

# Hackler Intermediate School

Principal: Allyson Dewey

Assistant: Kevin Roach

Assistant: Kristi Majors

**Game On**  
Find the Champion in you!



**2020-2021 School Year**

965 West Rd, Mountain Home, AR 72653

Phone: 870.425.1288 Fax: 870.425.1290

# Hackler Intermediate School

## Student/Parent Handbook

2020-2021

### Hackler Administration

Allyson Dewey, Building Principal

Kevin Roach, Assistant Principal

Kristi Majors, Assistant Principal

### District Administration

Dr. Jacob Long, Superintendent

TBD, Assistant Superintendent

Jill Czanstkowski, Director of Special Education Services (6 through 12)

Gwen Benton, Director of Special Education Services (Pre-K through 5)

Dr. Dana Brown, Director of Federal Programs

Leah Cotter, Business Manager

Chris Knight, Director of Auxiliary Services

Ron Czanstkowski, Director of Student Services

Paul Bellnap, Supervisor of Transportation

Steve Mendleski, Director of Technology

Greg Jones, Maintenance Supervisor

Rita Persons, ESL

Christy Neighbors, Dyslexia

### Board of Education

Jason Schmeski

Bill Wehmeyer

Arnold Knox

Barbara Horton

Neal Pendergrass

Daniel Smakal

Lisa House

## School and Community Directory

### Hackler Intermediate School

Principal: Allyson Dewey .....	425-1288
Assistant Principal: Kevin Roach .....	425-1288
Assistant Principal: Kristi Majors .....	425-1288
Counselor: Kristyn Goodwin .....	425-1288
Counselor: Tina Killian .....	425-1288
School Nurse: Wendy Blount .....	425-1288
School Secretary: Angie Wilhite. ....	425-1288
School Secretary: Michelle McCarn .....	425-1288
School Secretary/Registrar: Robin Queen.....	425-1288
Food Service Coordinator: Pam Burns.....	425-1225
Transportation: Paul Bellnap.....	425-1240

Hackler Intermediate School Web Site ..... <http://hackler.mhbombers.com>

District Website..... <http://mhbombers.com/>

### Emergency School Closing Information:

District Website ..... <http://mhbombers.com> click on tab about and look for closing & cancellations

KTLO .....	97.9 FM
KPFM .....	105.5 FM
KKTZ .....	107.5 FM

### Emergency Numbers:

Emergencies only .....	911
City Police .....	870-425-6336
Baxter Co. Sheriff .....	870-425-2400
Hospital Operator .....	870-508-1000
Poison Control Center .....	1-501-661-6161
Suicide Hotline .....	1-800-482-1500
Drug Abuse Hotline .....	1-800-662-4357
Rape Crisis Hotline .....	870-424-7273
Child Abuse Hotline .....	1-800-482-5964
Runaway Hotline .....	1-800-231-6946

### Referral Information:

Baxter Co. Health Dept.....	425-3072
Dept. of Human Services .....	425-6011
Juvenile Services Office .....	425-3840

# Mountain Home Public Schools



## Committed to Excellence in Education... Every Student – Every Time!

### We believe in:

- Cultivating and supporting lifelong learners.
- Challenging every student to his or her highest potential.
- Partnering with home, school, and community for student success.
- Acknowledging that students must share in the responsibility for learning.
- Preparing students to be contributing citizens in the 21<sup>st</sup> Century.
- Practicing good citizenship among students and staff.
- Providing a safe, nurturing, and orderly environment as an essential part of learning.

## Preface

This handbook has been prepared primarily for the benefit of the students and parents involved with Hackler Intermediate School. The information contained in it should help all concerned with the organization and structure of our school. This handbook cannot answer all questions that might arise concerning Hackler Intermediate School; however, it will serve as a guide for students, teachers, and parents.

AR Code 6-18-222(a)(3) refers to parents and/or guardians provided a copy of attendance policies at the first of year and signing a statement. All parents/guardians of [Hackler Intermediate School](#) students will have the opportunity to acknowledge receipt of homework, medication, discipline, attendance, bus, as well as procedures when completing annual registration papers. The acknowledgement statement will be:

“I have received or chose to view it on the school web site the student-parent handbook grades 3-5 complete with homework, medication, discipline, attendance, bus policies, and procedures for the 2020-21 school year for my student”

**Parents/Guardians will be asked to complete registration forms upon registering their student or in the first of the year packets. All policies can be found in this publication of the parent/student handbook or in the Mountain Home Public School’s district handbook. Should a parent/guardian need additional information, he/she can visit [www.hackler.mhbombers.com](http://www.hackler.mhbombers.com) or contact Hackler’s main office at 425-1288.**

## Hackler Mission Statement

Committed to Excellence in Education

### Motto

Every Student – Every Time!

### School Name

Hackler Intermediate School was named after the late Mr. Robert and Evelyn Hackler.

### Accreditation

Hackler Intermediate School is fully accredited by the Arkansas Department of Education (ADE).

## Mountain Home PTO Parent-Teacher-Organization

MH PTO volunteers work in close cooperation with principals, teachers and the community:

1. To make public education more effective for the pupils, the school and the community.
2. To assist the professional staff in their responsibilities of giving needed services to students.
3. To enrich the experience of pupils beyond what is available in school.
4. To build a better understanding of schools and their programs among citizens, and to stimulate widespread support for public education.

### MH PTO Board Officers

District Coordinator

Dana Brown, 425-1215 [dbrown@mhbombers.com](mailto:dbrown@mhbombers.com)

President

Leah Coleman

Vice President

Regan Leslie

Recording Secretary

Megan Terry

Treasurer

Jennifer Holmes

Media

Jana Gaston

### Building Coordinators

Kindergarten

Jana Gaston

Codi Kanatzer

Nelson Wilks Herron

Cynthia Dover/Shauda Goodwin

Emily Zehm/Sarah Edwards

Hackler Intermediate

Julie Tilley/Hannah McKelvey

Brenda Eaton

Pinkston Middle School

TBD

Mountain Home Junior High

TBD

MH Career Academies

TBD

Guy Berry

TBD

### Office Hours

The Hackler offices are open on all regular school days from 7:30 a.m. to 4:00 p.m.

All parents, community, and guests are asked to report directly to the main office upon arrival to campus. The Mountain Home Public School District uses the Raptor visitor management system for school security at each campus. Visitors will be asked upon arrival to provide identification which will be scanned to monitor school visitors. Thank you for assisting in making our school safe for all students!

## Hackler Intermediate School Daily Schedule

- Start Time: School opens at 6:30 a.m. (Students that arrive before 7:30 are asked to report to the 3rd/4th grade carloading drop off area). Students are to report to the cafeteria if they will be eating breakfast and will stay there until the 7:50 bell rings. Otherwise, all other students will report to the gym, find their teacher's name along the wall, and sit with the class until the 7:50 a.m. bell rings.
- Breakfast will be served from 7:30 to 7:50 a.m.
- Morning bell rings at 7:50 a.m.
- Tardy bell rings at 8:00 a.m.
- If you arrive after the 8:00 a.m. bell, please escort your child to the front office and fill out a tardy slip. The student will turn the tardy slip into their homeroom teacher.
- Lunch Times: 3rd grade 10:50-11:20; 4th grade 11:30- 12:00; 5th grade 12:10-12:40
- Dismissal Time: Dismissal time will be 3:10 p.m. for car and bus riders.

## Hackler Intermediate School Staff

### 3rd Grade Teachers    Room

Mrs. C. Bogy	403
Mrs. M. Griffin	408
Mrs. S. Ifland	218
Mrs. S. Ingle	405
Mrs. M. Kohler	407
Mrs. A. Medley	406
Mrs. L. Newton	220
Ms. T. Pickett	217
Ms. N. Prentiss	401
Ms. W. Spivey	404
Ms. A. Vann	402
Mrs. A. Wescoat	215

### 4th Grade Teachers    Room

Mrs. J. Ables	205
Mrs. S. Belk	304
Mrs. J. Carter	206
Mrs. M. Clarke	302
Ms. K. Ducker	306
Mrs. T. Goeke	209
Ms. S. Hoffmann	301
Ms. E. Jordan	308
Mrs. L. Kincade	305
Mrs. C. Perkins	303

Mrs. M. Corp 307  
Mrs. K. Swearingen 210

5th Grade Teachers                      Room  
Mrs. J. Beck 506  
Mr. Z. Holmes 608  
Mr. K. Kanatzar 507  
Ms. C. Morris 604  
Mrs. C. O'Brien 509  
Mrs. M. Pope 504  
Mrs. J. Roper 508  
Mrs. B. Villiger 605  
Mrs. T. Webers 603  
Mrs. C. White 606  
Mrs. B. Wilhite 607  
Mrs. S. Williams 503

Support Staff                                      Room  
Ms. S. Adams 219  
Mrs. K. Bailey 514  
Ms. S. Bentley 521  
Mrs. J. Bryant 601  
Mrs. B. Camp 501  
Ms. K. Caton 514  
Mrs. S. Clement 213  
Officer Day 517  
Mrs. J. Ethridge 208  
Mrs. S. Estes 144  
Mrs. J. Ethridge 208B  
Mrs. M. Gauld 211  
Ms. S. Goldsmith 516  
Mrs. T. Harper 518  
Mr. B. Hendricks 43  
Mrs. M. Horn 216  
Mrs. J. Jackson 211  
Mrs. L. Jackson 512  
Mrs. J. Lawrence 505  
Mrs. R. Morrison 221  
Mrs. D. Norcross 510  
Mrs. K. Orick  
Mrs. M. Parrack 222B  
Mrs. M. Partney 214  
Mrs. A. Plumlee 502  
Mrs. M. Steiner 144

Secretaries  
Mrs. M. McCarn  
Mrs. R. Queen  
Mrs. A. Wilhite

Custodial  
SG360

Nurse  
Wendy Blount



Mrs. L. Strider	207
Mrs. A. Thomas	222A
Ms. S. Upshaw	231
Ms. B. Weliver	516

## Visitors

Parents are welcomed visitors for lunch at any time. Teachers welcome visitors to attend many classroom events, so be looking for those invitations. Our school has a system to protect your children. It is called V-soft by Raptor. V-soft helps track visitors, students, faculty, contractors and volunteers at our school, thus providing a safer, more monitored environment for the students. When visitors, volunteers, or contractors check-in, or parents come to pick up students, they will be asked to present a valid state issued ID for entering into the system. The system has the ability to provide alerts on people who may jeopardize the safety of the campus. We feel certain that this will help us keep our campus a little safer, and we ask for your cooperation in presenting your valid state issued ID when checking in at the school. Thank you in advance for your help in this matter.

**\*\*Please note during standardized testing time, due to time constraints we will have no lunch visitors during testing. We must give every student the opportunity to do their best with limited distractions. Thank you in advance for allowing your student to be the best they can be**

- Visitors are permitted to go only where they have signed in to visit
- Due to student privacy concerns, please do not take pictures of other people's children in our building.
- Please refer to Board Policy 6.4 and 6.5 in the district handbook for additional information.
- School-age children not enrolled in Mountain Home Public Schools are not permitted to ride buses or attend classes during the school day.

## Dismissal of Students

- Parents must sign students out in the office anytime they leave school before regular dismissal time.
- If a child is picked up before the dismissal bell, it will be considered an early dismissal (afternoon tardy) and will count against perfect attendance. Hackler dismisses at 3:10 PM.
- To minimize traffic problems, maximize office efficiency, and allow for educational closure, non-emergency early pick-ups will be discouraged during the final 30 minutes of school. Please make arrangements with this in mind.
- Unless a court has indicated otherwise by custody papers, we will release a student only to the parent (s) or emergency contacts indicated on the enrollment form. Photo identification will be required. The school must have on file a copy of the legal custody papers on file before preventing a restricted person from **visitation** or taking the child from school. We cannot accept the word of one parent over another without legal authority.
- People, other than parents, must have a certificate of guardianship on file in the office for children to enroll in school here.
- Parents must send a note to the teacher if the student is to go home in some way other than the normal method.

- Students who are to spend the night with a friend must have a parent note. They will not be permitted to call home to get verbal permission.
- The telephone at school is a business phone. Students will not be allowed to use the phone except in an emergency.

## Bus Service

Rules and regulations concerning student conduct on the bus will be issued to all riders by the transportation department. Bus discipline is located on page 31.

## Car Rider Information

### Early Drop Off

Any students needing dropped off early may arrive between 6:30 a.m. to 7:30 a.m. Students may only be dropped off on the east side of the building (3rd and 4th grade) and enter door #11.

### Regular Drop Off

3rd & 4th Grade students need to be dropped off on the east side of the building and enter door #11 from 7:30 a.m. to 7:50 a.m. Between 7:50 a.m. to 8:00 a.m. 3rd grade students may enter through door #11 and 4th grade students may enter through door #13

- 5th Grade students need to be dropped off in front of the building and enter door #2 or door #3
- Drop off time is 7:30 a.m. to 7:50 a.m. for all students
- Keep cars moving so that 14 cars can unload at a time

### Pick Up

- All students need to be picked up in the same location as they are dropped off.
- Students are dismissed at 3:10 p.m.
- Keep cars moving so that 14 cars can load at one time.
- Students that are not picked up by 3:30 p.m. will be waiting in the office.
- Due to safety concerns, we request that Hackler students do not walk or ride bicycles to and from school.

## Flight Crew

### After School Care

- Location: Hackler, Grades 3-5
- Hours: 3:20- 6:00 pm
- Days of Operation: 178 days a year- School Calendar\*
- The Flight Crew will be open during early dismissal days from 2:00- 6:00
- Cost: \$ 5.00 a day
- For additional information contact: Debbie Atkinson, Director 870-1256 or 870-421-3497

## Emergency Closing

In the event that emergencies arise that might affect any individual building or the entire school system, such as excessive snow, the Superintendent is empowered to declare an emergency and close those schools affected. School closings will be announced by phone or text message sent through the district's Connect 5 Messaging Center System from Mountain Home Public School Superintendent, Dr. Jacob Long. School closings will be announced on all local radio stations. Parents may pick up students at school any time after the Superintendent has announced the closing of school. Please DO NOT call teachers, principals, or the superintendent to inquire about closings.

## Documents Needed For New Enrollment Into District

At the time of enrollment parents will be asked to fill out the appropriate paperwork. Essential School personnel will immediately copy your documents and return your originals.

Prior to the child's admission to a district's school:

1. Ark Code 6-18-208(a) states 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. Student Social Security Numbers are not made available to the public (Ark Code 6-18-208(d)).
2. Ark Code 6-18-208(b) states 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 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. United States military identification; or
  - G. Previous school records (refer to MH School Board Policy 4.2 – Entrance Requirement(s))

## Transfer Students

AR Code 9-28-205(d) the district policy determines the proper placement of transfer students. MH School Board Policy 4.4 (MH)-Student Transfers determines the proper placement for awarding/granting/assignment of credit for students transferring from an accredited school, non-accredited school, and from homeschool.

## Withdrawal from School

Parents of a student intending to withdraw from school should notify the office of their intention to withdraw at least one day before the final day of attendance. All library books, textbooks, and other materials checked out to the students must be turned in and lunch charges paid so that student records can be transferred to the next school without a statement of debt.

## Student School Records and Educational Records

1. The Family Education Rights and Privacy Act of 1974 (Public Law 93-380) states in part that “all academic and personal records pertaining to individual students are confidential and can only be inspected by students, parents, and school officials.”
2. Parents of students may inspect these records and challenge any records that may be misleading, inaccurate or otherwise inappropriate.
3. Personally identifiable data concerning a student may only be released with his/her parent’s written permission unless required by state or federal law. Requests to release records or to give personal information over the phone cannot be honored by law. For the protection of the student, a person receiving records may be required to sign a form before the school will release the information.
4. Other school officials within the same school or officials of other schools or school systems in which the student has enrolled may request and receive a student’s record.
5. When any student has reached the age of 18 or is attending an institution or post secondary education, the law states that “the rights accorded to and the consent required of the parent of the student shall thereafter only be accorded to and required of the eligible student”.
6. Student records include files, documents, tapes, films, etc., which contain personally identifiable information directly related to a student.
7. Records that are given to the school by students/parents are unofficial. Official records can only be obtained between school districts.

## School Choice

### School Choice Transfers into the District-4.5 (MH)

#### **Application Process**

The student's parent shall submit a school choice application on a form approved by the ADE to both the student's resident district and to this district which must be postmarked or hand delivered on or before the May 1 preceding the fall semester the applicant would begin school in the District. The District shall date and time stamp all applications as they are received in the District's central office.

Applications postmarked or hand delivered on or after May 2 will not be accepted. Statutorily, preference is required to be given to siblings (as defined in this policy) of students who are already enrolled in the District. Therefore, siblings whose applications fit the capacity standards approved by the Board of Directors may be approved ahead of an otherwise qualified non-sibling applicant who submitted an earlier application as identified by the application's date and time stamp.

The approval of any application for a choice transfer into the District is potentially limited by the applicant's resident district's statutory limitation of losing no more than 3% of its past year's student enrollment due to choice. As such, any District approval of a choice application prior to July 1 is provisional pending a determination that the resident district's 3% cap has not been reached.

The superintendent will consider all properly submitted applications for School Choice. By July 1, the superintendent shall notify the parent and the student's resident district, in writing, of the decision to accept or reject the application.

### **Accepted Applications**

Applications which fit within the District's stated standards shall be provisionally accepted, in writing, with the notification letter stating: A reasonable timeline by which the student shall enroll in the District by taking the steps detailed in the letter, including submission of all required documents. If the student fails to enroll within the stated timeline, or if all necessary steps to complete the enrollment are not taken, or examination of the documentation indicates the applicant does not meet the District's stated standards, the acceptance shall be null and void.

Instructions for the renewal procedure for succeeding school years:

Students whose applications have been accepted and who have enrolled in the District are eligible to continue their enrollment until completing his/her secondary education. Continued enrollment is conditioned upon the student meeting applicable statutory and District policy requirements and the renewal procedure for succeeding school years is followed. Any student who has been accepted under choice and who either fails to initially enroll under the timelines and provisions provided in this policy or who chooses to return to his/her resident district voids the transfer and must reapply if, in the future, the student seeks another school choice transfer.

A present or future sibling, as defined in this policy, of a student who continues enrollment in this District may enroll in the District until the sibling of the transfer student completes his/her secondary education.

Students whose applications have been accepted and who have enrolled in the district shall not be discriminated against on the basis of gender, national origin, race, ethnicity, religion, or disability.

### **Rejected Applications**

The District may reject a non resident's application for admission if its acceptance would necessitate the addition of staff or classrooms exceed the capacity of a program, class, grade level, or school building, or cause the District to provide educational services not currently provided in the affected school. The District shall reject applications that would cause it to be out of compliance with applicable laws and regulations regarding desegregation. Letters of rejection shall state the reason(s) for the rejection.

The Board of Directors reserves the right, after a hearing before the board, not to allow any person who is currently under expulsion from another district to enroll in a District school. Students admitted under this policy shall be entitled to continued enrollment until they graduate or are no longer eligible for enrollment in the District's schools. Any student admitted to this district under the provisions of this policy who chooses to return to his/her resident district during the school year voids the transfer and must reapply for a school choice admission if desiring to return to this district in the future.

Academic or Fiscal Distress Choice Applications

There are a few exceptions from the provisions of the rest of this policy that govern choice transfers triggered by academic or fiscal distress. Any student attending a school district that has been identified as being in academic distress or fiscal distress may transfer under the provisions of this policy, but with the four (4) differences. The receiving district cannot be in fiscal distress;

1. The transfer is only available for the duration of the time the student's resident district remains in

- distress;
2. The student is not required to meet the May 1 application deadline; and
  3. The student's resident district is responsible for the cost of transporting the student to this District's school.
  4. If a District school has been identified as a category 1 school under A.C.A. § 6-15-2103(c)(1), the District shall request public service announcements to be made over the broadcast media and in the print media at such times and in such a manner as to inform parents or guardians of students in adjoining districts of the availability of the program, the application deadline, and the requirements and procedure for nonresident students to participate in the program.

## Distribution of flowers, balloons, party invitation and other special gift items

Due to safety concerns, party invitations are not to be handed out at school. The office and/or teachers cannot provide parents with names, addresses, or phone numbers of students. Gift items will **only** be delivered after 2:00 p.m. on school days. If balloons or large gifts are to be taken on the bus, it should not distract or interfere with the bus driver. The school is not responsible for the delivery of any gift or any lost or stolen gift.

## Lost & Found

Please feel free to check for clothing or other items that have not returned to your home in our lost and found located in the cafeteria. Most jewelry, watches, small items, etc. are taken to the office please call or send a note with a description to the homeroom teacher. Items not claimed by the last day of school will be donated to charity. Please write your child's name in all clothing, lunch boxes, and other personal belongings, and this will help the school get the items back to you.

## Field Trips

School sponsored trips and special activities will be supervised by teachers. Notice will be given to parents in advance about student appearance, money requirements, and any other relevant information about child safety and personal welfare. If you do not wish for your child to participate, please contact your child's teacher. Extracurricular and non-instructional activities will be limited to minimize interruptions of classroom instruction. If teachers permit parents to attend field trips, only their child may ride to and from the field trip in the parent's car. Students riding with parents need to come to school for attendance to be taken, then checked out by parents. If a child leaves a field trip early it will count as a PM tardy and will be counted against perfect attendance.

## Fundraising Guidelines

Each school club, grade-level, department, or organization shall be limited to a maximum of two

fundraisers per year. All fundraising activities must be approved in advance by the building principal and placed on the district fundraising calendar. The selling of candy, cookies, coupon books, etc. by students for fundraising of any kind during the school day is prohibited. As much as is feasible, fundraising activities should be conducted within the school building and provide a service or an item of value to students, parents, community, etc. for the donations received. The Mountain Home School Board has set the above guidelines.

## Insurance

All students will be given an opportunity during the first weeks of school to purchase an insurance plan covering school accidents. Full-time coverage is also available. The school only provides the pupil with information and registration and does not profit from the sale of this insurance. All student claims will be initiated through the school office; however, the school will not be liable for payment of claims

## Cafeteria- Lunch Money Procedures

### School Lunch Program

Free and Reduced: Free and reduced lunches are available to those who qualify. Each student will receive an application on the first day of school.

If you lose your job or become unable to work and your financial status declines, please ask the office for an application to see if under the current situation if you would qualify for free or reduced lunches or you can call the food service office.

- Student Lunch Prices: \$2.25 (Adult Lunches: \$3.50)
- Student Breakfast Prices: \$1.00
- Breakfast will be served from 7:30 a.m. - 7:50 a.m. daily.
- Lunch money may be turned in any day of the week to the classroom teacher.
- Charges: In emergency cases only, students may charge their lunch.
- Food Service: Questions regarding food service may be directed to Pam Burns at 425-1225.
- Menus: The menu for the month will be sent home with each child, printed in the newspaper, and can be seen on Cable TV channel 5.
- Milk: Students may bring their lunch from home and purchase milk.  
Students who participate in the Free/Reduced Programs are allowed one milk with the tray. However, if they bring their own lunch, milk is not provided and must be purchased separately. (Milk only – \$0.35)

### Cafeteria Rules and Behavior

We would like to request parents help in ensuring the safety of children before and after school. Do not bring food items from home that have to be heated or refrigerated.

- Prepared food may not be taken from the cafeteria.
- Sodas and energy drinks with caffeine and sugar are not recommended.
- Misbehavior such as yelling, popping bags, throwing items, disrespect, or failure to follow

directions may result in discipline consequences.

- Students requiring juice in place of milk for lunch must have a note from their doctor for the current year on file with the school nurse before this can be provided by food service. Any other food allergies will be accommodated with doctor documentation.
- Guest Seating: A table is provided for the use of children and their adult visitors who wish to share a meal. Only the host child and adult visitor(s) are to be seated there.

### Lunch Code

Each student will have a personal identification number (PIN) consisting of 4 to 5 numbers. The PIN provides a totally non-discriminatory method for identifying each student's meal category (free, reduced, or full-price). Money sent to school is deposited in your child's account. Every time your child buys a meal, he or she will enter their PIN on a keypad, and the amount for each meal is automatically deducted from their account.

Each child will be asked to give his/her money to the teacher in the morning. All checks or cash must be in an envelope with the child's name and amount to be deposited. This lets teachers start teaching sooner, and it reduces the risk of money being lost.

WE DO ASK THAT YOU PAY FOR AT LEAST ONE WEEK OR MORE AT A TIME.

If you find that your family is moving to another town, the money left in your child's account will be refunded to you. If your child moves to another school within the Mountain Home School District, the balance will follow the student. If you are unsure about whether or not your child has enough money in his or her account, or if there is a problem keeping up with the charges, please feel free to call the Food Service Office for help and information at 870-425-1225.

### Payment of Breakfast & Lunch

When sending money, please follow these steps:

Place money or check in a labeled envelope. (Checks are safer to carry than bills and coins.)

Label:

Teacher Name \_\_\_\_\_

Student Name \_\_\_\_\_

Amount Sent \_\_\_\_\_

## Snacks & Food for Parties

Classroom snacks or food provided by parents for parties must be prepared by facilities that have been approved by official state health inspectors and must not be a Food of Minimal Nutritional Value (FMNV). FMNV may not be given to students other than your own. Items such as soda water (soda pop), water ices (popsicles), chewing gum, candies, and sweet baked goods (cookies, cakes, etc.) are examples of prohibited items for distribution. Sodas with caffeine and sugar are not recommended for a student to bring for lunch. Some permitted items are: fruit slices, fruit juices, graham, Ritz, or saltine



crackers, pretzels, cheese type crackers, string cheese, cheese cubes, and small yogurts. If you have a question, please call the office before making a purchase. The legislation allows up to nine snack days per year when the FMNV can be served. Parents will be advised of these days in advance, but customarily holidays and special school activity days are the sort of days for which FMNV (remember approved by state health inspectors, from commercial bakeries or other store bought goods) will be available.

## School Resource Office

The Baxter County Sheriff's Office and/or the Mountain Home Police Department have placed an officer in Hackler Intermediate School to help with safety and security.

## Video Surveillance

Hackler Intermediate School is in accordance with school board policy 4.48. Video surveillance is used to maintain discipline, protect the safety, security, and welfare of its students, staff, and visitors while safeguarding district facilities, vehicles, and equipment. Signs shall be posted on campus buildings and in district vehicles to notify students, staff, and visitors that video cameras may be in use.

Students in violation of board policies, administrative regulations, building rules, or laws shall be subject to appropriate disciplinary action. Others may be referred to law enforcement agencies. Video recording may become a part of a student's educational record. The district shall comply with all applicable state and federal laws related to record maintenance and retention.

## Search and Seizure

1. A pupil's person and personal belongings may be searched when the student or personal belongings contain evidence of an illegal act, contraband or school rule violation. Dangerous items (such as firearms, weapons, knives and controlled substances such as defined by AR Code 6-21-608 and other items which may be used to substantially disrupt the education process will be removed from the student's possession and will be reported and transmitted to the proper authorities.
  - A student will be asked for his/her consent prior to a personal search. Assistance from parents and others may be sought if a student objects to a personal search unless there is reasonable cause to believe that a dangerous item is being concealed. A search warrant may also be obtained
  - A pat-down search of a pupil's person should be done by a school official of the same sex and with a witness present.
  - Random and unannounced searches utilizing hand-held metal detectors may occur throughout the school year.

## Crisis Plan

Teachers are provided a crisis plan in each classroom. A variety of crisis situations are addressed, and proper procedures to assist in student safety are also addressed. Each Mountain Home school has specific plans in case of crises such as criminal acts, natural disasters, and so on. School evacuations will be announced by a phone call or text message sent through the district's Connect 5 Messaging Center System from Mountain Home Public School Superintendent, Dr. Jacob Long. In case of

evacuation of a school or the need to pick up children, parents should tune to local radio stations for further directions

## Emergency Drills

From time to time, emergency fire and/or tornado drills will be held to familiarize students with their assigned safety areas. The fire and tornado drill sounds are electronic tones, and all others are verbal announcements over the intercom. Exit charts are posted by hall doors of every room. Other drills are held which require the students to remain in their classroom or in an assigned area of the hallway. These are not to cause alarm, but to minimize uncertainty as we practice. Teachers are provided with a crisis plan.

All schools in the District shall conduct fire drills monthly. Tornado drills shall also be conducted at least (4) times per year with at least one each in the months of September, October, January, and February. Students who ride school buses for transportation or other related activities shall also participate in school bus evacuation drills twice per year.

## School- Based Mental Health

Mountain Home Public Schools are committed to improving the outcomes of the students in the district by collaborating with the community health providers, in providing comprehensive support services relevant to mental health in the public school setting. All students in the Mountain Home Public School District shall be behaviorally and emotionally prepared to come to school, so that they may benefit from the academic and social opportunities that public school and the educational experience have to offer. Not every student that is having difficulty is eligible to receive School-Based Mental Health services. The school's counselors may refer a student for a comprehensive mental health assessment from qualified Mental Health professionals. These professionals will work with the Mountain Home Public Schools personnel in a collaborative effort to provide quality mental health services to the students of our district. You may obtain additional information about Mountain Home Public School's School-Based Mental Health Program by contacting:

The Office of Special Education – MHPS 425-1247

Matt Sutton- [msutton@mhbombers.com](mailto:msutton@mhbombers.com)

## Medication Policies and Procedures

A signed Medication Release Form must accompany all medication given to students during school hours. Students requiring medication during the school day will report to the nurse at the time their medication is to be administered. A supply of adult strength (325-mg. each) generic brand Tylenol (acetaminophen) is kept in the school office. Should any child need a dose of Tylenol for a headache or other discomfort, the school will supply it. However, the school will be required to get parental permission by phone and be told whether one or two tablets should be given. This procedure will be used every time a student requests Tylenol.

**Medicine:** After attempting to notify parents, nurses will dispose of any medications left at the end of the school year. The medications will be disposed of with a witness present and this will be documented on the student's medication record. All medication must be checked into the nurse upon arrival to school. No student is to have medication in his/her possession during the school day without authorization of the nurse or an administrator.

## Immunizations

### Required Immunizations for enrollment:

- DPT (Diphtheria, Pertussis, and Tetanus)---Three Doses (Three doses are required for all students 1st-12th grades and Transfer students, with 1 dose on or after the 4<sup>th</sup> birthday. Kindergarten students must receive four doses.) In addition, 1 dose of Tdap vaccine is required for 6<sup>th</sup> grade students.
- Polio---Three Doses. One dose must be after the student's 4th birthday.
- MMR (Measles, Mumps, and Rubella) --- Two Doses. One dose must be after the student's 1<sup>st</sup> birthday.
- Varicella---Two doses required for all students, grades kindergarten through twelfth. One dose after the student's 1<sup>st</sup> birthday or provide history of the student already having chickenpox by medical documentation.
- Hepatitis B (series of three vaccinations) --- required for transfer students and all students. The second Hep B dose must be 28-30 days after the first Hep B dose. The third Hep B dose must be 2 months after the second Hep B dose and 4 months after the first Hep B dose. Also, the third Hep B dose must be given on or after the 6-month birthday.
- Meningococcal (MCV4)-required for all 7<sup>th</sup> grade students.

Students who transfer from another school, either within the state or from out of the state, will be conditionally admitted for up to a maximum of 30 calendar days (or otherwise excluded from school). Students will not be allowed to attend school unless they can provide adequate documentation of immunization, or be in the process, which means they have received at least one dose and are waiting the minimum time needed before receiving the additional doses. If a student does not produce documentation or proof of an appointment with a licensed physician or health department, that student will be excluded from school until documentation is provided.

## Exemptions

The "Arkansas Immunization Law" has provided for the following exemptions:

1. Medical Exemption  
A certificate issued by the Director of the Arkansas Department of Health. Statements from private physicians will not be accepted by the school without this certificate.
2. Religious Exemption

The Arkansas Department of Health standard immunization form for religious exemptions must be submitted to the school. This form is available from the Arkansas Department of Health, upon request.

3. Philosophical Exemption

In addition to the general requirements found in section IV (A), the Arkansas Department of Health's standard form for philosophical exemptions must be submitted to the Division of CD/Immunization. This form is available from the Arkansas Department of Health upon request. A notarized statement is required from the parents or legal guardians that immunizations conflict with their philosophical beliefs. The parents must then complete an educational component prepared by the DOH, sign an informed consent with a refusal to vaccinate statement, and a signed statement of understanding that the un-immunized child may be removed from school during an outbreak. No exemptions may be granted under the law, "until the application process has been implemented by the DOH and completed by the applicant." This process has to be renewed each school year for each student claiming a philosophical/religious exemption.

### Body Mass Index Screening

HB 1173 requires the collection of the Body Mass Index from all children in Arkansas beginning with Kindergarten and then every other year through tenth grade. The bill also requires a written statement of objection for opting out of the collection of data by the student's parent or guardian. Comprehensive data collection protocol will be developed and adhered to by all school personnel when collecting the Body Mass Index on students.

### Hearing and Vision Screening

Students in Kindergarten, first, second, fourth, sixth, and eighth grade will be screened for vision and hearing problems. Any student who fails the screening will be referred for treatment. All students who are referred for treatment will be required to have a vision examination conducted by an optometrist or ophthalmologist within 60 days of receipt of vision referral. Students who do not return a completed referral will be reported to the Arkansas Department of Education per Act 1438 of 2005. Hearing screenings will be done during the same years. Referrals will be made after two failed hearing screenings. Transfer students and any student referred by a teacher will also receive a vision and/or hearing screening.

### Illness

Students with communicable diseases or with parasites shall demonstrate respect for other students by not attending school while they are contagious. In some instances, a letter from a health care provider may be required prior to the student being readmitted to school.

An attempt will be made by the nurse, principal, or designee to notify the student's parent or legal guardian if a student becomes too ill to remain in class and/or could be contagious to other students. The student will remain in the school's health room or a place where he/she can be supervised until the parent or legal guardian can check the student out of school.

### Head Lice Procedure

Mountain Home Public Schools follow recommendations from the Center of Disease

Control (CDC) and the American Academy of Pediatrics (AAP) for the management of head lice in the public school setting. Classroom head checks will only occur in grades K-5 if 3 to 4 students in one class have been affected and confirmed by the school nurse. Head lice do not usually start in the classroom, usually are spread by close contact such as sleep overs, sharing of coats, hats, combs and hair accessories, etc...

Upon confirmation of lice or nits, the student's parent/guardian shall be notified by either phone, email or note sent home. The student shall not be isolated. The student will be allowed to remain until the end of the school day except in severe cases. A fact sheet will be sent home explaining how to detect and treat head lice. The student will be allowed two consecutive days of excused absences to properly treat infestation of head lice. It will be the parents' responsibility to notify friends and family that may have been exposed.

Upon returning to school, the school nurse will verify that the student is free from live lice. If a student is still infested, the parent/guardian will be notified to immediately pick up their student for continued treatment. If only nits are present, the parent/guardian will be notified to continue combing each night. Students will continue to be checked weekly until no evidence of head lice is found.

If a student is found repeatedly infested with head lice for six consecutive weeks or in three separate months of the school year, the student will be deemed to have a "chronic" head lice case. It is important to identify these students since their continuing infestations may signify other family or socioeconomic concerns. These chronic cases will be reported to school administrators for attendance concerns and the Department of Human Services for further assistance in resolving the chronic lice infestation.

Lice do not discriminate against any type of hair, long and short hair lengths are at risk. They also do not discriminate against different textures and color of hair. Wearing hair up in buns or braids with hair spray or defense sprays such as tea tree oil or lice repel may help protect against infestation, but there is no known product that will protect 100 percent of the time. Mountain Home Public Schools recommend parents check their students on a weekly basis for head lice. This will allow prompt diagnosis and quick treatment to prevent major infestation.

## Curriculum

### Arkansas State Standards

Arkansas Learning Standards are defined in the Arkansas Curriculum Frameworks, which are discipline-based and clearly describe what students must know and be able to do in each academic content area. The rigorous academic content standards and the student learning expectations within each document provide the focus for instruction for each local school district, without rigidly

prescribing every element of the local curriculum.

Student demonstration of the standards and learning expectations within the Arkansas Curriculum Frameworks is the anchor for the entire education system, with instructional programs, state-level assessments, professional development, school improvement planning, teacher/administrator licensure, and accountability sharing the common goal of improved student learning and performance around these standards.

- **Literacy**-Hackler Intermediate School students receive literacy instruction based on the comprehensive literacy model and the science of reading. This model supports the teaching of comprehension skills and strategies, fluency, vocabulary, writing strategies, and grammar in an integrated manner. Literacy instruction is varied including whole group, small group, and independent reading of self-selected texts. Writing skills and strategies are modeled using exemplary literature and incorporated in daily student writing.
- **Math**-Math at Hackler is taught in line with the Arkansas State Standards for each grade level. The standards are supported by the Curriculum and Associates I-Ready math resource.
- **Science**-Students are enrolled in a science class where they will demonstrate and apply knowledge of the nature of science, life science, and earth science using appropriate safety procedures, equipment, and technology. 20 % of the class time will be spent in lab-type activities each week.
- **Social Studies**-Students are enrolled in social studies class where they continue to develop their reading skills and begin to learn the content of social studies.
- **Specials**-In addition to the above required classes, the students also have classes each week in physical education, art, vocal music, library, computer lab, EAST lab, and/or D.A.R.E.

### Library Media Center

A student will be allowed to check out two books for a period of two weeks. The students are held responsible for returning books on the date due. Marking in books or any other damage to books will require that student to pay for the damaged book. If a student loses a library book, he/she will be required to pay the value of the book or the replacement cost.

The ultimate authority for the selection and retention of materials for the school's media center rests with the Board of Education, which shall serve as a final arbiter in resolving a challenge to any media center materials. Licensed media center personnel shall make the initial selections in consultation with school and district licensed staff. Materials selected shall be in accordance with the guidelines of this policy.

#### \*5.7 Media Center Materials

The ultimate authority for the selection and retention of materials for the schools' media centers rests with the Board of Education which shall serve as a final arbiter in resolving a challenge to any media center materials. Licensed media center personnel shall make the initial selections in consultation with school and district licensed staff. Materials selected shall be in accordance with the guidelines of this policy.

The purpose of the schools' libraries/media centers is to supplement and enrich the curriculum and instruction offered by the District. Promoting the dialogue characteristic of a healthy democracy

necessitates the maintenance of a broad range of materials and information representing varied points of view on current and historical issues. In the selection of the materials and resources to be available in each library/media center consideration will be given to their age appropriateness. Materials should be available to challenge the different interests, learning styles, and reading levels of the school's students and that will help them attain the District's educational goals.

### **Selection Criteria**

The criteria used in the selection of media center materials shall be that the materials:

1. Support and enhance the curricular and educational goals of the district;
2. Are appropriate for the ages, learning styles, interests, and maturity of the schools' students, or parents in the case of parenting literature;
3. Contribute to the examination of issues from varying points of view and help to broaden students' understanding of their rights and responsibilities in our society;
4. Help develop critical thinking skills;
5. Are factually and/or historically accurate, in the case of non-fiction works and/or serve a pedagogical purpose;
6. Have literary merit as perceived by the educational community; and
7. Are technically well produced, physically sound (to the extent appropriate), and represent a reasonably sound economic value.

### **Retention and Continuous Evaluation**

Media center materials shall be reviewed regularly to ensure the continued appropriateness of the center's collection to the school's curriculum and to maintain the collection in good repair. Those materials no longer meeting the selection criteria, have not been used for a long period of time, or are too worn to be economically repaired shall be withdrawn from the collection and disposed of. A record of withdrawn media materials including the manner of their disposal shall be maintained for a period of three years.

### **Gifts**

Gifts to the media centers shall be evaluated to determine their appropriateness before they are placed in any media center. The evaluation shall use the same criteria as for all other materials considered for inclusion in the media centers. Any items determined to be unacceptable shall be returned to the donor or disposed of at the discretion of the media specialist. The media centers shall have a list of desired items to give to prospective donors to aid them in their selection of materials to donate.

### **Challenges:**

The parent of a student affected by a media selection, a District employee, or any other resident of the district may formally challenge the appropriateness of a media center selection by following the procedure outlined in this policy. The challenged material shall remain available throughout the challenge process.

Before any formal challenge can be filed, the individual contesting (hereinafter complainant) the appropriateness of the specified item shall request a conference through the principal's office with a licensed media center employee. The complainant shall be given a copy of this policy and the Request for Formal Reconsideration Form prior to the conference. The meeting shall take place at the earliest possible time of mutual convenience, but in no case later than five (5) working days from the date of the request unless it is by the choice of the complainant.

In the meeting, the media specialist shall explain the selection criteria and how the challenged material fits the criteria. The complainant shall explain his/her reasons for objecting to the selected material. If, at the completion of the meeting, the complainant wishes to make a formal challenge to the selected material, he/she may do so by completing the Request for Formal Reconsideration Form and submitting it to the principal's office.

To review the contested media, the principal shall select a committee of five (5) or seven (7) licensed personnel consisting of the principal as chair and at least one media specialist. The remaining committee members shall be personnel with curriculum knowledge appropriate for the material being contested and representative of diverse viewpoints. The task of the committee shall be to determine if the challenged material meets the criteria of selection. No material shall be withdrawn solely for the viewpoints expressed within it and shall be reviewed in its entirety and not selected portions taken out of context.

The principal shall convene a meeting after a reasonable time for the committee members to adequately review the contested material and the Request for Formal Reconsideration Form submitted by the complainant. The complainant shall be allowed to present the complaint to the committee after which time the committee shall meet privately to discuss the material. The committee shall vote by secret ballot to determine whether the contested material shall be removed from the media center's collection. A member from the voting majority shall write a summary of the reasons for their decision. A notice of the committee's decision and the summary shall be given (by certified mail) to the complainant.

If the decision is to not remove the material, the complainant may appeal the committee's decision to the district Board of Directors by filing a written appeal to the Superintendent within 5 working days of the committee's decision or of written receipt of the decision. The Superintendent shall present the original complaint and the committee's decision along with the summary of its reasons for its position plus a recommendation of the administration, if so desired, to the Board within 15 days of the committee's decision. The Board shall review the material submitted to them by the Superintendent and make a decision within thirty (30) of receipt of the information. The Board's decision is final.

## Distribution of Literature

Students shall have the right to distribute and possess literature including, but not limited to, newspapers, magazines, leaflets and pamphlets, except that the district may prohibit a specific issue of a specific publication if there is substantial disruption of school. The time, place, and manner of distribution of literature are reasonably regulated by the district provided that the following regulations are:

- Uniformly applied to all forms of literature,
- Allow distribution at times and places where no interference with school activities will occur.
- Be specific as to places and times where distribution is prohibited.
- Do not inhibit a person's right to accept or reject any literature distributed in accordance with the rules.

All petitions shall be free of obscenities, libelous statements, personal attacks, and shall be within the bounds of reasonable conduct. Students signing such petitions shall be free of recrimination or retribution from members of the staff and administration.

Members of the community that wish to distribute informational literature, organizational sign up forms, announcements of events, etc. will be able to do so through the main office.

District Policy 4.14 and 4.13 referencing A.C.A. 6-16-1202, 1203, &1204

## Physical Activity (Recess)

Every student will go out for physical activity unless a note from a parent or doctor indicates otherwise.

1. No student will be allowed to stay in from physical activity more than three days consecutively without a note from a doctor.



2. Students must receive permission to re-enter the building during physical activity.
3. When the playground supervisor blows the whistle to come in, all games will stop and students will line up in an orderly fashion.
4. Each grade will be responsible for its own equipment.
5. Good sportsmanship will govern all games. Any conflict or disagreement will be handled by a supervising teacher. Students displaying unsportsmanlike/disrespectful conduct will be disciplined.
6. Contact sports, such as tackle football and King of the Mountain, are prohibited.
7. Inside physical activity will be limited to classroom games. No running or throwing permitted. Determination for inside physical activity is made by the office and duty teachers who will advise the classes if the wind chill factor is 32 degrees or below.
8. Parents or other adults are not allowed on the playground without prior approval by the administration.

### Extracurricular Activities

All students are eligible for extracurricular activities. Discipline, academic, and/or other school sanctions may limit participation in these activities. Extra-curricular and non-instructional activities will be limited to minimize interruptions of classroom instruction. Excessive student absences from classroom instruction due to participation in extracurricular activities shall not be permitted.

### Student Guidelines for Athletic Events

Any K-5 student who attends an athletic event at Bomber Stadium will be expected to comply with the following rules:

1. Must remain inside the fenced area upon entry to the event. Exiting will require another cost of admission.
2. Will stay away from the restroom areas except to use the facility.
3. Will only go inside the track area to form a spirit line.
4. Will not stand near the edge or on the top row of bleachers for safety reasons.
5. Will not be allowed to engage in dangerous or disruptive play such as throwing objects or running.
6. Should realize that this is a school activity and that all school rules apply.
7. Will be asked to leave the event should he/she become disruptive.
8. All AAA rules apply at all events; these prohibit full face and body painting, unless permission is given by the building administrator, during special events throughout the year.
9. The 3-5 Discipline committee recommends that students in grades 3-5 be accompanied by an adult to all district sporting events.

### Standardized Testing

A schedule of testing has been established for the entire Mountain Home District. Its main purpose is to aid students and the school in gaining more information about the student abilities and aptitudes in an attempt to help direct students toward better educational, vocational, and personal growth experiences. The basic testing program for the 2020--2021 school-year includes ACT Aspire assessment for all students.

## Homework

Homework \*Reference 5.14 (MH)

Homework is considered to be part of the educational program of the District. Assignments shall be an extension of the teaching/learning experience that promotes the student's educational development. As an extension of the classroom, homework must be planned and organized and should be viewed by the students as purposeful.

Teachers should be aware of the potential problem students may have completing assignments from multiple teachers and vary the amount of homework they give from day to day. Homework schedules can be found in the student handbook.

Homework is an extension of the regular school day; therefore, whenever homework is given, it will supplement, complement, and reinforce classroom teaching and learning. Teachers will not use homework as a disciplinary measure in the classroom.

In establishing guidelines for homework, building principals have incorporated and ensure the following purposes:

- To reinforce what was learned in class.
- To practice what was learned in class
- To finish what was started in class.
- To research a topic chosen in class.
- To independently study a topic started in class.
- To visit libraries.
- To explore new fields.
- To encourage reading.

In conclusion, homework is an extension of the regular school day. Therefore, whenever homework is given, it should supplement, complement, and reinforce classroom teaching and learning. It should not be given unless the students have been instructed in how to do the work, as this leads to criticism of the teacher and the school and is unfair to the student. Homework should not be used by teachers as a disciplinary measure.

### Recommendations for Homework by Grade from the Six-Year Planning Committee

**3rd Grade:** Estimated 30 minutes, four days a week with parent assistance.

Rational: This age group should be introduced to the concept of homework, but not be overwhelmed. We also recommend this amount of time for grade 3 due to the necessity of constant emphasis of basic skills that have been learned or are in the process of being learned.

**4th Grade:** Estimated 30-45 minutes, 3-4 days a week.

**5th Grade:** Estimated 45-60 minutes, 3-4 days a week.

Note: Sometimes we hear of families spending hours on homework each night. Usually, this is work unfinished from during the day. If you find yourself often having to work with your child one-on-one for long periods of time, call the classroom teacher to discuss what can be done to help your child be more successful.

## Make-Up Work

Because teachers are involved in the instruction of students, it is difficult for them to stop everything and

send make-up work home. For this reason, we ask that you observe the following guidelines:

1. If your child misses more than one day, you may request makeup work.
2. Make-up work should be requested before 9:00 a.m., or it may not be ready until the following day. Work may be picked up after 2:00 p.m.
3. If you know that your child is to be absent, please make arrangements in advance with the teacher to obtain school work. For extended absences, teachers will provide as much makeup work as possible.
4. Students will have twice the number of days to do makeup work.  
Example: If a student is absent 3 days, they will have 6 days to return completed work.

### Alternate Method of Instruction: AMI

Act 862 of 2017 allows a public school district and open-enrollment public charter school to develop a plan for alternative methods of instruction to be used on days when the superintendent closes school due to exceptional or emergency circumstances. As stated in the legislation, the Commissioner of Education may grant up to the equivalent of ten (10) student attendance days for public school districts that have an alternative instruction plan approved by the commissioner for the use of alternative methods of instruction, including without limitation virtual learning, on days when the public school district is closed due to exceptional or emergency circumstances such as: a contagious disease outbreak, inclement weather, or other acts of God; or a utility outage. The public school district's alternative instruction plan shall demonstrate how teaching and learning in the public school district will not be negatively impacted by the use of alternative methods of instruction.

### HAC (Home Access Center)

HAC is an educational communication tool utilized by teachers, parents, and students. HAC will supply parents/students with academic progress and e-mail addresses for parent/teacher communication. HAC access information will be provided each school year. This is a secure site that requires parents/students to use an access code. To access HAC, go to <http://hac31.eschoolplus.k12.ar.us> or use the link on the district website – <http://mhbombers.com/eschool/login/>

### Evaluation

Parents or guardians shall be kept informed concerning the progress of their students. Parent-teacher conferences are encouraged and may be requested by parents, guardians, or teachers. If the progress of a student is unsatisfactory in a subject, the teacher shall attempt to schedule a parent-teacher conference. In the conference, the teacher shall explain the reasons for difficulties and shall develop, cooperatively with the parents, a plan for remediation which may enhance the probability of the student succeeding. The school shall also send timely progress reports and issue grades for each nine-week grading period\* to keep parents/guardians informed of their student's progress.

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 affect academic improvement. Students' grades shall reflect only the extent to which a student has achieved the expressed educational objectives of the

course.

The grading scale for grades 1-12 in the district shall be as follows. Kindergarten students are graded on a mastery checklist.

A = 100 – 90

B = 89 – 80

C = 79 – 70

D = 69 - 60

F = 59 and below

For the purpose of determining grade point averages, the numeric value of each letter grade shall be:

A = 4 points

B = 3 points

C = 2 points

D = 1 point

F = 0 points

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

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

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

For districts on a 4x4 block schedule the grading period should be adjusted.

#### \* 5.21—International Advanced Placement

Students in grades 7-12 who take advanced placement courses, International Baccalaureate courses, or honors or concurrent credit college courses approved for weighted credit by the Arkansas Department of Education shall be graded according to the following schedule.

A = 100 – 90

B = 89 – 80

C = 79 – 70

D = 69-60

F = 59 and below

For the purpose of determining grade point averages, the numeric value of each letter grade shall be

A = 5 points

B = 4 points

C = 3 points

D = 2 point

F = 0 points

For a student to be eligible to receive weighted credit for an AP, or IB course, the student's course must have been taught by an Arkansas licensed teacher who has received the appropriate training required by Arkansas statute and ADE Rule or, for an AP teacher, is in the process of completing an Additional Training Plan.

Additionally, for students taking AP or International Baccalaureate courses to receive weighted credit they must take the applicable AP or IB examination after completing the entire course. Credit shall be given for each grading period during the course of the year, but shall be retroactively removed from a student's grade for any course in which the student fails to take the applicable AP exam. Students who do not take the AP exam shall receive the same numeric value for the grade he/she receives in the course as if it were a non-AP course.

"Honors Courses" are those courses that have been approved by the Department of Education Committee as honors courses. Honors courses must stress higher order learning and be offered in addition to curriculum offerings required by the Standards for Accreditation, Arkansas Public Schools.

Students who transfer into the district will be given weighted credit for the Advanced Placement courses, International Baccalaureate courses, honors courses approved by the Arkansas Department of Education, and concurrent college courses taken for weighted credit at his/her previous school(s) according to the preceding scale.

## Report Card

Students will be issued report cards on the Thursday following the end of each quarter. Parents will receive progress reports midway through each quarter after the first nine weeks. Report cards will be mailed to non-custodial parents upon request. AR Code 6-15-902 as amended by the ACT 1188 of 1993 established a statewide grading scale. Student grades reflect academic achievement only. Extra points cannot be given for behavior or parent attendance at conferences.

## Retention

### \*5.12 Promotion/Retention/Course Credit for K-7 Schools

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

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

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

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

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

In addition to the Act Aspire exam requirements and unless exempted by the student's individualized education program (IEP), students who take a course requiring an end-of-course (EOC) assessment must either receive a passing score on the initial assessment or successfully participate in an Individualized Academic Improvement Plan (IAIP) created for them to receive academic credit for the course. Promotion/retention or graduation of students with an Individual Educational Plan (IEP) shall be based on their successful attainment of the goals set forth in their IEP.

## Standardized Testing

Arkansas law requires that all public school students shall participate in a statewide program of educational assessments per Ark. Code Ann. §§ 6-15-419, 6-15-433, 6-15-2009. The Arkansas State Board of Education has adopted the ACT Aspire summative assessment. \*The ACT Aspire end-of-year summative assessment will be used to assess all Arkansas public school students in grades 3-10 unless they qualify for an alternate assessment. Each student will participate in English, reading, writing, math and science tests.

\*(Taken from the Arkansas Department of Education website)

## Remediation Program

\*Reference 5.11, 5.12

Students who score below proficient on their standardized test will have their needs addressed in a Student Success Plan. As stated in the rules pertaining to Act 35 or 2003 (of the second

Extraordinary Session), beginning in the 2005-2006 school year, students in grades 3 through 8, identified for a Student Success Plan (SSP) or improvement plan. who do not participate in the remediation program shall be retained. A student may satisfy the requirement of their SSP by mastering at the 70% level, all areas of deficiency identified on their plan, and/ or by attending at least 80% of the time designated for remediation.

## W.I.N (What I Need) Remediation Program for Grades 3 - 5

A remediation program is in place at Hackler Intermediate School to ensure that all students perform at a proficient or advanced level on state assessments. Students needing specific remediation will be placed into the remediation program as part of their regular school day. In addition, after-school tutoring will be offered for the determined length of time and /or until adequate academic progress has been met, as stated by the committee for the individual student's Student Success Plan (SSP).

### Parent/Teacher Conferences

Parent-teacher conferences will be held once per semester during the school year. Elementary teachers shall meet with the parent (s) or guardian (s) of each student at least once per semester through a face-to-face parent-teacher conference, telephone conference, email conference, or home visit. All parents will be scheduled for a minimum of two conferences. It is important that the teacher talk with you about your child, and you talk to the teacher about your child. If you desire an immediate conference, you may make an appointment either by note to the teacher or by calling the school office to leave a message. "Instant conferences" during school hours take teachers away from instructional time and cannot be held.

**October 22, 2020 (1:00 p.m.-7:00 p.m.)**

**February 11, 2021 (1:00 p.m.-7:00 p.m.)**

### Parent -Teacher Communication

#### Cross References: 3.30

The district recognizes the importance of communication between teachers and parents/legal guardians. To help promote positive communication, parent/teacher conferences shall be held once each semester. Parent-teacher conferences are encouraged and may be requested by parents or guardians when they feel they need to discuss their child's progress with his/her teacher.

Teachers are required to communicate during the school year with the parent(s), legal guardian(s), or care-giving adult or adults in a student's home to discuss the student's academic progress unless the student has been placed in the custody of the Department of Human Services and the school has received a court order prohibiting parent or legal guardian participation in parent/teacher conferences. More frequent communication is required with the parent(s) or legal guardian(s) of students who are

performing below grade level.

All parent/teacher conferences shall be scheduled at a time and place to best accommodate those participating in the conference. Each teacher shall document the participation or nonparticipation of parent(s)/legal guardian(s) for each scheduled conference.

If a student is to be retained at any grade level or denied course credit, notice of, and the reasons for retention shall be communicated promptly in a personal conference.

### **School-to-Home Communication**

Newsletters will be sent home each Thursday along with the student's homework folder.

Please discuss with your child the importance of bringing these communication pieces to you. We ask that you read the newsletter and respond appropriately. Much can also be learned about each school from the District website at [www.mhbombers.com](http://www.mhbombers.com).

Another excellent source for communications between parent and teacher is through the assignment book, which they receive at the beginning of the school year.

### **Contacting Your Child at School \*Reference 4.15**

Please send a dated note with your child concerning plans for the day, after school activities and after school transportation changes that are different from the normal routine. Another excellent resource for notes would be to utilize the assignment book. In an effort to keep our students focused on learning tasks and activities, we will email teachers any transportation changes before 2:00. Any changes after 2:00 p.m. will be taken ONLY for emergencies.

### **\*4.15MH)-Contact with Student while at School**

#### **Contact by Parents**

Parents wishing to speak to their children during the school day shall register first with the office.

#### **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. Such contact is subject to the limitations outlined in Policy 4.16, Policy 6.5, and any other policies that may apply.

The transfer of a child between his/her custodial parent and noncustodial 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. If allowable and upon notification from the investigator, the principal or designee will attempt to make contact with the parent, guardian, custodian, or person standing in loco parentis. The principal or the principal's designee shall not attempt to make such contact if presented documentation by the investigator that notification is prohibited because a parent, guardian, custodian, or person standing in loco parentis is named as an alleged offender of the suspected child maltreatment. This exception applies only to interview requests made by a law enforcement officer, an investigator of the Crimes Against Children Division of the Department of Arkansas State Police, or an investigator or employee of the Department of Human Services.

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.

### **Contact Information**

If a serious accident should occur to your child while he/she is in school or he/she becomes ill be sure the school always has your correct address, telephone number, where you work, and an emergency contact number. Also make sure the school knows who can pick you child up in case you can not be reached.

Here are a few questions that we need to be able to obtain from our student record:

1. Where are you?

2. How do we reach you?
3. Where do you work?
4. Who can your child be released to in case you can not be reached?

## 2020-2021 Mountain Home Public Schools

### Administrative Discipline Plan - Grade 3, 4, and 5

(AR Code 6-18-501 as amended by Act 1475, 1999)

All pupils are expected to conduct themselves at all times in a manner that will contribute to the best interest of the school system and not infringe on the rights of others. The following activities are considered improper conduct and will subject the pupil to disciplinary action. A violation of the rule will occur whether the conduct takes place in the “school zone,” which is on the school grounds at any time, off the school grounds at a school activity, or en-route to and from school. Disciplinary action may also be applied for off-campus misconduct if the action is aimed at harassing, vandalizing, or retaliating against a school district employee. Since every situation cannot be anticipated, the Mountain Home School District reserves the right to take disciplinary action for inappropriate student conduct that is not spelled out in the handbook.

### Individual Classroom Rules

- Treat me, as your teacher, with the same respect with which I treat you.
- Your actions may not cause a problem for anyone else.
- If you cause a problem, you will be asked to solve it.
- If you cannot solve the problem or choose not to, I will do something. What I do will depend upon the situation and the person involved.
- If I do something that appears to be unfair, whisper to me, “I’m not sure that’s fair,” and we will talk about it.

In the event these attempts fail to correct student behavior, an office referral may be necessary.

### **Discipline Policies and Procedures**

Hackler utilizes the Love and Logic philosophy when managing student behavior. Each student is a unique individual with unique personal, social, and educational needs. As a result, every disciplinary situation becomes unique in nature. Consequences for misbehavior provide the best learning value when matched to the unique student and the unique situation. The odds for children learning from their mistakes increase dramatically when children see a reasonable connection between their behavior and the resulting consequences.

Our school staff dedicates itself to following a set of core beliefs that provide a guide for dealing with student discipline. These core beliefs guide our attempts to individualize disciplinary procedures and to help students see reasonable connections between their behavior and resulting consequences.

Since these core beliefs provide the guiding light for our professional decisions, the staff encourages parents to bring concerns and questions to us in the event we operate in ways that appear to be

inconsistent with these core beliefs.

### Love and Logic

The following list of core beliefs outlines the professional actions and attitudes of all staff members in this school:

- Every attempt will be made to maintain the dignity and self-respect of both the student and the teacher.
- Students will be guided and expected to solve their problems, or the ones they create, without creating problems for anyone else.
- Students will be given opportunities to make decisions and live with the consequences.
- Misbehavior will be handled with natural or logical consequences instead of punishment, whenever possible.
- Misbehavior will be viewed as an opportunity for individual problem solving and preparation for the real world as opposed to a personal attack on school or staff.
- Students are encouraged to request a conference with the teacher whenever the students perceives consequences to be unfair.

School problems will be handled by school personnel. Criminal activity will be referred to the proper authorities. \*Additional Love and Logic materials are available for checkout at the parent center located on the Hackler campus.

## Extended Rights Policy (ERP)

The ERP gives the school the right to protect and control beyond the “school zone” versus the obligation to do so. When a student leaves the “school zone,” the school’s obligation ends, but its rights continue. These rights include but are not limited to the right to investigate, gather, and exchange information with the police department. In addition, the school has the right to make a determination whether actions of the student creates a clear danger/disruption connection back to and upon the safe and orderly educational atmosphere of the school.

### **The consequences for inappropriate actions by students range from a warning to expulsion.**

Key for abbreviations:

AD-Administrator’s Discretion

E-Expulsion

ISS-In School Suspension

JO-Juvenile Office Contact

Law Enforcement Agency-(LEA)

1. SRO-School Resource Officer

2. MHPD-Mountain Home Police Department

3. BCSO-Baxter County Sheriff Office

OSS-Out of School Suspension

SS-Saturday School

W-Warning

NOTE: All suspensions require parent/guardian or other responsible adult contact. Administrators will attempt to make contact (written or verbal) with parents on all other office referrals.

Some offences, depending on the severity, may require notification of MHPD and BCSO or both. Administrators will make a good faith effort to contact parents when their child has been reported to, interviewed by, or taken into custody by law enforcement personnel and for other purposes (Act 1217 of 2001).

Anti-Bullying (Act 681, 2003)

Bullying is defined as any written or verbal expression or physical act or gesture, or a pattern thereof that is intended to cause distress or fear upon one or more students. A student will be found in violation of this policy if their conduct has been found to have the effect of humiliation or embarrassment on a student, and is sufficiently severe, persistent, or pervasive that it limits the student's ability to participate in, or benefit from, an educational program or activity. Bullying behavior will generally be established when an individual has endured a pattern of offensive behavior or when a single serious act is committed. What is or isn't bullying will depend on the surrounding circumstances.

Any student that is found to be bullying another student or group of students will be subject to disciplinary action that is appropriate to the degree of seriousness of the bullying behavior.

Individuals who withhold information, purposely provide inaccurate facts, or otherwise hinder an investigation of a student for the purposes of bullying, shall be subject to disciplinary action.

### Section One Infractions - (Level I Offenses)

Offenses listed in this section allow the administrator's discretionary use of a full range of disciplinary consequences from a warning to expulsion. Administration will attempt to contact parents on office referrals. All suspensions require parent/responsible adult contact.

Some offenses, depending on severity, may require notification of MHPD, and Baxter County Juvenile Office or both.

Administration will make a reasonable, good faith effort to contact the parents when their child has been reported to, interviewed by, or taken into custody by law enforcement personnel and for other purposes. (AR Code 6-18-513 as amended by Act 1415 of 2005)

A student may serve a maximum of 2 days of Out-of-Class Suspensions. After a total of 2 days has been reached, Out-of-School Suspensions will become mandatory. Some offenses, depending on severity, may require notification of law enforcement agencies.

OFFENCE	CONSEQUENCES
A. Personal Appearance (Dress Code)	AD
B. Disrespectful/Disruptive Behavior	AD
C. Failure to Comply	AD
D. Harassment, Bullying	AD
E. Sexual Harassment	AD

F. Inappropriate Touching	AD
G. Inappropriate Language, Gestures, Material	AD
H. Habitual Failure to Complete & Turn in Work	AD,PC
I. Extortion	*AD
J. Gambling	AD
K. Gang-Like, Gang, or Hate Group Related Activities (AR code 6-21-607)	AD, Zero Tolerance
L. Out-of-Bounds, Loitering	AD
M. Skipping Class (Absent on Campus)	AD
N. Dishonesty (Forgery, Cheating, Lying)	AD
O. Safety Violations (Rough Play, Wrestling, Throwing Objects)	AD
P. Aggressive Behaviors	AD
Q. Safety Violations (Rough Play, Wrestling, Throwing Objects)	AD
R. Vulgar or Obscene Language, Gestures, or Material	AD
S. Abusive or Threatening Behavior (Verbal, Physical)	AD
T. Threats of physical harm	AD
U. Violation of District Technology/Internet Policy	AD
V. Violation of District Medication Policy	AD

## Level I Offense Descriptions

### A. Inappropriate Personal Appearance

Success depends on many things. One factor is how one feels about how they look. We all desire for our students to experience success in school. We are hopeful that you will help your child with this factor to success. We urge that students' appearance not present health and safety hazards or cause disruption of the educational process.

Parents are responsible for seeing that their child is adequately dressed for school. Students may not wear clothing, jewelry, or hairstyles that can be hazardous or disruptive to them in their educational

activities.

Dress and grooming should not disrupt the educational process. Examples:

1. No shoes with cleats or skates (heelies, wheelies, sliders). Flip-flop sandals and high heels are particularly hazardous on PE days. No bare feet.
  2. Long dresses are discouraged as they affect the student's ability to participate in physical activity and PE activities.
  3. A student shall not wear or use emblems, insignias, badges, or other symbols which distract other students, or otherwise cause disruption or interference with the operation of the school. This includes advertisements or symbols for alcoholic beverages, tobacco and or illicit drugs, weapons and ammo
  4. Tops must cover the entire torso (No bare-backs, bare midriffs or spaghetti straps).
  5. Mesh shirts and sweaters are permitted only if worn over an opaque solid garment that meets #4 above.
  6. Headwear, including hats, caps, scarves, and bandanas may not be worn inside the building.
  7. Any article that could be used as a weapon or inflict injury is prohibited. Example: choker or wallet chains, dog collars, large rings, etc.
  8. Pants or shorts worn below the hips are not permitted, and no undergarments should be showing.
  9. Running pants, yoga pants, leggings, and jeggings are permitted IF accompanied by a top that goes below the hips.
  10. Shorts/skirts should be mid-thigh or fingertip length. Since elementary girls do play enthusiastically on the jungle gym equipment, shorts are recommended under skirts and dresses.
  11. Clothing, outerwear, pins, symbols, or insignia of prohibited organizations or gangs shall not be worn to school or at any school- related activity.
  12. No visible body piercing jewelry other than what can be worn in the ear.
  13. Clothing such as overalls must be properly fastened as designed.
  14. Facial make-up such as mascara, eyeliner, lipstick, blush, etc. should be age appropriate and not distracting to others.
  15. Common health and cleanliness dictates that the students and their clothing should be clean and adequate for the season.
  16. Per Act 835, School districts are required to prohibit students from the wearing of clothing that exposes underwear, buttocks, or the breast of a female; and for other purposes while on the grounds of a public school during the regular school day and at school-sponsored activities and events.
- B. Disrespectful/Disruptive Behavior
- C. Failure to Comply with Directions or Commands.
- A pupil shall not fail to comply with reasonable directions or commands of teachers, student teachers, substitute teachers, teacher aides, principals, administrative personnel, superintendents, school bus drivers, school resource officers, or any other authorized school personnel.

#### D.4.43—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:

**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 causes or creates a clear and present danger of:

- 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;

**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 activity
- 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.

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

1. Sarcastic "compliments" about another student's personal appearance,

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 personal characteristics,
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, and/or
10. Threats of harm to student (s), possessions, or others
11. Sexual harassment, as governed by policy 4.27, is also a form of bullying

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.

Notice of what constitutes bullying, the District’s prohibition against bullying, and the posted in every classroom, cafeteria, restroom, gymnasium, auditorium, and school bus. Parents, students, school volunteers, and employees shall be given copies of the notice.

Copies of this policy shall be available upon request.

#### E. Sexual Harassment

Unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature when made by a member of the school staff to a student or when made by any student to another student constitute sexual harassment when - submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's education;

(a) submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or

(b) 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.

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 threats concerning one's grades, job, etc., Displaying pornographic materials,



Inappropriate patting or pinching, Intentional brushing against a student's or an employee's body, and/or any sexually motivated unwelcome touching.

Procedures: Any person who alleges sex discrimination or sexual harassment by any staff member or student may complain directly to the building principal, guidance counselor, or to the Equity Coordinator, the individual designated to receive such complaints. The Equity Coordinator for Mountain Home Public Schools is Leah Cotter. Please contact her at the District Office at 425-1281. Filing of a complaint or otherwise reporting sexual harassment or sex discrimination will not reflect upon the individual's status nor will it affect future employment, grades, or work assignments.

#### 4.27—Student Sexual Harassment

The Mountain Home School District is committed to having an academic environment in which all students are treated with respect and dignity. Student achievement is best attained in an atmosphere of equal educational opportunity that is free of discrimination. Sexual harassment is a form of discrimination that undermines the integrity of the educational environment and will not be tolerated.

Believing that prevention is the best policy, the District will periodically inform students and employees about the nature of sexual harassment, the procedures for registering a complaint, and the possible redress that is available. The information will stress that the district does not tolerate sexual harassment and that students can report inappropriate behavior of a sexual nature without fear of adverse consequences. The information will take into account and be appropriate to the age of the students.

It shall be a violation of this policy for any student to be subjected to, or to subject another person to, sexual harassment as defined in this policy. Any student found, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action up to, and including, expulsion.

Sexual harassment refers to unwelcome sexual advances, requests for sexual favors, or other personally offensive verbal, visual, or physical conduct of a sexual nature made by someone under any of the following conditions:

1. Submission to the conduct is made, either explicitly or implicitly, a term or condition of an individual's education;
2. Submission to, or rejection of, such conduct by an individual is used as the basis for academic decisions affecting that individual; and/or
3. Such conduct has the purpose or effect of substantially interfering with an individual's academic performance or creates an intimidating, hostile, or offensive academic environment.

The terms "intimidating," "hostile," and "offensive" include conduct of a sexual nature which has the effect of humiliation or embarrassment and is sufficiently severe, persistent, or pervasive that it limits the student's ability to participate in, or benefit from, an educational program or activity.

Actionable sexual harassment is generally established when an individual is exposed to a pattern of objectionable behaviors or when a single, serious act is committed. What is, or is not, sexual harassment will depend upon all of the surrounding circumstances. Depending upon such circumstances, examples of sexual harassment include, but are not limited to: unwelcome touching; crude jokes or pictures; discussions of sexual experiences; pressure for sexual activity; intimidation by words, actions, insults, or name calling; teasing related to sexual characteristics; and spreading rumors related to a person's alleged sexual activities.

Students who believe they have been subjected to sexual harassment, or parents of a student who believes their child has been subjected to sexual harassment, are encouraged to file a complaint by contacting a counselor, teacher, Title IX coordinator, or administrator who will assist them in the complaint process.

Under no circumstances shall a student be required to first report allegations of sexual harassment to a school contact person if that person is the individual who is accused of the harassment. To the extent possible, complaints will be treated in a confidential manner. Limited disclosure may be necessary in order to complete a thorough investigation. Students who file a complaint of sexual harassment will not be subject to retaliation or reprisal in any form.

Students who knowingly fabricate allegations of sexual harassment shall be subject to disciplinary action up to and including expulsion.

Individuals, who withhold information, purposely provide inaccurate facts, or otherwise hinder an investigation of sexual harassment shall be subject to disciplinary action up to and including expulsion. *Legal Refs: Title IX of the Education Amendments of 1972, 20 USC 1681, et seq.A.C.A. § 6-15-1005 (b) (1)*

*Date Adopted: July 20, 2006*

*Last Revised: July 20, 2006*

- F. Inappropriate Language, Gestures, Materials
- G. Habitual Failure to Complete and Turn in Work
- H. Extortion:  
No student shall intimidate others for food, money, protection, etc.
- I. 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 or objects of value.
- J. Gang-like, Gang, or Hate Group Related Activities  
Unlawful student organizations (fraternities, sororities, secret societies, gangs or hate groups) are not permitted. (AR. Code 6-18-603) No student shall promote gang membership or gang or hate group activities by the wearing of gang-style clothing, the display of gang symbols or gestures.
- K. Out-of-Bounds, Loitering  
Students are considered out of bounds if they enter any area other than is dictated by their normal schedule. Students are not to loiter before or after school within 100 feet of school property (AR Code 6-21-607).
- L. Skipping Class (Absent, on Campus)
- M. Dishonesty (Forgery, Cheating, Lying)
- N. Safety Violations  
Dangerous play that endangers others such as “smear-type” games, tackle football without pads, rough play, wrestling, “slap boxing”, or throwing objects, etc will result in disciplinary consequences. Students should never place their arms or hands around another person’s neck as this could result in serious injury.
- O. Aggressive Behaviors such as being boldly hostile physically or verbally toward other students or school personnel will not be permitted.
- P. Safety Violations (Rough Play, Wrestling, Throwing Objects)
- Q. Vulgar or Obscene Language, Gestures, or Material
- R. Abusive or Threatening Behavior (Verbal, Physical)
- S. Students should refrain from threats of physical harm to any person. Insinuations of death or harm to another are prohibited. Threats in some circumstances are felonious acts and a severe violation of school rules. Appropriate action (ranging from parent conference to expulsion with police involvement) will be taken upon report of all threats. This includes oral, written, physical, or electronic communications (Phone,

internet, etc). Any student who threatens others with serious injury or death or who talks of bringing a weapon to school may be referred to a local law enforcement agency. (Act 1520 of 1999).

- T. Violation of District Technology/Internet Policy  
AR Code 6-21-107 as amended by Act 912 Of 2001 specifies punishment for violation of District Technology/Internet policy. See the Acceptable Use section in the handbook.
- U. Violation of District Medication Policy  
This includes any prescribed medication, over-the-counter medication or pills (No-Doz, Yellow Jackets, etc.) and homeopathic (herbal or naturally occurring) preparations.

### Section Two Infractions - (Level II Offenses)

Offenses listed in this section allow administrator’s discretionary use of a full range of disciplinary consequences from warning to expulsion. Consequences are minimums that may be exceeded by the administration.

Offense	Consequences
A. Excessive Late Arrivals or Early Departures per Semester (Late arrivals and early departure are SEPARATE)	1st - Warning 2nd - Warning 3rd - Warning 4th - PC, WRITTEN 8th - PC, WRITTEN OR ORAL 9th - JO
B. Truancy (Absent-Off Campus)	PC, JO
C. Unauthorized Possession or Theft of School or Personal Property	1st - Monetary Restitution, AD,PC 2nd- Monetary Restitution, OSS 3rd- Monetary Restitution, OSS, LEA Contact
D. Damage or Destruction of School/Personnel Property	1st - Monetary Restitution and Parent Supervised Cleanup or Repair (Non-Compliance will result in a 1 day suspension) 2nd - Monetary Restitution, OSS
E. Possession of Contraband (Except for health or other compelling reasons which must be approved by the building principal.) Act 1408, 1999	1st - Confiscation 2nd - PC, 1 OSS 3rd - PC, 3 OSS
F. Tobacco (Possession and/or Use)	1st- Confiscation, ISS, PC

AR Code 6-21-609 as amended by Act 1108 of 1997	2nd-Confiscation, 3 OSS, PC 3rd- Confiscation, 5 OSS, LEA Contact, PC
G. Refusal to Comply/Defiance	1st - Warning, PC 2nd - 1-2 Days OCS, PC 3rd - 1-3 OSS, PC
H. Fighting Act 1108, 1997	*1-10 OSS, PC
I. Verbal Abuse of School Personnel ** AR Code 6-17-106 as amended by Act 1565 of 2001	1st - Warning, PC 2nd - 1-3 OSS 3rd - 1-10 OSS
J. False 911 Call AR Code 5-71-210 as amended by 567 of 2001	1st - 1-10 OSS, MHPD
K. Fireworks	1st - 1-10 OSS
L. Indecent Exposure	1st - Warning, PC 2nd - 1-3 Days OSS, PC 3rd - 4-10 Days OSS, PC
M. Cell Phones, Smart Watches and Other Electronic Devices	1st- Warning and return to student at the end of the day, PC 2nd- Parent pick up, PC 3rd- PC, ISS 1 day 4th - PC, OSS 1 day

Some offenses, depending on severity, may require notification of law enforcement agencies. \*\* The law states: It is unlawful, during regular school hours and in a place where a public school employee is required to be in the performance of his or her duties, for any person to address a public school employee using language which, in its common acceptance, is calculated to:

- A. cause a breach of the peace,
- B. materially and substantially interfere with the operation of the school; or
- C. arouse the person to whom it is addressed to anger, to the extent likely to cause imminent Retaliation.
  - A person who violates this section shall be guilty of a misdemeanor and upon conviction be liable for a fine of not less than one hundred dollars (\$100) nor more than one thousand five hundred dollars (\$1500).

## Sections Two Descriptions

### A) Tardiness-Late Arrivals, Early Departures

Arkansas Department of Education Standard V. A. 4, requires pupils to be engaged in instruction for an

average of 360 minutes per day. When a student or parents display a pattern of late arrivals (AM Tardy) or early departures (PM Tardy) the student comes into violation of that standard and the administration will be notified. Administrative follow-up actions range from verbal contact with the parents to contact with a law enforcement agency.

B) Truancy (Absent, off campus)

AR Code 6-18-201 mandates daily attendance until age 18.

C) Unauthorized Possession or Theft of Property.

“Found” items must be turned in immediately. “Found” items that are not turned in are wrongfully possessed and a violation of this section. A student shall not steal or attempt to steal school or private property while under jurisdiction of the school. Students or their legal guardians shall make restitution for any property stolen and shall be subject to other disciplinary measures.

D) Damage or Destruction of School/Private Property.

A pupil shall not cause or attempt to cause damage to school or private property. The school district may take legal steps if necessary to recover damages from the student destroying the school property. Parents or guardians of any minor under the age 18 will be liable for damages caused by said minor.

E) Contraband Items

A student shall not possess contraband that is disruptive. The purpose is to avoid distracting and time-consuming episodes of inattention, ownership disputes, emotional upsets over lost items, and to ensure that students can hear instructions. Examples are items like edibles, trading cards, drug paraphernalia, or any item that resembles or is represented as a weapon, such as, offensive sprays, lighters, matches, paintball guns, wallet chains, choker chains, bullets, or ammunition. Students are not to bring electronic games, radios, TVs, tape, CD, or DVD players, MP3s ipods, beepers, walkie-talkies, scanners, cellular phones, or other electronic devices to school during normal school hours. The school is not responsible for the loss of such items brought to school in violation of this rule. This means that if such items are lost or stolen the school authorities may not be able to help with their recovery or compensation. Students caught using cell phones or other electronic communication devices after the first bell and before the last bell shall have them confiscated. Confiscated cell phones and other electronic communication devices may be picked up at the school’s administration office by the student’s parents or guardians. Students have no right of privacy as to the content contained on any cell phones and other electronic devices that have been confiscated. Students who use school issued cell phones and/or computers for non-school purposes, except as permitted by the district’s Internet/Computer Use Policy, shall be subject to discipline, up to and including suspension or expulsion.

F) Tobacco, Possession or Use

In keeping with AR Code 6-21-609 passed by the 1987 Arkansas legislature, there will be NO tobacco products carried or used on the Mountain Home Public School campuses. Students will be disciplined if they are found either possessing or using tobacco or tobacco products on the campus. Lighters, matches, etc. are considered contraband.

4.23—Tobacco and Tobacco Products

Smoking or use of tobacco or products containing tobacco in any form (including, but not limited to, cigarettes, cigars, chewing tobacco, snuff, and electronic cigarettes) in or on any property owned or leased by a District school, including school buses, is prohibited. Students who violate this policy may be subject to legal proceedings in addition to student disciplinary measures.

With the exception of recognized tobacco cessation products, this policy's prohibition includes any tobacco or nicotine delivery system or product.

The TEG (Tobacco Education Group) program has been implemented in lieu of out of school suspension for first time tobacco offenders. Intervening with teen tobacco users, TEG is a research based educational program that strives to inform teenage tobacco users about the negative consequences of tobacco use. TEG is presented during Saturday School.

#### G. Refusal to Comply, Defiance

Open, bold resistance to authority.

#### H. Fighting

A pupil shall not cause or attempt to cause physical injury or behave in such a way as to reasonably cause physical injury to a fellow student or any other individual.

#### I. Verbal Abuse of School Personnel

Verbal abuse to school officials is prohibited by AR Code 6-17-106 as amended by Act 1565 of 2001 which reads: "1) It is unlawful, during regular school hours, and in a place where a public school employee is required to be in the performance of his or her duties, for any person to address a public school employee using language which, in its common acceptance, is calculated to: A) cause a breach of the peace, B) materially and substantially interfere with the operation of the school; or C) arouse the person to whom it is addressed to anger, to the extent likely to cause imminent retaliation. 2) A person who violates this section shall be guilty of a misdemeanor and upon conviction be liable for a fine of not less than one hundred dollars (\$100) nor more than one thousand five hundred dollars (\$1,500). This law is interpreted to cover all school employees including classified personnel such as secretaries and custodians. Bus drivers are specifically protected under AR Code 5-60-113.

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#### 3.17 (MH)—Insult or Abuse of Certified Personnel

Employees are protected from abusive language and conduct by state law. An employee may report to the police any language which is calculated to:

1. Cause a breach of the peace;
2. Materially and substantially interfere with the operation of the school; and/or

3. Arouse the person to whom the language is addressed to anger, to the extent likely to cause imminent retaliation.

J. False 911 Call

K. Fireworks

Fireworks are items commonly purchased whose purpose is to celebrate, not create damage or confusion. Bang-snaps, smoke, or stink devices, and firecrackers are common examples. Possession or use of fireworks at school is disruptive and a possible safety issue that is prohibited.

L. Indecent Exposure

A student shall not expose private body parts.

M. Cell Phones, Smart Watches, and Other Electronic Devices

For safety purposes, the district permits students to possess cell phones; however, cell phones must remain turned off and put away in the student's cubby during the instructional day. When students step on Hackler campus until they leave campus cell phones are not to be used. A cell phone that is in silent mode is NOT off. "Turned off" means the phone is powered off. It cannot make or receive calls, texts, or messages. The use of a cell phone, smart watch or other communication device includes any incoming calls, text messages, photos, or any other audible sound coming from the phone or device is not allowed. The student and/or the student's parents or guardians expressly assume any risk associated with students owning or possessing technology equipment on school grounds. Legal Reference: A.C.A 6-18-502(b)(3)(D)(ii)

4.47- Possession and use of Cell Phones, Smart Watches, and Other Electronic Devices.

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

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

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

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

1. Using electronic devices during class time in any manner other than specifically permitted by the classroom instructor;
2. Permitting any audible sound to come from the device when not being used for reason #1 above;

3. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, or wrongfully obtaining test copies or scores;
4. Using the device to take photographs in locker rooms or bathrooms;
5. Creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person.

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

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

The student and/or the student’s parents or guardians expressly assume any risk associated with students owning or possessing electronic devices. Students misusing electronic devices shall have them confiscated. Confiscated devices may be picked up at the school’s administration office by the student’s parents or guardians. Students have no right of privacy as to the content contained on any electronic devices that have been confiscated.

### Section Three Infractions (Level III Offenses)

The serious offenses listed in this section require parent contact and out-of-school suspension with possible prosecution and discretionary administrative recommendation for expulsion. All require, either by law or district policy, notification of local law enforcement, and contact with Legal Authorities. Consequences listed are **Minimums That May Be Exceeded** if necessary by administration.

Offense	Consequence
A. Weapon, Dangerous Object (Possession, Intent or Use)	1-10 OSS to EXPULSION, JO LEA
B. Major Disruption or Fight	1-10 OSS to EXPULSION, JO, LEA
C. Physical abuse, Assault or Death Threats to School Personnel, or Students (Act 1046 of 2001, Act 1520 of 1999)	1-10 OSS to EXPULSION, JO, LEA
D. Explosives, Fireworks (Possession or Use)	1-10 OSS to EXPULSION, JO, LEA
E. False Fire Alarm, False Bomb Threat	10 OSS to EXPULSION, JO, LEA



(Act 567 of 2001)	
F. Arson or Attempted Arson	10 OSS to EXPULSION, JO, LEA
G. Possession, Use, or Distribution of Illegal, Misrepresented, or Misused Substances (Administrative discretion will be used for medical release items.)	1-10 OSS, JO, LEA  POSSIBLE EXPULSION
H. Possession of a Firearm Required by AR Code 5-73-119, Act 1282 of 1999, AR Code 6-18-507, Act 1150 of 1999 (Superintendent has discretion to modify on a case- to-case basis.)	10 OSS, 1 Year MINIMUM EXPULSION,  LEA

### Section Three Descriptions

- A. **Weapon, Dangerous Object**  
(Possession, Intent, or Use)  
A pupil shall not possess, threaten with, or use a knife, razor, ice pick (AR Code 5-73-120), wallet chain, large ring, pepper or tear gas sprays (AR Code 5-73-124), laser pointers (AR Act 1408 of 1999), or any other object that reasonably can be considered a weapon or dangerous to others.  
Any item that aids in the violation of school rules is prohibited.
- B. **Major Disruption or Fight**  
No pupil shall:
1. Occupy any school building or properties with intent to deprive others of its use where the effect thereof is to deprive others of its use.
  2. Block the doorway or corridor or any school building or property so as to deprive others of access thereto.
  3. Prevent or attempt to prevent the convening or continued functioning of any school class, activity or lawful meeting or assembly on the school campus.
  4. Prevent students from attending a class or school activity.
  5. Block normal pedestrian or vehicular traffic on the school campus or adjacent grounds unless under the direction of a school administrator
  6. Continuously and intentionally make noise or act in any other manner so as to interfere seriously with the teacher's ability to conduct the class or any other school activity.
  7. In any other manner by the use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct intentionally cause the disruption of any lawful process or function of the school or engage in any such conduct for the purpose of causing the disruption or obstruction of any such law process or function.
  8. Refuse to identify her/himself on request of any teacher, principal, superintendent, school bus driver, or other school personnel.

9. Encourage other students to violate any rule or school board policy
  10. Fights involving more than two individuals will be regarded as a major disruption.
- C. Physical Abuse, Assault on School Personnel, or Death Threats (As defined by Act 1046 of 2001) to School Personnel, Students

A student shall not cause, or attempt to cause, physical injury or behave in such a way as could cause physical injury to a school employee, fellow student, or other individual.

**3.17 (MH)—Insult or Abuse of Certified Personnel**

Employees are protected from abusive language and conduct by state law. An employee may report to the police any language which is calculated to:

1. Cause a breach of the peace;
2. Materially and substantially interfere with the operation of the school; and/or
3. Arouse the person to whom the language is addressed to anger, to the extent likely to cause imminent retaliation.

D. Explosives, Fireworks (Possession or Use)

Explosives are items which may cause harm or damage and may either be purchased or be homemade. Some such items are illegal and all are absolutely prohibited at school. A student shall not possess smoke bombs, stink bombs, cherry bombs, or any other kind of fireworks that reasonably could be a danger to himself/herself or to other students; that could cause damage to school property; or that could be disruptive to the learning climate of the school.

E. False Fire Alarm or False Bomb Threat

A student shall not cause unnecessary alarm and educational disruption by falsely reporting an emergency situation. AR Code 5-71-210 as amended by Act 567 of 2001 makes such action a Class D felony.

F. Arson or Attempted Arson

G. Possession, Use, or Distribution of Illegal, Misrepresented or Misused Substances

A pupil shall not possess, sell, use, transmit or be under the influence of any intoxicant, mood altering drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substance as defined in AR Code 5-64-401; or what the student represents or believes to be any substance listed above. Students will be considered under the influence if any measurable amount of alcohol is found to exist. All drug paraphernalia is strictly prohibited.

H. Possession of Firearms

No person shall possess a firearm (pellet gun, handgun, rifle, and shotgun) on school property (AR Code 5-73-119 as amended by Act 1282 of 1999). Such possession also mandates expulsion for a one-year minimum (AR code 6-18-507 as amended by Act 1150 of 1999); provided that the superintendent shall have discretion to modify such expulsion requirements on a case-by-case basis.

Additionally, parents of students expelled for this offense must sign a statement, prior to re-enrollment, acknowledging that they have read and understand current laws regarding the possibility of parent responsibility for allowing a child to possess a weapon on school property. All such expulsions will be reported to the Arkansas Department of Education for inclusion in their Registry of Students Expelled for Firearms or Violence.

## Mountain Home Public Schools District Policies for Students Riding the School Bus

1. Be at the bus stop at the scheduled time. Stand back about ten feet from the bus stop and wait until the door is opened before moving close to the bus.
2. While loading or unloading, enter or leave the bus orderly and quickly.
3. While riding the bus, students are under the supervision of the driver and must obey the driver at all times. Students causing disciplinary problems on buses will be identified and disciplinary action taken.
4. Students are expected to conduct themselves in a manner such that they will not distract the attention of the driver or disturb other riders on the bus.
5. No food or drinks are to be consumed on the route bus. Exceptions will be made for the consumption of water on days of high temperature. A further exception is made for activity trips subject to the approval of the sponsor. NO knives or sharp objects are allowed. No firearms, ammunition, or fireworks are to be brought on the bus. Do not bring trading cards, pets, or any kind of animal on the bus. Cell phones are not to be used while students are loading or unloading school buses. Radios, video games, DVD and music players are only allowed at driver's discretion. If the driver allows any of these last items on the bus, they must be at a noise level that no one is distracted by them. They are not to be brought out at school & may only be brought if a student assumes risk! Mountain Home School District will not be responsible for any personal items lost, stolen, broken or damaged on the school bus. This means that if such items are lost or stolen the school authorities may not be able to help with their recovery or compensation.
6. Students need to speak in a moderate voice; no yelling or screaming. Pupils MUST remain seated and out of the aisle while the bus is in motion. No backpacks, books, or items are to be left in the aisle. Keep the aisle clear. Do not put arms, hands, head or anything out of the windows.
7. A student will be liable for any damage he/she does to the bus. This includes writing on seats, poking holes, tampering with any bus equipment or furnishings.
8. Students who must cross the road or highway to enter the bus must always be on the right side of the road waiting on the bus. If you should arrive at the stop just as the bus approaches the stop, wait until the bus has come to a complete stop and the driver has signaled you to cross.
9. Students who must cross the road after leaving the bus in the afternoon, must go to a point on the shoulder of the road 15 feet in front of the bus, or until you can plainly see the bus driver, and wait for the driver to signal you across.
10. Students must ride their assigned bus. Those needing to ride another bus or get off the bus at a point other than normal for any reason must bring a note with parent permission to their building principal. The office will then issue a "Permit to Ride Bus" from which the student will present to the driver of the bus they are to ride that day. Mountain Home Public Schools will not assume responsibility for transportation of students to special events after school.

- 11. Mountain Home School District will not be responsible for any personal items lost, stolen, broken or damaged on the school bus.
- 12. For transportation assistance before 8:00 a.m. and after 4:00 p.m., call or 425-1240.

## Bus Discipline

All Offenses will be handled through the recommended school discipline policies with the exception of the following occurring on school buses. Any student suspended from riding a bus is suspended from all district buses with the exception of special school related activities.

Attempts will be made to notify parents on all Level 2 & Level 3 offenses, repeat offenses, and consequences resulting in bus suspension. The following is only a guideline.

Depending on the nature of the incident, the Consequences may be subject to administrator discretion. Discipline Actions are cumulative per semester. After the 4th offense, there is the possibility of losing riding privileges for the remainder of the semester.

Level 1	(Minor Offenses)	
Noisy or annoying behavior	Failure to comply	Improper boarding/departing
Out of seat or out in aisle		Unauthorized transportation
Turned around in seat	Eating or Drinking	
Rudeness, improper language	No bus pass	Horse-play, light pushing
Throwing paper type objects	Littering	Any body parts out of bus window

Actions:

1st Offense-Warning

2nd -1 day bus suspension

3rd-1 to 10 day bus suspension

4th-Administrative Discretion

Level 2	(Serious offenses that directly affect others)	
Rough play	Spitting	Bringing dangerous objects
Fighting	Profanity	Theft or dishonesty
Getting on any bus when riding privilege has been suspended		Disrespectful behavior
Damage to property	Defiance	Refusal to obey driver

ACTIONS:

1st Offense-1 day bus suspension

- 2nd Offense-1 to 3 day school suspension
- 3rd Offense – 1 to 3 day school suspension
- 4th Offense – Administrative Discretion

Level 3	(Severe Offense)
Public Indecency	Sexual Harassment
Drugs or Alcohol	Tobacco 2nd Offense Possession of weapon

Level 3 offenses are ZERO tolerance items which could result in bus suspension for the remainder of the school year and 1 to 3 day school suspension.

TOBACCO 2nd offense: Bus suspension for the remainder of the school year, 10 day out-of-school suspension plus school disciplinary policy

Paul Bellnap is in charge of all school bus routes in the district and maintenance on buses. If you have questions about district boundaries or bus services, please feel free to contact Paul by phone or e-mail at [pbellnap@mhbombers.com](mailto:pbellnap@mhbombers.com) or (870) 425-1240

- 1.
2. Referral to law enforcement-any felonious acts, assaults, or threats will be reported to the appropriate agency.

Listed below are some behaviors that may cause a student to be expelled from school:

- |  |                      |
|--|----------------------|
| 1. Threatening behavior                                      | 7. Gross misconduct  |
| 2. Fighting  | 8. Drugs and alcohol |
| 3. Tobacco violations  | 9. Sexual harassment |
| 4. Defiant or hostile action                                 | 10. Harassment       |
| 5. Rude, disrespectful, disobedient, and disruptive behavior |                      |
| 6. Weapon or dangerous object                                |                      |

All criminal acts of violence and felonies will be reported to the appropriate authorities. Students may be expelled PERMANENTLY for severe infraction.

## Late School

Late School is used by administrators for the violation of school rules/policy at Hackler Intermediate School. The purpose of Late School is to provide a positive alternative to loss of class time for violation of school rules, regulations and policies when the school administration feels this type of placement would assist in the student's rehabilitation and ultimately, improve the discipline within the school.

Late School Rules and Regulation:

1. Be ready to work in the Late School room by 3:15 p.m.
2. Bring all materials necessary (pen/pencil, paper, books, projects, notes, calculator, etc.)
3. Students can only work on school related work. Reading for pleasure, writing letters/notes, listening to music, talking, sleeping, etc. are not acceptable.
4. No student interaction of any kind is allowed.
5. Failure to be prepared to work or to strictly follow any rules or verbal instructions will result in out-of-school suspension.
6. Students will be picked up at 4:15 p.m.

## 4.30(MH)-SUSPENSION FROM SCHOOL

Students who are not present at school cannot benefit from the educational opportunities the school environment affords. Administrators, therefore, shall strive to find ways to keep students in school as participants in the educational process. There are instances, however, when the needs of the other students or the interests of the orderly learning environment require the removal of a student from school. The Board authorizes school principals or their designees to suspend students for disciplinary reasons for a period of time not to exceed ten (10) school days,\* including the day upon which the suspension is imposed. The suspension may be in school or out of school. Students are responsible for their conduct that occurs: at any time on the school grounds; off school grounds at a school-sponsored function, activity, or event; going to and from school or a school activity. A student may be suspended for behavior including, but not limited to that which:

1. Is in violation of school policies, rules, or regulations;
2. Substantially interferes with the safe and orderly educational environment;
3. School administrators believe will result in the substantial interference with the safe and orderly educational environment; and/or
4. Is insubordinate, incorrigible, violent, or involves moral turpitude.

The school principal or designee shall proceed as follows in deciding whether or not to suspend a student.

1. The student shall be given written notice or advised orally of the charges against

him/her;

2. If the student denies the charges, he/she shall be given an explanation of the evidence against him/her and be allowed to present his/her version of the facts;
3. If the principal finds the student guilty of the misconduct, he/she may be suspended. When possible, notice of the suspension, its duration, and any stipulations for the student's readmittance to class will be given to the parent(s), legal guardian(s), or to the student if age 18 or older prior to the suspension. Such notice shall be handed to the parent(s), legal guardian(s), or to the student if age 18 or older or mailed to the last address reflected in the records of the school district.

## Grades K-12 Discipline Advisement Committee Second Chance Program

After the fifth Out of School Suspension or any expellable offense, the student will meet with the Discipline Advisement Committee/Second Chance Program before returning to class. The committee consists of a minimum of three school personnel which will include one administrator. The student and parent/guardian attendance is required. A representative of the student's choosing is welcome (teacher, preacher, friend, etc.). This committee will investigate problems that may be causing suspensions, and inform the student of eminent danger of expulsion.

The committee's Second Chance actions may be to:

- 1.) Establish a probation period (minimum of one (1) semester) when returning to the base school
- 2.) Schedule change
- 3.) More parent involvement
- 4.) Required visits with a counselor
- 5.) Assignment to a mentor
- 6.) Assignment to Guy Berry Learning Center for a specified minimum time (5th – 12th grades only)
- 7.) Assignment to building ALE program for K-4th
- 8.) Any procedure to enhance the possibility of success
- 9.) Aggressive Replacement Training
- 10.) To proceed with expulsion

The Superintendent will review the Discipline Advisement Committee's findings and recommendations and may adopt, reject, or modify them as he/she sees fit. The final approval of assignment to Guy Berry Learning (GBLC) will be with the Guy Berry Learning Center Director. The Guy Berry Learning Center Director will also advise the respective building principals at the time of the students scheduled re-entry to the base school. Upon advisement the assignment to GBLC may be extended.

### Expulsion

The principal may recommend to the superintendent a pupil be expelled from school with loss of credit. The recommendation will include a written statement of the charges(s) against the pupil. If the

superintendent concurs with the recommendation, he shall schedule a hearing before the Board of Education. The Board of Education may expel a student.

### Students Expelled In Their Former District

In accordance with Act 472 of 1995, when a student, otherwise eligible for enrollment, is currently under an order of expulsion from the last school district he or she attended, a hearing before the Mountain Home School Board must be held before that student may enroll. Prior to the hearing, the superintendent will obtain a full report from the former district concerning the expulsion. At the hearing, the Board will review the report from the former district and have an opportunity to question the student and his or her parents concerning the alleged misconduct. The Board may rule that the student may not enroll until the student's expulsion from his or her former district has expired.

### Expulsion Due Process

The superintendent, or in his absence the assistant superintendent, shall give written notice, mailed within five days from the administrative recommendation for expulsion, to the parent/guardian if the pupil is a minor, or to the pupil if he is an adult. Such hearing will be conducted not earlier than three calendar days nor more than seven calendar days following the date of the notice except that the superintendent and the pupil and the pupil's parent/guardian may agree in writing to a date not conforming to this limitation. Hearings may be waived by the student and parents in writing.

In every case of a hearing held by a school board regarding the expulsion of a pupil, the president of the school board, or in his absence another member selected by the board, shall preside at the hearing. The student shall be entitled to representation by a lawyer or lay counsel. The superintendent or his designee shall present evidence and may present witnesses or statements of those persons having personal knowledge of the events or circumstances giving rise to the expulsion recommendation at the hearing. The student or his representative may then present witnesses or statements by witnesses with personal knowledge of events and circumstances giving rise to the expulsion recommendation at the hearing. Normally, formal cross-examination will not be permitted, however the student or his/her representative will be allowed to question the witness. Opportunity shall be afforded for the student to observe all evidence offered against him/her. Members of the board may question any witnesses. (Arkansas law makes no provisions for the taking of testimony under oath and no sanctions for perjury.)

### Discipline for Eligible Students with Disabilities Under the Individuals with Disabilities Act (IDEAS), Public Law (PL) 94-142

Individuals with disabilities are subject to normal school disciplinary rules and procedures if their right to a free, appropriate public education is not affected. Under IDEA, a student with a disability who brought a weapon to school may be immediately removed from school or subject to 45 days alternative placement, as directed by a school administrator and the IEP committee

### Student Equity Grievance

Any person having inquiries concerning compliance with Federal laws (Title VI of the Civil Rights Act of 1964, Title IX of Education Amendment of 1972, and Section 504 of the Rehabilitation Act of 1973)



is directed to Leah Cotter, the Equity Coordinator for Mountain Home Public Schools. Please contact her at 425-1281.

## Civil Rights and Responsibilities

The Mountain Home Public School District and Baxter County assures the Director, General Division, Arkansas Department of Education, that all schools within the district are in compliance with the following civil rights regulations as stated:

### *Title VI, Section 601, of the Civil Rights Act of 1964*

No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

### *Title IX, Section 901, of the Education Amendment of 1972*

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any education program or activity receiving Federal financial assistance.

### *Section 504 of the Rehabilitation Act of 1973*

No otherwise qualified handicapped individual in the United States...shall, solely by reason of handicap, be excluded from the participation in, be denied the benefit of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. Dana Brown is the district 504 Coordinator.

## Homebound Instruction

A. Any student that is absent from school because of an illness, an accident resulting in serious injury, pregnancy, or other physically handicapping conditions, shall upon approval, receive educational services during the academic year with his/her facility of confinement for as long as the handicapping condition prevents the student from safely and adequately attending school. A statement from the attending physician as to the student's diagnostic reason for confinement and the approximate length of time that such services will be needed, must be submitted to the principal PRIOR to approval.

### B. Responsibilities of the Homebound Teacher

1. Providing instruction in work assigned AFTER approval of the homebound services.
2. Providing instruction in math, science, English, and social studies. Assignments for elective classes may be given to the student to work on at his/her individual pace. A determination by the principal/teacher may be necessary in order to determine continued placement in the elective course for credit.
3. Returning the student's assigned work to the teachers within one week from the date the assignment is given.
4. Supervising tests.
5. Turning in a progress report to the principal every two weeks.

### C. Responsibilities of the Homebound Student

1. Completing all assigned work before he/she received the services of the homebound teacher.

2. Failure to complete the work within five school days will result in termination of the homebound services.
  3. Completing all assigned work to the best of his/her ability.
- D. Responsibilities of the Parent of a Homebound Student
1. Providing a quiet environment with little or no disruptions.
  2. Working with your child to be sure they are studying and putting forth every effort possible to insure they receive quality instruction.
- E. Responsibilities of the Teacher
1. Providing access to the student/parent for work missed in a consecutive number of days.
  2. Providing the assigned work to the homebound instructor as requested. Providing alternative assignments may be needed also.
  3. Grading and returning all homework to the homebound instructor.
  4. Providing tests to the homebound instructor.
  5. Reporting to the principal any problems encountered with the homebound instruction program.

### MHPS Flex -Path K-7 Program at-a-Glance

Students in grades K-7 who are interested in a home-schooling format but who wish to remain in Mountain Home Public Schools might be interested in the FlexPath K-7 Program. FlexPath students have the option to take courses at a flexible pace or at a normal pace either from the school setting or from home. FlexPath students also have the option to take seated courses on campus. FlexPath students do not have to pay for the digital courses (i.e., MobyMax, Google Classroom, etc.), but students who take classes from home will be required to have access to a computer with an internet connection. If technology is needed, the school district will provide technology for FlexPath Students. These digital core courses are taught through MobyMax and tutors that are licensed teachers. The FlexPath Tutor will review student work in MobyMax and provide feedback to the student and parents. Courses not available through MobyMax are offered through various other digital formats as well as from tutors. Flexible pace classes do not meet the NCAA seat time requirements. For more information contact: 870-425-1201 MHPS Administrative Building.

### **Mountain Home Public Schools FlexPath K-8 Program At-A-Glance**

Students in grades K-8 who are interested in a home-schooling format but who wish to remain in Mountain Home Public Schools might be interested in the FlexPath K-8 Program. FlexPath students have the option to take courses at a flexible pace or at a normal pace either from the school setting or from home. FlexPath students also have the option to take seated courses on campus.

FlexPath students do not have to pay for the digital courses (i.e., MobyMax, Google Classroom, etc.), but students who take classes from home will be required to have access to a computer with internet connection. If technology is needed, the school district will provide technology for FlexPath Students.

These digital core courses are taught through MobyMax and tutors that are licensed teachers. The FlexPath Tutor will review student work in MobyMax and provide feedback to the student and parents.

Courses not available through MobyMax are offered through various other digital formats as well as from tutors.

Flexible pace classes do not meet the NCAA seat time requirements.

**FlexPath Faculty**

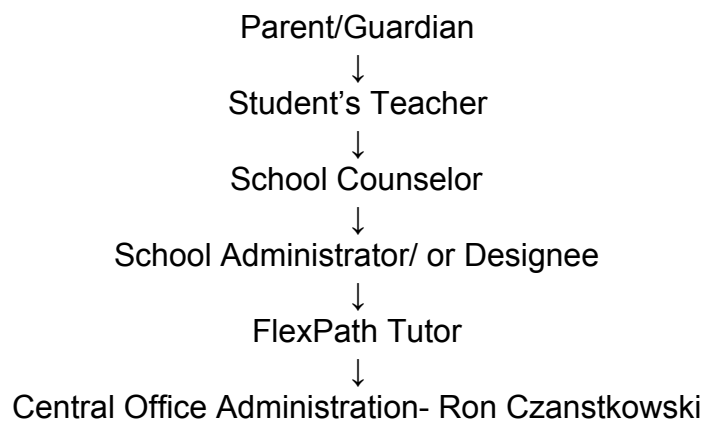
Cristy Neighbors is the Facilitator for Gifted and Talented Education in Grades K-2. She has been working in GT for 18 years. She works with JHS GT students and sees all students at Nelson-Wilks-Herron for 30 minutes of enrichment each week. Ms. Neighbors also has a background in English Language Arts. When asked what she likes best about teaching, Ms. Neighbors replied, “I love helping students to discover their gifts, talents and passions. I am rewarded daily by the students’ joy and excitement when learning.”

**AR STATE BOARD OF EDUCATION ACT 1240 WAIVER**

Per local decision and approval from the Arkansas Department of Education State Board students have the option to enroll in a FlexPath Program offered through a Flexible Seat Time Waiver. In an effort to support students of Mountain Home Public Schools, the district will offer curriculum options for students identified as FlexPath, for those approved by the application committee to access an online platform.

**APPLICATION TO ENROLL**

Students and their families will make an application at the student’s designated school. Application Chain of Command:



Applications can be submitted to the child’s school office. A committee will be assembled to approve applications for enrollment to participate in the FlexPath Program.

The committee consists of (but is not limited to):  
Building Administrator/ or FlexPath Designee  
Classroom Teacher

Counselor  
FlexPath Tutor(s)  
Special Education Director  
ALE Teacher

### **ENROLLMENT COMMITTEE DECISIONS**

For a student to participate in the FlexPath Program, a committee must approve the recommendation. If a student isn't recommended for enrollment in the program, the building FlexPath Designee will contact the parent/guardian to notify them of the committee's decision.

### **ADDITIONAL SERVICES**

If a student is receiving additional educational services such as Dyslexia Interventions, Response to Intervention, Alternative Learning Environment, Gifted Education, and/or Special Education Resource, FlexPath Curriculum Platform may not be the recommended option. During the initial committee meeting, the committee will base FlexPath Placement decisions on objective and subjective data.

### **ORIENTATION**

The FlexPath Tutor will contact students and parents to schedule an orientation time.

Discussion includes:

Procedures

Expectations of the Program (i.e., up to 4 hours a week of communication with tutor)

Establishing lines of communication

Student interest survey/questionnaire

Preferred list of books for each grade level

Independent Study Projects

School Activities/Calendar of Events (Attendance of activities is dependent on student's behavior)

List of Community Resources

Exit Procedures

### **ATTENDANCE**

Students participating in the FlexPath Program will be monitored for consistent participation as defined by the FlexPath Tutor.

### **PARTICIPATION**

If a student does not consistently meet minimum requirements of participation the student will be referred for Exit from the program. The placement committee will review the student's performance in MobyMax to determine continued placement or return to the regular classroom. If participation does not improve, Baxter County Juvenile Services will be contacted and a Families in Need of Services (FINS) will be processed.

### **CURRICULUM/GRADES**

The FlexPath Tutor uses the percentages the student scores in MobyMax to determine progress. MobyMax is a digital core curriculum.

Personalized Learning - The tutor will progress monitor each subject, then take the information and discuss it with the student and/or parent either face-to-face or digitally. The tutor will identify the deficiencies and make suggestions on lessons to work on. Also, the tutor provides positive feedback as well. The tutor documents student progress in the student's personalized learning folder.

### **MONITORING PROGRESS**

FlexPath Tutors will monitor and report the student's progress eight times per school year. The designated times are when progress reports and report cards are sent home. If a child is not making adequate progress, the FlexPath Tutor may recommend to the placement committee that the child be exited from the FlexPath Program.

### **EXIT CONFERENCE**

Per MHPS Board Policy 5.11MH, The building principal may "revoke a student's eligibility to continue taking a digital learning course if the student's performance during the semester indicates he/she is not succeeding in the course or if the student violates the digital learning provider's policies."

### **GRADING IN SCHOOL REPORTING SYSTEM**

The student's percentages earned in MobyMax will be reported in the school district's eSchool Digital Grade Book Reporting System. The FlexPath Tutor will communicate the student's grades to the child's teacher of record.

### **STATE ASSESSMENT**

Students in FlexPath continue to be enrolled in the school system. Arkansas Department of Education requires all public school students to take the annual state assessment grades 3-7. The FlexPath Tutors will assist the school counselors in scheduling the annual state assessment for students.

#### **Scheduling Assessments:**

One of the Academic Facilitators will be in charge of scheduling K-2 FlexPath students for Istations and DIBELS assessments.

Kevin Roach, Hackler Assistant Principal or her designee will be in charge of scheduling 3-5 FlexPath students for all required assessments.

Laura Newth

will be in charge of scheduling 6-7 FlexPath students for all required assessments.

Cara Coleman will be in charge of scheduling 8th grade FlexPath students for all required assessments

### **COMMUNICATION**

Communication with parents will occur twice a month at minimum. Students are required to meet their assigned FlexPath Tutor once per month.

### **EXTRA-CURRICULAR**

FlexPath students will be enrolled in Mountain Home Public Schools as FlexPath students and will be eligible to participate in all extracurricular activities.

### **TRANSPORTATION**

Transportation to take the required tests (i.e., DIBELS, iStation and ACT Aspire) on campus will be up to the student's parent or guardian. Students must pre-arrange test or meeting times with their FlexPath Tutor.

### **WHEN VISITING THE SCHOOL CAMPUS**

Students must check in the front office when they arrive on campus to test or meet with the FlexPath Tutor.

### **SPECIAL CLASSES AND EVENTS**

Students are strongly encouraged to attend Art, Music, and PE on the school campus during a designated time. Not only for socialization but to encourage lessons in Art, Music and staying healthy (PE and Health).

Students are strongly encouraged to attend school assemblies, class parties, and other school events like field trips.

### **INDEPENDENT STUDY PROJECTS**

The tutor will provide integrated projects for the student. For example, a project the school provides could be assigned to the student like water conservation. The tutor will facilitate the project. The project could include research and literature. Projects assigned to students will be presented to the tutor (face-to-face).

#### **Club Flex**

Throughout the school year, FlexPath students and their family will meet with the FlexPath Tutor(s) for additional support. During this time, families will have the opportunity to network. Also students will be provided with educational and engaging independent study activities. Students will be required to meet with a tutor face-to-face once per month. Students may meet at Club Flex, after school or during school by appointment.

### **CURRICULUM MATERIALS**

Any required curricular materials will be at the district's expense including technology. The school district will attempt to provide "hot spots" or routers for students in need of the internet at home.

### **TUTORING TIME(S)**

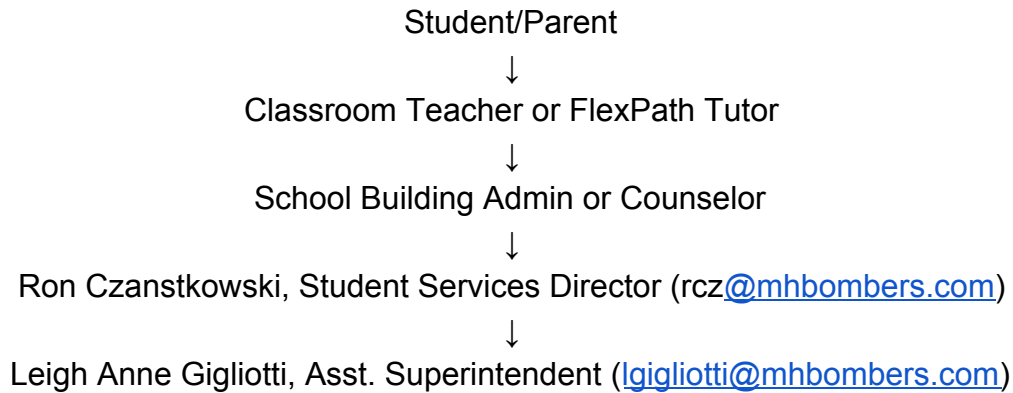
The FlexPath Tutor is available up to four hours per week. To schedule tutoring times, please contact a FlexPath Tutor. After School Tutoring will occur between 3:30-5:30 p.m. as determined by the child's tutor.

### **FLEXPATH PARENT MEETINGS**

The FlexPath Tutor will designate a time for parents to meet twice a year during the Parent/Teacher Conferences (Day/Time TBD).

**CHAIN OF COMMAND**

When a student or parent has a concern or idea to share, the chain of command is as follows:



**Application for K-8 FlexPath Students**

**K-8 FlexPath Student**

**Date of Application** \_\_\_\_\_

Students that participate in the K-8 FlexPath Program will access core courses through the online venue MobyMax. Parents are encouraged to bring students in for special classes such as music, PE, art, etc. under rules and regs from Arkansas Dept of Ed.

I understand that ADE has rules and regs in place for attendance in special classes as stated above; however, I am requesting to **opt out** of the special classes. Please circle.

Music - opt out    Yes    No

PE    - opt out    Yes    No

Art    - opt out    Yes    No

Other - opt out    Yes    No    Describe \_\_\_\_\_

**Student Name** \_\_\_\_\_

**Current Grade/Teacher** \_\_\_\_\_

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Parent Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Parent Address:**

\_\_\_\_\_

**Parent Phone:** \_\_\_\_\_ **Parent Email** \_\_\_\_\_

Reason for FlexPath application:

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Specials Class(es) Student will attend:

Specials Class	Day of Week	Time

Principal/designee \_\_\_\_\_ Date \_\_\_\_\_

Office Use Only

Committee Decision / Date	
Device Agreement Date	
Orientation Date	
Start Date / Re-entry Date	

Application Cont.

Office Use Only

Student Name: \_\_\_\_\_ Grade \_\_\_\_\_ School \_\_\_\_\_

Committee members present - Name, Position

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**Data Review**  
**Attach Reports and Evidence**

<b>Grades</b>	<b>Attendance</b>
<b>Behavior</b>	<b>Reading Level: _____</b>
<b>Assessment Results (ISIP, Moby Max, DIBELS)</b>	<b>Circle all that apply:</b>  <b>RTI    Health Care Plan    G/T    ALE</b> <b>504</b>  <b>Dyslexia Level II</b>  <b>IEP Resource</b>  <b>IEP Speech</b>

**eSchool Coding: Digital Learning Type: CN (Content Only)**  
**Digital Learning Provider: OT (other)**  
**Digital Delivery: WB (Web based/Internet)**

Copy of the application to: Parents, Tutor, Registrar (cumulative folder), Building Designee and Colleen Johnson

**Digital Device Use Agreement between Parent and MHPS**

Student Name \_\_\_\_\_ Grade \_\_\_\_\_ School \_\_\_\_\_  
 (please print)

We (student/parent) understand that the  iPad  or  ChromeBook  is on loan for school use only. (circle one)

Device serial # \_\_\_\_\_

This device was issued on \_\_\_\_\_ return on \_\_\_\_\_

(date)

(date)

Student

Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian

Signature \_\_\_\_\_ Date \_\_\_\_\_

Technology Dept

Signature \_\_\_\_\_ Date \_\_\_\_\_

Principal/Designee

Signature \_\_\_\_\_ Date \_\_\_\_\_

You do not have to buy the school insurance to use a school issued digital device. If the device is broken, you may be required to pay for fixing or replacing the device.

**\*\*A copy of this agreement will be filed in the student’s cumulative folder in the student’s school office\*\*** **\*\*A copy of this agreement will be given to the Parent, Tutor, Registrar, Building Administrator, Technology Department and Student Service Director\*\***

K-8 FlexPath  
Exit Form

Student: \_\_\_\_\_ Date: \_\_\_\_\_

I have elected to exit my student from the FlexPath program.

Exit Interview

1. What was the reason for the initial FlexPath application?
  
2. Reason for exiting the FlexPath program?
  
3. Actions taken to resolve issues that prompted initial application?

I understand that if the reasons for initial application have not been addressed before returning, and the behavior continues, my student will no longer be eligible for the FlexPath program during the same school year.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Building Designee Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_

Device and charger returned  
Designee initial \_\_\_\_\_

APPENDIX  
APPENDIX A  
**Mountain Home Public Schools**  
**2465 Rodeo Drive**  
**Mtn. Home, AR 72653**  
**870-425-1201**  
**Technology (TECH) Ticket-**

After student orientation with the FlexPath Tutor(s), the student is given a tech ticket that is taken to the Technology Department located at 500 Bomber Blvd, Mtn. Home, AR 72653 (Mountain Home High School MHHS).

Parents, please go to the front office at MHHS and present your tech ticket to the secretary. The secretary will contact the Technology Dept. A representative from the Tech Dept. will deliver the device to you along with log on information and answers and questions.

Thank you, Dr. Gigliotti, Assistant Superintendent

\*\*\*\*\*

TECH TICKET

Student's Name \_\_\_\_\_ Date \_\_\_\_\_

Student's Teacher \_\_\_\_\_ (or Homeroom/AAP Teacher)

Parent's Name \_\_\_\_\_

Technology Equipment Needed (FlexPath Tutor to determine):

**Tech Office Use Only:**

Student's Name \_\_\_\_\_ Date Equipment Checked Out: \_\_\_\_\_

Student's Teacher \_\_\_\_\_ (or Homeroom/AAP Teacher)

Parent's Name \_\_\_\_\_ Parent's Phone Number \_\_\_\_\_

Tech Director's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Contacts:**

**Leigh A. Gigliotti, Assistant Superintendent**

2465 Rodeo Drive

Mtn. Home, AR 72653

870-425-1201

[lgigliotti@mhbombers.com](mailto:lgigliotti@mhbombers.com)

**Ron Czanstkowski, Director of Student Services**

2465 Rodeo Drive

Mtn. Home, AR 72653

870-425-1201

[rcz@mhbombers.com](mailto:rcz@mhbombers.com)

**Mtn. Home Kindergarten**

**Building Designee: Sharla Patrick, Counselor**

870-425-1256

**Nelson-Wilks-Herron**

**Building Designee: Cristy Neighbors, GT Facilitator**

870-425-1251

**Hackler Intermediate School**

**Building Designee: Kristi Majors, Assistant Principal**

870-425-1288

**Pinkston Middle School**

**Building Designee: Laura Newth, Counselor**

870-425-1236

**Mountain Home Junior High and High School**

**Building Designee 8th Grade: Cristy Neighbors**

**Building Designee 9th Grade: Susan Gatewood, Counselor**

870-425-1215

**District Website:**

mhbombers.com

***Excellence in Education  
Every Student, Every Time***

## Digital Learning Courses

### \*5.11—Digital Learning Courses

#### Definitions

For the purposes of this policy

—Blended Learning || is education in which instruction and content are delivered through supervised instruction in a classroom and online delivery of instruction with some element of student control over time, place, path, or pace.

—Digital Learning || means a digital technology or internet-based educational delivery model that does not rely exclusively on compressed interactive video (CIV). Digital learning includes online and blended learning.

—Highly Qualified Teacher means a teacher who holds at least a Bachelor's Degree and has demonstrated subject area competence in each of the core academic subjects in which the teacher teaches. A highly qualified teacher that delivers digital learning courses under these rules is not required to be licensed as a teacher or administrator by the State Board of Education. This definition, however, does not override the fact that Federal laws or regulations may require teachers in certain subject areas to hold a teaching license (e.g., special education teachers who teach core academic subjects).

"Instructional Materials" means:

1. Traditional books, textbooks, and trade books in printed and bound form;
2. Activity-oriented programs that may include:
  - a. Manipulatives;
  - b. Hand-held calculators;
  - c. Other hands-on materials; and
3. Technology-based materials that require the use of electronic equipment in order to be used in the learning process..

—Online Learning || is education in which instruction and content are delivered primarily over the

Internet. The term does not include print-based correspondence education, broadcast television or radio, videocassettes, compact disks and stand-alone educational software programs that do not have a significant Internet-based instructional component.

### Digital Course Offerings

The District shall offer one or more digital learning course(s) through one or more District approved provider(s) as either a primary or supplementary method of instruction. The courses may be in a blended learning, online-based, or other technology-based format and shall be tailored to meet the needs of each student. All digitally offered courses shall meet or exceed the State Board of Education's curriculum standards and requirements and be capable of being assessed and measured through standardized or local assessments. Additionally, the District shall ensure there is sufficient infrastructure to handle and facilitate a quality digital learning environment.

As an approved digital learning provider, the District shall annually determine what District created digital learning courses it will provide to our students. The District may also choose to provide digital learning courses by contracting with outside providers of such courses, who have been pre-approved by the Arkansas Department of Education (ADE). The School Board shall determine the provider method or combination of methods for the District. The Superintendent shall ensure that all digital learning courses provided to District students, regardless of the source of course, have been approved by ADE.

District created digital courses and any digital courses the district purchases from outside providers shall adhere to the guidelines for the use of digitally transmitted copyrighted materials set forth in Policy 5.8-USE OF COPYRIGHTED MATERIALS as well as applicable statutory requirements.

The District shall require all outside providers to incorporate Policy 5.8 as a condition of the service contract. Failure of the outside provider to abide by Policy 5.8 shall constitute a breach of contract and the outside provider shall be responsible for any costs resulting from such breach.

Students may take one (1) digital learning course. Students must be physically present for each digital learning class he/she takes.

The District is responsible for providing all instructional materials for each student who enrolls in a District approved digital learning course.

Regardless of any other provisions of this policy, the District may restrict a student's access to digital courses when the student's school principal determines the student's participation in such a course would not be academically appropriate based on the student's past performance in digital courses. Furthermore, the student's school principal may revoke a student's eligibility to continue taking a digital learning course if the student's performance during the semester indicates the student is not succeeding in the course.

## Bridges

Bridges is a non-profit Mountain Home Public School program that partners with the community to assist in meeting the needs of students so they may benefit from education. Bridges works to bridge the gap between student need and student success.

Assistance from Bridges is available for any Mountain Home Public School student. Bridges may be accessed by parents who contact Bridges directly via the phone number or they may contact their school counselor or teacher. School officials may also seek assistance from Bridges on behalf of their students. A teacher may either contact their building counselor or contact the Bridges' facilitator

directly in order to gain assistance for the student in need. Any services provided to students or their families must have a direct, positive impact on the child.

#### 4.5 (MH) - 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 1 of that year who resides, as defined by policy (4.1—RESIDENCE REQUIREMENTS), 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 homeschooled and the conditions of policy (4.6—HOME SCHOOLING) have been met.
3. The child will not be age six (6) on or before August 1 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).

#### 4.7 MH—Absences

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

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 enriches the learning environment and promotes a continuity of instruction which results in higher student achievement.

Absences for students enrolled in digital courses shall be determined by the online attendance and time the student is working on the course rather than the student's physical presence at school. Students who are scheduled to have a dedicated period for a digital class shall not be considered absent if the student logs the correct amount of time and completes any required assignments; however, a student who fails to be physically present for an assigned period may be disciplined in accordance with the District's truancy policy.

#### Excused Absences

Excused 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 to the principal or designee upon his/her return to school from the parent or legal guardian stating such reason.

A written statement presented for an absence having occurred more than five (5) school days prior to its presentation will **not** be accepted.

1. The student's illness or when attendance could jeopardize the health of other students. A maximum of six (6) such days in one or more classes in a semester (Grades 8-12)/ six (6) (Grades K-7) , such days are allowed per semester unless the condition(s) causing such absences is of a chronic or recurring nature, is medically documented, and approved by the principal.
2. Death or serious illness in their immediate family;
3. Observance of recognized holidays observed by the student's faith;
4. Attendance at an appointment with a government agency;
5. Attendance at a medical appointment;
6. Exceptional circumstances with prior approval of the principal;
7. Participation in FFA, FHA, or 4-H sanctioned activity;
8. Participation in the election poll workers program for high school students.
9. Absences 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 superintendent or designee.
10. Absences granted, at the Superintendent's discretion, to seventeen (17) year-old students who join the Arkansas National Guard while in eleventh grade to complete basic combat training between grades eleven (11) and (12).
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. Students who serve as pages for a member of the General Assembly shall be considered on instructional assignment and shall not be considered absent from school for the day the student is serving as a page.

### Unexcused Absences

Absences not defined above or not having an accompanying note from the parent or legal guardian, presented in the timeline required by this policy, shall be considered as unexcused absences. Students with six (6) such days in one or more classes in a semester (Grades 8-12)/ six (6) (Grades K-7)) unexcused absences in a course in a semester may not receive credit for that course. At the discretion of the principal after consultation with persons having knowledge of the circumstances of unexcused absences, the student may be denied promotion or graduation. Excessive absences shall not be a reason for expulsion or dismissal of a student.

When a student has missed one-half (1/2) of the allowable unexcused absences, his/her parents, guardians, or persons in loco parentis shall be notified. Notification shall be by telephone by the end of the school day in which such absence occurred, by regular or electronic mail with a return address sent no later than the following school day.

Whenever a student exceeds six (6) such days in one or more classes in a semester (Grades 8-12)/ six (6) (Grades K-7) unexcused absences in a semester, parents/guardians may submit a Mtn.



Home Public Schools Absence Appeal Form to the principal. If the appeal is denied, the District shall notify the prosecuting authority and the parent, guardian, or persons in loco parentis shall be subject to a civil penalty as prescribed by law.

Applicants for an instruction permit or for a driver's license by persons less than eighteen (18) years old on October 1 of any year are required to provide proof of a high school diploma or enrollment and regular attendance in an adult education program or a public, private, or parochial school prior to receiving an instruction permit. To be issued a driver's license, a student enrolled in school shall present proof of a "C" average for the previous semester or similar equivalent grading period for which grades are reported as part of the student's permanent record.

Cross References: 4.8—MAKE-UP WORK 4.57—IMMUNIZATIONS

#### 5.11—DIGITAL LEARNING COURSES

Legal References:

A.C.A. § 6-4-302

A.C.A. § 6-18-209

A.C.A. § 6-18-220

A.C.A. § 6-18-222

A.C.A. § 6-18-229

A.C.A. § 6-18-231

A.C.A. § 6-18-507(g)

A.C.A. § 6-18-702

A.C.A. § 7-4-116

A.C.A. § 9-28-113(f)

A.C.A. § 27-16-701

Arkansas Department of Education Rules Governing Distance and Digital Learning

#### 4.1—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.

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.

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.

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.

A foster child who was previously enrolled in a District school and who has had a change in placement to a residence outside the District, may continue to remain enrolled in his/her current school unless the presiding court rules otherwise.

*Legal References: A.C.A. § 6-18-202  
A.C.A. § 6-18-203*

*Date Adopted: July 20, 2006  
Last Revised: April 19, 2012*

#### 4.2(MH)—Entrance Requirements

To enroll in a school in the District, the child must be a resident of the District as defined in District policy (4.1—RESIDENCE REQUIREMENTS), meet the criteria outlined in policy 4.40— STUDENTS WHO ARE FOSTER CHILDREN or HOMELESS STUDENTS, be accepted as a transfer student under the provisions of policy 4.4, or participate under a school choice option and submit the required paperwork as required by the choice option.

Students may enter kindergarten if they will attain the age of five (5) on or before August 1 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.

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.

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.

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.

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. Home-schooled students shall be evaluated by the District to determine their appropriate grade placement. The district shall make no attempt to ascertain the immigration status, legal or illegal, of any student or his/her parent or legal guardian present for enrollment.

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. United States military identification; or
  - g. Previous school records.
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.

The child shall be age appropriately immunized from poliomyelitis, diphtheria, tetanus, pertussis, red (rubeola) measles, rubella, and other diseases as designated by the State Board of Health, or have an exemption issued by the Arkansas Department of Health. Proof of immunization shall be by a certificate of a licensed physician or a public health department acknowledging the immunization. Exemptions are also possible on an annual basis for religious reasons from the Arkansas Department of Health. To continue such exemptions, they must be renewed at the beginning of each school year. A child enrolling in a district school and living in the household of a person on active military duty has 30 days to receive his/her initial required immunizations and 12 months to be up to date on the required immunizations for the student's age. A student enrolled in the District who has an immunization exemption may be removed from school during an outbreak of the disease for which the student is not vaccinated at the discretion of the Arkansas Department of Health. The student may not return to the school until the outbreak has been resolved and the student's return to school is approved by the Arkansas Department of Health.

### Foreign Students Enrollment Policy

- A. Foreign Exchange Program
1. The Mountain Home School District will allow a maximum of six foreign exchange students to attend Mountain Home High School, and only exchange programs with a local representative will be accepted.
  2. Exchange students who plan to attend Mountain Home Schools must demonstrate adequate proficiency in English by submitting an essay to the Building Selection Committee (principal/assistant principal and counselors) prior to acceptance. Students will be expected to take a normal curriculum class load. Most students will be enrolled in American studies (history and literature) and any other courses deemed appropriate by the high school counselor(s).
  3. The representative or organization must inform the building principal of a request to enroll an exchange student in writing by May 1 of the year preceding the desired enrollment. This is to allow all the necessary paperwork to be completed, host families finalized, schedules developed, etc. before the school year ends.
  4. All decisions concerning organizations/exchange students' acceptance will be determined by the Building Selection Committee and approved by the Mountain Home Board of Education.
  5. No organization will be allowed more than two (2) slots in any given school year, unless there are fewer than six eligible students who apply. Slots will be delegated at the discretion of the Building Committee.
  6. The class needs of resident students will be met before accommodating the needs of in-coming exchange students.
  7. Entering foreign visiting students must submit the following immediately upon acceptance into the district:
    - a. Name of the host family and representative
    - b. A current transcript that includes:
      - 1) course titles for each subject taken
      - 2) the school year the class was taken
      - 3) the grade earned for each class
    - c. A full copy of all the student's application papers
  8. Exchange students can remain a maximum of one year at M.H.H.S. and typically, because of credit problems, they will not be able to receive a diploma at Mountain Home High School.
  9. Exchange students will be expected to abide by all the rules of the Mountain Home School District.
  10. The committee reserves the right to accept or reject any or all applicants.
  11. Foreign students eligible to qualify are encouraged to participate in athletics and activities.

#### A. Other Foreign Students

1. The Mountain Home School District will allow a maximum of two foreign students to attend Mountain Home High School.
2. Foreign students must pay tuition to attend Mountain Home High School. The Mountain Home School Board will set the amount of tuition.
3. Foreign students must pay any required governmental or agency fees or charges related to the student's attendance at Mountain Home High School.
4. Foreign students may stay more than one year but must reapply each year.
5. Foreign students must adhere to the same rules, regulations and time-lines as Foreign Exchange students with the exceptions noted in "B" above.

*Cross References: 4.1—RESIDENCE REQUIREMENTS*

*Date Adopted: June 17, 2010*

*4.4—STUDENT TRANSFERS*

*Last Revised: April 19, 2012*

*4.5—SCHOOL CHOICE*

*4.40—HOMELESS STUDENTS*

#### 4.3—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 1 of that year who resides, as defined by policy (4.1— RESIDENCE REQUIREMENTS), 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 homeschooled and the conditions of policy (4.6—HOMESCHOOLING) have been met.
3. The child will not be age six (6) on or before August 1 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 A.C.A. § 6-18-207 Date Adopted: July 20, 2006 Last Rev'd: Apr 21, 2011*

#### 4.13—Privacy of Students' Records/ Directory Information

All students' education 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 18, requesting to review the student's education records will be allowed to do so within no more than forty five (45) days of the request. The district forwards education records, including disciplinary records, to schools that have requested them and in which the student seeks or intends to enroll.

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

- it is in the sole possession of the individual who made it;
- it is used only as a personal memory aid; and

- information contained in it has never been revealed or made available to any other person, except the maker's temporary substitute.

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

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

The District discloses personally identifiable information from an education record to appropriate parties, including parents, in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. The superintendent or designee shall determine who will have access to and the responsibility for disclosing information in emergency situations.

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

For purposes of this policy, the Mountain Home School District does not distinguish between a custodial and noncustodial parent 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's 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. The challenge shall clearly identify the part of the student's record the parent wants changed and specify why he/she believes it is inaccurate or misleading. If the school determines not to amend the record as requested, the school will notify the requesting parent or student of the decision and inform them of their right to a hearing regarding the request for amending the record. The parent or eligible student will be provided information regarding the hearing procedure when notified of the right to a hearing.

Unless the parent or guardian of a student (or student, if above the age of eighteen (18) objects, directory information about a student may be made available to the public, military recruiters, post-secondary educational institutions, prospective employers of those students, as well as school publications such as annual yearbooks and graduation announcements. "Directory information" includes, but is not limited to, a student's name, address, telephone number, electronic mail address, photograph, date and place of birth, dates of attendance, his/her placement on the honor roll (or the receipt of other types of honors), as well as his/her participation in school clubs and extracurricular activities, among others. If the student participates in inherently public activities, (for example, basketball, football, or other interscholastic activities) the publication of such information will be beyond the control of the District. A student's name and photograph will only be displayed on the district or school's web page(s) after receiving written permission from the student's parent or student if over the age of 18.

The form for objecting to making directory information available is located on next page in this student handbook and must be completed and signed by the parent or age-eligible student and filed with the building principal's office no later than ten (10) school days after the beginning of each school year or the date the student is enrolled for school. Failure to file an objection by that time is considered a specific grant of permission. Parents and students over the age of 18 who believe the district has failed to comply with the requirements for the lawful release of student records may file a complaint with the U.S. Department of Education at  
Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW,  
Washington, DC 2020225

*Legal Reference: 20 U.S.C. § 1232g*

*20 U.S.C. § 7908 (NCLB Section 9528)*

*34 CFR 99.3, 99.7, 99.31, 99.21, 99.22, 99.30, 99.31, 99.32, 99.33, 99.34, 99.35,  
99.36, 99.37, 99.63, 99.64*

*Cross References: Policy 5.20—District Website*

*Policy 5.20.1—Web Site Privacy Policy*

*Policy 5.20F1—Permission to Display Photo of Student on Web Site*

*Date Adopted: July 20, 2006*

*Last Revised: May 14, 2009*

#### 4.13F—Objection to Publication of Directory Information (Form)

(Not to be filed if the parent/student has no objection)

I, the undersigned, being a parent of a student, or a student eighteen (18) years of age or older, hereby note my objection to the disclosure or publication by the Mountain Home School District of directory information, as defined in Policy No. 4.13 (Privacy of Students' Records), concerning the student named below.

I understand that the participation by the below-named student in any interscholastic activity, including athletics and school clubs, may make the publication of some directory information unavoidable, and the publication of such information in other forms, such as telephone directories, church directories, etc., is not within the control of the District.

I understand that this form must be filed with the office of the appropriate building principal within ten (10) school days from the beginning of the current school year or the date the student is enrolled for school in order for the District to be bound by this objection. Failure to file this form within that time is a specific grant of permission to publish such information.

I object and wish to deny the disclosure or publication of directory information as follows:

Deny disclosure to military recruiters \_\_\_\_\_

Deny disclosure to Institutions of postsecondary education \_\_\_\_\_

Deny disclosure to Potential employers \_\_\_\_\_

Deny disclosure to all public and school sources \_\_\_\_\_

Selecting this option will prohibit the release of directory information to the three categories listed above along with all other public sources (such as newspapers), **AND** result in the student's directory information **not** being included in the school's yearbook and other school publications.

Deny disclosure to all public sources \_\_\_\_\_

Selecting this option will prohibit the release of directory information to the first three categories listed above along with all other public sources (such as newspapers), but permit the student's directory information **to be included** in the school's yearbook and other school publications.

Deny disclosure to district and student publications and special event photography

Name of student (Printed)

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Signature of parent (or student, if 18 or older)

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Date form was filed (To be filled in by office personnel)

#### **4.11—EQUAL EDUCATIONAL OPPORTUNITY**

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

#### **1.45.A MH—SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS**

All students are required to participate in the Smart Core curriculum unless their parents or guardians, or the students if they are 18 years of age or older, sign a *Smart Core Waiver Form* to not participate. While Smart Core is the default option, both a *Smart Core Informed Consent Form* and a *Smart Core Waiver Form* will be sent home with students prior to their enrolling in seventh grade, or when a 7-12 grade student enrolls in the district for the first time and there is not a signed form in the student's permanent record. Parents must sign one of the forms and return it to the school so it can be placed in the student's permanent record.<sup>1</sup> This policy is to be included in student handbooks for grades 6-12 and both students and parents must sign an acknowledgement they have received the policy. Those students not participating in the Smart Core curriculum will be required to fulfill the Core curriculum or the requirements of their IEP (when applicable) to be eligible for graduation. Counseling by trained personnel shall be available to students and their parents or legal guardians prior to the time they are required to sign the consent forms.

While there are similarities between the two curriculums, following the Core curriculum may not qualify students for some scholarships and admission to certain colleges could be jeopardized. Students initially choosing the Core curriculum may subsequently change to the Smart Core curriculum **providing** they would be able to complete the required course of study by the end of their senior year.<sup>2</sup> Students wishing to change their choice of curriculums must consult with their counselor to determine the feasibility of changing.

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

Sufficient information relating to Smart Core and the district's graduation requirements shall be communicated to parents and students to ensure their informed understanding of each. This may be accomplished through any or all of the following means.<sup>4</sup>

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

Administrators, or their designees, shall train newly hired employees, required to be licensed as a condition of their employment, regarding this policy. The district's annual professional development shall include the training required by this paragraph.<sup>5</sup>

#### **GRADUATION REQUIREMENTS**

The number of units students must earn to be eligible for high school graduation is to be earned from the categories listed below. A minimum of 22 units is required for graduation for a student participating in either the Smart Core or Core curriculum. In addition to the 22 units required for graduation by the Arkansas Department of Education, the district requires an additional 4 units to graduate for a total of 26 units. The additional required units may be taken from any electives offered by the district.<sup>6</sup> There are some distinctions made between Smart Core units and Graduation units. Not all units earned toward graduation necessarily apply to Smart Core requirements.

### **Rejected Applications**

The District may reject a non resident's application for admission if its acceptance would necessitate the addition of staff or classrooms exceed the capacity of a program, class, grade level, or school building, or cause the District to provide educational services not currently provided in the affected school. The District shall reject applications that would cause it to be out of compliance with applicable laws and regulations regarding desegregation. Letters of rejection shall state the reason(s) for the rejection.

The Board of Directors reserves the right, after a hearing before the board, not to allow any person who is currently under expulsion from another district to enroll in a District school. Students admitted under this policy shall be entitled to continued enrollment until they graduate or are no longer eligible for enrollment in the District's schools. Any student admitted to this district under the provisions of this policy who chooses to return to his/her resident district during the school year voids the transfer and must reapply for a school choice admission if desiring to return to this district in the future.

### **Academic or Fiscal Distress Choice Applications**

There are a few exceptions from the provisions of the rest of this policy that govern choice transfers triggered by academic or fiscal distress. Any student attending a school district that has been identified as being in academic distress or fiscal distress may transfer under the provisions of this policy, but with the four (4) differences. The receiving district cannot be in fiscal distress;

1. The transfer is only available for the duration of the time the student's resident district remains in distress;
2. The student is not required to meet the May 1 application deadline; and
3. The student's resident district is responsible for the cost of transporting the student to this District's school.
4. If a District school has been identified as a category 1 school under A.C.A. § 6-15-2103(c)(1), the District shall request public service announcements to be made over the broadcast media and in the print media at such times and in such a manner as to inform parents or guardians of students in adjoining districts of the availability of the program, the application deadline, and the requirements and procedure for nonresident students to participate in the program.

### **Digital Learning Courses**

The District shall offer one or more digital learning course(s) through one or more District approved provider(s) as either a primary or supplementary method of instruction. The courses may be in a blended learning, online-based, or other technology-based format.<sup>7</sup> In addition to the other graduation requirements contained in this policy, students are required to take at least one (1) digital learning course for credit while in high school.

### **SMART CORE: Sixteen (16) units**

- English: four (4) units – 9th, 10th, 11th, and 12th
- Oral Communications: one-half (1/2) unit
- Mathematics: four (4) units (all students under Smart Core must take a mathematics course in grade 11 or 12 and complete Algebra II.)

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



2. Geometry or Investigating Geometry or Geometry A & B\* which may be taken in grades 8-9 or 9-10  
\*A two-year algebra equivalent or a two-year geometry equivalent may each be counted as two units of the four-unit requirement for the purpose of meeting the **graduation** requirement, but only serve as one unit each toward fulfilling the **Smart Core** requirement.

3. Algebra II and

4. The fourth unit may be either:

- A math unit beyond Algebra II: this can include Pre-Calculus, Calculus, AP Statistics, Algebra III, Advanced topic and Modeling in Mathematics, Mathematical Applications and Algorithms, Linear Systems and Statistics, or any of several IB or Advanced Placement math courses (Comparable concurrent credit college courses may be substituted where applicable) or
- A computer science flex credit may be taken in the place of a fourth math credit.

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

- One unit of Biology; and Two units chosen from the following three categories (there are acceptable options listed by the ADE for each)

- Physical Science
- Chemistry
- Physics or Principles of Technology I & II or PIC Physics; or
- One unit from the three categories above or
- A computer science flex credit may be taken in the place of a third science credit.

- Social Studies: three (3) units

- Civics one-half ( $\frac{1}{2}$ ) unit
- World History - one unit
- American History - one unit

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

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

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

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

- Fine Arts: one-half ( $\frac{1}{2}$ ) unit

**CAREER FOCUS: - Six (6) units**

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

**CORE: Sixteen (16) units**

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

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

- Mathematics: four (4) units

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

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

- Science: three (3) units

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

1. Physical Science; 2, Chemistry; 3. Physics; or

- one (1) unit from the three categories above and a computer science flex credit may be taken in the place of a third science credit.

-- Social Studies: three (3) units

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

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

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

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

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

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

**CAREER FOCUS: - Six (6) units**

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

**Notes:** New Smart Core Consent and Smart Core Waiver Forms are available at <http://arsba.org/policy-resources> on the ADE website. While 9.03.1.8 of the Standards and the Smart Core Guidance both require parents to sign one of the forms, there's not much you can do if they don't. Either way, the default option is Smart Core.

1The Department's Guidelines stipulate completion by the end of the senior year. We believe this is not in agreement with Arkansas Code 6-18-202(b)(1) which requires public schools to be open through the completion of the secondary program to students between the ages of 5 and 21. Therefore, we suggest that students be allowed to switch from Core to Smart Core if they could successfully complete its requirements by the time they attained their twenty-first birthday. Acceptance of a diploma negates a student's right to switch programs.

2The Standards require a review, but do not stipulate its frequency. Select an interval to insert here (never not an option). Standards require the inclusion of students, parents, and staff in the formulation and review of this policy.

3Schools are required to retain documentation procedures and methods used.

4The Guidelines require the policy to include the training "procedure." If you prefer a different procedure than inclusion in your district's annual professional development process, change this sentence accordingly.

5The Standards for Accreditation Unit has objected to the policy's previous implication (if you substituted a number greater than 22) that the ADE was requiring more than 22 units to graduate. Therefore, this sentence is necessary if your district requires more than 22 units. If you have specific requirements for the additional units, change the new sentence's wording to reflect those requirements.

6For a detailed explanation/discussion of district options for digital learning courses see policy 5.11 -- DIGITAL LEARNING COURSES.

7The Rules specify the option is dependent upon the licensure of the teacher. Specifically, if the course is taught by a licensed social studies teacher, both options exist. If the course is taught by a licensed business education teacher, the credit must be applied toward the career focus requirement.

*Cross References:* 4.55—STUDENT PROMOTION AND RETENTION

5.11—DIGITAL LEARNING COURSES

*Legal References:* Standards of Accreditation 9.03 – 9.03.1.9, 14.02

*ADE Guidelines for the Development of Smart Core Curriculum Policy; ADE Rules Governing the Digital Learning Act of 2013; Smart Core Informed Consent Form 2016; Smart Core Waiver Form 2016; A.C.A. § 6-4-302; A.C.A. § 6-16-1406 Date Adopted: Last Revised:*

# **PARENTAL ENGAGEMENT**

## **Hackler Intermediate School Parental Engagement Plan Summary**

Hackler Intermediate School believes that parents, alumni, and community members must work as knowledgeable partners in order to provide the very best education possible for each child.

Hackler Intermediate School provides opportunities for parents to be involved with their students. These events are as follows:

Open House: August 11, 2018, 1:00 p.m. – 7:00 p.m.
Parent/Teacher Conferences: October 22, 2018, 1:00 p.m. – 7:00 p.m. February 11, 2019, 1:00 p.m. – 7:00 p.m.

Parent Center, Main office: Open daily: 7:30 – 4:00

Parents are invited to become involved through Mountain Home PTO. Parents are surveyed regarding their abilities and interests as volunteers. All volunteers must attend an orientation session in order to volunteer. Training is provided for the incorporation of developmentally appropriate learning activities.

**Hackler Intermediate School**  
965 West Road  
Mountain Home, AR 72653  
870-425-1288

**Building Parental Engagement Coordinator**  
Lindsay Kincade  
870-425-1288  
[lkincade@mhbombers.com](mailto:lkincade@mhbombers.com)

## **Hackler Intermediate School Parental Engagement Plan**

**2020-2021 School Year**

School Name: Hackler Intermediate School Facilitator Name: Ashley Vann Plan  
Review/Revision Date: District Level Reviewer, Title: Dr. Dana Brown District Level Approval  
Date:

Committee Members, Role: *(Select "Repeat" to open more entry fields to add additional team members)*

First Name Last Name Position

Allyson Dewey Principal

Ashley Vann Building Facilitator/3rd Grade Teacher

Michelle Griffin 3rd Grade Teacher

Julie Carter 4th Grade Teacher

Jennifer Beck 5th Grade Teacher

Melissa Steiner Media Specialist

Committee Members, Role: *(Select "Repeat" to open more entry fields to add additional team members)*

First Name Last Name Position

Shenna Estes Paraprofessional/PTO

Hannah McKelvey Parent/Building Coordinator

Julie Tilley Parent/Building Coordinator

Brenda Eaton Parent/Building Coordinator

1: Jointly Developed

*(Describe/List how parents will be involved in the development of the school parent and family engagement plan and how parents will be involved in the planning, review, and improvement of parent and family engagement programs.)*

Does the School Parent and Family Engagement Plan describe how the school will accomplish each of the required components?

Page 1 of 5

The school will engage parents/guardians in the reviewing, updating, and improvement of the school's Family and Community Engagement plan to meet the changing needs of parents and the school. Meetings will take place twice per year. Additional meetings will be held as needed.

The committee will review the previous year's Family and Community Engagement Plan during a Fall committee meeting. Discussion will take place in regards to the previous year's plan and adjustments or changes that are needed to meet the current needs of the parents and the school. These changes and/or additions will be agreed upon as a committee.

The school will engage parents/guardians in the decision making process about the allocation of its Title I, Part A funds for parental involvement during committee meetings. Funds will not be spent without the approval of the committee.

2: Annual Title I Meeting

*(Describe/List when (provide the month/year or month/day/year) the school will hold the Annual Title I meeting to inform parents of the requirements of Title I and the school's participation as well as the parents' rights to be involved. The Annual Title I meeting should not be used to ask for parent input, but provided as an opportunity to disseminate information and distribute copies of the revised parent and family engagement policy.)*

Does the School Parent and Family Engagement Plan describe how the school will accomplish each of the required components? For each Title I, Part A school, an Annual Title I Meeting must be conducted. The agenda, sign-in sheet, and the minutes of the meeting must be generated separately from any other events and kept on file in the school's office. This meeting is for parents of students who participate in the Title I program.

The Annual Meeting for the 2020-2021 school year will be held on Tuesday, October 6th, 2020.

### 3: Communications

*(Describe/List how the parent and family engagement policy will be distributed to parents and how the school is going to communicate with parents including information about how the school will provide information related to school and parent programs, meetings, and other activities to parents in a format, to the extent practicable, and in a language that parents can understand.)*

Does the School Parent and Family Engagement Plan describe how the school will accomplish each of the required components? The Family and Community Engagement policy is available to parents/families on the school website. In addition, this plan can be found in our student handbook and will be distributed during our Annual Title I meeting.

The school will distribute a weekly newsletter to parents/guardians. The newsletter will include school news, a calendar of school activities, and parenting tips related to school achievement such as homework tips, organizational skills, and study skills.

The school will distribute login information to parents/guardians for HAC (Home Access Center) in order to allow parents/guardians to have a current update of student grades.

Each teacher will send home a folder containing student papers, work samples, teacher newsletters, and other pertinent information.

Teachers and parents/guardians will be asked to sign the student assignment notebook daily and send it back and forth between school and home.

Teachers and parents/guardians may use ClassDojo to communicate between home and school. Email

may also be utilized.

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The school will provide parents/guardians with progress reports/report cards every four weeks with information regarding their student's academic progress.

The school will send parents/guardians a letter that explains their student's test results and standardized test scores.

The school will use Facebook, Instagram, Twitter, and ClassDojo to update parents/guardians on building wide events.

A digital sign with important dates and information is out front of the school for parents/families.

#### 4: School-Parent Compact

*(Describe/List the process the schools will follow to jointly develop with parents a school-parent compact.)*

Does the School Parent and Family Engagement Plan describe how the school will accomplish each of the required components? The school's Family and Community Engagement committee will develop a school-parent compact. This compact will outline how parents, school staff, and students share the responsibility for improving student academic achievement and the means by which the school and parents will build and develop a partnership to help students achieve the state's high academic standards.

Regular two-way, meaningful communication is highly important. This will take place through a variety of opportunities including conferences (a minimum of two with more held as necessary), frequent reports on progress (quarterly progress reports and report cards), volunteer opportunities, through the assignment notebook, and through other sources such as e-mail and ClassDojo.

#### 5: Reservation of Funds

*(If the district receives more than \$500,000 in Title I allocation, then it must reserve 1 percent for parent and family engagement activities. A minimum of 90% of that 1% must go to the schools, with priority given to high-need schools. If the school is allocated a percentage of the 1 percent, describe/list how the school will share with parents the budget for parent and family engagement activities and programs and how parents will be involved in providing input into how the funds are used.)*

Does the School Parent and Family Engagement Plan describe how the school will accomplish each of the required components? Parents and family members of children receiving services under Title I will be involved in decisions regarding how reserved funds are allotted for parent and family engagement activities. A meeting must be set, an agenda must be prepared, and an agreement must be made and approved by committee members in order to spend any Title I funds for parent and family engagement activities.

#### 6: Coordination of Services

*(Describe/List how the district and/or school will coordinate with other organizations, businesses, and community partners to provide additional support and resources to families.)*

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Does the School Parent and Family Engagement Plan describe how the school will accomplish each of the required components? The school works with community partners in various ways. This includes working with NAEC to provide shoes to all 3rd grade students, with the 4H branch of U of A to provide hands on learning activities for students, and by partnering with various community partners through our EAST program.

The school promotes and supports responsible parenting by purchasing parenting books, magazines, and informative pamphlets regarding responsible

The school works with the Parent Teacher Organization (PTO) to provide opportunities to foster a parental and community involvement within the school on a continuous basis.

#### 7: Building Capacity of Parents

*(Describe/List activities, such as workshops, conferences, classes, online resources, Academic Parent-Teacher Team meetings, and any equipment or other materials that may be necessary to support parents in helping their student's academic success.)*

Does the School Parent and Family Engagement Plan describe how the school will accomplish each of the required components? The school will provide a Technology Night during Parent/Teacher conferences in order to support parents and families members. This night will take place during October conferences in the library and will focus on helping family members utilize tools such as HAC (Home Access Center), ClassDojo, and EZSchoolPay.

#### 8: Building Capacity of School Staff

*(Describe/List activities such as workshops, conferences, trainings, webinars, online resources, and Academic Parent-Teacher Team meetings that will be used with school staff to build their capacity to work with parents as equal partners. Describe/List methods of parents' assistance for building staff capacity. Describe/List actions the school will take to provide other reasonable support for parent and family engagement activities.)*

Does the School Parent and Family Engagement Plan describe how the school will accomplish each of the required components? All faculty will participate in no fewer than two (2) hours of professional development, as required, for teachers designed to enhance the understanding of effective parental involvement strategies.

The Family and Community Engagement committee will meet semi-annually in order for parents and building staff to work together in order to discuss and create a positive Parent and Family Engagement Plan.

Various opportunities will be provided for school staff to work with parents as equal partners including during our annual Hackler Holiday Bash, our annual Literacy Night, and our annual Family Book Fair Night. Other opportunities include parent/teacher conferences (October 2020, February 2021, and as needed), Open House, and STEAM Night.

#### 9: Building Capacity - Discretionary

*(The school parent and family engagement policy/plan may include additional sections describing other discretionary activities that the school, in meaningful consultation with its parents, chooses to undertake to build capacity.)*

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Did the School and Parents choose to include any Discretionary (Optional) Components in the School Parent and Family Engagement Plan? Should our school have AMI days, the following actions will take place.

-AMI Packet Distribution: AMI work will be distributed through Google Classroom. In the case that students do not have technology or Internet access, paper packets will be available at the beginning of each week at the front office.

-Food Distribution during AMI: For families in need of food, the district will have a food program in place where families may pick up food from the school at a designated time and location. Food delivery will also be available. Families will sign up by contacting the Food Service office.

-In the event of AMI, the school will coordinate with local food banks and other community supporters



in order to provide food for students over the weekends and during breaks (such as Spring Break).

-School faculty and staff will continue to communicate with families via several methods such as USPS, phone message alert system, the school website, ClassDojo, email, the school's social media sites, etc. to provide information and resources for at-home and online learning.

-The school will utilize Google Classroom, Zoom, and additional sites to continue communication and online instruction with students.

## **4.29 (MH) – COMPUTER USE POLICY-BRING YOUR OWN DEVICE (BYOD)**

### **Definitions of Terms**

**Personal Electronic Device (PED)** – a piece of electronic equipment, such as a laptop computer or a mobile phone that is small and easy to carry.

**Personal Electronic Storage Device (PESD)** – a piece of electronic equipment, such as a USB Flash drive, used for data storage and retrieval.

**Network** –computers and electronic devices connected over a local area or wide area to facilitate the transfer of data, usually internal to a business or other entity.

**World Wide Web** – a system of extensively interlinked hypertext documents: a branch of the internet. Abbreviation: WWW

**Wi-Fi** – Wi-Fi is the name of a popular wireless networking technology that uses radio waves to provide wireless high-speed Internet and network connections.

The Mountain Home School District is responsible for securing its network and computer systems against unauthorized access and/or abuse, while making the technology accessible for authorized and legitimate users. This responsibility includes informing users of expected standards of conduct and the punitive measures for not following them.

The technology committee of Mountain Home School has developed the following policy for the student body covering the use of a computer and/or computer network. This policy covers any person using a computer and/or computer network while on the school campus or when contacting the school's system from a computer outside the physical boundaries of the school.

All potential users of computers/computer networks (including the Internet/World Wide Web) at Mountain Home School must read the following policy and agree to abide by it before being granted access to the system.

#### **A. Educational Purpose**

This network has been established for educational and administrative purposes only. Mountain Home School District has installed an Internet filtering system and every computer on the school's network is filtered to prevent computer users from accessing materials harmful to minors. For the purpose of this policy "harmful to minors" is defined as any picture, image, graphic image file, or other visual depiction that ---

- (A) Taken as a whole and with respect to minors, appeals, to a prurient interest in nudity, sex, or excretion,
- (B) Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or lewd exhibition of the genitals; and
- (C) Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

A record is kept of every site visited by every computer user and the amount of time spent at the site.

The Mountain Home School District will educate minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response.

1. Use of the computer is a privilege, not a right, and misuse of the computer and/or computer network will result in temporary/permanent revocation of this privilege.
2. All computers are in teacher-supervised areas, including classrooms, the media center and computer labs. The computers/network will be used for the pursuit of intellectual activities, to seek educational resources, career development and other educational purposes. The school's network will be used only for approved educational purposes. An adult will be in the room at all times when students are using computer equipment. The adult will monitor student computer use and will take appropriate action if they detect misuse of the equipment.
3. The school network may not be used for commercial purposes. This means you may not offer, provide or purchase products or services through this network. Commercial or Personal advertisements are prohibited on the network and the district website.
4. You may not use the network for political lobbying. However, you may use the network to communicate with elected officials and may express to them your opinion on political issues.
5. All computers and computer work will be free from interference by others.

## **B. Internet Access**

1. All students will have access to the Internet and World Wide Web (www) information resources through their classroom, library and/or school computer lab. Students may use their personal devices (PED) to access the WWW through the school's Wi-Fi. To access Wi-Fi, students can obtain the login and password from their teacher. The use of a PED is allowed to access or store school related documents.
2. Students will not be allowed to post Web pages on the school's network. However, students may

contribute to a school's web page when asked to do so by a school employee. Nothing will be placed on the school's web pages without the permission and approval of the school Webmaster.

3. Students may use their personal devices (PED/PESD) for educational purposes per this policy. Students may bring their own devices to school and use them before and after classes, during recess or during lunch as permitted by building student handbook guidelines. Personal devices may also be used during class when permitted by the teacher. Personal devices may only be used for academic purposes. Personal devices will be granted Internet access only; they will not be allowed to access the district network. School software and applications will not be provided for personal devices; students who wish to utilize any district software will be responsible for purchasing the software.

### **C. Personal Safety**

1. All minors will be educated about proper on-line behavior. Students will protect their personal safety at all times while using the Internet.
2. Students will not post personal contact information about themselves or other people. Personal contact information includes name, school address, work address, home address, social security number, telephone number, credit card numbers, pictures, etc. This includes sites, such as social networking sites and chat rooms. (This includes social networking sites and chat rooms, as well as others).
3. Students will not agree to meet with someone they have met on the Internet without their parent's approval.
4. You will promptly disclose to your teacher or other adult any message you receive which you believe is inappropriate or that makes you uncomfortable.
5. Arkansas Act 115 of 2007 defines Cyber bullying as the use of computers, websites, the Internet, cell phones, text messaging, chat rooms, and instant messaging to ridicule, harass, intimidate, humiliate, or otherwise bully another student. This is not limited to actions on school premises or on school equipment, but covers any act that results in the substantial disruption of the orderly operation of the school or educational environment. Any electronic act 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 will not be tolerated and will result in disciplinary action up to and including the involvement of law enforcement.
6. Students will not engage in cyberbullying and if the student is the victim of cyber bullying or is aware of another student cyber bullying others, the student will immediately inform a teacher, administrator or other adult of any message sent or received which is inappropriate or that makes the student uncomfortable.

### **D. Unacceptable Uses**

The following uses of the system are considered unacceptable:

#### **1. Illegal Activities**

- a. Students will not attempt to gain unauthorized access to the system or to any other computer system through this network or to go beyond access authorized by the teacher or other responsible adult. This includes attempting to log in through another person's account or access another person's file. These actions are illegal, even if only for the purpose of browsing.
- b. Any unauthorized, deliberate action which damages or disrupts a computer, a network (or related hardware, software, and data), alters the normal performance of said equipment, or causes it to malfunction is a violation of policy regardless of system location or time duration. User will be

financially responsible for such damage. This includes, but is not limited to the spread of computer viruses and worms. These actions are illegal. This also includes the unintentional spread of a virus when doing other activities which are prohibited in this policy.

c. Students may not visit or download materials from personal websites, neither their own nor any other individual's personal site unless asked to do so by a teacher as a class assignment. Students may not visit social networking sites, such as MySpace; Facebook, etc. from a school computer.

d. The system will not be used to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of a person, etc.

e. Students may check their personal email for educational purposes.

## 2. System Security

a. Any attempts to violate the security of the network are prohibited. If you have identified a possible security problem, you are responsible for informing a teacher or the network administrator. Do not go looking for security problems, because this may be construed as an illegal attempt to gain unauthorized access to the network. Any user identified by the system administrator as a security risk or having a history of problems with computer/computer systems may be denied user privileges. Attempts to secure a higher level of privilege on network systems are prohibited

b. Avoid the inadvertent spread of computer viruses by following the MHPS virus protection procedures. Files will not be downloaded from PESDs without the authorization of a teacher and without proper virus scanning.

c. The copying of system files is prohibited. The copying of copyrighted materials, such as third party software, without the express written permission of the owner or without the proper license, is prohibited.

d. Decoding or attempting to decode a system or user passwords is prohibited. It is also prohibited to share your password with other people or let anyone use a computer logged in under your login; doing so will result in the loss of network privileges.

Intentional attempts to "crash" network systems or programs are prohibited.

Attempts to secure a higher level of privilege on network systems are prohibited. Users are prohibited from using any type of "hacker" tools to try to break into the system, either at the school or from a remote site. **Any attempt to circumvent firewall filtering is prohibited.**

## 3. Inappropriate Language and Sites

a. Users of the school network will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful or otherwise objectionable language.

b. Users may not visit or download materials from any site that contains offensive, obscene or immoral pictures (ex. pornography and nude photos), profane language, or any other material inappropriate for an educational setting. Neither shall you access material that advocates illegal acts, violence or discrimination towards other people (hate literature).

c. Users will not use any method to bypass the school's selected filtering process.

d. All inappropriate sites may not be blocked by the filter; it is the user's responsibility to determine whether a site is educationally appropriate.

e. The technology will not be used in any immoral or unethical manner.

f. Users will not post information that could cause damage or a danger of disruption to the district network or systems.

g. Students may not visit chat rooms, message or bulletin boards, or use instant messaging services

while on the school network.

h. Users will not engage in personal attacks, including prejudicial or discriminatory attacks. Harassment is not permitted. Harassment is defined as persistently acting in a manner that causes distress or annoys another person. If you are told by a person to stop sending those messages and you continue sending them that is harassment.

i. Users will not knowingly or recklessly post false or defamatory information about a person or group.

j. If you mistakenly access inappropriate information, you should immediately tell your teacher or administrative personnel. This will protect you against a claim that you have intentionally violated this policy.

k. Your parents should instruct you if there is additional material that they think are inappropriate for you to access. The district fully expects that you will follow your parent's instructions in these matters.

#### 4. Disrespect of Privacy

a. Users will not re-post material that was sent to you privately without permission of the person who sent you the material.

b. Users will not post private information or details about another person.

#### 5. Disrespect of Resource limits.

a. Deletion, examination, copying or modification of files and/or data belonging to others is prohibited.

b. Access to programs, computer games, or the Internet without authorization from a teacher is prohibited.

c.. No files or software may be downloaded from the Internet or from a disk or other media without the approval of a teacher or administrator. If a downloaded file is large, it must be removed from the system computer. NO GAMES will be downloaded from the Internet or installed from a disk on school computers.

d.. Students will not post chain letters or engage in "spamming". Spamming is sending an annoying or unnecessary message to a large number of people.

e. Storage space usage is controlled on the network; storage is limited, unless more space is required for approved school purposes. Users should not use their assigned space for long-term storage of information or programs. Files that are not a part of the operating system or utility software may be routinely removed from the drive without warning. If accounts are over the storage limit, the network administrator will delete files until the account is in compliance with the above limit. Repeated abuse of disk space policies will result in sanctions and may result in the loss of account privileges. Student files will be deleted at the end of each school year.

f. The network administrator can and will delete any files that appear suspicious or inappropriate such as questionable pictures, cartoons or movie clips.

g. Users are not allowed to do audio or video streaming on the school network except as needed for educational purposes.

#### 6. Plagiarism and Copyright Infringement

a. Plagiarism of other's work is unacceptable and those who use the ideas or writings of others as their own will be subject to disciplinary action. Respect for intellectual labor and creativity is vital. Because electronic information is easily reproduced, respect for the work and personal expression of others is critical. Violations including copying and using the work of another person as your own, unauthorized access into another person's account, and other abuses of electronic information are prohibited.

b. Users will respect the rights of copyright owners. Copyright infringement occurs when a work that is protected by a copyright is inappropriately reproduced. If a work contains language that specifies appropriate use of that work, you should follow the expressed requirements. If you are unsure whether

or not you can use a work, you should request permission from the copyright owner. Copyright law can be very confusing. If you have questions, ask a teacher.

c. Software may not be copied unless doing so is legal. **Please refer to the Mountain Home Public School Policy on the Use of Software for clarification.**

### **E. Your Rights**

#### 1. Free Speech

Your right to free speech, as set forth in the Student Handbook, applies also to your communication on the Internet. The system is considered a limited forum, similar to the school newspaper, and therefore the District may restrict your speech for valid educational reasons. The District will not restrict your speech solely because individuals in the district disagree with the opinions you are expressing.

#### 2. Search and Seizure

a. You should expect only limited privacy in the contents of your personal files on the District system. The situation is similar to the rights you have in the privacy of your locker. Any file found in this folder is your responsibility.

b. Routine maintenance and monitoring of the system may lead to discovery that you have violated this policy or law.

c. An individual search will be conducted if there is reasonable suspicion that you have violated this policy or the law. The investigation will be reasonable and related to the suspected violation.

d. Your parents have the right at any time to request to see the contents of your files.

#### 3. Due Process

a. The District will cooperate fully with local, state or federal officials in any investigation related to any illegal activities conducted through this system.

b. In the event there is a claim that you have violated this Policy in your use of the system, you will be provided with a written notice of the suspected violation and an opportunity to present an explanation before the appropriate administrator.

c. If the violation also involves a violation of other provisions of the Student Handbook, it will be handled in a manner described in the discipline policy. Additional restrictions may be placed on your use of the network as follows:

**First Offense**--One-week suspension from computer use at school plus any other action as deemed necessary by the school principal. Students will be responsible for all assigned computer work while suspended.

**Second Offense**--Two weeks' suspension from computer use at school plus any other action as deemed necessary by the school principal. A parent-principal conference will be conducted to emphasize that future offenses will result in suspension for the remainder of the semester. The student will do his or her computer assignments outside of school or he or she will receive no credit.

**Third Offense**--Suspension for the remainder of the year from computer use at school, and any other action as deemed necessary by the school principal. Students will be responsible for all assigned computer work while suspended.

**SEVERE CLAUSE:** The Principal has the discretion to bypass any level of offense and invoke a higher level. Examples of instances where the severe clause may be used are: cyber bullying, intentionally placing a virus on a computer or network or trying to gain access to the network through "hacking." Any attempts to damage computers or break into the network will not be tolerated. Students may be permanently banned from using computers at the school under extreme circumstances.

### **F. Limitation of Liability**

The Mountain Home School District makes no guarantee that the functions or the services provided by or through the district computer system will be error-free or without defect. The district will not be

responsible for any damage you may suffer, including but not limited to, loss or data or interruptions of service. The District is not responsible for lost or stolen personal electronic devices. The District will not provide technical support for personal electronic devices. The District is not responsible for the accuracy or quality of the information obtained through or stored on the system. The District will not be responsible for financial

obligations arising through the unauthorized use of the system. Due to the open nature of the Internet, no liability will be assumed by this school district, any district employee, or any other participant in the Mountain Home School administration for the use or misuse of this system. It is the responsibility of each user to make good decisions about what information is retrieved and what is done with that information. Any student or user under the age of eighteen agrees to make this policy known to his or her parents and to obtain their written approval in order to use the Mountain Home computers/computer network.

#### **G. Personal Responsibility**

Improper use of the system or the Internet will not be tolerated. Noncompliance with this policy will result in immediate removal of user's computer privileges. Remember you are using a network and you may be leaving electronic footprints that can be traced back to your activity.

Be a responsible computer user and use your common sense. You will know what is right and what is wrong. If you will do what you know is right, you will not have a problem.

*This policy will be periodically reviewed/revised as deemed necessary by the Mountain Home School District Technology Committee, pending school board approval.*

Date Adopted: July 20, 2006

Date Revised: August 15, 2013