

Parent and Student Signature Checklist

These are the pages and page numbers that will require signatures.
Please sign these pages and return them to your school office.

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**Handbook Signature Form (includes computer internet use
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**OZARK MOUNTAIN SCHOOL
DISTRICT**

Mr. Jayme Jones
Superintendent

250 South Hwy 65
St. Joe, AR 72675
Phone: (870) 439-2218
Fax: (870) 439-2604
E-mail: jjones@omsd.k12.ar.us

Mitzi Cantrell
Federal Programs Director/Compliance

250 South Hwy 65
St. Joe, AR 72675
Phone: (870) 439-2218
Fax: (870) 439-2604
Email: mcantrell@omsd.k12.ar.us

Andrea Pendarvis
Curriculum Director

250 South Hwy 65
St. Joe, AR 72675
Phone: (870) 439-2218
Fax: (870) 439-2604
Email: apendarvis@omsd.k12.ar.us

**BRUNO-PYATT
K-12 SCHOOL
Nichole Cunningham**

4754 Hwy. 125 South
Everton, AR 72633
Phone: (870) 427-5227
Fax: (870) 427-5255
Email: ncunningham@omsd.k12.ar.us
Website: omsd.k12.ar.us

**ST. JOE K-12 SCHOOL
Jess Knapp**

250 Hwy. 65 South
St. Joe, AR 72675
Phone: (870) 439-2218
Fax: (870) 439-2209
Email: jknapp@omsd.k12.ar.us
Website: omsd.k12.ar.us

**WESTERN GROVE K-12 SCHOOL
Billy Carter**

300 School Street
Western Grove, AR 72685
Phone: (870) 429-5215
Fax: (870) 429-5276
Email: bcarter@omsd.k12.ar.us
Website: omsd.k12.ar.us

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Ozark Mountain School District Calendar 2018-19

August 6, 7, 10	Professional Development	3 days
September 21	Professional Development Flex	1 days
December 20, 21	Professional Development Flex	2 days
January 1	Professional Development Flex	1 day
February 8	Professional Development Flex	1 day
Total Professional Development		10 days

August 13	First Day of School
September 3	Labor Day No School
September 20	Progress Reports
September 20	Parent Teacher Conferences
September 21	Professional Development Flex (No Students)
October 16	End 1st quarter (45 days)
October 17	Begin 2nd quarter
October 19	Fall Break (No School)
November 16	Progress Reports
November 21-23	Thanksgiving Break (No School)
December 19	End 2nd quarter (42 days)
December 20, 21	Professional Development Flex (No Students)
December 24-Jan.1	Christmas Break (No School)
January 2	First Day 3rd quarter
February 7	Progress Reports
February 7	Parent Teacher Conferences
February 8	Professional Development Flex (No students)/possible snow make up day
March 8	End 3rd quarter (47 days)
March 11	Begin 4th quarter
March 18-22	Spring Break
April 17	Progress Reports
April 19	Good Friday/ Professional Development Flex (No School)
May 17	End 4th quarter (44 days)
May 20-23	Snow make up days

178 Instructional Days
 10 Professional Development Days
 2 Parent Teacher conference days
 5 Inclement Weather Days

DISTRICT SECTION

OZARK MOUNTAIN SCHOOL DISTRICT

VISION STATEMENT

Ozark Mountain School District will foster an environment where knowledge and excellence are valued and individuals become productive citizens. We believe that an environment emphasizing cooperation, trust, and commitment to improvement will provide the necessary tools for personal and career-oriented growth as we strive for lifelong excellence.

MISSION STATEMENT

The mission of OMSD is to develop the necessary academic, artistic, and social skills for students to become responsible, productive citizens committed to lifelong learning in an ever-changing society. Students share in this mission and must be encouraged by all administrators, teachers, parents, and community members to take advantage of the full range of educational opportunities made available.

OZARK MOUNTAIN PARENTAL INVOLVEMENT POLICY

Ozark Mountain Schools' entire staff, parents, and students will work together to build a partnership to help students achieve high academic and social standards. This partnership will entail the availability of academic records, scheduled meetings, parental and student in-services, and regular communication.

STUDENT HANDBOOK

It shall be the policy of the Ozark Mountain School District that the most recently adopted version of the Student Handbook be incorporated by reference into the policies of this district. In the event that there is a conflict between the student handbook and a general board policy or policies, and the student handbook is more recently adopted than the general board policy, the student handbook will be considered binding and controlling on the matter.

TITLE IX

- A. In June, 1972, Congress passed Title IX of the Education Amendments, a law which affects virtually every education institution in the country. The law prohibits discrimination by sex in educational programs that receive federal funds. The law states in part that:
 - 1. "(N)o person in the United States shall on the basis of sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal assistance."
 - 2. Male and female students will be eligible for benefits, services and financial aid without discrimination on the basis of sex.
- B. Mitzi Cantrell has been designated as the grievance officer for OMSD for the Title IX program for the 2018-2019 school year. Contact information: Mitzi Cantrell, Phone: (870) 439-2213 or email: mcantrell@omsd.k12.ar.us

SCHOOL CHOICE

The District will consider all applications for School Choice postmarked no later than the **May 1st** preceding the fall semester the applicant would begin school in the District. The Board shall

notify the parent or guardian and the student's resident district, in writing, of the Board's decision to accept or reject the application within 30 days of its receipt of the application.

PLEDGE OF ALLEGIANCE

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

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

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

Students will have a moment of silence to pray, reflect, or organize their thoughts.

CURRICULUM INFORMATION

Policy Statement regarding grades reflecting academic performance

Grades assigned to students will reflect educational objectives only.

The evaluation of each student's performance on a regular basis serves to give the parents/guardians, students, and the school necessary information to help effect academic improvement. Students' grades shall reflect only the extent to which a student has achieved the expressed educational objectives of the course.

HOMEWORK POLICY

Homework should be a positive experience and provide students the opportunity to reinforce skills and involve parents in the learning process. It shall be the policy of the Board of Education to delegate the responsibility of assigning homework for students to professional staff in accordance with the following principles and guidelines:

- A.** Assignments will be considered as an extension of the classroom instruction for the purpose of either independent skill practice for mastery or for review of previously taught skills/concepts.
- B.** Assignments will not involve skills/concepts which have not been previously taught.
- C.** The level of difficulty and complexity of practice must be at or below the level at which the learner may proceed without supervision and guidance.
- D.** Staff should implement plans for immediate feedback to the learner whenever possible. The feedback should communicate to the learner specifically those aspects of the assignment that guide the learner in making and practicing correction.
- E.** Professional staff will exercise judgment relative to the quantity and frequency of homework assignments in relation to the above principles and guidelines. The emphasis will be on quality rather than quantity.

EQUIVALENCE BETWEEN SCHOOLS

The Ozark Mountain School District is committed to providing a quality education for all students in each of the district's schools. The equitable distribution of district resources is one

means the district shall use to ensure all of its students receive a quality education. The Board directs that services in Title I schools, when taken as a whole, are substantially comparable to services in schools that are not receiving Title I funds. Curriculum materials, instructional supplies, and the percentages of highly qualified personnel shall be equivalent between all schools in the district when compared on a school-by-school basis. Specifically, the goal of the district is to have its students given an equitable opportunity to learn regardless of the school they attend within the district.

The Board understands that the equivalence between schools shall not be measured by such things as the following: (a) changes in enrollment after the start of the school year; (b) varying costs associated with providing services to children with disabilities, (c) unexpected changes in personnel assignments occurring after the beginning of the school year; (d) expenditures on language instruction education programs and; (f) other expenditures from supplemental State or local funds consistent with the intent of Title I.

SCHOOL TRANSFER POLICY

Transfers will be made on an individual basis with the students' best interest considered. These transfers will be based upon school policies and state laws at the time of transfer.

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

B. Any student transferring from a school that is not accredited by the Arkansas Department of Education, or who has been home-schooled, to a school that is accredited by the Arkansas Department of Education shall be evaluated by the staff of that accredited school to determine that student's proper placement in the accredited school.

C. Transfer Letter Grade Conversion - The following conversions will be made for transfer letter grades from other accredited schools: A=95, B=85, C=75, D =65, F=59

D. Intra-District Transfer—Complete School Transfer form and attach a letter to state the reason for wanting to transfer schools. Give the form and letter to the Superintendent's office to be placed on the agenda for school board approval/denial. Intra-District transfers will only be considered in July and December of each school year.

E. Students participating in OMSD's Digital Learning program fall under the same restrictions as Intra-District transfers. Transfers into and out of the Digital Learning Program will only be considered in July and December.

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

MEGAN'S LAW

In compliance with A.C.A. 12-12-913 (g)(2) the Ozark Mountain School District shall work with area law enforcement in a manner consistent with applicable state law and Arkansas Department of Education Regulations to communicate the presence of a sexual offender. When necessary, law enforcement may contact building principals and give them information concerning registered sex offenders. The decision regarding which school principals to notify rests solely

with law enforcement officials who use a rating system to determine those needing to be notified according to the offender's dangerousness to the community.

VISITORS

A. To insure the safety of students, all visitors are required to report to the principal's office. No visitor whose presence or action interferes with or disrupts the operation of the school, its students, or school activities may enter or remain in any school building or in a vehicle, or on any school ground, roadway, or sidewalk.

B. Refusal of persons to leave, after being requested to do so by the principal or his designee, is the basis for legal action.

C. Visitors will not be allowed to visit classrooms during the school day without administrative permission. Routine visits by students from other schools will be strongly discouraged. Exceptions may be made under special circumstances.

D. Act 75 of 1971- Loitering On Or Near School Grounds- Hereafter, any person who shall loiter upon or near the school ground of any public or private school during school hours, or at any school-sponsored activities such as ball games, dances and other school-sponsored events after regular school hours, without lawful business or purpose shall be guilty of a misdemeanor and upon conviction thereof shall be subject to a fine of not less than Fifty Dollars (\$50.00) nor more than Two Hundred and Fifty Dollars (\$250.00), provided, however, that nothing in this Act shall be construed to prohibit any person who has a legitimate reason to visit any school from doing so. If a person wishes to visit on the school grounds or in the building such person shall present himself to the office of the school and receive permission to visit and a pass to indicate the proper permission has been granted. Failure to request and receive such permission, as herein provided, shall be considered a violation of this Act. As used in the Act, the word "loiter" shall mean the hanging around or lingering upon the ground of any public school of this State, unless any such person is walking or driving to some destination other than the school grounds, or unless such person is transacting some lawful business at a business establishment located near the school grounds, or unless such person has meaningful business to transact at such school.

E. Under Arkansas Children and Family Laws annotated, 12-12-510 Investigative powers, the Department of Human Services may not be denied access to the school when conducting a child maltreatment investigation.

Title I Parents' Right to Know Letter

Dear Parent or Guardian:

Our schools, **Bruno-Pyatt Elementary, Bruno-Pyatt High School, St. Joe Elementary, St. Joe High School, Western Grove Elementary, and Western Grove High School**, receive federal funds for Title I, Part A programs. Throughout the school year, we will be providing you with important information about this law as it relates to your child's education. This letter lets you know about your right to request information regarding the professional qualifications of the

classroom staff working with your child. Our district or schools will be able to provide you with the following information regarding the qualifications of your child's teacher(s):

1. Whether the teacher meets the state qualifications and licensing criteria for the grades and subjects he or she teaches.
2. Whether the teacher is teaching under emergency or provisional status because of special circumstances.
3. Whether the teacher has any advanced degrees and the field of discipline of the teacher's certification or degree.

If at any time your student has been taught for four (4) or more consecutive weeks by a teacher(s) that is not highly qualified, then you will be notified by the school.

You also have the right to request information regarding the qualifications of the paraprofessional(s) assisting your child's teacher(s). If your child is receiving Title I, Part A services from a paraprofessional, then our district or school is able to provide you with the following information:

1. Whether the paraprofessional has completed at least two years of study at an institution of higher education.
2. Whether the paraprofessional has completed an associate's degree (or higher).
3. Whether the paraprofessional has met a rigorous standard of quality through our state's certification procedure for determining the quality of paraprofessional staff.
4. Whether the paraprofessional has: (a) the knowledge of and ability to assist in instructing reading, writing, and mathematics or (b) the knowledge of and the ability to assist in learning activities, such as homework, reading readiness, writing, mathematics, and other support as appropriate.

To request this information please contact your child's school by phone or by email at:

Bruno-Pyatt: Nichole Cunningham, Phone: (870) 427-5227 or email: ncunnigham@omsd.k12.ar.us

St. Joe: Jess Knapp, Phone (870) 439-2218 or email: jknapp@omsd.k12.ar.us

Western Grove: Billy Carter, Phone (870) 429-5215 or email: bcarter@omsd.k12.ar.us

Should you have any other questions regarding your child's education, please do not hesitate to contact us using the information above or at the District at (870) 439-2213

OMSD Title I Parent/Teacher Compact

The Ozark Mountain School District's Title I program is established to improve student achievement and comply with state and national educational goals. To assure that these goals are met, a partnership between parents and teachers is essential; therefore, the OMSD Title I programs establishes this compact.

Parents of OMSD Title I students will:

- Ensure that your child attend school on a regular basis
- Provide your child with adequate physical need (i.e. clothing, rest)
- Be involved in the student's learning process (i.e. ensure completed assignments, encourage reading and learning at home)
- Communicate on a regular basis with school personnel (i.e. attend parent/teacher conferences, scheduled meetings, written communication, telephone calls)

Title I teachers and employees will:

- Conduct with parents an annual review of the Title I program
- Provide high quality instruction compliant with state and national performance standards from trained staff members in an effective learning environment
- Send frequent reports of student's progress to parents (i.e. report cards, test results, progress reports)
- Provide opportunities for parents to volunteer and participate in classroom activities

Parents, please sign this document to indicate that you are in agreement with the conditions of this compact.

Parental Signature_____

Date_____

Student Name_____

Grade_____

HANDBOOK SIGNATURE FORM

Act 104 of 1983 requires that parents and students have received and had the opportunity to review the rules and regulations by which a school is governed, and be made aware of behavior that requires disciplinary action and the type of corrective actions that will be imposed. After reading the handbook, the parent/guardian must sign the Handbook Signature Form, tear it out, and return this page to our office.

I have received a copy of the 2018-2019 Ozark Mountain School Handbook. I understand that it is my responsibility to be familiar with the guidelines of the Handbook, the **CHEMICAL SCREENING TEST POLICY**, and to discuss them with my child.

I also acknowledge that I have read and understand the Ozark Mountain School District's **Computer and Internet Use Policy**.

Student Name (Printed)_____Grade_____

Student Signature_____Date_____

Parent/Guardian Signature_____Date_____

DISTRICT WEB SITE

The **Ozark Mountain School District** shall maintain a web page to provide information about its schools, students, and activities to the community. This policy is adopted to promote continuity between the different pages on the district web site by establishing guidelines for their construction and operation.

The **Ozark Mountain School District** web site shall be used for educational purposes only. It shall not create either a public or a limited public forum. Any link from any page on the District's site may only be to another educational site.¹ The web site shall not use "cookies" to collect or retain identifying information about visitors to its web site nor shall any such information be given to "third parties." Any data collected shall be used solely for the purpose of monitoring site activity to help the district improve the usefulness of the site to its visitors.²

Each school's web page shall be under the supervision of the school's Web Master and the District's Web Master and the District's web site shall be under the supervision of the District's Web Master. They shall have the responsibility for ensuring that web pages meet appropriate levels of academic standards and are in compliance with these guidelines and any additional administrative regulations. To this end, the District and School Web Masters shall have the authority to review and edit any proposed changes to web pages to ensure their compliance with this policy. All such editing shall be viewpoint neutral.

District and school web pages shall also conform to the following guidelines.

- 1) All pages on the District's web site may contain advertising and links only to educational sources.
- 2) The District's home page shall contain links to existing individual school's web pages and the school home pages shall link back to the District's home page. The District's home page may also include links to educational extracurricular organization's web pages which shall also link back to the District's home page.
- 3) Photos along with the student's name shall only be posted on web pages after receiving written permission from the student or their parents if the student is under the age of 18.³
- 4) The **Ozark Mountain School District's** web site shall be hosted by VisionAmp.⁴
- 5) No web page on the District web site may contain public message boards or chat rooms.
- 6) All web pages on the District web site shall be constructed to download in a reasonable length of time.
- 7) The District's home page shall contain a link to a privacy policy notice which must be placed in a clear and prominent place and manner.⁵
- 8) With the exception of students who may retain the copyright of material they have created that is displayed on a District web page, all materials displayed on the District web site are owned by **Ozark Mountain School District**.
- 9) Included on the District's web site shall be (required by A.C.A. § 6-11-129):
 - a) Local and state revenue sources; b) Administrator and teacher salary and benefit expenditure data;
 - c) District balances, including legal balances and building fund balances; d) Minutes of regular and special meetings of the school board; e) the district's budget for the ensuing year; f) a financial breakdown of monthly expenditures of the district; g) the salary schedule for all employees including extended contract and supplementary pay amounts; h) current contract information (not including social security numbers, telephone numbers, personal addresses or signatures) for all district employees; i) the district's annual budget; j) the annual statistical

report of the district; k) the district's personnel policies. The information and data required by 9) above shall be the actual data for the previous two school-years and the projected data for the current school-year.

- Notes:**
- ¹A link to either a non-educational web site or advertising from non-educational sources establishes your web site as a limited open forum which would require you to allow links and advertising to other non-educational sources unless you could demonstrate that they could be disruptive to your educational environment.
 - ² Collection of data from individuals under the age of 13 makes compliance with the Children's Online Privacy Protection Act (COPPA) more difficult and cumbersome. It's simply easier to have your policy state that you will collect no data on site visitors.
 - ³ This relates to the Family Educational Rights and Privacy Act (FERPA). Directory Information as defined by FERPA (see policy 4.13) allows for the release of a student's name, address, and phone number, but because of the potential for significantly greater exposure of the Internet than exists in print media, ASBA recommends limiting the release of Directory Information on the Internet to a student's photo along with their name **after** receiving written parental permission. Although it has not been definitively established by the U.S. Supreme Court, the vast increase in exposure offered by the Internet appears to dictate a more restrictive policy regarding the release of Directory Information as it relates to the Internet.
 - ⁴ If you choose to have your district's web site hosted by a server separate from your district make sure that they are willing to abide by the requirements of this policy, especially the advertising requirements.
 - ⁵ See policy 5.20.1

Legal References: A.C.A. § 6-11-129
 20 U.S.C. § 1232 g
 15 U.S.C. § 6501 (COPPA)

Date Adopted: 6/20/2016

Last Revised: 6/20/2016

STUDENT ELECTRONIC DEVICE AND INTERNET USE AGREEMENT

The Ozark Mountain School District agrees to allow the student identified above ("Student") to use the district's technology to access the Internet under the following terms and conditions which apply whether the access is through a District or student owned electronic device (as used in this Agreement, "electronic device" means anything that can be used to transmit or capture images, sound, or data):

1. Conditional Privilege: The Student's use of the district's access to the Internet is a privilege conditioned on the Student's abiding to this agreement. No student may use the district's access to the Internet unless the student and his/her parent or guardian have read and signed this agreement.
2. Acceptable Use: The Student agrees that he/she will use the Districts Internet access for educational purposes only. In using the Internet, the student agrees to obey all federal and state

laws and regulations. The student also agrees to abide by any Internet use rules instituted at the student's school or class, whether those rules are written or oral.

3. Penalties for Improper Use: If the student violates this agreement and misuses the Internet, the student shall be subject to disciplinary action.

4. "Misuse of the District's access to the Internet" includes but is not limited to the following:

- a. Using the internet for other than educational purposes;
- b. Gaining intentional access or maintaining access to materials which are "harmful to minors" as defined by Arkansas law.
- c. Using the internet for any illegal activity, including computer hacking and copyright or intellectual property law violations;
- d. Making unauthorized copies of computer software;
- e. Accessing "chat lines" unless authorized by the instructor for a class activity directly supervised by a staff member.
- f. Using abusive or profane language in private messages on the system; or using the system to harass, insult, or verbally attack others.
- g. Posting anonymous messages on the system;
- h. Using encryption software;
- i. Wasteful use of limited resources provided by the school including paper;
- j. Causing congestion of the network through lengthy downloads of files;
- k. Vandalizing data of another user;
- l. Obtaining or sending information which could be used to make destructive devices such as guns, weapons, bombs, explosives, or fireworks;
- m. Gaining or attempting to gain unauthorized access to resources or files;
- n. Identifying oneself with another person's name or password or using an account or password of another user without proper authorization;
- o. Invading the privacy of individuals;
- p. Divulging personally identifying information about himself/herself or anyone else either on the internet or in an email unless it is a necessary and integral part of the student's academic endeavor. Personally identifying information includes full names, address, and phone number.
- q. Using the network for financial or commercial gain without district permission;
- r. Theft or vandalism of data, equipment, or intellectual property;
- s. Attempting to gain access or gaining access to student records, grades, or files;
- t. Introducing a virus to, or otherwise improperly tampering with the system;
- u. Degrading or disrupting equipment or system performance;
- v. Creating a web page or associating a web page with the school or school district without proper authorization;
- w. Providing access to the District's Internet Access to unauthorized individuals;
- x. Failing to obey school or classroom Internet use rules; or
- y. Taking part in any activity related to Internet use which creates a clear and present danger of the substantial disruption of the orderly operation of the district or any of its schools/
- z. Installing or downloading software on district computers without prior approval of technology director or his/her designee.

5. Liability for debts: Students and their cosigner shall be liable for any and all costs (debts) incurred through the student's use of all electronic devices or the Internet including penalties for copyright violations.

6. No Expectation of Privacy: The student and parent/guardian by signing the handbook agreement form agree that if the student uses the internet through the District's access, that the student waives any right to privacy the student may have for such use. The student and the parent/guardian agree that the district may monitor the student's use of the district's internet access and may also examine all system activities the student participates in, including but not limited to email, voice, and video transmissions, to ensure proper use of the system. The District may share such transmissions with the student's parent/ guardians.

7. No Guarantees: The District will make good faith efforts to protect children from improper or harmful matter which may be on the Internet. At the same time, in signing this agreement, the parent and student recognize that the district makes no guarantees about preventing improper access to such materials on the part of the student.

8. Signatures: We, the persons who have signed the OMSD compact have read this agreement and agree to be bound by the terms and conditions of this agreement. Signature page is on page 14.

MCKINNEY-VENTO ACT

The Ozark Mountain School District recognizes that from time to time students who have been identified as homeless may be enrolled on its campuses.

It shall be the policy of the District that the homeless students will be afforded the same free and appropriate public education as all other students.

Homeless students will be afforded comparable services, as are other students in areas such as transportation, Title I, LEP, vocational education, alternative education, gifted & talented, special education, and food service.

Homeless students will be identified at the time of their initial enrollments with the District. Disputes arising regarding the educational placement of homeless students will be resolved at the building level utilizing input from one or more of the following individuals: the student, the parent/guardian, classroom teacher(s), the counselor, the principal, the alternative education director, the special education supervisor, the gifted & talented coordinator, the school nurse, and/or personnel from other governmental agencies. Building decisions relative to the educational placement of homeless students may be appealed to the principal, then to the Superintendent of schools, and then to the Board of Directors.

The respective building principal shall be responsible for the coordination of educational services to homeless students enrolled in this school district.

The McKinney-Vento Act form located following this page in the student handbook will be completed and returned to the office

McKinney-Vento Act

School _____

Student's Name _____ Grade _____ Teacher _____

Dear Parent or Guardian,

This questionnaire is **mandated** in order to address the McKinney-Vento Act. Your answers will help the school determine residency documents necessary for enrollment.

You must check one answer in either A or B

Presently, the student is living:

Section A	Section B
<input type="checkbox"/> in a shelter (refuge) <input type="checkbox"/> in a motel, car or campsite <input type="checkbox"/> with friends, or family members, other than parent or guardian <input type="checkbox"/> my family lives with another family, and the house or apartment belongs to them, or they signed the lease.	<input type="checkbox"/> all choices in section A do not apply to my child.

If you checked section A, complete the rest of this form

The student lives with:

- ☐ 1 parent
- ☐ 2 parents
- ☐ 1 parent & another adult
- ☐ a relative, friend or other adult
- ☐ alone with no adult

Name of student _____ Male _____ Female _____

Birth Date _____ Age _____ Social Security # _____

Name of Parent or Legal Guardian _____

Address _____ Phone _____

Signature of Parent or Guardian _____ Date _____

Ozark Mountain School District

(Form A)

Student Chemical Screening Program

Check one of the following:

☐ I consent for my child to participate in the random chemical screening policy with OMSD schools for the entirety of the 2018-2019 school year.

☐ I do not give my consent for my child to participate in the random chemical screening policy with OMSD schools. As indicated by my signature below, I understand failure to participate in the chemical screening policy eliminates my child from participation in extra-curricular activities.

Student Name (print)

Student Signature

Parent Signature

Date

Grade

If you have any questions, please call the school office.

Return this form to the office within two weeks of receipt.

Ozark Mountain School District (OMSD) Grades 7-12 Student Chemical Screen Testing Program

Approved by OMSD Board July 20, 2015

INTRODUCTION

The OMSD School Board recognizes that the misuse of drugs/ alcohol/ tobacco is a serious problem with legal, physical, and social implications for the entire community. As the educational institution of these communities, the school should strive to prevent substance abuse and help substance abuse users with education, rather than punitive means. OMSD prohibits the use, possession, concealment, handling, or distribution of any drug paraphernalia at any time on school property or any school related event. It further establishes a drug-free zone within 1000 feet of any school property used for educational purposes. This program does not affect current policies, practices or rights of OMSD regarding drug/ alcohol/ tobacco use, where there is reasonable suspicion by means other than chemical screening through this policy.

PURPOSE

1. Intended as an integral component of the overall physical and mental educational program of OMSD.
2. To undermine the effects of peer pressure by providing a legitimate reason for students to refuse to use drugs detrimental to their health.
3. To prevent students from participating in activities and driving to or parking on school property while he/she has drug residues in his/her body.

CONSENT

Each student must have a signed student /parental/ guardian drug test consent form (Form A) as a requirement for participation in any extra-curricular activity. For the purposes of this program, extra-curricular activities can be defined as any activity not taking place in a traditional classroom setting. Random testing may occur at any time. Failure to provide the signed consent form will result in the student being prohibited from participating in any school related activities. Consent forms for students participating in such activities must be returned within two weeks from the time the forms were distributed.

DUE PROCESS

While eligible students in grades 7-12 are in school, they will be subject to random chemical screen(s) selection for testing. The students selected come from each individual high school campus. The random selection will be drawn by the participating testing lab. A request on appeal for another test of a “positive” urine specimen is the financial responsibility of the student or his/her parent/guardian.

SCOPE OF PROGRAM

The testing policy of OMSD will include the following: RANDOM TESTING

1. Random TESTING will be used for students who:

- a. Are involved in athletics and/or any school sponsored extra-curricular activity (see list below) which meets the guidelines of the Arkansas Activities Association:

Art Club	Band	Baseball	Tennis	Basketball	Beta Club
Choir	Christian Club	Drama Club	FBLA	FCCLA	Cheerleading
FFA	Golf	Key Club	Lego League	Music Club	Newspaper
Quiz Bowl	Spanish Club	Student Council	Track	Softball	Yearbook

- b. Drive to school.
- c. Participate in any/all school activities including but not limited to:
***Commencement Ceremonies, Prom, Homecoming, Senior Trip, including any class fundraisers ie..concession stand, car washes, garage sales, school dances or class activities.**

*Please note the above activities, clubs, events, and privileges are not all inclusive and others may be added.

TESTING PROCEDURE

All test results from the laboratory will be communicated to the Superintendent or his designee. All urine specimens will be taken at a designated restroom. Any student who is requested to provide a urine specimen will be directed to the collection site where the student will complete the necessary forms. Students selected as part of the random test will be required to sign an additional consent form. If a student fails to provide the necessary amount of urine for a valid specimen after two hours, the student will be considered to have tested positive. The student will either fall under the conditions of positive testing, or the student may pay for a test completed at a testing sight selected by the school district. The student will be responsible for the entire cost of testing. The test must be completed within twenty-four hours from the initial specimen collection. The student will be provided reasonable amounts of water for drinking and two-hour time period to produce an adequate sample. During this time, the student will remain in the vicinity of the collection area and under the observation of the district staff. Refusal to submit to a random screening is considered a positive result. Consequences of such will be the same as a positive screening test result.

CONSEQUENCES FOR VIOLATING THE OMSD CHEMICAL SCREENING POLICY

FIRST OCCURRENCE

1. Parents will be notified in writing of the results of the official test. If the official test result is positive, the administration will notify the student and parent(s) to discuss the results and consequences. The parent(s) will be provided with information about counseling and drug education programs.

2. If the test result is positive, the student will not be allowed to participate in any school-related activity for 30 calendar days. before, during or after school activity nor be able to drive to school or park on school grounds. The student will then be retested on the 31st day following the initial test. The student must retest with negative results before he/she may participate in any activities.
3. If a student is on probation, Juvenile Services will be informed if a student tests positive.

SECOND OCCURRENCE

1. If the test result of the second test/ second occurrence is a positive, the student will not be allowed to participate in any school-related activity for 365 calendar days from the date of the second positive test. The student will then be retested after the 365 days. The student must retest with negative results before he/ she may participate in any activities.
2. Same as #2 & #3 under FIRST OCCURRENCE.

THIRD OCCURRENCE

1. If a student tests positive a third time, he/she will not be allowed to participate in athletics, school clubs, attend after school activity, participate in an extracurricular activity, or be allowed to drive to school for the remainder of his/her tenure at OMSD.
2. Same as #2 & #3 under **FIRST OCCURRENCE**.

CONFIDENTIALITY

Under the drug testing program, any staff, coach or sponsor of OMSD who may have knowledge of the results of a drug test will not divulge to anyone the results of the test or the disposition of the student involved, other than in the case of a legal subpoena being made upon that person in the course of a legal investigation.

OTHER RULES

Apart from this drug testing program, OMSD Athletic teams and the coaching staff have their own training rules and requirements. Coaches/sponsors have the necessary authority to enforce those rules. Any student who violates a rule or requirement as a member of a team or activity will also be subject to the consequences as defined in those rules and requirements.

The Student Chemical Screening Program form located preceding this policy in the student handbook (pg. 18) will be completed and returned to the office. (grades 7-12)

VIDEO SURVEILLANCE AND OTHER STUDENT MONITORING

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

The placement of video/audio surveillance cameras shall be based on the presumption and belief that students, staff and visitors have no reasonable expectation of privacy anywhere on or near

school property, facilities, vehicles, or equipment, with the exception of places such as rest rooms or dressing areas where an expectation of bodily privacy is reasonable and customary. Signs shall be posted on campus buildings and in district vehicles to notify students, staff, and visitors that video cameras may be in use. Parents and students shall be notified through the student handbook that cameras may be in use in the school buildings, on school grounds and in school vehicles. Students will be held responsible for any violations of school discipline rules caught by the cameras and other technologies authorized in this policy.

COMPULSORY ATTENDANCE REQUIREMENTS

Every parent, guardian, or other person having custody or charge of any child age five (5) through seventeen (17) years on or before August 1st, of that year, who resides within the District shall enroll and send the child to a District school with the following exceptions.

1. The child is enrolled in private or parochial school.
2. The child is being home-schooled.
3. The child will not be age six (6) on or before October 1st of that particular school year and the parent, guardian, or other person having custody or charge of the child elects not to have him/her attend kindergarten. A kindergarten waiver form prescribed by regulation of the Department of Education must be signed and on file with the District administrative office.
4. The child has received a high school diploma or its equivalent as determined by the State Board of Education.
5. The child is age sixteen (16) or above and is enrolled in a post-secondary vocational-technical institution, a community college, or a two-year or four-year institution of higher education.
6. The child is age sixteen (16) or seventeen (17) and has met the requirements to enroll in an adult education program as defined by A.C.A. § 6-18-201 (b). Legal Reference: A.C.A. § 6-18-201
7. If any student's Individual Education Program (IEP) or 504 Plan conflicts with this policy, the requirements of the student's IEP or 504 Plan take precedence

RESIDENCE REQUIREMENTS

Definitions:

- **“Reside”** means to be physically present and to maintain a permanent place of abode for an average of no fewer than four (4) calendar days and nights per week for a primary purpose other than school attendance.
- **“Resident”** means a student whose parents, legal guardians, persons having legal, lawful control of the student under order of a court, or persons standing in *loco parentis* reside in the school district.
- **“Residential address”** means the physical location where the student's parents, legal guardians, persons having legal, lawful control of the student under order of a court, or persons standing in *loco parentis* reside. A student may use the residential address of a legal guardian, person having legal, lawful control of the student under order of a court, or person standing in *loco parentis* only if the student resides at the same residential address and if the guardianship or other legal authority is not granted solely for educational needs or school attendance purposes.

A. The schools of the District shall be open and free through the completion of the secondary program to all persons between the ages of five (5) and twenty one (21) years whose parents, legal guardians, or other persons having lawful control of the person under an order of a court reside within the District and to all persons between those ages who have been legally transferred to the District for educational purposes.

B. Any person eighteen (18) years of age or older may establish a residence separate and apart from his or her parents or guardians for school attendance purposes. In order for a person under the age of eighteen (18) years to establish a residence for the purpose of attending the District's schools separate and apart from his or her parents, guardians, or other persons having lawful control of him or her under an order of a court, the person must actually reside in the District for a primary purpose other than that of school attendance.

C. The children or wards of any person who is at least a half-time employee of this district but reside in another district are eligible to enroll in District schools.

D. Students previously enrolled in the district who are placed under the legal guardianship of a non-custodial parent living outside the district by a custodial parent on active military duty may continue to attend this school district.

ENTRANCE REQUIREMENTS

To enroll in a school in the District, the child must be a resident of the District as defined in District policy 5.13 —RESIDENCE REQUIREMENTS.

A. Students may enter kindergarten if they will attain the age of five (5) on or before August 1ST of the year in which they are seeking initial enrollment. Any student who has been enrolled in a state-accredited or state-approved kindergarten program in another state for at least sixty (60) days, who will become five (5) years old during the year in which he/she is enrolled in kindergarten, and who meets the basic residency requirement for school attendance may be enrolled in kindergarten upon written request to the District.

B. Any child who will be six (6) years of age on or before October 1 of the school year of enrollment and who has not completed a state accredited kindergarten program shall be evaluated by the district and may be placed in the first grade if the results of the evaluation justify placement in the first grade and the child's parent or legal guardian agrees with placement in the first grade; otherwise the child shall be placed in kindergarten.

C. Any child may enter first grade in a District school if the child will attain the age of six (6) years during the school year in which the child is seeking enrollment and the child has successfully completed a kindergarten program in a public school in Arkansas.

D. Any child who has been enrolled in the first grade in a state-accredited or state-approved elementary school in another state for a period of at least sixty (60) days, who will become age six (6) years during the school year in which he/she is enrolled in grade one (1), and who meets the basic residency requirements for school attendance may be enrolled in the first grade.

E. Students who move into the District from an accredited school shall be assigned to the same grade as they were attending in their previous school (mid-year transfers) or as they would have been assigned in their previous school. Homeschool students, private school students, and/or students with no records shall be evaluated by the District to determine their appropriate grade placement. In K-6, these evaluations will be used to determine placement: Dibels, DRA, Star Math, and Star Reading. In grades 7-12, student evaluations may include

but are not limited to: credits, Star Math, and Star Reading. As a result of 7-12 evaluations students may be placed in the Alternative Learning Environment.

F. Prior to the child's admission to a District school:

1. The parent, guardian, or other responsible person shall furnish the child's social security number, or if they request, the district will assign the child a nine (9) digit number designated by the department of education.
2. The parent, guardian, or other responsible person shall provide the district with one (1) of the following documents indicating the child's age:
 - a. A birth certificate;
 - b. A statement by the local registrar or a county recorder certifying the child's date of birth;
 - c. An attested baptismal certificate;
 - d. A passport;
 - e. An affidavit of the date and place of birth by the child's parent or guardian;
 - f. Previous school records; or
 - g. Military Identification
3. The parent, guardian, or other responsible person shall indicate on school registration forms whether the child has been expelled from school in any other school district or is a party to an expulsion proceeding.

****Immunization Requirements - It shall be the policy of the Board of Education that all students shall meet the immunization requirements established by the State Board of Education. Please see immunization policy on page 28***

HEALTH SCREENINGS

The district conducts routine health screenings such as hearing, vision, and scoliosis due to the importance these health factors play in the ability of a student to succeed in school. The intent of the exams or screenings is to detect defects in hearing, vision, or other elements of health that would adversely affect the student's ability to achieve to his/her full potential.

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

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

STUDENTS WITH SPECIAL HEALTH CARE NEEDS

It is the policy of Ozark Mountain High Schools to provide students with special health care needs individualized health care intervention to enable participation in the educational process regardless of their educational placement.

Individualized health care intervention shall be determined through a process of referral and identification culminating in the development of an Individualized Health Care Plan (IHCP) to be implemented under the supervision of a Health Care Coordinator. After the referral and

identification, the coordinator will access and develop assessment and health care information. The Individualized Health Care Plan (IHCP) will be developed by a committee composed of educational and health care providers and parents utilizing the most current information available. The implementation of the IHCP shall be supervised by an identified Health Care Coordinator. The IHCP for identified, eligible disabled students under the Individuals with Disabilities Education Act (IDEA) or Section 504 of Rehabilitation Act should be incorporated within the respective Individual Education Plan (I.E.P.) or accommodation plan for these students.

These students include those:

- A. who may require administration and/or special procedures during the school day.
- B. who may use a particular health care device that compensates for the loss of a vital body function
- C. who may have a chronic medical condition that is currently stable but may require routine or emergency health care procedures, and
- D. who may require the provision of substantial, special, or frequent health care to avert death or further disability.

STUDENT ILLNESS

Any student who becomes ill at school should notify the classroom teacher. If a situation demands further care, the parents will be notified. If the parents cannot be reached, the school will take the necessary steps to insure the student's safety. Parents should be sure to keep the emergency procedure information updated, in order to be reached if a student becomes ill or injured. The school assumes no responsibility for treatment of the student.

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.

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

Students who have written permission from their parent or guardian and a licensed health care practitioner to self-administer either an asthma inhaler or auto-inject able 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 asthma inhaler or auto-inject able epinephrine, or both does not require him/her to have such on his/her person. The parent or

guardian of a student who chooses to not carry an asthma inhaler or auto-inject able 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.

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 destroyed by the nurse with a witness present.

All medications should be taken to the office in the morning and kept there until after school.

Communicable Diseases and Parasites

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

In accordance with 5.500---IMMUNIZATIONS, the District shall maintain a copy of each student's immunization record and a list of individuals with exemptions from immunization which shall be education records. A student enrolled in the District who has an immunization exemption may be removed from school at the discretion of the Arkansas Department of Health during an outbreak of the disease for which the student is not vaccinated. The student may not return to school until the outbreak has been resolved and the student's return to school is approved by the Arkansas Department of Health.

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 against¹:

- 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 parent will be notified by the principal or nurse if a student is suspected of having head lice or nits.

GENERAL INFORMATION

Accidents - All accidents occurring on the school grounds or under the school's supervision should be reported immediately to the principal or superintendent. Everyone is asked to follow normal first aid rules until proper supervision can arrive. The Ozark Mountain School District is not financially responsible for accidents that may occur on campus. The school makes available a Student Plan Insurance Program if students wish to participate

Athletic and Other Events - During athletic events or other types of school events all students are subject to the same handbook policies as during the school day (PDA, dress, etc). Ozark Mountain students are to remain inside the building until the event is over. If they must leave, they will not be allowed to return, and they must leave the campus. Students will not be permitted to loiter outside the buildings.

Athletic Physicals and Insurance - All students participating on athletic teams must have a physical prior to participating in practice or games/competitive events, etc. and provide a copy of that physical to the respective athletic department.

Attendance Requirements for Extracurricular Activities - If a student is absent more than four periods during a day (excluding school sponsored events), he/she may not participate in any after-school activity during that day or evening unless participation is approved by the administration. Being sent home by the school nurse is not an exemption to this policy.

Breakfast/Lunches - Programs for free and reduced lunches are available. Forms for free and reduced meals are found in the enrollment packet or the office. All meals charged before prior approvals are not covered under the free and reduced prices. Students may charge meals up to a \$10.00 limit. Prices for meals will be distributed at the beginning of school in the student enrollment packet.

Care of the School Grounds – An attractive school ground makes a good first impression. Littering cannot be permitted if we strive to maintain an attractive campus.

Closed Campus - By school board action, Ozark Mountain School District has a closed campus policy. **Students are not permitted to leave school after arrival at school without permission from the office.** Students driving vehicles to school are to park them upon their arrival and stay out of, and away from, vehicles until school is out. Students cannot leave school and return within the same school day without a doctor's note.

Closing School in an Emergency – When school is closed due to inclement weather or other emergency conditions, public announcements by the administration will be made through Facebook (Ozark Mountain Super page, school pages and principal's individual pages), and REMIND. Check the district website—www.ozarkmountainschooldistrict.com. Parents are strongly encouraged to sign up for the REMIND notification system that building principals will use to notify parents of school closings.

Dances - School dances are not to exceed three (3) hours or are to end by 12:00 a.m., whichever is first. Dances are school-sponsored events and subject to the established rules and policies. Individuals, other than Ozark Mountain School students, may be permitted to attend provided they have been invited by an Ozark Mountain School student and have met the criteria established by the OMSD administration.

Deliveries to Students - Deliveries of balloons, flowers, etc. to students at school are prohibited during the school day. Deliveries are to be made at the end of the school day. If the parent wishes to have lunch with his child, he/she is welcome to do so in the school cafeteria. Classroom teachers may have special events, such as parties, where parents are asked to bring food. Because of health issues the refreshments brought for these events must be purchased from a store, or bakery. **Homemade goods, such as cookies and cakes are not allowed.**

Energy Drinks- The possession, distribution, or consumption of energy drinks will not be allowed on any OMSD campus. This includes after school sponsored trips and activities.

Equal Educational Opportunities - It shall be the policy of the Board of Education that the district shall not discriminate against any person on the basis of race, color, national origin, sex, age, or handicap in accordance with state and federal laws.

F.E.R.P.A. - The “Family Education Rights & Privacy Act of 1974”(FERPA) limits the information about a student's academic record which may be disclosed without the student's written permission to “directory information.” Directory information is defined as: Student's Name, address, telephone number, date and place of birth, classification, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, honors and awards received, most recent educational institutions attended by the student, e-mail address, photographs.

Hall Passes - Personal school business should be taken care of before school, between classes, at lunch or after school. Requests for permits to leave class during the day should be made only if **absolutely necessary**. If a student is on campus and not where his daily schedule indicates he should be, he must have a valid pass in his possession and should present it to any teacher or administrator who requests it. Teachers may be asked to keep a student log for sign outs.

Insurance - The Ozark Mountain Schools make student insurance application forms available at the beginning of each school year. All students participating in athletics must verify accident insurance coverage either from parents' work or student insurance. Ozark Mountain Schools are not responsible for injuries.

Lost & Found – Any items not claimed will be donated to charity.

Personal Items - The Ozark Mountain Elementary Schools are not responsible for lost personal items. If an item is lost, the student will immediately report to the teacher or office. A holding area is designated for items found and should be checked periodically. All personal items should be marked for identification. Personal items that are not used for school should be left at home, unless prior approval is granted by the classroom teacher.

Prohibited Items— Food, candy, drinks or like items will not be allowed in any school area except the cafeteria, hallway or outside the buildings during the school day. This excludes special occasion days approved by administration. Water in original bottled containers will be allowed in school areas during the school day at the teacher's/administration's discretion.

Restroom Privileges – The break between classes provides the time for the use of the restroom facilities.

School Day - There is no supervision on the school premises for the students before 7:30 a.m. and after 3:30 p.m. School begins at 7:55 a.m. and dismisses at 3:16 p.m.

School Telephones – Students are to use only the designated telephone in the main office, and usage is to be limited to emergencies.

Semester Test Policy—All classes will have a semester test. Semester tests will count as 20% of the total grade for the class. Please see page 74 for the semester test exemption policy.

NOTE: Ozark Mountain Schools may post student pictures on the district/school web pages/publications. Parents may request in writing their child's pictures not be posted on the web pages. This written request must be given to the Principal's Office within thirty (30) calendar days of receipt of this notice.

Each parent, legal guardian, or eligible student has the right to refuse to permit the release of any or all of the above information. If the parent, legal guardian, or eligible student wishes to

restrict the release of the directory information, he/she must inform the Principal's Office in writing within thirty (30) calendar days of receipt of this notice. An eligible student is one who has reached the age of 18 or is attending any school beyond the high school level. Parents and legal guardians of students may have access to student records as provided by the Family Educational Rights and Privacy Act of 1974 (FERPA). This act allows for the inspection of the content of records and for the right of a parent or guardian to challenge anything contained within the records that he or she considers to be inaccurate or misleading. The person making the request is also entitled to the opportunity to receive an interpretation of the records. Requests to view such record must be made in writing to the principal responsible for the maintenance of the records.

NOTE: Ozark Mountain High Schools will release directory information (student names, addresses, and telephone numbers) to military recruiters and accredited post-secondary schools. Students or parents may request that such information **not** be released without prior written parental consent by contacting the school counselor's office.

STUDENT ATTENDANCE

It is the intention of this district to encourage regular attendance by offering incentives for good attendance and by assessing penalties for excessive absences.

Mandatory Attendance: All children who are ages five (5) through seventeen (17), on or by August 1st, are required to begin school that school year with the exception of five-year-old children for whom kindergarten has been waived by the parent, guardian, or person having custody or charge; students who have received a high school diploma or its equivalent; or students who are enrolled in a post-secondary vocational-technical institution, a community college, or a two-year or four-year institution of higher education.

ABSENCES

Students should not be absent more than 10 days in a semester. When a student has 5 absences, his/her parent, guardian, or person in loco parentis shall be notified that the student has missed half the allowable days for the semester. Whenever a student exceeds 10 absences in a semester, the District shall notify the prosecuting authority and the parent, guardian, or person in loco parentis shall be subject to a civil penalty as prescribed by law.

Students with 11 absences in a course in a semester may not receive credit for that course. If the student fails to receive credit for a sufficient number of courses and at the discretion of the principal after consultation with persons having knowledge of the circumstances of the absences, the student may be denied promotion or graduation. Excessive absences, however, shall not be a reason for expulsion or dismissal of a student.

It is the Arkansas General Assembly's intention that students having excessive absences due to illness, accident, or other unavoidable reason be given assistance in obtaining credit for their courses. Therefore, at any time prior to when a student exceeds the number of allowable absences (unless unable to do so due to unforeseen circumstances), the student, or his/her parent, guardian, or person in loco parentis may petition the school or district's administration for special arrangements to address the student's absences.

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

Additional Absences

Additional absences that are not charged against the allowable number of absences are those where the student was on official school business or when the absence was due to one of the following reasons and the student brings a written statement upon his/her return to school from the parent, guardian, person in loco parentis, or appropriate government agency stating such reason:

1. To participate in any school-sponsored activity;
2. To participate in the election poll workers program for high school students;
3. To serve as a page for a member of the General Assembly;
4. To visit his/her parent or legal guardian who is a member of the military and been called to active duty, is on leave from active duty, or has returned from deployment to a combat zone, or combat support posting;
5. For purposes pre-approved by the school administration such as visiting prospective colleges, to obey a subpoena, or to attend at an appointment with a government agency;

The District shall notify the Department of Finance and Administration whenever a student fourteen (14) years of age or older is not longer in school. The Department of Finance and Administration is required to suspend the former student's operator's license unless he/she meets certain requirements specified in the code.

Excused Absences: Excused absences are defined as follows:

1. Personal illness of the student (in cases of excessive absenteeism due to illness, the school administration may require written documentation from a physician concerning the circumstances of the absence).
2. Death in the immediate or extended family.
3. Observance of recognized holidays observed by their faith.
4. Medical/legal appointments.
5. Attendance at an appointment with a government agency.
6. College visits by seniors (limited to 2) will be counted as SE (school event absence) provided they bring back the proper documentation showing that they were at college or on a job interview. Failure to provide documentation will result in an unexcused absence. Students are expected to provide a two-day in advance written notice of their intent to the office and teachers. Failure to provide notice will result in absences that will count toward the ten (10) day limit.
7. Any extenuating circumstances which the Attendance Committee determines to justify an excused absence but are not covered above.
8. Driver's license test. (for the 1st attempt only)
9. Approved school or 4H activities.
10. Participation in the Election Poll Workers program for high school students.
11. Absences for students excluded from school by the Arkansas Department of Health during a disease outbreak because the student has an immunization waiver or whose immunizations are not up to date.

Additional excused absences shall be granted to allow a student to visit his/her parent or legal guardian who is a member of the military and been called to active duty, is on leave from active duty, or has returned from deployment to a combat zone or combat support posting. The number of additional excused absences shall be at the discretion of the principal.

Unexcused Absences: Any absence that is not otherwise specified as excused is an unexcused absence.

*The Attendance Committee will review all absences of students that are required to meet before the committee and make a valid assessment of those days that are legitimately excused and those that are unexcused.

Returning to School:

Upon returning to school, proper documentation must be presented as follows: a doctor's statement, a note from a custodial parent or guardian, documentation of a court appearance, documentation of death in the family, or documentation of religious observance. **Ozark Mountain School District will accept a note from a parent to the school office documenting illness without referral to the Attendance Committee. Only three (3) days per semester may be excused with a note from a parent documenting illness.**

**Per Board Policy students have two (2) days to turn in doctor's note for excused absence. If not turned in to the office by the end of the 2nd day the absence will be changed to unexcused.

It is the student's responsibility to arrange to make up classroom work missed, including tests, in consultation with the individual classroom teacher. Work may be made up at a rate of one day of makeup for each day missed. Makeup work will not be allowed for days missed due to out-of-school suspension

Penalties for Excessive Unexcused Absences

1. The student's parent/guardian shall be notified as required by law and as necessary. As a minimum this notification shall occur when the student has accumulated five (5) or more unexcused absences per semester.
2. After five (5) unexcused absences per semester, parents/guarding will be contacted by phone or mail explaining any further absences could subject your child to lose credit in a particular class and/or petition filed with the prosecuting attorney.
3. After the tenth (10th) unexcused absence, a petition will be filed with the prosecuting attorney to take whatever action is necessary to improve student attendance which could lead to a penalty of \$500.
4. After the tenth (10th) unexcused absence, in three or more of the core class periods, students in grades 7 and 8 may be denied promotion. Students must remain in the class in which promotion will be denied and do the assigned work for the remainder of the semester.
5. After the tenth (10th) unexcused absence, students in grades 9-12 may be denied credit in those courses and the student may receive an "NC" on their transcript for the course grade. Students must remain in the class in which credit will be denied and do the assigned work for the remainder of the semester. Days missed due to in-school or out-of-school suspension shall not count toward the allowable number of days absent.

NOTE—ISS does not count as an unexcused absence, but OSS does.

Appeal Procedure:

This action may be appealed to the Attendance Committee if the parent can provide information substantiating that the absences were due to personal illness serious personal or family emergency or professional appointments that could not be scheduled after school.

The parent and student must request to appear before the Attendance Committee within five (5) school days and show that the absences were for the reasons listed as excused absences.

Attendance Committee:

The Attendance Committee will be composed of the principal and two (2) faculty members.

The duty of the Attendance Committee will be to review all absences of students that are required to appear before them and make a valid assessment of those days that are excused and those that are unexcused.

OPERATION STAY-IN-SCHOOL

As authorized by State Law, Act 867 of 1989, the Stay-in-School Program authorizes school districts to enter into cooperative agreements with law enforcement officials to implement a stay-in-school program. The program provides that law enforcement officials may attempt to locate and detain students who are off school premises during school hours but who should be in school, or to transport to his/her parents, or to a truancy reception center which has been designated by the school district.

Each school district must notify the Department of Finance and Administration whenever a student is 14 years or older and is no longer in school. (Ark. Cod Ann. 6-18-222, as amended by Act 572)

The Department of Finance and Administration shall notify the student that his/her motor vehicle operator's permit will be suspended unless the student requests a hearing within thirty (30) days. The license may be retained if the student can provide evidence of:

1. Reaching the age of eighteen (18).
2. School attendance.
3. Obtaining a high school diploma or equivalent.

The Department of Finance and Administration may grant hardship exceptions.

TARDY POLICY

Whether at school or work, it is important for the students to be on time. Constantly being late or tardy is a bad habit, is inconsiderate of others, and is a waste of valuable time. It is important to be on time to get the maximum benefit from their classes and for teachers to be able to conduct classes effectively and efficiently. Persistent tardiness will result in disciplinary action. At the high school level, tardy #3 will be counted as an absence for test exemption purposes.

TRUANCY POLICY

Truancy is defined as the following: (1) not attending school after leaving home to do so, (2) leaving school without permission from the office, (3) not attending a class the student is enrolled in without a legitimate pass to do so, and (4) leaving class without permission.

Students and their parents/guardians hold the main responsibility for school attendance. The School Board asks for the cooperation of both the student and parent/guardians in these matters so that the student can receive the best education possible.

Any student who fails to follow all or any part of the assigned schedule, whether the student is on or off campus, without checking out at the office, will be considered truant, and the student will not receive credit for the time truant.

APPEARANCE AND DRESS CODE

Students are expected to maintain a neat and clean appearance during the school day and at all school activities. As a general rule, any student-worn article of clothing or manner of hair style or makeup determined by teachers and/or administrators to be disruptive to the learning environment or hazardous to the health and safety of the child and/or teacher shall not be allowed. The primary guide in determining what is or is not appropriate is the extent to which such dress or grooming attracts undue attention in the classroom or school. In addition to the general guidelines given above, the following is a list of specific clothing that will not be allowed:

1. Clothing may not be worn which exposes the student's undergarments. No clothing will be allowed that has holes above mid-thigh.
2. Clothing may not be worn if it is revealing to the point of distraction; for example, halters, bare midriffs, see-through blouses, extremely tight clothing, loose tank tops that expose the torso or undergarments, all shirt straps must at least 2 inches in width,
3. Leggings/running pants/yoga pants fall under the extremely tight clothing rule and will be considered a distraction. If this type of clothing is worn, the student MUST also wear at all times a top that covers their front and back areas modestly.
4. All clothing must be worn properly. For example, pants or shorts must be worn at the waistline. Also, extremely baggy shorts and pants will not be permitted.
5. High School--Skirts and shorts must not be shorter than mid-thigh.
6. No clothing may be worn that advertises any product or activity that is considered damaging to a person's health or morals; for example: tobacco, alcohol, drugs, vulgarity, obscenity, profanity, sexually explicit, or suggestive messages.
7. No hats, handkerchiefs, do-rags, or caps are to be worn in the buildings. Offenses involving these, or similar items, may result in confiscation of items, plus other appropriate punishments.
8. No visual body piercing other than ears or nose studs. Other items must be removed, covered, or use a clear, plastic plug. If not, the student can be suspended.
9. No ear gauges will be allowed.
10. No shoes with wheels will be allowed.
11. No pajamas, blankets, or bathrobes will be allowed.
12. Sunglasses may not be worn inside school buildings unless they are a medical necessity (documentation from a medical provider must be presented to the office)
13. Students who wear clothing that violates the above codes will be required to change clothes or will be sent home. Repeated offenses will be treated with more stringent consequences.
14. The principal shall make the final decision dealing with dress and appearance.

15. Permission may be granted by the principal to temporarily adapt these rules for special class or school occasions.

POSSESSION OF ELECTRONIC DEVICES

1. Electronic communication devices are allowed unless they pose a significant disruption to the activity or performance. Act 447 amends A.C.A. 6-18-502 (b)
Students may use cell phones before school until 7:55 a.m., during lunch break, and after school. Cell phones must be set to silent during class time.
OMSD is not responsible for theft, damage, or loss of electronic devices.
2. Personal electronics cannot be used inside the school building during instruction time unless permission is granted by the classroom teacher. Students may not possess laser pointers. Calculators are excluded. Personal stereos may be taken on trips with sponsor permission.
3. Students who violate the electronic devices rules will be subject to consequences:
Note: The confiscation of cell phones will result in the student's loss of privacy.

NOTE: If a student loses phone privileges at any level they must turn their phone into the office at the start of each school day. The student may pick up his/her phone at the end of each day.

DISCIPLINE POLICIES AND STUDENT CONDUCT

The Ozark Mountain School District recognizes that a sound and fairly administered student discipline policy is essential for providing the proper atmosphere for learning in our school. The School Board and Administration fully support this philosophy and will strive to provide such an environment for students.

The School Board will instruct the Superintendent of Schools, in cooperation with principals and teachers to establish codes of conduct which state clearly and precisely in written form specified rules and regulations. Such rules or regulations shall:

- A. Be based on policies of the Ozark Mountain School Board for the improvement of education.
If a rule or regulation prohibits an action, the reason shall be specified.
- B. Be as precise as possible and sufficiently adapted to the needs of youth served by the school.
- C. Be considered reasonable and proper.

Principals shall have both the authority and the duty to take disciplinary action whenever the behavior of any student (s) materially interferes with or substantially disrupts maintenance of a proper atmosphere for learning within classrooms or other parts of schools.

Notice of the rules and regulations existing in each school shall be disseminated to students and parents in a wide variety of ways (student assemblies, PTA meetings, public address announcements, and student handbooks, etc.)

Application of disciplinary measures shall at all times reflect a fair and reasonable exercise of authority. Disciplinary measures shall not be arbitrary, capricious, discriminatory, or otherwise unreasonable. Procedural due process, to the extent of its applicability in any particular situation, shall be afforded all students prior to imposition of punishment. The degree afforded shall be proportionate both to the gravity of the offense and the severity of the contemplated penalty, as outlined in the Board's policies relative to suspension, expulsion, and corporal punishment.

Legal Reference: 42 U.S.C. 1983; Tinker v. Des Moines Independent Community School District 39 S. Ct. 733 (1979); Goss v. Lopez, 401 U.S. 838 (1975); Wood v. Strickland, 439 U.S. 658 (1979); AR. Stat. Ann. 80-1629; Arkansas Commission on Pupil Discipline in Public Schools, Model School Board Policies for Student Discipline, ACT 104 of 1983, First

DISCIPLINARY PROCEDURES

A variety of corrective measures are authorized for the breach of rules applicable to students. The corrective measure to be employed shall be determined in each case by the principal or his designee, the classroom teacher, or other appropriate educational staff member, except where School Board action is required. Such measures may include the use of reasonable force in the exercise of lawful authority to restrain or correct students and to maintain order. Minor infractions ordinarily will not justify the imposition of severe corrective measures. Repeated minor infractions that are not amenable to corrections by lesser measures may justify the use of more severe measures. Ozark Mountain Schools follow a discipline policy that begins with a reprimand and follows steps up to and including suspension or expulsion.

DISCIPLINARY OPTIONS

Admonition and counseling should be used when appropriate to assist a student to understand when his/her conduct interferes with the educational progress, interferes with the educational progress of others, disrupts or interferes with the orderly operation of the school, or threatens the rights of others. The following is a list of corrective measures that may be used at Ozark Mountain Schools. These measures may be used singularly or in combination with other measures, if necessary.

Reprimand - Conference between student and faculty member calling attention to the student's improper conduct.

Additional Duties - Minor infractions may be resolved using solutions that require performing additional room or campus duties.

Noon Detention /After School Detention— May be used for students failing to follow rules, failure to complete homework and/or classroom assignments. The student may be assigned to noon detention until these assignments are completed. In cases of student misbehavior, five detentions in a 9 week period will result in a referral to the principal for further disciplinary action as determined by the administrator.

Deprivation of Privileges – This form of discipline is encouraged when the student has developed a pattern of chronically repeating minor offenses. Deprived privileges may include but not be limited to a loss of driving/parking privileges, suspension from extracurricular activities, and denied access to school functions.

Principal/Student Conference - A conference between the principal and the student to discuss the student's behavior.

Principal/Parent Conference - The severity of an infraction, or the frequent occurrence of infractions, may necessitate a conference between the principal and the parents of the student. Parents should not expect a report on every problem that arises.

Referral to other school personnel: (counselor, social worker, nurse, etc.).

Referral to out-of-school personnel: (physician, psychologist, drug or alcohol treatment center, law enforcement personnel, etc.).

In-School Suspension - Students may be assigned by the principal an In-School Suspension on a temporary basis when staff is available to supervise the suspension; and when such assignment does not disrupt the normal school routine.

Corporal Punishment - This may be used for behavior which interferes with the education of others, disrupts the orderly operation of the school, threatens any individual's well-being, or knowingly violates school rules (Act 333 of 1995). Attention to alternative discipline procedures shall be made before imposition of corporal punishment. Corporal punishment may be administered by any certified staff member in the presence of an administrator or his designee.

Alternative School Program – When it appears that a student cannot conform to acceptable behavioral standards in the regular school program, the principal may recommend placement in an alternative school program.

NOTE: ADDITIONAL CONSEQUENCES MAY BE APPLIED FOR BUS INFRACTIONS.

OUT-OF-SCHOOL SUSPENSION

A student may be suspended from school when such suspension is necessary to regain or maintain emotional control or when the student's presence at school represents a reasonable threat to others or when the student's presence at school prevents other students from pursuing desirable educational goals.

Conduct which may constitute cause for suspension shall include, but not be limited to, any of the following:

- a. Continued and willful disobedience.
- b. Open defiance of the authority of any teacher or person having authority in the school.
- c. Conduct of such character as to constitute a continuing danger to the well-being of the other students.
- d. Physical assault upon another student, teacher, or administrator.
- e. Taking or attempting to take another person's property or money by means of force or fear, or by other means.
- f. Willfully causing, or attempting to cause, substantial damage to school property.
- g. Participation in unauthorized occupancy of any part of the school or school grounds, or failure to leave promptly after having been directed to do so by the principal or other person then in charge.
- h. Use, possession, distribution, or being under the influence of intoxicants or illegal drugs on school property or in connection with any school activity.
- i. Use or possession of any unauthorized firearm, switchblade, knife, or other weapon on school property and the use or possession of explosives, including fireworks.
- j. Violation of attendance regulations.
- k. Violation of tobacco regulations.
- l. Cursing or verbally abusing any person (possible recommendation for expulsion).
- m. Willful interruption or substantial disturbance of any school activity.
- n. Any threat to bomb, burn, or destroy in any manner a school building.

- o. Violation of law or school board policy or regulations.
- p. Bullying
- q. Indecent/Immoral act
- r. Computer tampering
- s. Infectious disease
- t. Habitual un-cleanliness

Suspension Guidelines:

Any suspension must conform to the following guidelines:

Prior to any suspension, the student shall receive an explanation of the intended suspension and shall be given reasonable opportunity to present evidence that might argue against suspension. The student's parents or legal guardians should be notified immediately of any suspension, and should indicate how the student is to leave school.

Written notice of any suspension should be forwarded to the superintendent's office and the parents or guardians as soon as possible. Such notice shall include a statement of the reasons for and the conditions of the suspension. The notice will be mailed to the address listed on the student's current enrollment form.

Building administrators can suspend students from school for a period not to exceed 10 days, subject to appeal to the superintendent. Suspensions will include all activities and school events either on or off campus. (Act 742 of 1997)

At each step in the appeal process, the suspension may be affirmed, revoked, or otherwise modified by the person or group hearing the appeal. Such disposition of an appeal does not in any way prohibit a student or a student's parent or guardian from pursuing the appeal to the next level. Procedural due process, as defined by statutes and court decisions, will be followed at all stages of the suspension process. If a student under suspension transfers to another school, information regarding the suspension will be sent to that school.

During the period of their suspension, student may not attend any OMSD related function at our school or at any other school until suspension has been served. Full privileges will be reinstated at 3:30 on the last day of suspension.

Out-of-school suspension (OSS) shall not be used to discipline a student in kindergarten through fifth (5th) grade unless the student's behavior:

- a. Poses a physical risk to himself or herself or to others;
- b. Causes a serious disruption that cannot be addressed through other means; or
- c. Is the act of bringing a firearm on school campus.

OSS shall not be used to discipline a student for skipping class, excessive absences, or other forms of truancy.

EXPULSION

Expulsion is a permanent denial of access to Ozark Mountain School. Expulsion will be used as a last resort and on recommendation of the principal. The Board of Education is the only authority that has the power to remove a student from school for a period of greater than 10 days.

The Board will exercise this authority on the recommendation of the Superintendent of Schools when a student(s) participates in any activity which tends to disrupt, obstruct, or interfere with orderly education processes.

Expulsion Procedures:

The principal shall promptly send written notice of the facts warranting a request for expulsion to the superintendent, the parent(s) or legally responsible adult(s), the student, and each member of the School Board.

The superintendent shall notify the parent(s) or legally responsible adult(s) and the student of their right to a hearing before the School Board in a written notice delivered to them at least five days before such a hearing. (For reasonable cause, parents may request of the superintendent an extension of the date of the hearing, in no case to exceed ten days). Included in the notification shall be the following:

1. The time and place of the hearing, the basis for the expulsion request, the substance of the evidence to be presented, and the procedures to be followed.
2. That the student may be represented by parent(s) or other legally responsible adult(s).
3. That evidence and testimony shall be permitted.
4. That written decision of the School Board shall be sent to the parent(s) or other responsible adult(s) and to the student within three days of the hearing. Should parent(s) notify the School Board in writing that they do not desire a hearing, they may so waive their right and the expulsion may proceed. However, the failure of the student or her parents(s) or representative(s) to attend or participate in the hearing shall not prevent the conduct of the hearing.

PROHIBITED STUDENT CONDUCT

NOTE—A substantial disruption is not listed under any infraction level, but may result in any level discipline infraction depending on severity.

NOTE—Disciplinary actions are options to be chosen from, not necessarily followed in order.

Level 1 Infractions

- Truancy
- Excessive Tardiness
- Failure to Follow Instructions
- Inappropriate Student Dress

Level 1 Disciplinary Action

1. Student/Principal Conference; Mandatory Change of Clothes (if applicable)
2. Lunch Detention; After School Detention; Corporal Punishment
3. 1-3 days of In-School Suspension, at the Discretion of the Principal
4. 1-3 days of Out-of-School Suspension, at the Discretion of the Principal
5. Five days of Suspension and Parent Conference

Level 2 Infractions

- Disorderly Conduct
- Profanity, Verbal Abuse, Obscene Gestures
- Disrespect/ Defiance
- Violation of Cafeteria Rules
- Violation of Bus Rules
- Leaving Campus without Permission (Closed Campus)

Level 2 Disciplinary Action

1. Lunch Detention; After School Detention; In-School Suspension; Corporal Punishment
2. Suspension of 1-3 days, at the Discretion of the Principal
3. 5 days of Suspension and Parent Conference; Loss of Bus Privileges (if applicable)
4. Suspension from School and Possible Recommendation for Alternative Learning Environment or Expulsion

Level 3 Infractions

- Insubordination
- Damage, Destruction, or Theft of School Property
- Theft and Extortion
- Plagiarism, Cheating, or Copying
- Public Display of Affection
- Misuse of Electronic Devices/Abuse of the Technology Agreement
- Use of Tobacco
- Student Threats (A student may not willfully and intentionally threaten to cause bodily harm to a student.)

Level 3 Disciplinary Action

1. Confiscation of Electronic Device; Corporal Punishment; Contact of Parent/Guardian; Payment of Damages; In-School Suspension; Loss of Credit (if applicable)
2. Suspension of 1-5 days, at the Discretion of the Principal
3. Suspension from School and Possible Recommendation for Alternative Learning Environment or Expulsion

Level 4 Infractions

- Physical Abuse or Assault by a Student on Another Student
- Bullying

Level 4 Disciplinary Action

1. Corporal Punishment; In-School Suspension; Parent Conference; Psychological Evaluation (if applicable)
2. 3-5 Days of Suspension and Parent Conference
3. Suspension from School and Possible Recommendation for Alternative Learning Environment or Expulsion

Level 5 Infractions

- Possession, Use, Sale, or Distribution of Drugs or Alcohol
- Sexual Behavior
- Weapons, Dangerous Instruments, and Contraband (other than firearms)

- Mistreatment of School Personnel (A student may not willfully and intentionally assault, threaten to assault, or commit battery on any school employee.)

Level 5 Disciplinary Action

1. Up to 10 days of Suspension from School; Possible Recommendation for Alternative Learning Environment or Expulsion; Psychological Examination (if applicable).

Level 6 Infraction(s)

- Possession of a Firearm on School Grounds
- Bomb Threats (A student who makes a bomb threat will be referred to the legal authorities and will be subject to a Level 6 disciplinary action.)

Level 6 Disciplinary Action

1. Recommendation for Expulsion for a period of no less than 1 year. The superintendent shall have the discretion to modify such expulsion recommendation for a student on a case-by-case basis. (See page 40 of the O.M.S.D. handbook.)

The following is a list of disciplinary infractions and their descriptions that **will not** be permitted:

Animals/Insects

Animals and insects are not to be brought to school unless approved by administration.

Assault and Abuse of Students and Staff Members (AR Code 6-17-113)

Students are to keep their hands to themselves and treat teachers and fellow students with respect and courtesy. Horseplay and physical teasing, as well as shoving, striking, fighting or threatening others with physical injury, etc., constitute battery and/or assault, and are strictly forbidden. If a conflict between students does occur, the administration will take factors into consideration, including (but not limited to): the circumstances surrounding the situation, which student initiated the conflict, and if the student who did not initiate the conflict was making an effort or attempt to neutralize the situation.

Violation of this policy will result in disciplinary action, and may also constitute a criminal offense. By law, local law enforcement must be notified whenever a felony, an act of violence, or a threat of violence, may have been committed on campus. (Act 1520 of 1999)

A student, who commits assault, physical or verbal abuse, and/or battery, on any member of the administration, faculty, staff, or employee of Ozark Mountain School District, even if such actions occur off school premises, is subject to suspension and a recommendation for expulsion. In addition, students who threaten such acts are subject to suspension, and the severity of the act will be considered by the administration as to the recommendation for expulsion.

“Abuse” means to wrong in speech, reproach coarsely, disparage, revile, or malign. Use of profanity or vulgar expressions directed at another person is considered abuse.

“Assault” is the willful attempt to threaten to inflict injury upon the person of another, coupled with the apparent present ability to do so. Any display of force that would give the victim reason to fear bodily harm is assault, even if touching or striking does not occur.

“Battery” is similar to assault but requires unexcused physical touching or injury.

“Bullying” is unwanted, aggressive behavior that involves a real or perceived imbalance.

Damage or Destruction of School Property (Act 1094 of 1983 Special Session)

A student shall not cause or attempt to cause damages to school property or steal or attempt to steal school property.

The school district will attempt to recover damages from the student destroying school property. Students shall make restitution of any property destroyed, damaged, or stolen by them and shall be subject to other disciplinary measures.

Disregard of Directions or Commands

A student shall comply with reasonable directions or commands from teachers, student teachers, substitute teachers, teacher aides, principals, administrative personnel, school bus drivers, or other authorized school personnel.

ACT 1281 of 1999 states “a teacher may remove a student from class and send him or her to the principal’s or principal’s designee’s office in order to maintain effective discipline in the classroom.”

The Act further states that a teacher may remove from class a student:

- a. Who has been documented by the teacher as repeatedly interfering with the teacher’s ability to teach the students in the class or with the ability of the student’s classmates to learn, or
- b. Whose behavior the teacher determines is so unruly, disruptive, or abusive that it seriously interferes with the teacher’s ability to teach the students in the class or with the ability of the student’s classmates to learn.

Disruption and Interference with School:

This will include interference with the proper conduct of a school, a school activity, or an individual class; attempts to prohibit or discourage attendance by others at school or a school activity; attempts to encourage other students to violate school rules or policies; refusal to identify oneself; or others engaged in unlawful or disruptive acts or to otherwise fail to divulge information regarding such acts.

Fireworks

A student shall not possess, handle, or store firecrackers, smoke bombs, cherry bombs, or any other kind of fireworks that could be a danger to him or to other students, or could cause damage to school property or disrupt the learning climate of the school.

Forgeries and Cheating

No student shall forge any writing or attempt to employ as true any forged writing knowing it to be forged.

Gambling

A student shall not participate in any activity that may be termed gambling or wagering where the stakes are money or any other object of value.

Harassment of students or employees, which shall include but is not limited to:

1. Speech, such as epithets, derogatory comments or slurs, and lewd propositioning on the basis of race, sex, religion, national origin, ancestry, disability, medical condition, marital status, age, or sexual orientation.

2. Physical acts, such as assault, impeding or blocking movement, offensive touching, or any physical interference with normal school activities or learning environment when directed at an individual on the basis of race, sex, religion, national origin, ancestry, disability, medical condition, marital status, age, or sexual orientation.
3. Visual insults, such as derogatory posters, cartoons, or drawings related to race, sex, religion, national origin, ancestry, disability,
4. Medical condition, marital status, age, or sexual orientation.

Immorality - A student shall abstain from indecent and immoral acts.

Insubordination:

Students will be considered insubordinate when they refuse to obey any rule or regulation of the school or school district, or the reasonable instructions of school district personnel.

Personal Relations - It is the school's intended purpose to encourage healthy social development. Students will refrain from personal displays of affection (PDA).

Pornography:

Students shall not possess, view, distribute, or attempt to electronically transmit sexually explicit or vulgar images or representations, whether electronically, on a storage device, or in hard copy form.

Theft

A student shall not steal or attempt to steal property belonging to the school or any individual property while under the jurisdiction of the school. When public or private property has been stolen or damaged, the school will work through parents to recover reasonable compensation for damages to that property.

Verbal Abuse and Vulgarities

No student shall curse or verbally abuse anyone or use vulgar, profane, indecent, or inappropriate language or gestures nor shall any student be subjected to such verbal abuse from any source.

Violation of Laws, Rules, and Regulations

While on school property, or at any school function, a student shall not violate any laws or rules and regulations of the school. Also, students shall not violate any statutory or constitutional regulations. (School penalties may be imposed in addition to any penalties imposed by the courts.)

POSSESSION OF ANY FIREARM OR OTHER WEAPON

Prohibited on School Property (Act 104 of 1983 Special Session).

A student shall not possess, handle or transport a knife, razor, dirk, box cutter, numchucks, ice pick, pepper spray, mace, explosive, pistol, rifle, shotgun, taser, or any other object that can be considered a weapon or dangerous instrument. Any student who has used or threatens to use any of the above mentioned objects to inflict physical injury to any person on campus, or at school functions at any time, will be suspended and recommended for expulsion (Required Act 567 of 1995).

Possession means having a weapon on the student's body or in an area under his/her control. If, prior to any questioning or search by any school personnel, a student discovers that he/she has accidentally brought a weapon to school including a weapon that is in a vehicle on school grounds, and the student informs the principal or a staff person immediately, the student will not be considered to be in possession of a weapon. The weapon shall be confiscated and held in the designated area until such time as the student's parent/legal guardian shall pick up the weapon from the school's designated area. However, repeated "inadvertent firearms" will not be tolerated and shall be grounds for disciplinary actions against the student as otherwise provided for in this policy.

Act 1150 of 1999 states that all school districts shall adopt a written policy regarding expulsion of a student for possessing a firearm or other prohibited weapon on school property which shall require parents, guardians, or other persons in loco parentis of a student expelled for such violation, to sign a statement acknowledging that the parents have read and understand current laws regarding the possibility of parental responsibility for allowing a child to possess a weapon on school property. This statement shall be signed prior to readmitting a student or enrolling a student in any public school immediately after the expiration of an expulsion period.

A student shall not possess, handle, or store contraband materials while on school property or at a school-sponsored event. Act 567 of 1995 requires expulsion for a period of not less than one year for possession of any firearm or other weapon prohibited upon the school campus by law; however, the superintendent shall have discretion to modify such expulsion requirements for a student in a case-to-case basis.

POSSESSION/DISTRIBUTION OF ALCOHOL/DRUGS (Act 104 of 1983 Special Session)

1. A student shall not possess, sell, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or other controlled substance, as defined in Act 390 of 1971 of State of Arkansas, as amended, or beverage containing alcohol or intoxicant of any kind.

2. Controlled substances may be possessed and used by a student who has a prescription for the substance; provided the substance remains in the container in which it was obtained from the pharmacist. ***All medications should be taken to the office in the morning and kept there until after school.***

Act 612 provides that sentences for sale of controlled substances within 1000 feet of public or private schools or colleges shall be enhanced by two years and a fine of no less than \$1000. School officials will be expected to cooperate fully with law enforcement agencies and judicial bodies in the investigation and resolution of drug-related or alcohol related cases involving

students, even though the offenses may not have taken place on school property or a school activity.

TOBACCO PRODUCTS

The use, possession, or distribution of tobacco products is prohibited in accordance with Arkansas Statute 6-21-609.

1. Smoking/Chewing is considered a hazard by medical authorities. No tobacco products will be allowed on school campus. There is to be NO SMOKING or DIPPING. Students violating this policy will be disciplined. *Act A.C.A. 6-21-609 of 1997*
- Smoking or use of tobacco products or products containing tobacco in any form, in or on any property owned or leased by a public school district, including school buses, is prohibited. Including “E” cigarette or vape products.
 - Any person violating the provisions of this section shall be guilty of a misdemeanor and, upon conviction thereof, shall be punished by a fine of not less than ten dollars (\$10.00) nor more than one hundred dollars (\$100.00).

GANG-RELATED ACTIVITY

Gangs, secret societies, or other similar groups, whether organized in the community or in another setting, are prohibited on the school grounds and campus and at any school-sponsored activity. Gang-related activity, whether genuine or a pretense, that is identified by school officials will result in a minimum of five days Out-of-School Suspension up to a maximum of expulsion for the remainder of the semester. A second offense of gang-related activity will result in a recommendation for expulsion for the remainder of the semester, the remainder of the school year, for one calendar year, or permanently.

Students who are arrested for gang-related offenses, regardless of where the offense may have occurred, may be expelled for the remainder of the semester, for the remainder of the school year, for one calendar year or permanently, depending on the circumstances of the arrest. Gang-related activities include but are not limited to such activities as wearing apparel associated with gangs, displaying gang insignia, “thrown signs” or other gestures or language (however expressed) associated with gangs, intimidation, and threats.

SEXUAL HARASSMENT

Purpose - Sexual harassment is sexual discrimination as described under Title IX. It is the policy of the Ozark Mountain School District to maintain a learning and working environment that is free of sexual discrimination, including sexual harassment.

Authority- It shall be a violation of this policy for any member of the district staff to harass a student through conduct or communications of a sexual nature as defined below. It shall also be a violation of this policy for students to harass other students or members of the district staff through conduct or communications of a sexual nature as defined below.

Definitions- Unwelcome sexual advances, request for sexual favors and other inappropriate written or physical conduct of a sexual nature when made by a member of the school staff

to a student, or when made be any student to another student, or district staff member, constitute sexual harassment when:

- submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's education;
- submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or
- such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive academic environment.

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**Note: Sexual harassment, as defined above, may include but is not limited to the following:*

- verbal harassment or abuse
- pressure for sexual activity
- repeated remarks to a person with sexual or demeaning implications
- suggesting or demanding sexual involvement accompanied by implied or explicit threat to one's grades, job, etc.
- inappropriate patting or pinching
- intentional brushing against a student's or an employee's body
- any sexually motivated unwelcome touching
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Procedures- Any person who alleges sexual discrimination or sexual harassment by any staff member or student may use the District's dispute and complaints resolution procedure or may complain directly to the principal or guidance counselor. Filing of a complaint or otherwise reporting sexual harassment or sexual discrimination will not reflect upon the individual's status nor will it affect future employment, grades, or work assignments.

Upon receipt of a report of sexual harassment, the principal or guidance counselor will immediately notify the school superintendent without screening or investigating the report. If the report is given verbally, the principal or counselor will record it in written form within 24 hours and forward it to the school superintendent. Failure to report any sexual harassment report or complaint as provided will result in disciplinary action taken against that employee.

If the complaint involves the principal or counselor, the complaint may be filed directly with the superintendent. If the complaint involves the superintendent, the complaint may be filed with the principal who will personally inform the Board of Education.

The superintendent will immediately authorize an investigation which may be conducted by school officials. A written report on the investigation will be provided to the superintendent within ten school days of the complaint or report of sexual harassment.

The investigation may consist of personal interviews with the person filing a complaint, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident or circumstances surrounding the complaint.

In addition, the District may take immediate steps, at its discretion, to protect the person filing the complaint, as well as other students and employees, pending the completion of the investigation.

The superintendent will report to the Board of Education within two school days of the completion of the investigation.

School District Action - Upon receipt of recommendation that the complaint is valid, the District will take such action as appropriate based on the result of the investigation. If the harasser is a student, disciplinary action may include suspension or expulsion. If the harasser is an employee, disciplinary action may include termination or non-renewal. The result of the investigation, filed under these procedures, will be reported, in writing, by the District, to the person filing the complaint. If the harasser is a student, the report will document the action taken as a result of the complaint to the extent permitted by the Family Education Rights and Privacy Act. If the harasser is an employee of the District, the report will document the action taken as a result of the complaint to the extent permitted by law.

Reprisal- the District will discipline any individual who retaliates against any person who reports alleged sexual harassment or who retaliates against any person who testifies, assists, or participates in an investigation proceeding related to a sexual harassment complaint. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

BULLYING

Respect for the dignity of others is a cornerstone of civil society. Bullying creates an atmosphere of fear and intimidation, robs a person of his/her dignity, detracts from the safe environment necessary to promote student learning, and will not be tolerated by the Board of Directors. Students who bully another person shall be held accountable for their actions whether they occur on school equipment or property; off school property at a school sponsored or approved function, activity, or event; going to or from school or a school activity in a school vehicle or school bus; or at designated school bus stops.

Definitions:

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

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

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

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

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

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

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

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

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

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

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

1. Sarcastic comments "compliments" about another student's personal appearance or actual or perceived attributes,
2. Pointed questions intended to embarrass or humiliate,
3. Mocking, taunting or belittling,
4. Non-verbal threats and/or intimidation such as "fronting" or "chesting" a person,
5. Demeaning humor relating to a student's race, gender, ethnicity or actual or perceived attributes,
6. Blackmail, extortion, demands for protection money or other involuntary donations or loans,
7. Blocking access to school property or facilities,
8. Deliberate physical contact or injury to person or property,
9. Stealing or hiding books or belongings,
10. Threats of harm to student(s), possessions, or others,
11. Sexual harassment is also a form of bullying, and/or
12. Teasing or name-calling based on the belief or perception that an individual is not conforming to expected gender roles (Example: "Slut") or conduct or is homosexual, regardless of whether the student self-identifies as homosexual (Examples: "You are so gay." "Fag" "Queer").

Students are encouraged to report behavior they consider to be bullying, including a single action which if allowed to continue would constitute bullying, to their teacher or the building principal. The report may be made anonymously. Teachers and other school employees who have witnessed, or are reliably informed that, a student has been a victim of behavior they consider to be bullying, including a single action which if allowed to continue would constitute bullying, shall report the incident(s) to the principal. Parents or legal guardians may submit written reports of incidents they feel constitute bullying, or if allowed to continue would constitute bullying, to the principal. The principal shall be responsible for investigating the incident(s) to determine if disciplinary action is warranted.

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

Students found to be in violation of this policy shall be subject to disciplinary action up to and including expulsion. In determining the appropriate disciplinary action, consideration may be given to other violations of the student handbook which may have simultaneously occurred.

Copies of this policy shall be available upon request.

CONDUCT TO AND FROM SCHOOL

- A. Students are subject to the same rules of conduct while traveling to and from school as they are while on school grounds. Appropriate disciplinary actions may be taken against commuting students who violate student code of conduct rules.
- B. The preceding paragraph also applies to student conduct while on school buses. The driver of a school bus shall not operate the school bus until every passenger is seated. Disciplinary measures for problems related to bus behavior shall include suspension or expulsion from school, or suspending or terminating the student's transportation privileges. Transporting students to and from school who have lost their transportation privileges shall become the responsibility of the student's parent or legal guardian and are not subject to appeal. Legal Reference: A.C.A. § 6-19-119 (b)

SCHOOL BUS PASSENGER SAFETY AND CONDUCT

- A. Please review these rules for conduct with your child and be sure he/she understands them. Buses are full, and the drivers have little time to watch children. They were hired to *drive*. The school bus is an extension of the school. It is a valuable and expensive item of equipment and proper attitudes must be developed for its use and care. Parents should impress on students the correct procedure in establishing a safe route to the bus stop. Develop proper attitudes and understanding of the right-of-way of motorists. Point out how unsafe acts can lead to accidents.
- B. Bus service is a privilege, *not* a right, which may be revoked. Students who are eligible to ride may ride as long as they control themselves and abide by the rules.
- C. Passengers on school buses must conduct themselves so that their actions do not place in jeopardy the safety and wellbeing of themselves or any other individual.
- D. Video cameras may be used on the bus to assist in monitoring student behaviors. In the event that misconduct occurs, authorized personnel shall implement procedures as outlined by the superintendent. If misconduct is of serious enough nature to warrant withdrawing the privilege of riding the bus from the individual, Student Discipline Policy 7.10.3 shall be applied. The following "Rules for Bus Passenger's Conduct" shall be used in informing students of acceptable behavior.

GUIDELINES FOR BUS DISCIPLINE

- 1. Students must ride their assigned bus and are responsible for their possessions.
- 2. Be on time; arrive at the bus stop at least 5 minutes early. Parents and students: remember the driver is not required to wait for any student to board the bus.
- 3. Do not stand or play in road while waiting for the bus. Stand back 10 feet from the roadway while waiting for the bus.
- 4. If students must cross the roadway to board the bus, look in both directions for traffic and wait until the bus driver signals before crossing the road. Students should walk in front of the bus in single file, do not run. Enter the bus without crowding or disturbing others.
- 5. The first duty of the passengers is to obey the driver's directions promptly. The driver has the same responsibility and authority as a teacher in controlling discipline. There must be an attitude of respect and cooperation on the part of each student toward the bus driver. Conversation with the driver while the bus is in motion should be kept to a minimum.

6. Do not extend head or arms out of windows. Keep your head, arms, and hands inside the bus at all times. Never open the windows without the driver's permission.
7. Be courteous to the driver and to fellow pupils, keeping hands off other people at all times.
8. See that your conversation is clean and never loud or boisterous. Talk in normal tones. Use of profane language on a school bus is forbidden by law. Obscene gestures are prohibited.
9. Do not consume any food or beverage on the bus.
10. Do not call out to passers-by.
11. Help keep the bus clean, sanitary, and orderly. Keep the aisle of the bus clear. Keep books, musical instruments, and all other objects on lap or under the seat, not in the aisle.
12. Large items such as tubas, science projects, skateboards, etc. cannot be transported on the bus.
13. Animals and insects are not to be transported on the bus.
14. Do not possess or use any form of tobacco on the bus.
15. Do not damage or abuse bus equipment. Keep your feet off the seats.
16. Do not loiter in or around a bus while on school grounds.
17. Do not leave bus without the driver's consent, except on arrival at home and at school. Make sure that the road is clear and get the driver's signal when you must cross the road, to and from the bus.
18. Keep seated until the bus comes to a complete stop. Enter and leave bus by front door ONLY, except in emergency. Stay in your seat at all times, except when entering and exiting the bus.
19. Glass items may NOT be transported on the bus.

ADDITIONAL BEHAVIOR NOT COVERED

Ozark Mountain Schools reserve the right to punish behavior which could be reasonably interpreted as being subversive to good order and discipline or which causes the learning atmosphere to deteriorate or be disrupted, even though such behavior is not specified in the preceding written rules.

SPECIAL EDUCATION - CURRICULUM AND GRADUATION REQUIREMENT

The Individualized Education Plan (I.E.P.) serves as the graduation plan for a handicapped student. The I.E.P. committee shall assign each handicapped child to one of the following three options on an individual basis. These options are:

Regular Curriculum

The severity of the child's handicap is mild to moderate and existing graduation requirements can be met in the regular classroom with or without modification.

Children assigned to this option do not receive credits in the resource room for academic subjects that are also offered in the regular curriculum. The special education services received simply supplement the regular education program. Should the student receive an unsatisfactory progress report, it shall be referred to the special education teacher for review.

Children assigned to this option will be required to complete the same graduation requirements as regular students.

Modified Regular Curriculum

The severity of the child's handicap is such that said child will need to receive some course credits through the resource room but some mainstreaming in certain regular classes is necessary.

Required graduation credits may be accomplished through the following options:

Regular substitution – Example, Agriculture courses substituted for a required science course. Course credit for resource room content substituted for certain classes in the regular curriculum. Children assigned to this option will be required to complete the same number of credits for graduation as regular students, substituting certain courses plus resource room credits in lieu of courses for which they do not have the basic academic skills necessary to pass in their regular classes.

Special Designed Curriculum

The severity of the child's handicap is such that all academic course credits are received through I.E.P. content in a self-contained setting.

The I.E.P. content serves as the graduation plan.

The completed I.E.P. beginning at the close of the 8th grade and continuing each year through grade twelve will qualify the student to graduate or if the student reaches his 18th birthday and the I.E.P. committee determines that the student has achieved to the maximum of his educational potential, the student may be graduated.

The I.E.P. shall be reviewed during the year if the student is not meeting the performance standards. If performance standards are above the student's capability, these standards can be modified if necessary to prevent failure in order to enable the student to obtain necessary graduation requirements.

Grading the Handicapped Student

If a handicapped student is taking a class in the regular curriculum and the I.E.P. committee feels that he has the ability to successfully complete this class without any modification, the student shall be graded on the same criteria used to grade other students in that class.

If the I.E.P. committee feels that a particular student would benefit from a class in the regular curriculum (either socially or academically), but because of limited learning abilities would not be able to pass with a 60% average, then that student may be assigned to a mainstreamed class on a pass/fail basis or reduced percentage requirement.

In order to receive a passing grade, the student will be required to complete assignments to the best of his ability. He or she will be expected to take all tests, do as well as possible, and be a prepared and attentive citizen in the classroom.

Percentage grades shall be kept. If a student should earn a passing percentage, the letter grade representing that percentage shall be issued and averaged with letter grades.

DISCIPLINE OF SPECIAL NEEDS STUDENTS AS IDENTIFIED BY THE SPECIAL EDUCATION PROGRAM

- A. Special needs students who engage in misbehavior are subject to normal school disciplinary rules and procedures so long as such treatment does not abridge the right to a free appropriate public education.
- B. The Individualized Education Plan (I.E.P.) team for special needs students will consider whether particular discipline procedures should be adopted for that student and included in the I.E.P.
- C. Special needs students will be excluded from school only in emergencies and only for the duration of the emergency. In no case will a special needs student be excluded for more than ten days in a school year without a proper conference.

- D. After an emergency suspension is imposed on a special needs student, an immediate meeting of the student's I.E.P. team will be held to determine the cause and effect of the suspension, with a view toward assessing the effectiveness and appropriateness of the student's placement, and toward minimizing the harm resulting from the exclusion.
- E. The suspended student will be offered alternate educational programming for the duration of the exclusion.
- F. Jess Knapp has been designated as a grievance officer for OMSD for the 2018-2019 school year for Act 504. Contact information: Jess Knapp, Phone (870) 439-2218 or email: jknapp@omsd.k12.ar.us

DUE PROCESS

Every student is entitled to due process in every instance of disciplinary action for which the student may be subjected to penalties of suspension or expulsion. (See Ark. Stat. Ann. 80-1516)

- A. Due process is afforded to students in disciplinary cases of some magnitude such as:
 - 1. Suspension from School
 - 2. Expulsion from School
 - 3. Statement removed from student's records, and
 - 4. Clearing one's reputation.
- B. The U.S. Supreme Court ruled in 1975 that, for every suspension not exceeding ten days, the student has the right to be accorded the minimum requirements of the due process clause of the Fourteenth Amendment of the Constitution of the United States.
- C. Due process procedures will be known to all students and must comply with all state and federal laws.
- D. Each school will provide notice to students and parents of charges, hearings, and other due process proceedings. The due process rights of students and parents are as follows:
 - 1. Prior to any suspension or expulsion, the school principal or his designee shall advise the pupil in question of the particular misconduct of which he or she is accused, as well as the basis for each accusation.
 - 2. The pupil shall be given an opportunity at that time to explain his version of the facts to the school principal or his designee.
 - 3. Written notice of suspension or expulsion and the reason (s) for such action shall be given to the parent(s) of the pupil.
 - 4. Any parent(s) or legal guardian of a pupil suspended shall have the right to appeal to the superintendent of schools.

It is the stated policy of the Ozark Mountain School District that a grievance procedure, which provides for an orderly method of resolving concerns raised by an employee or patron be handled at the lowest possible administrative level. The following steps are to be used by district employees or patrons to resolve any complaint or grievance:

- 1. Attempt to resolve the matter informally by phone or conference between involved parties.
 - 2. If step one fails to resolve, the complaint will begin the grievance procedure in written form at the appropriate level of supervisory personnel.
 - 3. Any person involved in this procedure is entitled to third party representation at any level if an advance notice of five (5) days is given to both the other party and the administrator
- The following time lines are to be used. The time lines may be shortened but not lengthened unless by mutual agreement of all parties.

Inquiries concerning application of this policy may be referred to:

OMSD Grievance Officer
Jayme Jones
250 Hwy 65 S
St. Joe, AR 72675
(870) 439-2218

OZARK MOUNTAIN SCHOOL DISTRICT DISPUTE AND COMPLAINTS RESOLUTION PROCEDURE

It is the goal of the Board of the District to be responsive to the community it serves and to continuously improve the educational program offered in its schools. The Board of the District encourages the community to be actively engaged in the process and welcomes constructive input in formulating educational policy that will benefit the instruction of all students when it is offered with the intent of improving the quality of the system's educational program or the delivery of the District's services.

The board formulates and adopts policies to achieve the District's vision and elects a Superintendent to implement its policies. The administrative functions of the District are delegated to the Superintendent who is responsible for the effective administration and supervision of the District. Individuals with complaints/grievances concerning personnel, curriculum, discipline, coaching, or the day to day management of the schools need to address those complaints according to the following sequence:

1. Teacher, coach, or other staff members against whom the complaint/grievance is directed.
2. Principal.
3. Superintendent.

Other than in the few instances where statutorily allowed or required, student discipline and personnel matters may not be discussed in Board meetings. Board members shall adhere to a code of ethics that requires that individual members engage in no private action that will compromise the confidentiality of privileged information, and that board members shall remain neutral on all personnel and student matters until the Superintendent presents a recommendation to the entire Board. Individuals with complaints/grievance regarding such matters need to follow the sequence outlined above.

Unless authorized by the Board as a whole for a specific purpose, no individual Board member has any authority when acting alone. District constituents are reminded that the Board serves as jury in matters regarding student suspensions/expulsions and personnel issues which are initiated by the Superintendent. As such, individual board members must avoid responding and/or interaction on a personal level in order to maintain a neutral position in the event the student suspensions, expulsion, or personnel issues require a hearing before the entire Board. The procedure for Public Comment may be secured from the Superintendent's office.

OMSD GRIEVANCE PROCEDURE

The following steps will be used in any complaint or grievance:

Step #1—The complaint must be presented in written form within ten days (two working weeks) of the complaint to the responsible person designated as the as the grievance officer.

Step #2—The responsible person has five days (one working week) in which to investigate and respond.

Step #3—If not satisfied, the complainant may appeal within ten days (two working weeks) to the Superintendent or his designated officer.

Step #4—Response from the district officer must be given within five days (one working week).

Step #5—If the complainant is not satisfied at this level, an appeal may be made within ten days (two working weeks) to the OMSD Board of Education, which will hear the complaint at the next regular meeting or within thirty (30) calendar days. OMSD Board of education hearings shall be conducted so as to accord due process to all parties involved in the complaint such as written notice of hearing dates and specific charges, right of counsel, right to present witnesses, right to cross examine, and to present written statement. The decision of the Board shall be by majority of the members at a meeting, which shall be public.

Step #6—The OMSD Board of Education will respond to the complainant within thirty (30) calendar days.

Step #7—If the complainant is not satisfied with the OMSD Board of Education's decision, an appeal may be made, within thirty (30) calendar days after receipt of the written decision, to the State Board of Education.

GIFTED/TALENTED EDUCATION PROGRAM

Philosophy-The Ozark Mountain School District believes that the major outcome of education for gifted and talented students should be the development of each individual's unique gifts and talents. The most productive educational strategy is to help the student modify, adapt, and learn how to discover new facts for him/herself. The nature of gifted and talented students requires an education that differs in the quality of experience provided for them in order to stimulate and challenge them to a maximum achievement. The measure of a successful program for the gifted and talented will be the degree to which they have become productive responsible individuals, aware of their potential, and strong in their self-esteem.

Definition- Gifted and talented students are those young people who require differentiated educational programs and services beyond those normally provided by the regular school program in order to realize their contribution to self and society. Possession of these talents and gifts, or the potential for their development, will be evidenced through an interaction of above average academic ability, task commitment, and creative ability.

Identification Procedure:

Explanation of Intent- The appraisal of any student is a serious task and the Ozark Mountain School District feels that the appraisal process must be undertaken with utmost concern. We further maintain that it is the parent's right to be included in the various steps and appraised of the different outcomes. The district will ensure each student's civil rights and provide a district-wide guide for the nomination, appraisal, and programming of any students with special needs. A teacher, counselor, administrator, parent/guardian, or community member may identify a student who is a possible candidate for the GT Program by completing the nomination form. Self-nominations will also be accepted. Students in grades 3-12 may be nominated. Nominations will be accepted any time during the school year.

The nomination form is submitted to the GT Program coordinator or staff. The program staff informs the student of the nomination and explains the selection procedure. The coordinator notifies the parent by letter. Parents are requested to complete the parent permission form and the parent inventory form. Permission is requested to collect relevant data, administer a creativity assessment, and share pertinent data with a professional placement committee. All data collected will be confidential.

If the parents sign and return the permission form, the program coordinator and program staff will gather pertinent data and assemble this data in an informational package using the student's profile composite form. If the parents do not return the permission form, a conference will be scheduled with the parents and program staff. The nomination procedure will be explained, any parental concerns addressed, and permission from parents again requested. Data should include information concerning academics, creativity, and motivation.

The placement committee will review the informational package concerning the nominated student.

The placement committee, chaired by the program coordinator, will recommend one of the following decisions based on student needs:

- to place in the GT Program.
- not to place in the GT Program.
- to evaluate further.

The student will be notified of the committee's decision (if possible personally by the program staff). Parents will be notified by letter of the committee's decision.

If further evaluation was recommended at the initial meeting, a second placement committee meeting will be held upon completion of further evaluation.

If placement in the GT Program is recommended, parental permission must be obtained.

The program coordinator and/or program staff will share pertinent information concerning the nominated student (regardless of placement) with involved classroom teachers. This information may encourage the classroom teachers to address the student's specific needs and interests.

The program coordinator and program staff will share pertinent information concerning the nominated child with parents upon request.

The program coordinator and program staff will review the student's progress annually to update or modify the student's educational plan.

The GT Program staff will assist the classroom teacher in modifying the curriculum in the regular classroom to address the student's specific needs and interests.

Appeals Procedure of Placement Decisions

If a parent/guardian/student disagrees with the placement committee's decision, he should contact the GT Program Coordinator/Staff and present the concern. If the Program Staff cannot recommend a satisfactory change to the placement committee and the parent/guardian/student is still in disagreement with the decision, they will be asked to present a signed written appeal that follows the District policy on file.

DIGITAL LEARNING POLICY

Our virtual learning pathway will include different web based platforms that is available to all OMSD students.

The District may reject a student's request for attendance in the virtual learning program if the District's acceptance would:

- Require the addition of staff or classrooms;
- Exceed the capacity of a program, class, grade level, or school building;
- Cause the District to provide educational services the District does not currently provide; or
- Cause the District to be out of compliance with applicable laws and regulations regarding desegregation.

NOTE—Transfers into or out of the digital learning program from the traditional classroom will only be considered in December and July. Students may not transfer during a semester. All decisions made by the program administrator will be final.

HOME SCHOOLING POLICY

The Arkansas General Assembly made it possible for parents to have the option to teach their children at home rather than to send them to public or private school.

No public school student shall be eligible for home schooling if the student is currently under disciplinary action for violation of any written school policy including, but not limited to, excessive unexcused absences. These students may become eligible for home schooling by permission of the Superintendent, the disciplinary action is complete, or expulsion. (Section 2, Act 1117)

Parents are required to make this preference for home schooling known to the local school district and to file a form of intent by August 15 for the fall semester, or by December 15 for the spring semester. The Ozark Mountain School District has established the following guidelines in working with Home School families and/or accepting Home School Students into its program:

- A. Students who have been home schooled may be required to take a placement test.
- B. Parents must present a written list of subjects taught and textbooks used to the counselor or principal at the time of registration.
- C. Any student who receives home instruction will not have a letter grade entered on the permanent record. When such a student enrolls in the Ozark Mountain High School, only a “CR”, will be entered on the student’s transcript to denote Home Schooling credit courses, unless the student has a transcript or report card from an ADE accredited institution.
- D. The maximum credits that will be accepted for each year in attendance in Home Schooling cannot exceed the number of credits earned by a student enrolled in the Ozark Mountain School District during a normal two semester school year.
- E. Grade point average will be determined by dividing the accumulative number of credits earned in ADE accredited public or private school.
- F. The Ozark Mountain School District will not award a diploma to any home-schooled students who have not been in attendance at Ozark Mountain during both semesters of his or her graduation year.
- G. A student must meet all curriculum and attendance requirements of the Ozark Mountain School District to receive a diploma from any Ozark Mountain High School.
- H. No books, or other material, will be issued from Ozark Mountain High School for use in Home School study.

Extracurricular Activity Eligibility for Digital Learning and/or Home Schooled Students

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

Home-schooled students whose parents or guardians are legal residents of the school district will be permitted to pursue participation in an interscholastic activity in the student's resident school zone as permitted by this policy. Although not guaranteed participation in an interscholastic activity, home-school students who meet the provisions of this policy, AAA Rules, and

applicable Arkansas statutes shall have an equal opportunity to try out for and participate in interscholastic activities without discrimination.

The District shall abide by this policy and by the rules contained in the Arkansas Activities Association (AAA) Handbook governing interscholastic activity participation of students who are home-schooled. Areas of eligibility criteria, such as a student's age and semesters of eligibility, are the same for home-schooled and traditional students and are governed by the current AAA Handbook.

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

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

The parent of any student wishing to participate in an interscholastic activity shall mail or hand deliver a completed application form 5.19.2F to his/her child's school's principal before the signup, tryout or participation deadline established for traditional students. The Superintendent shall approve those applications which meet the enrollment application requirements identified in this policy and AAA Rules and shall deny those that don't meet the requirements.

Approved applications shall apply only for the semester in which the student enrolls in the student's resident school zone. The student shall regularly attend the class in which the student is enrolled beginning no later than the eleventh (11) day of the semester in which the student's interscholastic activity participation is desired. If the student's desired interscholastic activity begins prior to the first day of the semester in which the student is enrolled, to maintain eligibility, the student must attend the practices for the interscholastic activity to the same extent as is required of traditional students.

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

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

A student whose application for eligibility to participate in an interscholastic activity is accepted is required to enroll in no more than one course in the District's school where the student is intending to participate in an interscholastic activity. Home-schooled students shall meet the same enrollment criteria as are required for traditional students in policies 4.1—RESIDENCE REQUIREMENTS and 4.2—ENTRANCE REQUIREMENTS (School Board Policy Manual) and the parent or guardian's shall sign a form acknowledging receipt and understanding of the school's student handbook and to be bound by the applicable portions thereof.

If the student's desired interscholastic activity is associated with a specific class or course that meets during the school-day that the traditional students of the district are required to take, the

home-schooled student shall take the required class or course to be eligible for the interscholastic activity.

If the student's desired interscholastic activity is **not** associated with a specific class or course that meets during the school-day, to be eligible to participate in the student's desired interscholastic activity, the home-schooled student shall enroll in a class or course that is age and grade appropriate for the student.

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

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

ARKANSAS ACTIVITIES ASSOCIATION

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

*NOTE: For liability insurance questions please contact the school office.

SELECTION/INSPECTION OF INSTRUCTIONAL MATERIALS

The use of instructional materials beyond those approved as part of the curriculum/textbook program must be compatible with school and district policies. If there is uncertainty concerning the appropriateness of supplemental materials, the personnel desiring to use the materials shall get approval from the school's principal prior to putting the materials into use.

All instructional materials used as part of the educational curriculum of a student shall be available for inspection by the parents or guardians of the student. For the purposes of this policy, instructional materials is defined as instructional content provided to the student regardless of its format, including printed or representational materials, audio-visual materials, and materials in electronic or digital formats. The term does not include academic tests or academic assessments.

Parents or guardians wishing to inspect instructional materials used as part of the educational curriculum for their child may schedule an appointment with the student's teacher at a mutually agreeable time.

CHALLENGE OF INSTRUCTIONAL/SUPPLEMENTAL MATERIALS

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

The contesting individual may present a copy of the form to the principal and request a conference be held at a time of mutual convenience. Prior to the conference, the principal shall

consult with the teacher regarding the contested material. In the conference, the principal shall explain to the contesting individual the criteria used for the selection of the material and its relevancy to the educational program as well as any other pertinent information in support of the use of the material.

Following the conclusion of the meeting, the principal shall have five (5) working days to submit a summary of the concerns expressed by the individual and the principal's response to those concerns to the Superintendent.

If the contesting individual is not satisfied with the principal's response, the individual may, after the five (5) working day period, request a meeting with the Superintendent where the individual shall present the same Challenge to Instructional Material form previously presented to the principal. The Superintendent shall explain to the contesting individual the criteria used for the selection of the material and its relevancy to the educational program as well as any other pertinent information in support of the use of the material.

Following the conclusion of the meeting, the Superintendent shall have five (5) working days to write a summary of the concerns expressed by the individual and the Superintendent's response to those concerns. The Superintendent shall create a file of his/her response along with a copy of the principal's response and a copy of the contesting individual's Challenge to Instructional Material form.

If, after meeting with the Superintendent, the contesting individual is not satisfied with the Superintendent's response regarding the appropriateness of the instructional or supplemental material, he/she may appeal the Superintendent's decision to the Board. The Superintendent shall present the contesting individual's Challenge to Instructional Material form to the Board at the next regularly scheduled meeting along with the written responses to the challenge. The Board may elect, if it so chooses, to hear brief verbal presentations from the parties involved in the challenge.

The Board shall decide at that meeting or their next regularly scheduled meeting whether to retain the material, limit the availability of the material, or remove the material from the school. The Board's primary consideration in reaching its decision shall be the appropriateness of the material for its intended educational use.

MEDIA PUBLICATIONS

The Ozark Mountain School District may periodically publish information on individual and/or group student achievements in our schools. These publications are strictly informational in nature.

PUBLICATIONS POLICY

School sponsored publications are produced as part of the Ozark Mountain high school's district's educational curriculum to provide a supervised learning experience for journalism students and are taught as a regular classroom activity.

Truth, fairness, accuracy, and responsibility are essential to the practice of journalism. The following types of publications (articles or pictures within publications) of or by students are not authorized:

- A. Publications, or articles or pictures within such publications that are obscene as to minors as defined by state law.

- B. Publications, or articles, or pictures with such publications that are libelous or slanderous, as defined by state law.
- C. Publications, or articles, or pictures within such publications, that constitutes an unwarranted invasion of privacy, as defined by state law.
- D. Publications, or articles, or pictures within such publications that incite students, creating a clear and present danger of the commission of unlawful acts on school premises or the violations of lawful school regulations or the material and substantial disruption of the orderly operation of the school.
- E. Publications which suggest or urge the violation of lawful school regulations
- F. Hate literature that scurrilously attacks ethnic, religious, or racial groups.

In order to reserve student publications for their intended educational purpose, school officials shall retain ultimate editorial control over the determination of what constitutes responsible journalism in a school-sponsored newspaper, yearbook, or printed matter prepared by student classes or organizations for distribution to students. The publications advisor (journalism teacher) in conjunction with student editors, or other advisor of any other group producing matter for print, distribution, will determine what material shall be considered by school officials for publication. Any questionable material selected in this way shall be submitted to the building principal. The building principal shall review the material, taking into account such things as emotional maturity of the intended audience; whether the material associated the school with a non-neutral position in a political controversy; whether the material might be perceived as advocating drug or alcohol use, irresponsible sex or conduct inconsistent with the shared values of the larger community; whether the material might be hurtful or libelous to any specific individual or group of individuals.

Any material that the building principal deems to be inconsistent with the educational purpose of the publication shall be modified and resubmitted or withdrawn from consideration for publication. The decisions of the building principal shall be final, and there shall be no appeal. School officials shall direct the distribution of student publications to ensure that school operations are not disrupted.

DISTRIBUTION OF LITERATURE

The school principal or designee shall establish reasonable regulations governing the time, place, and manner of student distribution of literature.

The regulations shall:

Be narrowly drawn to promote orderly administration of school activities by preventing disruption and may not be designed to stifle expression;

Be uniformly applied to all forms of literature;

Allow no interference with classes or school activities;

Specify times and places where distribution may and may not occur; and

Not inhibit a person's right to accept or reject any literature distributed in accordance with the regulations.

The Principal, along with the student publications advisors, shall develop administrative regulations for the implementation of this policy. The regulations shall include definitions of terms and timelines for the review of materials.

All Distribution of Petitions or other printed material must be approved in advance by the principal. (The principal's sole basis for denying such distribution will be a substantial belief that possession or distribution of such materials will cause substantial disruption of school

activities because of obscene or libelous language, personal attacks or the method or time of the distribution.)

STUDENTS' RECORDS/ DIRECTORY INFORMATION

All students' educational records are available for inspection and copying by the parents of any 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 eighteen, requesting to review the student's educational record will be allowed to do so within no more than 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. The district shall receive written permission before releasing educational records to any agency or individual not authorized by law to receive and/or view the educational records without prior parental permission.

For purposes of this policy, the Ozark Mountain School District does not distinguish between a custodial and non-custodial parent with respect to gaining access to a student's records. 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 records, the parent or guardian 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, 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 file must be initiated with the building principal, with an appeal available to the Superintendent or his designee. Any appeal above that level will be subject to the procedure set out in federal law and/or regulation. 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.

PERMANENT RECORDS

Permanent school records, as required by the Arkansas Department of Education, shall be maintained for each student enrolled in the District until the student graduates or is beyond the age of compulsory school attendance. A copy of the student's permanent record shall be provided to the receiving school district upon the transfer of the student to another district.

CONTACT WITH STUDENTS ON CAMPUS

Contact by parents/visitors/volunteers

All visitors, including parent shall register first with the office to receive a visitor pass.

Contact by Non-Custodial Parents

If there is any question concerning the legal custody of the student, the custodial parent shall present documentation to the principal or his/her designee establishing the parent's custody of the student. It shall be the responsibility of the custodial parent to make any court ordered "no contact" or other restrictions regarding the non-custodial parent known to the principal by presenting a copy of a file-marked court order. Without such a court order on file, the school will release the child to either of his/her parents. Non-custodial parents who file with the principal a date-stamped copy of current court orders granting visitation may eat lunch, volunteer in their child's classroom, or otherwise have contact with their child during school hours and the prior approval of the school's principal.

Unless prior arrangements have been made with the school's principal, Arkansas law provides that the transfer of a child between his/her custodial parent and non-custodial parent, when both parents are present, shall not take place on the school's property on normal school days during normal hours of school operation.

Contact by Law Enforcement, Social Services, or by Court Order

State Law requires that Department of Human Services employees, local law enforcement, or agents of the Crimes Against Children Division of the Department of Arkansas State Police, may interview students without a court order for the purpose of investigating suspected child abuse.

In instances where the interviewers deem it necessary, they may exercise a "72-hour hold" without first obtaining a court order. Other questioning of students by non-school personnel shall be granted only with a court order directing such questioning, with permission of the parents of a student (or the student if above eighteen [18] years of age), or in response to a subpoena or arrest warrant.

If the District makes a report to any law enforcement agency concerning student misconduct or if access to a student is granted to a law enforcement agency due to a court order, the principal or the principal's designee shall make a good faith effort to contact the student's parent, legal guardian, or other person having lawful control by court order, or person acting in loco parentis identified on student enrollment forms.

In instances other than those related to cases of suspected child abuse, principals must release a student to either a police officer who presents a subpoena for the student, or a warrant for arrest, or to an agent of state social services or an agent of a court with jurisdiction over a child with a court order signed by a judge. Upon release of the student, the principal or designee shall give the student's parent, legal guardian, or other person having lawful control by court order, or person acting in loco parentis notice that the student has been taken into custody by law enforcement personnel or a state's social services agency. If the principal or designee is unable to reach the parent, he or she shall make a reasonable, good faith effort to get a message to the parent to call the principal or designee, and leave both a day and an after-hours telephone number.

RELIGION IN THE SCHOOLS

The First Amendment of the Constitution states that "Congress shall make no law respecting the establishment of religion, or prohibiting the free exercise thereof..." As the Supreme Court has stated (*Abington School District v. Schempp*, 374 U.S. 203) the Amendment thus, "embraces two concepts—freedom to believe and freedom to act. The first is absolute but, in the nature of things, the second cannot be." Therefore, it is the Board's policy that the school system, as an agency of the government, shall be neutral in matters regarding religion and will not engage in

any activity that either advocates or disparages religion. The District shall assume no role or responsibility for the religious training of any student.

The need for neutrality does not diminish our school system's educational responsibility to address the historical role of religion in the development of our culture. Since we live in a diverse society, the District's goal shall be to address the subject of religion objectively in such a way that it promotes an understanding of, and tolerance for, each other's religious or non-religious views.

Discussions concerning religious concepts, practices, or disciplines are permissible when presented in a secular context in their relation to an inclusive study of religion or to the study of a particular region or country. The discussions shall be so that they are objective and academically informational and do not advocate any particular form of religious practice.

Instructional activities in the schools that are contrary to a pupil's religious beliefs or teachings shall be optional.

Students and employees may engage in personal religious practices, such as prayer, at any time, and shall do so in a manner and at a time so that the educational process is not disrupted.

STUDENT PARTICIPATION IN SURVEYS

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

1. political affiliations;
2. mental and psychological problems potentially embarrassing to the student or his family;
3. sex behavior and attitudes;
4. illegal, anti-social, self-incriminating, and demeaning behavior;
5. critical appraisals of other individuals with whom respondents have close family relationships;
6. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. religious practices, affiliations, or beliefs of the student or student's parent; or
8. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

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

Section Three: Parents or guardians wishing to inspect a survey, analysis, or evaluation shall be able to do so in the administrative office of the administering school where the surveys shall be available for inspection for a period of ten (10)* days (regular school days when school is in session) after the notice of intent to administer the survey is sent. Included in the notice shall be information regarding how the survey or questionnaire will be administered; how it will be utilized; and the persons or entities that will have access to the results of the completed survey or questionnaire. Parents may refuse to allow their student to participate before or after reviewing the survey or questionnaire.

The requirements of sections one, two, and three of this policy do not apply to a survey administered to a student in accordance with the Individuals with Disabilities Education Act (IDEA).

Section Four: Prior written parental permission is required before any survey or questionnaire (not including tests mandated by state or Federal law or regulation and standardized scholastic achievement tests) is administered to a student the responses to which are to be provided to a person or entity other than another public school, school district, or any branch of the Federal Government and which requests or requires a student to provide any of the eight (8) categories of information listed above and/or the following; (a) a student's name; (b) the name of the student's parent or member of the student's family; (c) the address, telephone number, or email address of a student or a member of a student's family; (d) a personal identification number, such as a social security number, driver's license number, or student identification number of a student or a member of the student's family; (e) any information, the disclosure of which is regulated, or prohibited by any other state or federal law or regulation.

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

SCHOOL ORGANIZATIONS

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

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

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

Fraternities, 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.

SEARCH AND SEIZURE

1. Ozark Mountain School District will create and maintain a climate in the school that assures the safety and welfare of all students.
2. Desks, lockers, and other storage facilities are the property of the school and remain at all times under the control of the school. School authorities may conduct or supervise law enforcement officials in periodic inspections at any time for any reason related to school administration.
3. A search will also be conducted when a reasonable suspicion exists that stolen items, items prohibited by law, items prohibited by school policy, or items which in any way threaten the safety, health, or welfare are contained within desks, lockers (backpacks are considered lockers), automobiles, or on an individual person.
4. Searches of person(s) will be conducted by the school principal or designee of the same sex as the student if the investigation so warrants. An adult witness of the same sex as the student will also be present.

***NOTE:** Sniff dogs will be brought on campus periodically, and may be brought to the lockers, classrooms, parking lots, etc.

FIRE DRILL PROCEDURE

Fire drills are necessary for two reasons:

1. They are required by law.
2. The student must know how to leave the building quickly, and safely. During fire drills, the student will **WALK** as fast as traffic will allow, but will never run and will remain silent.

The student can expect at least one fire drill each month.

TORNADO DRILL PROCEDURE

- A. When alarm is sounded, students move quickly into designated areas.
- B. Teachers shall check student roll.
- C. Students shall remain in designated area until an all clear bell sounds.
- D. Conducted at least four times a year.

ELEMENTARY SCHOOL SECTION

Attendance

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

Honor Roll

Elementary Honor Roll will be determined at the end of each nine week marking period. To be on the "All A Honor Roll," a student must have all A's during the nine week period. To be on the "A/B Honor Roll," a student must have all A's and B's during the nine week period.

Promotion/Retention/Course

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 Ozark Mountain 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 of students shall be based on the following criteria: (a) a passing score of a "D" or better in core areas of math and literacy for the first and second semesters, (b) attendance, and (c) grade level readiness.

Failure to meet the criteria may result in retention.

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.

A student who does not make the state cut-off score on the State Mandated Exam shall require an Improvement Plan. Each plan shall be developed by school personnel and the student's parent(s) and shall be designed to assist the student in attaining the expected achievement level. A student failing to participate in their improvement plan will result in retention.

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).

Kindergarten Report Card grades will be given as S, U or N.

Elementary Grading:

90-100 A S-satisfactory

80-89 B U-Unsatisfactory

70-79 C N-Needs Improvement

60-69 D

59-Below F

Grades will not be weighted for students.

ELEMENTARY FIELD TRIPS

Taking a school field trip is a very beneficial instructional strategy of teaching, but school trips take students out of their classroom during instructional time, so it is important that students who participate in school trips have passing grades. Students who participate in school trips are also representatives of their school, so consideration of self-discipline plays a part in consideration of school trip participation.

Field trips are permitted when justified and approved by the principal. No student will be allowed to leave school on any trip without parental consent. The classroom teacher is responsible for distributing and collecting field trip permission forms.

EXTRACURRICULAR ACTIVITIES – ELEMENTARY

A student may lose his/her eligibility to participate in extracurricular activities when, in the opinion of the school's administration, the student's participation in such an activity may adversely jeopardize his/her academic achievement. Students may also be denied permission to participate in extracurricular activities as a consequence of disciplinary action taken by the administration for inappropriate behavior.

HIGH SCHOOL SECTION

COURSE REQUIREMENTS

All students, including seniors, must be enrolled and attend school for a full day. College or Technical Center courses taken for concurrent high school credit will also fulfill course requirements. Any exceptions to this will be on a case by case basis reviewed by the superintendent.

SCHEDULE CHANGES

No schedule changes will be made after the designated one-week period except those initiated by a teacher's recommendation to the principal and counselor. or counselor will start a change for a legitimate need. In some cases, the student may also be required to obtain parental approval. Finally, the changed schedule is returned to the counselor. Only then does the student begin going by the new schedule. Failure of the student to obtain permission at any point in procedure renders the change unauthorized and the original schedule stays in force.

CLASS STANDING

- A. A student with fewer than 6 credits will be considered a freshman
- B. A student with 6 credits but fewer than 12 credits which includes one full credit of ninth grade English will be a sophomore.
- C. A student with 12 credits but fewer than 16 credits which includes one full credit of ninth and tenth grade English will be a junior.
- D. A student with 16 credits or more will be a senior.

GRADES AND CRITERIA FOR CLASS RANK

The following grading scale will be used in grades 7-12: A=90-100; B=80-89; C=70-79; D=60-69; F=00-59

HONOR ROLL

Honor Roll will be determined at the end of each nine week marking period. To be on the “All A Honor Roll,” a student must have all A’s during the nine week period. To be on the “A/B Honor Roll,” a student must have all A’s and B’s during the nine week period.

Criteria for rank-in-class and grade point calculation at Ozark Mountain high schools are as follows:.

Rank-in-class and grade point average are based on semester grades only.

Rank-in-class is placed on students’ records and transcripts as a fraction with the numerator being the student’s rank from the top of the class and the denominator being the number of students in the class. Grade point average is also posted on transcripts to the nearest thousandth.

Rank-in-class uses the following scale for determining grade point average in regular courses:

A=4 points B=3 points C=2 points D=1 points F=0 points

Rank-in-class uses the following scale for determining grade point averages in AP/IB courses, providing the student takes the AP/IB Exam at the end of the course:

A=5 points B=4 points C=3 points D=2 points F=0 points

AP Exam Policy – Students taking AP Courses must take the AP Exam at the end of the course in order to receive weighted credit.

GRADUATION REQUIREMENTS

It shall be the policy of the Board of Education that:

- A. Twenty-four (24) credits are required to graduate. Only one of these may be in Physical Education.
- B. ½ unit of technology
- C. A unit of credit shall be defined as the credit given for a course that meets for a minimum of 120 clock hours.
- D. All students will participate in the Smart Core curriculum unless the parent or guardian waives a student’s right to participate. To waive this right, parents or guardians must sign informed consent documents provided by the Arkansas Department of Education, which will then be attached to the student’s permanent transcript and follow the student if he/she transfers to another district. In the case of a waiver, the student will be required to participate in the Core. Students/Parent desiring to change their choice of curriculum will

be allowed to do so provided the required course of study can be completed by the end of the senior year.

Students and parents in grades 6-12 will be informed of the Smart Core curriculum and graduation requirements in various ways, including the student handbook, newsletters, class sessions, parent-teacher conferences, P.T.A, mail-outs, and the school website.

All graduation requirements should be met at least 48 hours prior to the day of graduation to participate in the graduation ceremony.

Foreign exchange students may only receive a certificate of completion.

HONOR GRADUATES

Ozark Mountain high school honor graduates will be those students who have earned an overall G.P.A. of 3.25 or above and have fulfilled the Smart Core graduation requirements.

Honor graduates will be entitled to wear an honor stole or cord during graduation ceremonies and be recognized in the program.

The honor student who has earned the **highest** GPA after completing all graduation requirements, who has been enrolled continuously in a public school in grades 9 through 12 **OR** has transferred at least 15 academic credits from an accredited public, private, or parochial school, **AND** has been in an Ozark Mountain high school for any portion of four consecutive semesters shall be the **valedictorian** of his/her graduating class. The salutatorian shall be the honor graduate who meets the same criteria but has the second highest GPA

In case of an exact tie in class rank for either valedictorian or salutatorian, all honor students with the tied rank will be awarded the honor.

For purposes of determining honor positions, rank in class and grade point average are calculated at the midterm of the senior year for all credit courses.

SMART CORE CURRICULUM

English – 4 units

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

Mathematics – 4 units; One unit must be taken at 11th or 12th grade (or 3 units of math and 1 unit of Computer Science*)

- Algebra I or First Part and Second Part Algebra I (Grades 7-8 or 8-9)
- Geometry or First Part and Second Part Geometry (Grades 8-9 or 9-10)
- Algebra II
- Fourth Math--Choice of: Advanced Topics and Modeling in Mathematics, Algebra III, Calculus, Linear Systems and Statistics, Mathematical Applications and Algorithms, Pre-Calculus, or an Advanced Placement mathematics; or Computer Science*

Natural Science – 3 units with lab experience (or 2 units with lab experience and 1 unit of Computer Science*)

- Biology (1 unit)

Two units from the following options:

- Physical Science
- Chemistry
- Physics or Principles of Technology I & II or PIC Physics
- Approved Computer Science*- 2 units; a maximum of 1 computer science credit may count for this requirement

Social Studies – 3 units (see note beside economics)

- Civics – ½ unit
- World History – 1 unit
- American History – 1 unit

Oral Communication – ½ unit

Physical Education – ½ unit

Health and Safety – ½ unit

Economics – ½ unit (may be counted toward Social Studies or Career Focus)

Fine Arts – ½ unit

Career Focus – 6 units

each high school student shall be required to take at least one digital learning course for credit to graduate.

(Comparable concurrent credit may substituted where applicable)

*Computer Science-(optional) A flex unit of an approved Computer Science may replace the 4th math requirement or the 3rd science requirement. Two distinct units of the approved computer science courses may replace the 4th math requirement and the 3rd science requirement. If the 4th math requirement and the 3rd science requirement have been met through other coursework, any of the computer science courses may be used for career focus credit.

CORE CURRICULUM

English – 4 units

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

Mathematics – 4 units (or 3 units of math and 1 unit of Computer Science*)

- Algebra I or its equivalent
- Geometry or its equivalent
- All math units must build on the base of algebra and geometry knowledge and skills.
- Or approved Computer Science

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

Science – 3 units (or 2 units with lab experience and 1 unit of Computer Science*)

- At least one unit of Biology

- At least one unit of a physical science
- Or approved Computer Science

Social Studies – 3 units (see note beside economics)

- Civics – ½ unit
- World History – 1 unit
- American History – 1 unit

Oral Communication – ½ unit

Physical Education – ½ unit

Health and Safety – ½ unit

Economics – ½ unit (may be counted toward Social Studies or Career Focus)

Fine Arts – ½ unit

Career Focus – 6 units

Each high school student shall be required to receive at least one digital learning course credit in order to graduate.

(Comparable concurrent credit may substituted where applicable)

*Computer Science-(optional) A flex unit of an approved Computer Science may replace the 4th math requirement or the 3rd science requirement. Two distinct units of the approved computer science courses may replace the 4th math requirement and the 3rd science requirement. If the 4th math requirement and the 3rd science requirement have been met through other coursework, any of the computer science courses may be used for career focus credit.

EARLY GRADUATION REQUIREMENTS

In accordance with Act 275 of 1997, any student who is enrolled in Ozark Mountain High Schools and has earned the number of credits required by the school district for graduation shall be eligible to graduate without regard to grade level the student is enrolled in at the time such credits are earned. Early graduation will result in forfeiture of Senior privileges (Senior prom)

TEST EXEMPTION POLICY

Students in grades 7-12 may be exempt from final tests each semester if they meet the following conditions:

Students must maintain a “B” semester average with no more than three absences in the semester (per class). For exemption purposes only, three (3) tardies in a class will count as one absence. Students must have had no more than one disciplinary referral to the principal during the semester.

Even if qualified for exemption, students are strongly encouraged to take semester tests in order to improve their grades and to obtain experience in studying for midterm and final college exams. If an exempt student does elect to take a semester test, his test score will only be counted if it results in an increase in the overall course grade.

Students with two or more tests must attend those classes in between the test periods. Students may leave after their last test is completed, providing they have a parent’s permission and the permission of the school. Students must take their tests during the scheduled times. Students

who need to test early due to family emergencies or extenuating circumstances must let the administration know five days in advance, so arrangements can be made with teachers to prepare tests.

Some classes may require special projects that will not allow for exemptions. All students will be required to participate in these.

Students who are exempt from all semester tests will not be required to attend school on the day designated by the administration as a review day.

NOTE: State guidelines may supersede this policy.

PROMOTION/ RETENTION POLICY – SECONDARY

The junior high core curriculum courses will be defined as follows: English, mathematics, social studies, and science. In order to be promoted into the next grade, a seventh or eighth grader must do the following: have a passing grade in at least three of the four core curriculum classes. The passing grade will be determined by using an average of the two semester grades.

If a student does not meet the criteria established for promotion, he/she may obtain credit from an approved summer school for any or all subjects at the rate of one semester's credit for each subject taken in summer school or correspondence program. The parent must check with the administration to determine if the summer school or correspondence program is accredited.

If the student receives summer credit that brings his pass rate up to the requirements of the OMSD, he or she will be promoted. If the necessary summer credits are not obtained, the student will be retained.

Each school in the Ozark Mountain School District shall notify, in writing, parents/guardians, and students of the criteria for promotion of students to the next grade. Parents or guardians shall be kept informed of their students' progress in a timely manner. Parent-teacher conferences are encouraged and may be held as necessary in an effort to improve a student's academic success.

A disservice is done to students through social promotion. Promotion or retention of students shall be primarily based on their ability to succeed in the next grade. 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.

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.

Students who do not score proficient or above on their grade level State Mandated Exams shall be required to participate in an Improvement Plan. Each Improvement Plan 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.

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 Improvement Plan which may include additional opportunities to retake the measurement.

The failure of a student to participate in his/her improvement plan may result in retention. 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.

CONCURRENT/CORRESPONDENCE/WEB CT COURSE POLICY

Correspondence work will be accepted at Ozark Mountain high schools under the following conditions:

Concurrent Credit: A ninth through twelfth grade student who successfully completes a college course(s) from an institution approved by the Arkansas Department of Education shall be given credit toward high school grades and graduation at the rate of one high school credit for each three (3) semester hours of college credit. Unless approved by the school's principal, **prior to enrolling for the course**, the concurrent credit shall be applied toward the student's graduation requirements as an elective.

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

Correspondence/Web CT work may only be taken as makeup work, and then only when all other options have been exhausted. The student must make every effort to take courses in residence before correspondence work may be considered. Correspondence/Web CT courses may be taken to make up previously failed courses, but not in lieu of those courses. Exceptions to this rule include courses which the student wishes to take for enrichment that are not offered at school and courses which the student needs but cannot take at school due to a scheduling conflict.

Students who wish to enroll in a correspondence/Web CT study course and apply that course work toward graduation must receive prior approval from the counselor and principal.

ALTERNATIVE LEARNING ENVIRONMENT (ALE)

The purpose of the Alternative Learning Center is to provide the academically and/or behaviorally challenged student an alternative way to attain his high school diploma or G.E.D. Each student shall have an Individualized Education Plan to allow him the best chance at academic success using his individual learning styles. ALE students are required to follow Searcy County Alternative School academic and disciplinary guidelines. These guidelines, rules and procedures will be explained to both parent and student in the ALE Placement Meeting. Students in ALE will have the option of taking vocational courses at the Leslie campus only. Participation in extracurricular activities will be determined at the discretion of the ALE director in collaboration with the individual school principal.

Referrals - Teachers, students, parents, counselor, or principal may request admission to the ALC on behalf of the student by either written or verbal request. The reasons for this request must be stated. The number of ALE positions are limited so the request does not guarantee placement.

Placement Committee - The ALE Coordinator, High School Principal, teacher, and Counselor shall make up the Placement Committee.

Reasons for Possible Placement: Student must exhibit at least two of the following.

1. The student is at risk of dropping out of school.
2. The student is at risk of failing course (s).
3. The student is significantly deficient in credits toward graduation.
4. The student's conduct inhibits participation in the regular classroom.
5. The student has accrued excessive absences.
6. Other reasons as stated in the referral.

Parent Notification - Parents will be notified by letter or phone of Placement Committee conferences and recommendations.

Classroom Reentry Process - Students will be reviewed throughout each grading period. Reentry to the regular classroom will take place upon recommendation of the ALE Coordinator for review by the Placement Committee and classroom teachers. Final recommendation will be made by the Placement Committee.

EXTRACURRICULAR ACTIVITIES

Extracurricular activities are defined as: any school sponsored program where students from one or more schools meet, work, perform, practice under supervision outside of regular class time, or are competing for the purpose of receiving an award, rating, recognition, or criticism, or qualification for additional competition.

It shall be the policy of the Board of Education that the district will adhere to the requirements established by the Arkansas Activities Association in regard to:

1. extracurricular and non-instructional activities and their place in the school program;
2. limit and control interruptions of instructional time in the classroom and the number of absences for such activities;
3. requirements that students must meet to be eligible to participate in extracurricular activities. Beginning with second semester 7th grade; Students must maintain a 2.0 GPA per semester each year.
4. In addition students with an IEP must adhere to the eligibility requirements as detailed in the AAA handbook.

Note: It shall NOT be the policy of the Ozark Mountain School District to establish an SIP program in order to establish extracurricular eligibility.

MOTOR VEHICLES REGULATIONS

A. For the safety of school patrons, a 5 M.P.H. speed limit for vehicles is enforced on the Ozark Mountain School campuses at all times. Drivers will observe safety and courtesy in their driving habits. Driving in a reckless or hazardous manner is prohibited and will result in a temporary or permanent loss of campus driving privileges, plus other appropriate punishments.

B. Vehicle Registration - All vehicles driven by students must be registered in the principal's office before students may bring vehicles on campus. This registration will include name and address, description of vehicle, license plate, proof of driver's license, proof of insurance, and parent's permission. If a student drives more than one vehicle to school, she/he must have each vehicle registered in the principal's office. Any misuse of a vehicle will result in loss of the use of the vehicle on the Ozark Mountain School campuses.

- C. Student drivers **must not** be tardy to school. Excessive tardiness will result in suspension from driving for the remainder of the school year, plus normal punishments for tardiness.
- D. It is understood that there is no expectation of privacy in vehicles in parking areas. Drivers of vehicles parked on a school campus will be held accountable for illegal substances or any other item prohibited by District policy, which is found in their vehicle.
- E. Please allow two (2) working days notice for paper work to take the drivers exam.

CLOSING REMARKS

This handbook is not intended to be all-inclusive. It does not and cannot contain all of the rules, regulations, and procedures that are needed for the efficient and effective function of the Ozark Mountain School District. New information will be disseminated, and new rules will be made, as new situations occur, or mandates are issued by the State Department of Education.

It is our wish that each student at this school conduct himself/herself in a way that will be acceptable to all concerned.

We are all here for one purpose and that is to see that each of you receive an education that will allow you to develop to your fullest potential and to ensure your mental and physical growth, which in turn will insure your future happiness.

*Revised July 2018 by the Handbook Committee. Approved by the Ozark Mountain School Board at July 16, 2018 meeting.