823.04	(2,436.59)
6784	TITLE VI	-	(3,790.64)			6,118.56	(9,909.20)
8000	FOOD SERVICE FUND	69,200.14	121,687.11			11,631.67	179,255.58
	TOTAL	9,454,495.43	839,157.30	26,006,182.81	26,006,182.81	1,180,709.06	9,112,943.67

<u>DISTRIBUTION OF FUNDS</u>	
INTEGRITY 1ST CKG	3,992,929.43
INTEGRITY 1ST MMA	4,834,585.21
INTERGOVT REC	-
QSCB SINKING FUND	286,218.87
ACCOUNTS PAYABLE	(789.84)
BALANCE OF FUNDS	<u>9,112,943.67</u>

Mountain Home Public Schools
Statement of Revenues, Expenditures, and Changes in Fund Balance
For the Month Ended
July 31, 2015

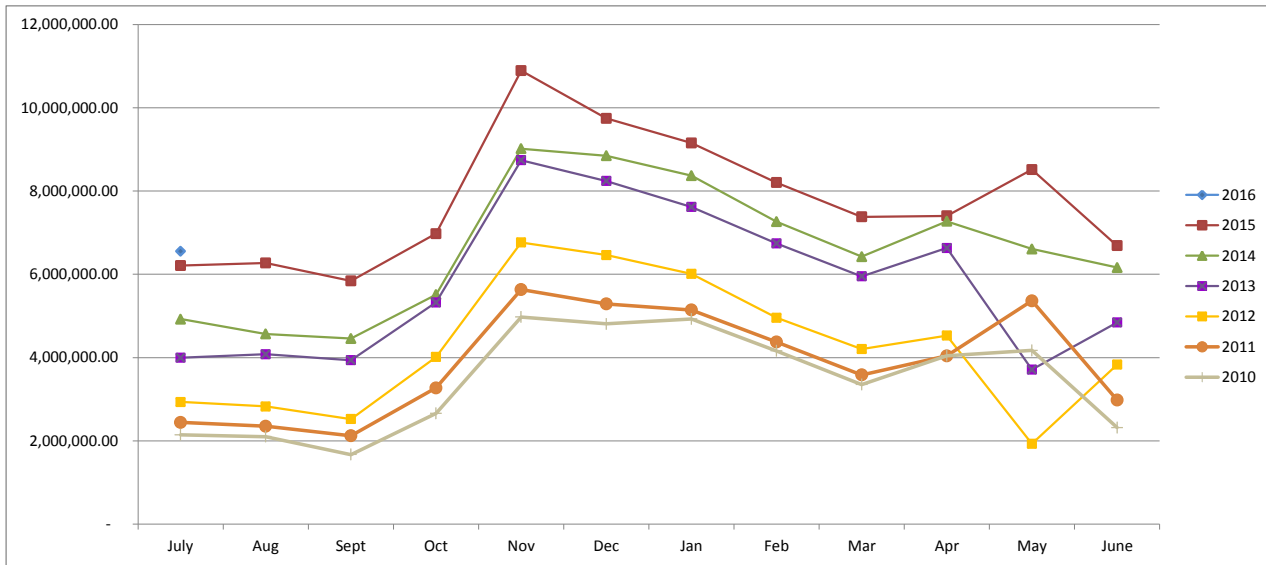
TOTAL REVENUES AND INCOMING TRANSFERS						
CLASSIFICATION	CURRENT	YEAR-TO-DATE	BUDGET AMOUNT	REMAINING BUDGET BAL	PCT REV TO DATE	
TEACHER SALARY FUND	166,089.69	166,089.69	-	-	0.00%	
OPERATING FUND	26,597,342.15	26,597,342.15	-	-	0.00%	
BUILDING FUND	750.09	750.09	-	-	0.00%	
DEBT SERVICE FUND	-	-	-	-	0.00%	
CAPITAL OUTLAY FUND	-	-	-	-	0.00%	
FEDERAL GRANTS FUNDS	(40,528.93)	(40,528.93)	-	-	0.00%	
FOOD SERVICE FUND	121,687.11	121,687.11	-	-	0.00%	
TOTAL	26,845,340.11	26,845,340.11	-	-	0.00%	

TOTAL EXPENDITURES AND OUTGOING TRANSFERS						
CLASSIFICATION	CURRENT	YEAR-TO-DATE	OUTSTANDING ENCUMBRANCES	BUDGET AMOUNT	REMAINING BUDGET BAL	PCT EXP TO DATE
TEACHER SALARY FUND	166,089.69	166,089.69	-	-	-	0.00%
OPERATING FUND	26,695,644.82	26,695,644.82	-	-	-	0.00%
BUILDING FUND	113,446.86	113,446.86	-	-	-	0.00%
DEBT SERVICE FUND	-	-	-	-	-	0.00%
CAPITAL OUTLAY FUND	-	-	-	-	-	0.00%
FEDERAL GRANTS FUNDS	200,078.83	200,078.83	-	-	-	0.00%
FOOD SERVICE FUND	11,631.67	11,631.67	-	-	-	0.00%
TOTAL	27,186,891.87	27,186,891.87	-	-	-	0.00%



MONTHLY OPERATING FUND BALANCE TRACKING

	<u>2016</u>	<u>2015</u>	<u>2014</u>	<u>2013</u>	<u>2012</u>	<u>2011</u>	<u>2010</u>
July	6,554,876.05	6,209,712.52	4,923,164.33	3,996,243.91	2,932,589.77	2,443,953.29	2,141,297.99
Aug		6,272,774.15	4,566,704.14	4,080,137.00	2,825,305.80	2,349,302.86	2,101,778.52
Sept		5,839,251.99	4,455,319.41	3,937,793.49	2,523,400.48	2,121,704.63	1,670,811.96
Oct		6,975,714.85	5,510,109.54	5,323,644.85	4,014,216.66	3,270,173.40	2,659,958.63
Nov		10,890,930.14	9,017,597.03	8,741,548.51	6,766,640.13	5,631,053.20	4,975,293.53
Dec		9,745,654.85	8,847,300.37	8,241,197.33	6,463,148.97	5,287,034.19	4,807,267.23
Jan		9,154,231.28	8,369,430.68	7,619,209.16	6,010,998.38	5,145,295.84	4,927,493.99
Feb		8,202,083.48	7,265,090.76	6,740,912.76	4,953,670.38	4,372,903.23	4,159,754.44
Mar		7,379,349.85	6,423,911.17	5,952,257.14	4,204,546.05	3,584,526.89	3,353,195.17
Apr		7,403,605.98	7,274,156.70	6,632,568.63	4,526,821.27	4,041,912.39	4,044,212.11
May		8,513,603.64	6,607,398.70	3,709,436.41	1,927,765.37	5,363,919.99	4,171,420.58
June		6,688,484.97	6,160,908.58	4,843,015.73	3,830,129.34	2,981,424.19	2,317,477.63



Mountain Home Public Schools
Statement of Changes in Activity Funds
July 31, 2015

Account	Beginning Balance	Increases to Balance	Available Balance	Decreases to Balance	Ending Balance
High School	82,138.86	6,317.17	88,456.03	6,015.06	82,440.97
Junior High	25,038.57	6.60	25,045.17	622.78	24,422.39
Pinkston Middle School	36,480.10	0.31	36,480.41	350.84	36,129.57
Hackler	44,794.03	0.38	44,794.41	148.61	44,645.80
Nelson Wilks Herron	33,991.12	0.29	33,991.41	48.54	33,942.87
Kindergarten	12,991.34	0.58	12,991.92		12,991.92
Special Education	3,688.44		3,688.44		3,688.44
Athletics	14,832.38	123.86	14,956.24	1,487.37	13,468.87
Odyssey of the Mind	5,427.65		5,427.65		5,427.65
Guy Berry	5,931.81	100.00	6,031.81	25.00	6,006.81
Totals	265,314.30	6,549.19	271,863.49	8,698.20	263,165.29

Enrollment Last 5 years August

	GRADE	GRADE	GRADE	GRADE	GRADE	GRADE	GRADE	GRADE	GRADE	GRADE	GRADE	GRADE	GRADE	
BUILDING	KDG	1	2	3	4	5	6	7	8	9	10	11	12	
KDG 2011-2012	303													303
2012-2013	299													299
2013-2014	331													331
2014-2015	263													263
2015-2016	273													273
NWH 2011-2012		334	318											652
2012-2013		331	331											662
2013-2014		334	317											651
2014-2015		336	299											635
2015-2016		290	327											617
Hackler 2011-2012				311	328	293								932
2012-2013				307	309	320								936
2013-2014				325	299	317								941
2014-2015				314	332	243								939
2015-2016				291	310	330								931
PMS 2011-2015							325	306						631
2012-2013							317	329						647
2013-2014							317	302						619
2014-2015							311	312						623
2015-2016							289	322						611
JH 2011-2012									347	327				674
2012-2013									290	348				638
2013-2014									315	320				635
2014-2015									310	338				648
2015-2016									320	308				628
MHHS 2011-2015											332	299	287	918
2012-2013											317	298	277	892
2013-2014											336	279	276	891
2014-2015											310	325	262	897
2015-2016											338	292	286	916
TOTAL 2010	328	308	324	290	328	298	317	296	302	358	306	278	271	4004
TOTAL 2011	327	331	322	321	289	298	306	332	319	327	333	306	206	4105
TOTAL 2012	303	334	318	311	328	293	325	306	347	327	332	299	287	4110
TOTAL 2013	299	331	331	307	309	320	317	329	290	348	317	298	277	4074
TOTAL 2014	331	334	317	325	299	317	317	302	315	320	336	279	276	4068
TOTAL 2015	263	336	299	314	332	293	311	312	310	338	310	325	262	4005
TOTAL 2016	273	290	327	291	310	330	289	322	320	308	228	292	286	3976

Totals have all Self-contained students added in building housed in, and Tuition students.

,in numbers above.

At this time:

Below has the following students omitted from grade level totals-self-contained, tuition students and any active home school and private school student getting sp services or playing sport.

GRADE LEVEL	Count	# Teach	Ratio
KDG	272	17	16
1	285	14	20
2	320	14	23
3	284	14	20
4	303	12	25
5	327	13	25

MOUNTAIN HOME PUBLIC SCHOOLS

Dr. Jake Long
Superintendent

2465 Rodeo Drive
Mountain Home, AR 72653
870-425-1201
Fax 870-425-1316

Dr. Leigh Anne Gigliotti
Assistant Superintendent

TO: Mountain Home School Board

FROM: Dr. Jake Long

SUBJECT: Section 4 – Students Recommendations for Policy Revisions
Section 5- Curriculum
Section 7 - Business and Finance Management

DATE: August 20, 2015

Background: Revisions to policies are made annually to reflect new policies and procedures.

Rationale: Rules and procedures in MHPS Board Policies should be revised as needed to accommodate changes in legislature concerning students, and to better address the needs of our students and faculty/staff.

Recommendation(s): Recommendations are as presented in the following policies: 4.11, 4.12, 4.13, 4.18, 4.35, 4.35F4, 4.37, 4.45 MH, 4.45.1MH, 4.47, 4.52, 4.55, 4.57, and 7.23. Delete language of 5.12.

Contact: Leigh Anne Gigliotti and Ann Harned

4.11—EQUAL EDUCATIONAL OPPORTUNITY

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

Inquiries on non-discrimination may be directed to 504 Coordinator, who may be reached at 870-425-1201.

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

Legal References: 28 C.F.R. § 35.106

34 C.F.R. § 100.6

34 C.F.R. § 104.8

34 C.F.R. § 106.9

34 C.F.R. § 108.9

34 C.F.R. § 110.25

Date Adopted: July 20, 2006

Last Revised: August 20, 2015

4.12—STUDENT ORGANIZATIONS/EQUAL ACCESS

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

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

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

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

Note: ¹ Act 1264 of 2015 created the automatic expulsion of a student for being convicted of hazing.

Legal References: A.C.A. § 6-5-201 et seq.
 A.C.A. § 6-21-201 et seq.
 20 U.S.C. 4071 Equal Access Act
 Board of Education of the Westside Community Schools v. Mergens, 496 U.S. 226
 (1990)
 A.C.A. § 6-18-601 et seq.

Date Adopted: July 20, 2006
Last Revised: August 20, 2015

4.13—PRIVACY OF STUDENTS' RECORDS/ DIRECTORY INFORMATION

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

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

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

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

For the purposes of this policy a school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility, contracted duty, or duty of elected office.

In addition to releasing PII to school officials without permission, the District may disclose PII from the education records of students in foster care placement to the student's caseworker or to the caseworker's representative without getting prior consent of the parent (or the student if the student is over eighteen). For the District to release the student's PII without getting permission:

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

The District discloses PII from an education record to appropriate parties, including parents, in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other

individuals. The superintendent or designee shall determine who will have access to and the responsibility for disclosing information in emergency situations.

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

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

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

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

Unless the parent or guardian of a student (or student, if above the age of eighteen [18]) objects, "directory information" about a student may be made available to the public, military recruiters, post-secondary educational institutions, prospective employers of those students, as well as school publications such as annual yearbooks and graduation announcements. "Directory information" includes, but is not limited to, a student's name, address, telephone number, electronic mail address, photograph, date and place of birth, dates of attendance, his/her placement on the honor role (or the receipt of other types of honors), as well as his/her participation in school clubs and extracurricular activities, among others. If the student participates in inherently public activities (for example, basketball, football, or other interscholastic activities), the publication of such information will be beyond the control of the District. "Directory information" also includes a student identification (ID) number, user ID, or other unique personal identifier used by a student for purposes of

accessing or communicating in electronic systems and a student ID number or other unique personal identifier that is displayed on a student's ID badge, provided the ID cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN), password or other factor known or possessed only by the authorized user.

A student's name and photograph will only be displayed on the district or school's web page(s) after receiving the written permission from the student's parent or student if over the age of 18.

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

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

Parents and students over the age of 18 who believe the district has failed to comply with the requirements for the lawful release of student records may file a complaint with the U.S. Department of Education (DOE) at

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

Cross References: Policy 4.34—Communicable Diseases and Parasites
Policy 5.20—District Web Site
Policy 5.20.1—Web Site Privacy Policy
Policy 5.20F1—Permission to Display Photo of Student on Web Site

Legal References: A.C.A. § 9-29~~8~~-113(b)(6)
20 U.S.C. § 1232g
20 U.S.C. § 7908 (~~NCLB Section 9528~~)
34 CFR 99.3, 99.7, 99.21, 99.22, 99.30, 99.31, 99.32, 99.33, 99.34, 99.35,
99.36, 99.37, 99.63, 99.64

Date Adopted: May 14, 2009
Last Revised: August 20, 2015

4.18—PROHIBITED CONDUCT

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

1. Disrespect for school employees and failing to comply with their reasonable directions or otherwise demonstrating insubordination;
2. Disruptive behavior that interferes with orderly school operations;
3. Willfully and intentionally assaulting or threatening to assault or physically abusing any student or school employee;
4. Possession of any weapon that can reasonably be considered capable of causing bodily harm to another individual;
5. Possession or use of tobacco in any form on any property owned or leased by any public school;
6. Willfully or intentionally damaging, destroying, or stealing school property;
7. Possession of any paging device, beeper, or similar electronic communication devices on the school campus during normal school hours unless specifically exempted by the administration for health or other compelling reasons;
8. Possession, selling, distributing, or being under the influence of an alcoholic beverage, any illegal drug, unauthorized inhalants, or the inappropriate use or sharing of prescription or over the counter drugs, or other intoxicants, or anything represented to be a drug;
9. Sharing, diverting, transferring, applying to others (such as needles or lancets), or in any way misusing medication or any medical supplies in their possession;
10. Inappropriate public displays of affection;
11. Cheating, copying, or claiming another person's work to be his/her own;
12. Gambling;
13. Inappropriate student dress;
14. Use of vulgar, profane, or obscene language or gestures;
15. Truancy;
16. Excessive tardiness;

17. Engaging in behavior designed to taunt, degrade, or ridicule another person on the basis of race, ethnicity, national origin, sex, or disability;
18. Possess, view, distribute or electronically transmit sexually explicit or vulgar images or representations, whether electronically, on a data storage device, or in hard copy form;
19. Hazing, or aiding in the hazing of another student;
20. Gangs or gang-related activities, including belonging to secret societies of any kind, are forbidden on school property. Gang insignias, clothing, “throwing signs” or other gestures associated with gangs are prohibited;
21. Sexual harassment; ~~and~~
22. Bullying; ~~and~~
23. Operating a vehicle on school grounds while using a wireless communication device.

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

Cross References: Prohibited Conduct #1—Policy # 3.17
 Prohibited Conduct #2— Policy # 4.20
 Prohibited Conduct #3— Policy # 4.21, 4.26
 Prohibited Conduct #4— Policy # 4.22
 Prohibited Conduct #5— Policy # 4.23
 Prohibited Conduct #7—Policy 4.47
 Prohibited Conduct #8— Policy # 4.24
 Prohibited Conduct # 13— Policy # 4.25
 Prohibited Conduct # 14— Policy # 4.21
 Prohibited Conduct # 15— Policy # 4.7
 Prohibited Conduct # 16 — Policy # 4.9
 Prohibited Conduct # 17— Policy # 4.43
 Prohibited Conduct # 19— Policy # 4.12
 Prohibited Conduct # 20— Policy # 4.26
 Prohibited Conduct # 21—Policy # 4.27
 Prohibited Conduct # 22— Policy # 4.43
 Prohibited Conduct # 23— Policy # 4.47

Legal References: A.C.A. § 6-5-201
 A.C.A. § 6-15-1005
 A.C.A. § 6-18-222
 A.C.A. § 6-18-502
 A.C.A. § 6-18-506

A.C.A. § 6-18-707 A.C.A. § 6-18-514
A.C.A. § 6-21-609
[A.C.A. § 27-51-1602](#)
[A.C.A. § 27-51-1603](#)
[A.C.A. § 27-51-1609](#)

Date Adopted: May 14, 2009
Last Revised: August 20, 2015

4.35—STUDENT MEDICATIONS

Prior to the administration of any medication to any student under the age of eighteen (18), written parental consent is required. The consent form shall include authorization to administer the medication and relieve the Board and its employees of civil liability for damages or injuries resulting from the administration of medication to students in accordance with this policy. All signed medication consent forms are to be maintained by the school nurse.

Unless authorized to self-administer, students are not allowed to carry any medications, including over-the-counter medications or any perceived health remedy not regulated by the US Food and Drug Administration, while at school. The parent or legal guardian shall bring the student's medication to the school nurse. The student may bring the medication if accompanied by a written authorization from the parent or legal guardian. When medications are brought to the school nurse, the nurse shall document, in the presence of the parent, the quantity of the medication(s). If the medications are brought by a student, the school nurse shall ask another school employee to verify, in the presence of the student the quantity of the medication(s). Each person present shall sign a form verifying the quantity of the medication(s).

Medications, including those for self-administration medication, must be in the original container and be properly labeled with the student's name, the ordering provider's name, the name of the medication, the dosage, frequency, and instructions for the administration of the medication (including times). Additional information accompanying the medication shall state the purpose for the medication, its possible side effects, and any other pertinent instructions (such as special storage requirements) or warnings. Schedule II medications that are permitted by this policy to be brought to school shall be stored in a double locked cabinet.

Students with an individualized health plan (IHP) may be given over-the-counter medications to the extent giving such medications are included in the student's IHP.

Option One

The only Schedule II medications that shall be allowed to be brought to the school are methylphenidate (e.g. Ritalin or closely related medications as determined by the school nurse), dextroamphetamine (Dexedrine), and amphetamine sulfate (e.g. Adderall or closely related medications as determined by the school nurse).

For the student's safety, no student will be allowed to attend school if the student is currently taking any other Schedule II medication than permitted by this policy. Students who are taking Schedule II medications which are not allowed to be brought to school shall be eligible for homebound instruction if provided for in their IEP or 504 plans. The district's supervising registered nurse shall be responsible for creating both on campus and off campus procedures for administering medications.

~~Students who have written permission from their parent or guardian and a licensed health care practitioner to self-administer either a rescue inhaler or auto-injectable epinephrine, or both and who have a current consent form on file shall be allowed to carry and self-administer such medication while in school, at an on-site school sponsored activity, while traveling to or from school, or at an off-site school sponsored activity. Students are prohibited from sharing, transferring, or in any way diverting his/her medications to any other person. The fact that a student with a completed consent form on file is allowed to carry an rescue inhaler or auto-injectable~~

~~epinephrine, or both does not require him/her to have such on his/her person. The parent or guardian of a student who qualifies under this policy to self-carry a rescue inhaler or auto-injectable epinephrine, or both on his/her person shall provide the school with the appropriate medication which shall be immediately available to the student in an emergency.~~

Students who have written permission from their parent or guardian and a licensed health care practitioner on file with the District may:

- 1) Self-administer either a rescue inhaler or auto-injectable epinephrine;
- 2) Perform his/her own blood glucose checks;
- 3) Administer insulin through the insulin delivery system the student uses;
- 4) Treat the student's own hypoglycemia and hyperglycemia; or
- 5) Possess on his or her person:
 - a) A rescue inhaler or auto-injectable epinephrine; or
 - b) the necessary supplies and equipment to perform his/her own diabetes monitoring and treatment functions.

Students who have a current consent form on file shall be allowed to carry and self-administer such medication while:

- In school;
- At an on-site school sponsored activity;
- While traveling to or from school; or
- At an off-site school sponsored activity.

A student is prohibited from sharing, transferring, or in any way diverting his/her medications to any other person. The fact that a student with a completed consent form on file is allowed to carry a rescue inhaler, auto-injectable epinephrine, diabetes medication, or combination does not require him/her to have such on his/her person. The parent or guardian of a student who qualifies under this policy to self-carry a rescue inhaler, auto-

injectable epinephrine, diabetes medication, or any combination on his/her person shall provide the school with the appropriate medication, which shall be immediately available to the student in an emergency.

Students may be administered Glucagon, ~~insulin, or both~~ in emergency situations by the school nurse or, in the absence of the school nurse, a trained volunteer school employee designated as a care provider, provided the student has:

1. an IHP ~~developed under Section 504 of the Rehabilitation Act of 1973 which~~ that provides for the administration of Glucagon, ~~insulin, or both~~ in emergency situations; and
2. a current, valid consent form on file from their parent or guardian.

A student shall have access to a private area to perform diabetes monitoring and treatment functions as outlined in the student's IHP.

Emergency Administration of Epinephrine

The school nurse or other school employees designated by the school nurse as a care provider who have been trained and certified by a licensed physician may administer an epinephrine auto-injector in emergency situations to students who have an IHP developed under Section 504 of the Rehabilitation Act of 1973 which provides for the administration of an epinephrine auto-injector in emergency situations.

The parent of a student who has an authorizing IHP, or the student if over the age of eighteen (18), shall annually complete and sign a written consent form provided by the student's school nurse authorizing the nurse or other school employee certified to administer auto-injector epinephrine to the student when the employee believes the student is having a life-threatening anaphylactic reaction.

Students with an order from a licensed health care provider to self-administer auto-injectable epinephrine and who have written permission from their parent or guardian shall provide the school nurse an epinephrine auto-injector. This epinephrine will be used in the event the school nurse, or other school employee certified to administer auto-injector epinephrine, in good faith professionally believes the student is having a life-threatening anaphylactic reaction and the student is either not self-carrying his/her epinephrine auto-injector or the nurse is unable to locate it.

The school nurse for each District school shall keep epinephrine auto-injectors on hand that are suitable for the students the school serves. The school nurse or other school employee designated by the school nurse as a care provider who has been trained and certified by a licensed physician may administer auto-injector epinephrine to those students who the school nurse, or other school employee certified to administer auto-injector epinephrine, in good faith professionally believes is having a life-threatening anaphylactic reaction.

The school shall not keep outdated medications or any medications past the end of the school year. Parents shall be notified ten (10) days in advance of the school's intention to dispose of any medication. Medications not picked up by the parents or legal guardians within the ten (10) day period shall be disposed of by the school nurse in accordance with current law and regulations.

Legal References: Ark. State Board of Nursing: School Nurse Roles and Responsibilities
Arkansas Department of Education and Arkansas State Board of Nursing Rules
Governing the Administration of Glucagon to Arkansas Public School Students
Suffering from Type I Diabetes
A.C.A. § 6-18-707
[A.C.A. § 6-18-711](#)
A.C.A. § 6-18-1005(a)(6)
A.C.A. § 17-87-103 (11)
A.C.A. § 20-13-405

Date Adopted: July 20, 2006
Last Revised: August 20, 2015

Sending Medication to School using the District Medication Policy

Many serious concerns arise when medicine is given in the school setting. Some of those concerns include: possible medication reactions, medicine security, missed doses, added staff responsibility when the nurse is not in the building, class interruptions, transporting medicines, etc. Please minimize these risks by avoiding sending medicine to school whenever possible. **If your physician decides it is necessary for your child to have medication during school hours, please read and follow the guidelines of the Mountain Home School District medication policy before filling out the release form below.**

Mountain Home Medication Policy

1. **The medication release form below must be completed before any medication will be administered to any student under the age of eighteen (18).** Use this form only when you are sending medicine (example: Do not send a form to cover any/all medication your child might need during the school year.)
2. All **medicine will be kept in the school office.** Students are not allowed to carry medicine on their person, unless the school nurse, parent and physician have approved it.
3. Medicine should be brought to the school office by the parent or guardian. The school cannot be responsible for medicines that are misplaced or misused during transport. Home doses should be removed from the prescription bottle and kept at home. This alleviates the need to send the medicine back and forth. It also keeps the school supply in the original container. (Most pharmacists will give you two labeled prescription bottles.)
4. **Any medication brought to school must be in the original container. Medicine cannot be sent in Baggies, lunch boxes, etc.** Prescription labels must be complete and accurate with the child's name, the date, the doctor's name, the drug's name, dosage and intervals.
5. Students are prohibited from sharing, transferring, or in any way diverting his/her medications to any other person.
6. In most cases, **antibiotics that are ordered three times a day can be given before school, after school and at bedtime.**
7. Empty prescription bottles will be sent home with the child. It is the parent's responsibility to know when refills are due on long-term medicines.
8. If an occasional nonprescription medicine is necessary, a completed medication release form must accompany the medicine. Over-the-counter medicine can only be given 5 consecutive school days without a doctor's order.
9. Children under 10 years of age must have a doctor's order to take Ibuprofen at school.
10. "Homeopathic" preparations will not be given without a licensed physician's order that includes a list of ingredients, side effects, and dosage recommendations per kilogram of weight.
11. The school shall not keep outdated medications or any medications past the end of the school year. Parents shall be notified ten (10) days in advance of the school's intention to dispose of any medication. Medications not picked up by the parents or legal guardians within a ten (10) day period shall be destroyed by the nurse with a witness present.

MEDICATION ADMINISTRATION RELEASE FORM

(Please read the policy guidelines above before filling in all blanks on the form)

I request that you give medication to my child during the school day in accordance with the Board policy printed above. You are authorized to delegate this authority to another person (such as a secretary, principal or teacher), if so desired. I will not hold the Mountain Home Public School Board and its employees responsible for any undesired reaction, which may occur from the medication. I authorize the school nurse and my child's health care provider to exchange verbal and/or written information regarding the health needs of my child at school. I agree to pay for ambulance service if used to transport my child from school to the doctor or hospital should he/she have a reaction to the medication.

Parent/Guardian Signature

Date

Student Name _____ Grade ____ Teacher's name _____ Dr.'s name _____

Medication Name _____ Dosage _____ Time to be given _____

Dates to be given _____ For treatment of the following illness _____

Side effects _____ Keep _____ Send home _____

In case of questions or an emergency, call _____ Phone _____

If your child is on a long-term medication, do you want him/her to take the medicine on field trips? Yes ___ No ___

Sending Medication to School using the District Medication Policy

Many serious concerns arise when medicine is given in the school setting. Some of those concerns include: possible medication reactions, medicine security, missed doses, added staff responsibility when the nurse is not in the building, class interruptions, transporting medicines, etc. Please minimize these risks by avoiding sending medicine to school whenever possible. **If your physician decides it is necessary for your child to have medication during school hours, please read and follow the guidelines of the Mountain Home School District before filling out the release form below.**

Mountain Home Medication Guidelines

1. **The medication release form below must be completed before any medication will be administered to any student.**
2. All **medicine will be kept in the school office.** Students are not allowed to carry medicine on their person, unless the school nurse, parent and physician have approved it.
3. Medicine should be brought to the school office by the parent or guardian. The school cannot be responsible for medicines that are misplaced or misused during transport. Home doses should be removed from the prescription bottle and kept at home. This alleviates the need to send the medicine back and forth. It also keeps the school supply in the original container. (Most pharmacists will give you two labeled prescription bottles.)
4. **Any medication brought to school must be in the original container. Medicine cannot be sent in Baggies, lunch boxes, etc.** Prescription labels must be complete and accurate with the child's name, the date, the doctor's name, the drug's name, dosage and intervals.
5. Students are prohibited from sharing, transferring, or in any way diverting his/her medications to any other person.
6. In most cases, **antibiotics that are ordered three times a day can be given before school, after school and at bedtime.**
7. Empty prescription bottles will be sent home with the child. It is the parent's responsibility to know when refills are due on long-term medicines.
8. If an occasional nonprescription medicine is necessary, a completed medication release form must accompany the medicine. Over-the-counter medicine can only be given 5 consecutive school days without a doctor's order.
9. **Narcotic pain medications including cough medication with codeine should be kept at home. If a student's pain level is not alleviated with Tylenol or Ibuprofen during school hours they should stay home.**
10. "Homeopathic" preparations will not be given without a licensed physician's order that includes a list of ingredients, side effects, and dosage recommendations per kilogram of weight.
11. **The school shall not keep outdated medications or any medications past the end of the school year. Parents shall be notified ten (10) days in advance of the school's intention to dispose of any medication. Medications not picked up by the parents or legal guardians within a ten (10) day period shall be destroyed by local sheriff's department.**

MEDICATION ADMINISTRATION RELEASE FORM

(Please read the policy guidelines above before filling in all blanks on the form)

I request that you give medication to my child during the school day in accordance with the Board policy printed above. You are authorized to delegate this authority to another person (such as a secretary, principal or teacher), if so desired. I will not hold the Mountain Home Public School Board and its employees responsible for any undesired reaction, which may occur from the medication. I authorize the school nurse and my child's health care provider to exchange verbal and/or written information regarding the health needs of my child at school. I agree to pay for ambulance service if used to transport my child from school to the doctor or hospital should he/she have a reaction to the medication.

	Parent/Guardian Signature	Date
Student Name _____	Grade _____	Teacher's name _____
Medication Name _____	Dosage _____	Time to be given _____
Dates to be given _____	For treatment of the following illness _____	
Side effects _____	Keep _____	Send home _____
In case of questions or an emergency, call _____ Phone _____		
If your child is on a long-term medication, do you want him/her to take the medicine on field trips? Yes ___ No ___		
(The medicine would have to be transported by the teacher and given by the teacher.)		Last revision 8-20-15

4.37—EMERGENCY DRILLS

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

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

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

Other types of emergency drills may also be conducted to test the implementation of the District's emergency plans in the event of ~~an earthquake or~~ violence, terrorist attack, ~~that might include the use of biological or chemical agents~~ natural disaster, other emergency, or the District's Panic Button Alert System. Students shall be included in the drills to the extent practicable.

Legal References: A.C.A. § 12-13-109
 A.C.A. § 6-10-110
 A.C.A. § 6-10-121
 A.C.A. § 6-15-1302
 A.C.A. § 6-15-1303
 Ark. Division of Academic Facilities and Transportation Rules Governing
 Maintenance and Operations of Ark. Public School Buses and Physical Examinations
 of School Bus Drivers 4.03.1

Date Adopted: July 17, 2014
Last Revised: August 20, 2015

4.45—SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS FOR THE CLASSES OF 2015, 2016, AND 2017

All students are required to participate in the Smart Core curriculum unless their parents or guardians, or the students if they are 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 grade, or when a 7-12 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 records. This policy is to be included in student handbooks for grades 6-12 and both students and parents must sign an acknowledgement they have received the policy. Those students not participating in the Smart Core curriculum will be required to fulfill the Core curriculum or the requirements of their IEP (when applicable) to be eligible for graduation. Counseling by trained personnel shall be available to students and their parents or legal guardians prior to the time they are required to sign the consent forms.

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

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

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

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

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

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 22 units is required for graduation for a student participating in either the Smart Core or Core curriculum. In addition to the 22 units required for graduation by the Arkansas

4.45.1—SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS FOR THE CLASS OF 2018 AND THEREAFTER

All students are required to participate in the Smart Core curriculum unless their parents or guardians, or the students if they are 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 grade, or when a 7-12 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 records.¹ This policy is to be included in student handbooks for grades 6-12 and both students and parents must sign an acknowledgement they have received the policy. Those students not participating in the Smart Core curriculum will be required to fulfill the Core curriculum or the requirements of their IEP (when applicable) to be eligible for graduation. Counseling by trained personnel shall be available to students and their parents or legal guardians prior to the time they are required to sign the consent forms.

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

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

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

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

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

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 22 units is required for graduation for a student participating in either the Smart Core or Core curriculum. In addition to the 22 units required for graduation by the Arkansas

Department of Education, the district requires an additional 4 units to graduate for a total of 26 units. The additional required units may be taken from any electives offered by the district. There are some distinctions made between Smart Core units and Graduation units. Not all units earned toward graduation necessarily apply to Smart Core requirements.

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.⁷ In addition to the other graduation requirements contained in this policy, students are required to take at least one (1) digital learning course for credit while in high school.

SMART CORE: Sixteen (16) units

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

Oral Communications: one-half (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 Investigating Geometry or Geometry A & B* which may be taken in grades 8-9 or 9-10;

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

- 3. Algebra II; and
- 4. The fourth unit may be either:
 - A math unit beyond Beyond Algebra II: this can include Pre-Calculus, Calculus, AP Statistics, Algebra III, Advanced Topic and Modeling in Mathematics, Mathematical Applications and Algorithms, Linear Systems and Statistics, or any of several IB or Advanced Placement math courses (Comparable concurrent credit college courses may be substituted where applicable); or
 - one unit of computer science chosen from ADE Essentials of Computer Programming, ADE Computer Science and Mathematics, AP Computer Science, IB Computer Science, or other options approved by ADE.

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

One unit of Biology; and either:

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

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

One unit from the three categories above and one unit of computer science chosen from ADE Essentials of Computer Programming, ADE Computer Science and Mathematics, AP Computer Science, IB Computer Science, or other options approved by ADE.

Social Studies: three (3) units

- Civics one-half (1/2) unit
- World History - one unit
- American History - one 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.

CORE: Sixteen (16) units

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

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)
- one unit of computer science chosen from ADE Essentials of Computer Programming, ADE Computer Science and Mathematics, AP Computer Science, IB Computer Science, or other options approved by ADE may be substituted for 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
- ~~one (1) unit of a physical science~~

Two units chosen from the following three categories:

- Physical Science;
- Chemistry;
- Physics; or

One unit from the three categories above and one unit of computer science chosen from ADE Essentials of Computer Programming, ADE Computer Science and Mathematics, AP Computer Science, IB Computer Science, or other options approved by ADE.

Social Studies: three (3) units

- Civics one-half (1/2) unit
- World history, one (1) unit
- American History, one (1) 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.⁸

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.

Cross References: 4.55—STUDENT PROMOTION AND RETENTION
 5.11—DIGITAL LEARNING COURSES

Legal References: Standards ~~of~~ For Accreditation 9.03 – 9.03.1.9, 14.02
 ADE Guidelines for the Development of Smart Core Curriculum Policy
 ADE Rules Governing the Digital Learning Act of 2013
 Smart Core Informed Consent Form ~~2014~~ 2016
 Smart Core Waiver Form ~~2014~~ 2016
 A.C.A. § 6-16-1406

Date Adopted: July 17, 2014
Last Revised: August 20, 2015

Department of Education, the district requires an additional 2 units to graduate for a total of 24 units. The additional required units may be taken from any electives offered by the district. There are some distinctions made between Smart Core units and Graduation units. Not all units earned toward graduation necessarily apply to Smart Core requirements.

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

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

- 3. Algebra II; and
- 4. The fourth unit may be either:
 - A math unit beyond Beyond Algebra II: this can include Pre-Calculus, Calculus, AP Statistics, Algebra III, Advanced Topic and Modeling in Mathematics, Mathematical Applications and Algorithms, Linear Systems and Statistics, or any of several IB or Advanced Placement math courses (Comparable concurrent credit college courses may be substituted where applicable);
 - or
 - one unit of computer science chosen from ADE Essentials of Computer Programming, ADE Computer Science and Mathematics, AP Computer Science, IB Computer Science, or other options approved by ADE.

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

One unit of Biology; and either:

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

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

One unit from the three categories above and one unit of computer science chosen from ADE Essentials of Computer Programming, ADE Computer Science and Mathematics, AP Computer Science, IB Computer Science, or other options approved by ADE.

Social Studies: three (3) units

- Civics one-half (1/2) unit
- World History - one unit
- American History - one 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.

CORE: Sixteen (16) units

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

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)
- one unit of computer science chosen from ADE Essentials of Computer Programming, ADE Computer Science and Mathematics, AP Computer Science, IB Computer Science, or other options approved by ADE may be substituted for 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
- ~~one (1) unit of a physical science~~

Two units chosen from the following three categories:

- Physical Science;
- Chemistry;
- Physics; or

One unit from the three categories above and one unit of computer science chosen from ADE Essentials of Computer Programming, ADE Computer Science and Mathematics, AP Computer Science, IB Computer Science, or other options approved by ADE.

Social Studies: three (3) units

- Civics one-half (1/2) unit
- World history, one (1) unit
- American History, one (1) 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.

Cross Reference: 4.55—STUDENT PROMOTION AND RETENTION

Legal References: Standards ~~of~~ **For** Accreditation 9.03 – 9.03.1.9, 14.02
ADE Guidelines for the Development of Smart Core Curriculum Policy
Smart Core Informed Consent Form
Smart Core Waiver Form

Date Adopted: August 15, 2013

Last Revised: August 20, 2015

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 state originated tests that are administered as part of the Arkansas Comprehensive Testing, Assessment and Accountability Program (ACTAAP), no electronic device as defined in this policy shall be accessible by a student at any time during test administration unless specifically permitted by a student's IEP or individual health plan.¹ This means that when a student is taking an ACTAAP assessment, the student shall not have his/her electronic device in his/her possession. Any student violating this provision shall be subject to this policy's disciplinary provisions.

As used in this policy, “electronic device” 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 take photographs in locker rooms or 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 individualized education program (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.

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.

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 which is in motion and on school property. Violation may result in disciplinary action up to and including suspension.

A.C.A. § 27-51-1603 makes it illegal for anyone under the age of eighteen (18) to use a wireless communication device for any purpose while operating a motor vehicle. Additionally, A.C.A. § 27-51-1609 prohibits the use of a “wireless handheld telephone” while in a school zone for any purpose when that use is not hands free. While the policy language exceeds the statutory prohibitions, we believe the language is important for the protection of students, employees, and the public.

Legal References: A.C.A. § 6-18-515
 A.C.A. § 27-51-1602
 A.C.A. § 27-51-1603
 A.C.A. § 27-51-1609

ADE Test Administration Manual

Date Adopted: July 18, 2013
Last Revised: August 20, 2015

4.52—STUDENTS WHO ARE FOSTER CHILDREN

The District will afford the same services and educational opportunities to foster children that are afforded other children and youth. The District shall work with the Department of Human Services (“DHS”), the Arkansas Department of Education (ADE), and individuals involved with each foster child to ensure that he/she is able to maintain his/her continuity of educational services to the fullest extent that is practical and reasonable.

The Superintendent or his/her designee shall appoint an appropriate staff person to be the local educational liaison for foster children and youth whose responsibilities shall include ensuring the timely school enrollment of each foster child and assisting foster children who transfer between schools by expediting the transfer of relevant educational records.

The District, working with other individuals and agencies shall, unless the presiding court rules otherwise, ensure that the foster child remains in his/her ~~current~~ school of origin, even if a change in the foster child’s placement results in a residency that is outside the district. In such a situation, the District will work with DHS to arrange for transportation to and from school for the foster child to the extent it is reasonable and practical.

Upon notification to the District’s foster care liaison by a foster child’s caseworker that a foster child’s school enrollment is being changed to one of the District’s schools, the school receiving the child must immediately enroll him/her. Immediate enrollment is required even if a child lacks the required clothing, academic or medical records, or proof of residency.

A foster child’s grades shall not be lowered due to absence from school that is caused by a change in the child’s school enrollment, the child’s attendance at dependency-neglect court proceedings, or other court-ordered counseling or treatment.

Any course work completed by the foster child prior to a school enrollment change shall be accepted as academic credit so long as the child has satisfactorily completed the appropriate academic placement assessment.

If a foster child was enrolled in a District school immediately prior to completing his/her graduation requirements while detained in a juvenile detention facility or while committed to the Division of Youth Services of DHS, the District shall issue the child a diploma.

Cross References: 4.1—RESIDENCE REQUIREMENTS
 4.2—ENTRANCE REQUIREMENTS
 4.7—ABSENCES

Legal Reference: A.C.A. § 9-28-113

Date Adopted: August 20, 2015
Last Revised:

4.55—STUDENT PROMOTION AND RETENTION

DELETE current 5.12 replace with 4.55 (REFER To 4.55)

A disservice is done to students through social promotion and is prohibited by state law. The District shall, at a minimum, evaluate each student annually in an effort to help each student who is not performing at grade level. Parents or guardians shall be kept informed concerning the progress of their student(s). Notice of a student's possible retention or required retaking of a course shall be included with the student's grades sent home to each parent/guardian or the student if 18 or older. Parent-teacher conferences are encouraged and may be held as necessary in an effort to improve a student's academic success.

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

Promotion or retention of students, or their required retaking of a course shall be primarily based on the following criteria. If there is doubt concerning the promotion or retention of a student or his/her required retaking of a course, a conference ~~between the building principal, the student's teacher(s), counselor, a 504/special education representative (if applicable), and the student's parents~~ shall be held before a final decision is made that includes the following individuals:

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

The conference shall be held at a time and place that best accommodates those participating in the conference. The school shall document participation or non-participation in required conferences. If the conference attendees fail to agree concerning the student's placement or receipt of course credit, the final decision shall rest with the principal or the principal's designee.

Regardless of the student having earned passing grades, a student who falls under one of the following categories shall be considered for retention or shall not receive credit for the course associated with the applicable assessment. The student:

- does not take the State mandated assessment for the student's grade level or course within the time frame specified by the State;
- takes the State mandated assessment but does not put forth a good faith effort on the assessment as determined by the assessment administrator/proctor.

The Superintendent or designee may wave this provision when the student's failure was due to exceptional or extraordinary circumstances.

Students who do not score proficient or above on their grade level ~~Benchmark Exams~~ State assessments shall be required to participate in an Academic Improvement Plan (AIP). Each AIP shall be developed by school personnel and the student's parents and shall be designed to assist the student in attaining the expected achievement level. The AIP shall also state the parent's role as well as the consequences for the student's failure to participate in the plan, which shall include the student's retention in their present grade.

All students must successfully pass all end-of-course (EOC) assessments they are required to take unless exempted by the student's individualized education program (IEP). To receive academic credit on his/her transcript in a course requiring a student to take a EOC assessment, the student must either receive a passing score on the initial assessment or successfully participate in the remediation program identified in his/her Individualized Academic Improvement Plan (IAIP), which shall focus on the areas in which the student failed to meet the necessary passing score. Additionally, the lack of credit could jeopardize the student's grade promotion or classification.

To the extent required by the State Board of Education, students in grade eleven (11) and below who do not meet the required score on a college and career readiness measurement shall participate in the remediation activities prescribed in his/her IAIP which may include additional opportunities to retake the measurement. Such remediation shall not require the student to pass a subsequent college and career readiness measurement in order to graduate from high school.

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

In addition to the possibility of retention or withholding of course credit, students who either refuse to sit for a State assessment or attempt to boycott a State assessment by failing to put forth a good faith effort on the assessment as determined by the assessment administrator/proctor, or whose parents do not send their student to school on the dates the assessments are originally administered or scheduled as make-up days shall not be permitted to participate in any non-curriculum related extracurricular activity, including school dances, prom, homecoming, senior events, and may be prevented from walking or participating in graduation exercises. The student shall remain ineligible to participate until the student takes the same or a following State mandated assessment, as applicable, or completes the required remediation for the assessment the student failed to put forth a good faith effort on. The Superintendent or designee may wave this paragraph's provisions when the student's failure was due to exceptional or extraordinary circumstances. Students falling under the provisions of this paragraph shall be permitted to attend curriculum related field trips occurring during the school day.

Cross References: 3.30—PARENT-TEACHER COMMUNICATION
 4.56—EXTRACURRICULAR ACTIVITIES - SECONDARY SCHOOLS
 4.56.1—EXTRACURRICULAR ACTIVITIES - ELEMENTARY

Legal References: A.C.A. 6-15-433
 A.C.A. § 6-15-2001
 A.C.A. § 6-15-2005
 A.C.A. § 6-15-2009
 A.C.A. § 9-28-205
 ADE Rules Governing the Arkansas Comprehensive Testing, Assessment, and
 Accountability Program and the Academic Distress Program
 ADE Rules Governing Public School End-Of-Course Assessments and Remediation
 Murphy v. State of Ark., 852 F.2d 1039 (8th Cir. 1988)

Date Adopted:

Last Revised: August 20, 2015

4.57—IMMUNIZATIONS

Definitions

"In process" means the student has received at least one dose of the required immunizations and is waiting the minimum time interval to receive the additional dose(s).

"Serologic testing" refers to a medical procedure used to determine an individual's immunity to Hepatitis B, Measles, Mumps, Rubella and Varicella.

General Requirements

Unless otherwise provided by law or this policy, no student shall be admitted to attend classes in the District who has not been age appropriately immunized against:

- Poliomyelitis;
- Diphtheria;
- Tetanus;
- Pertussis;
- Red (rubeola) measles;
- Rubella;
- Mumps;
- Hepatitis A;
- Hepatitis B;
- Meningococcal disease;
- Varicella (chickenpox); and
- Any other immunization required by the Arkansas Department of Health (ADH).

The District administration has the responsibility to evaluate the immunization status of District students. The District shall maintain a list of all students who are not fully age appropriately immunized or who have an exemption provided by ADH to the immunization requirements based on medical, religious, or philosophical grounds. Students who are not fully age appropriately immunized when seeking admittance shall be referred to a medical authority for consultation.

The only types of proof of immunization the District will accept are immunization records provided by a:

- A. Licensed physician;
- B. Health department;
- C. Military service; or
- D. Official record from another educational institution in Arkansas.

The proof of immunization must include the vaccine type and dates of vaccine administration. Documents stating "up-to-date", "complete", "adequate", and the like will not be accepted as proof of immunization. No self or parental history of varicella disease will be accepted. Valid proof of immunization and of immunity based on serological testing shall be entered into the student's record.

In order to continue attending classes in the District, the student must have submitted:

- 1) Proof of immunization showing the student to be fully age appropriately vaccinated;

- 2) Written documentation by a public health nurse or private physician of proof the student is in process of being age appropriately immunized, which includes a schedule of the student's next immunization;
- 3) A copy of a letter from ADH indicating immunity based on serologic testing; and/or
- 4) A copy of the letter from ADH exempting the student from the immunization requirements for the current school year, or a copy of the application for an exemption for the current school year if the exemption letter has not yet arrived.

Students whose immunization records or serology results are lost or unavailable are required to receive all age appropriate vaccinations or submit number 4 above.

Temporary Admittance

While students who are not fully age appropriately immunized or have not yet submitted an immunization waiver may be enrolled to attend school, such students shall be allowed to attend school on a temporary basis only. Students admitted on a temporary basis may be admitted for a maximum of thirty (30) days (or until October 1st of the current school year for the tetanus, diphtheria, pertussis, and meningococcal vaccinations required at ages eleven (11) and sixteen (16) respectively if October 1st is later in the current school year than the thirty (30) days following the student's admittance). No student shall be withdrawn and readmitted in order to extend the thirty (30) day period. Students may be allowed to continue attending beyond the thirty (30) day period if the student submits a copy of either number 2 or number 4 above.

Students who are in process shall be required to adhere to the submitted schedule. Failure of the student to submit written documentation from a public health nurse or private physician demonstrating the student received the vaccinations set forth in the schedule may lead to the revocation of the student's temporary admittance; such students shall be excluded from school until the documentation is provided.

The District will not accept copies of applications requesting an exemption for the current school year that are older than two (2) weeks based on the date on the application. Students who submit a copy of an application to receive an exemption from the immunization requirements for the current year to gain temporary admittance have thirty (30) days from the admission date to submit either a letter from ADH granting the exemption or documentation demonstrating the student is in process and a copy of the immunization schedule. Failure to submit the necessary documentation by the close of the thirty (30) days will result in the student being excluded until the documentation is submitted.

Exclusion From School

In the event of an outbreak, students who are not fully age appropriately immunized, are in process, or are exempt from the immunization requirements may be required to be excluded from school in order to protect the student. ADH shall determine if it is necessary for students to be excluded in the event of an outbreak. Students may be excluded for twenty-one (21) days or longer depending on the outbreak. No student excluded due to an outbreak shall be allowed to return to school until the District receives approval from ADH.

Students who are excluded from school are not eligible to receive homebound instruction unless the excluded student had a pre-existing IEP or 504 Plan and the IEP/504 team determines homebound instruction to be in the best interest of the student. To the extent possible, the student's teacher(s) shall place in the principal's office a copy of the student's assignments:

- for the remainder of the week by the end of the initial school day of the student's exclusion; and
- by the end of each school's calendar week for the upcoming week until the student returns to school. It is the responsibility of the student or the student's parent/legal guardian to make sure that the student's assignments are collected.

Students excluded from school shall have five (5) school days from the day the student returns to school to submit any homework and to make up any examinations. State mandated assessments are not included in "examinations" and the District has no control over administering state mandated make-up assessments outside of the state's schedule. Students shall receive a grade of zero for any assignment or examination not completed or submitted on time.

Cross References: 4.2—ENTRANCE REQUIREMENTS
 4.7—ABSENCES
 4.8—MAKE-UP WORK

Legal References: A.C.A. § 6-18-702
 ADE Rules Governing Kindergarten Through 12th Grade Immunization Requirements
 In Arkansas Public Schools
 ADH Rules and Regulations Pertaining to Immunization Requirements

Date Adopted: August 20, 2015
Last Revised:

7.23—HEALTH CARE COVERAGE AND THE AFFORDABLE CARE ACT

Definitions

“Dependant”, for purposes of this policy, means an employee’s child(ren) and/or spouse who are enrolled by the employee in health care coverage through the District’s health care plans.

“Full-time employee”, for purposes of this policy, means an employee in a position requiring on average thirty (30) hours of actual performance per week during the annual school year.

“Responsible individual” means a primary insured employee who, as a parent or spouse, enrolls one or more individual(s) in health care coverage through the District’s health care plans.

"Variable hour employee", for the purposes of this policy, means an individual who has no base minimum number of hours of performance required per week.

Health Insurance Enrollment

All full time District employees are eligible to enroll themselves; their spouse, so long as the spouse is not otherwise eligible for insurance through his/her employer's sponsored plan; and their child(ren) in one of the insurance plans through the Public School Employee Life and Health Insurance Program (PSELHIP). Variable hour employees are not eligible to enroll in a PSELHIP plan. If a variable hour employee’s measurement period finds that the employee averaged thirty (30) or more hours per week, then the employee is treated as a full time employee rather than a variable hour employee and is eligible for health insurance. New full time employees have sixty (60) days following the start date of the employee’s contract to elect to enroll in a PSELHIP plan; all new employees shall be informed in writing of the start date of the employee’s contract and that the employee has sixty (60) days from that date to elect PSELHIP coverage. Coverage for new employees who choose to enroll in a PSELHIP plan shall take effect on the first of the month following the date on the enrollment application. Coverage shall be in effect until the end of the calendar year. Employees who experience a Qualifying Status Change Event have sixty (60) days from the date of the Qualifying Status Change Event to file an application to change coverage information. All employees who continue to be eligible may elect to continue coverage and make changes to their PSELHIP plan for the following plan year during the yearly open enrollment period.

The District shall ensure all employees are provided education annually on the advantages and disadvantages of a consumer-driven health plan option and effective strategies of using a Health Savings Account (HSA).

District Contribution to Premiums

At a minimum, the District shall distribute the statutorily required contribution rate to all employees who are enrolled in one of the PSELHIP plans, which shall include any mandatory increases to the contribution rate due to increases to the salary schedule. In accordance with the State Health Insurance Portability Rules (SHIP), the District shall continue to pay the premium contribution for an employee who transfers to another Arkansas school district that also participates in the SHIP through August 31 of the calendar year the employee leaves the district so long as the employee:

- 1) Completes his/her contract with the District;

- 2) Provides the District with notice that the employee is transferring to another district by no later than June 15;
- 3) Provides the District with proof of employment at another Arkansas district; and
- 4) Has the employee portion of the premium removed from his/her end-of-year checks or pays the District business office the employee portion of the premium by the 15th of both July and August.

Measurement Method of Employee Hours

The District uses the look-back method for determining if an employee qualifies as a full-time employee.

W-2

For all full-time employees who are enrolled in a PSELHIP plan, the District shall indicate in box twelve (12) of the employee's Form W-2 the cost of the employee's health care coverage by using code "DD".

IRS Returns

The District will electronically file with the IRS by March 31 of each year the forms required by the IRS on the health insurance coverage of each full-time employee for the previous calendar year, whether or not the full-time employee participates in a health insurance plan through the PSELHIP.

Statement of Return

The District shall send to each full-time employee a Statement of Return (Statement) regarding the IRS Return filed on the employee. The Statement shall contain: The District's name, address, and Employer Identification Number (EIN) as well as a copy of the IRS Return filed on the employee. The District shall send a copy of the Statement to the employee on or before January 31 of the calendar year following the calendar year the information in the Statement covers. The District shall send only one Statement to the household of an employee who meets the definition of a responsible individual that will include all requisite information for both the responsible individual and the responsible individual's dependant'(s). The Statement will be given out to each active employee and all in-active employee forms will be mailed to the address on record.

Record Retention

The District shall maintain copies of the Statements sent to employees in accordance with the requirements for documents transmitted to the IRS for seven years.

Legal References: A.C.A. § 6-17-1117
 A.C.A. § 21-5-401 et seq.
 26 C.F.R. § 54.4980h-0 et seq.
 26 C.F.R. § 31.6001-1
 26 C.F.R. § 301.6056-1

Date Adopted:
Last Revised:

5.12—PROMOTION/RETENTION/COURSE CREDIT FOR K-7 SCHOOLS

A disservice is done to students through social promotion and is prohibited by state law. The District shall, at a minimum, evaluate each student annually in an effort to help each student who is not performing at grade level. Each school in the Mountain Home School District shall include in the student handbook, the criteria for promotion of students to the next grade. Parents or guardians shall be kept informed concerning the progress of their student(s). Notice of a student's possible retention shall be included with the student's grades sent home to each parent/guardian. Parent teacher conferences are encouraged and may be held as necessary in an effort to improve a student's academic success.

Promotion or retention of students shall be primarily based on the following criteria:

- A. Students shall be promoted or retained on the basis of grades, age, and the evaluation and judgment of the professional staff. Parent input will be considered. The retention committee shall formulate a recommendation to promote or retain a student. This recommendation will be passed on to the building principal. The principal will accept or reject the committee's recommendation.
- B. The retention committee for a student shall be selected from the following professional staff: teachers, principal, and counselor.
- C. No pupil shall be retained more than once without approval of the Superintendent. Pupils retained should be assigned to a different teacher, if desirable.

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

Students who do not score proficient or above on their grade level Benchmark Exams shall be required to participate in an Academic Improvement Plan (AIP). Each AIP shall be developed by school personnel and the student's parents and shall be designed to assist the student in attaining the expected achievement level. The AIP shall also state the parent's role as well as the consequences for the student's failure to participate in the plan, which shall include the student's retention in their present grade.

In addition to the Benchmark Exam requirements and unless exempted by the student's individualized education program (IEP), students who take a course requiring an end-of-course (EOC) assessment must either receive a passing score on the initial assessment or successfully participate in an Individualized Academic Improvement Plan (IAIP) created for them to receive academic credit for the course.

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

Cross References: — 3.30 — PARENT-TEACHER COMMUNICATION
— 5.11 — PROMOTION/RETENTION/COURSE CREDIT FOR K-12
SCHOOLS

~~Legal References: A.C.A. § 6-15-402~~
~~_____ A.C.A. § 6-15-404~~
~~_____ A.C.A. § 6-15-419(3)~~
~~_____ A.C.A. § 6-15-433~~
~~_____ A.C.A. § 6-15-1602~~
~~_____ A.C.A. § 6-15-2001~~
~~_____ A.C.A. § 6-15-2005~~
~~_____ A.C.A. § 6-15-2009~~
~~State Board of Education: Standards of Accreditation 12.04.3~~
~~ADE Rules Governing the ACTAAP and the Academic Distress Program 7.02-~~
~~7.02.9, 7.03-7.03.7.3~~
~~_____ Arkansas Department of Education Rules Governing Public School End-Of-~~
~~Course _____ Assessments and Remediation 4.0 and 5.0~~

~~Date Adopted: June 27, 2006~~

~~Last Revised: July 18, 2013~~

5.12—Hold for future Policies