

**Mountain Home Public Schools  
Mountain Home High School  
Mountain Home Junior High School**



**Committed to Excellence in Education.....  
Every Student-Every Time!**

**2020-2021**

**[mhbombers.com](http://mhbombers.com)**

**MOUNTAIN HOME HIGH SCHOOL  
MOUNTAIN HOME JUNIOR HIGH SCHOOL  
2020 – 2021 STUDENT AND PARENT HANDBOOK**

**MOUNTAIN HOME HIGH SCHOOL**

*Brent Bogy, Principal 425 – 1215*  
*Steve Morris, Assistant Principal 425 –1215*  
*Mary Beth Russell, Assistant Principal 425-1215*

**MOUNTAIN HOME JUNIOR HIGH SCHOOL**

*Kyle McCarn, Principal 425 – 1231*  
*Elise Strain, Assistant Principal 425 –1231*

**MOUNTAIN HOME PUBLIC SCHOOLS**

*Dr. Jacob Long, Superintendent 425-1201*  
*Caroline Nail, Assistant Superintendent 425-1201*  
*Dr. Dana Brown, 504 District Coordinator 425-1201*  
*Jill Czanstowski, Special Education 7-12 Coordinator 425-1247*  
*Gwen Benton, Special Education K-6 Coordinator 425-1247*

**BOARD OF EDUCATION**

<i>Barbara Horton</i>	<i>Neal Pendergrass</i>
<i>Lisa House</i>	<i>Jason Schmeski</i>
<i>Arnold Knox</i>	<i>Dan Smakal</i>
<i>Bill Wehmeyer</i>	

**Safe Start to School Considerations**

As we begin the school year, these considerations must be followed in order to mitigate risks for the spread of the virus. These considerations will stand in place of current handbook policies where applicable. Considerations may change or be removed based on need or ADH guidance.

**MHPS Off-Site Learning Policy and Procedures**

The word “blended” covers a student in any situation ranging from the traditional “seated” student in the regular classroom for 100% of their schedule, to a student who only attends a few scheduled classes a day on campus. A 100% virtual “unseated” student will be enrolled in Bomber Virtual Academy (BVA) and will receive all instruction at an off-site location (i.e. at home). This policy and list of procedures is intended to provide direction and clarity to teachers, students, and parents during these uncertain and rapidly-changing times in education.

Canvas will be the learning management system (LMS) that Mountain Home Public Schools will use for blended and virtual learning purposes for all students.

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**Complete Mountain Home School District Attendance Policies**  
 Compulsory Attendance/G.E.D./Home School  
**See district handbook**

**MHSCA/MHJH/ASUMH Bell Schedules**  
**2020-2021**



**Daily Bell Schedule (M/T/W/TH)**

**M/W=A class periods**



**T/TH=B class periods**

<u>1<sup>st</sup> Lunch</u>		<u>2<sup>nd</sup> Lunch</u>	
1 <sup>st</sup> Block	8:00 – 9:29	1 <sup>st</sup> Block	8:00 – 9:29
<b>AAP</b>	<b>9:37 – 9:58</b>	<b>AAP</b>	<b>9:37 – 9:58</b>
2 <sup>nd</sup> Block	10:03-11:32	2 <sup>nd</sup> Block	10:03– 11:32
 <b>1<sup>st</sup> Lunch</b>	<b>11:32-12:02</b>	1 <sup>st</sup> Half 3 <sup>rd</sup> Block	11:37 – 12:12
3 <sup>rd</sup> Block	12:07 – 1:36	<b>2<sup>nd</sup> Lunch</b>	<b>12:12 – 12:42</b> 
		2 <sup>nd</sup> Half 3 <sup>rd</sup> Block	12:47 - 1:36
4 <sup>th</sup> Block	1:41 - 3:10	4 <sup>th</sup> Block	1:41 - 3:10

**Late Start/WIN Schedule (FRIDAY)**

<u>1<sup>st</sup> Lunch</u>		<u>2<sup>nd</sup> Lunch</u>	
WIN	8:00 – 8:55	WIN	8:00 – 8:55
1 <sup>st</sup> Block	9:00 – 10:22	1 <sup>st</sup> Block	9:00 – 10:22
2 <sup>nd</sup> Block	10:27 – 11:48	2 <sup>nd</sup> Block	10:27 – 11:48
 <b>1<sup>st</sup> Lunch</b>	<b>11:48 – 12:18</b>	1 <sup>st</sup> Half 3 <sup>rd</sup> Block	11:53 – 12:28
3 <sup>rd</sup> Block	12:23 – 1:44	<b>2<sup>nd</sup> Lunch</b>	<b>12:28 - 12:58</b> 
		2 <sup>nd</sup> Half 3 <sup>rd</sup> Block	1:03 – 1:44
4 <sup>th</sup> Block	1:49 – 3:10	4 <sup>th</sup> Block	1:49 -3:10

**1st Wednesday of each month – Mentor Schedule**

<u>1<sup>st</sup> Lunch</u>		<u>2<sup>nd</sup> Lunch</u>	
1st Block	8:00 – 9:25	1st Block	8:00 – 9:25
2nd Block	9:30 – 10:55	2nd Block	9:30 – 10:55
<b>1<sup>st</sup> Lunch</b>	<b>10:55 – 11:25</b>	1st Half 3rd Block	11:00 – 11:40
 3rd Block	11:30 – 12:54	<b>2<sup>nd</sup> Lunch</b>	<b>11:40 -12:10</b>
		2nd Half 3rd Block	12:15 – 12:54 
Mentors	12:59 – 1:41	Mentors	12:59 – 1:41
4th Block	1:46 – 3:10	4th Block	1:46 – 3:10

# *Mountain Home Public Schools*



## **Committed to Excellence in Education... Every Student - Every Time!**

We believe in:

- Cultivating and supporting life-long 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.

### **BOMBER MAN**

Oh, when that BOMBER MAN goes down that field  
He is a perfect Joe from head to heel.  
He's got that smile, that style, that winning way.  
No matter where you go you'll recognize him and you'll say,  
"Now there's a man I'd like to know.  
He's got that Bomber Spirit, pep and go!"  
And when you look at him, it's quite a treat.  
You cannot beat . . . A BOMBER MAN!

### **ALMA MATER**

Hail to thee, our Alma Mater, 'neath an Ozark sky!  
Sing we now, thy sons and daughters, To old Mountain Home High.  
As you stand in hills of splendor, Near the lakes' blue tide,  
Hail to thee, our Alma Mater, Great and dignified!

Holding high what thou hast taught us, Thee we'd not decry;  
There's a pride which thou has brought us, Dear old Mountain Home High.  
So we love our Alma Mater, Decked with gold and blue;  
We will always carry honor, And a love for you!

All the peace of your surroundings, Adds to our heart's thrills;  
We are glad that you are nestled in the Ozark hills.  
As we leave those halls of learning, May our thoughts apply  
To the place for which we're yearning, Dear old Mountain Home High.

**MHJH Office—870-425-1231**

**The offices are open all regular school days from 7:30 a.m. to 3:30 p.m.**

**Principal:**

Kyle McCarn 425-1231

**Assistant Principal:**

Elise Strain 425-1231

**Counselors:**

Cara Coleman 425-1231

Stephanie Dement 425-1231

**School Nurse:**

Angie Horn 425-1231

**MHHS Office—870-425-1215 or 870-425-1221**

**Principal:**

Brent Bogy 425-1215

**Assistant Principals:**

Steve Morris 425-1215

Mary Beth Russell 425-1215

**Counselors:**

Heather Hatman 425-1224

Stephanie Caraway 425-1224

**School Nurse:**

Sue Wepprecht 425-1231

**Emergency Information:**

KTLO 1240 AM & 97.9 FM

KPFM 105.5 FM

KKTZ 93.5 & 107.5 FM

**Emergency Numbers:**

Emergencies (only) 911

City Police 425-6336

Baxter Co. Sheriff 425-2400

Baxter Co. Regional Hospital Ambulance 508-1121

Hospital Operator 508-1000

Poison Control Center 800-376-4766

Suicide Hotline 800-784-2433

Drug Abuse Hotline 800-662-4357

Rape Crisis Hotline 424-7233

Child Abuse Hotline 800-482-5964

Runaway Hotline 800-231-6946

Northwest Arkansas Crisis Center 800-798-8336

**Physical/Mental Referral Information:**

Baxter County Health Department 425-3072

Dept. of Human Services 425-6011

Arkansas Counseling Associates 424-9060

Ozark Counseling Services 425-6901

Juvenile Probation Office 425-3840

Al-Anon 800-818-8680

Narcotics Anonymous 800-338-8750

National AIDS Hotline 800-342-2437

## 2020-2021 Calendar

August 10	Teacher In-Service (PD FLEX)
August 11	Teacher In-Service (PD FLEX)
August 12	Teacher In-Service (PD FLEX)
August 13	Teacher In-Service (PD)
August 14	Teacher Work Day (CT)
August 17	Teacher In-Service (PD)
August 18	Teacher In-Service (PD)
August 19	Teacher Contract Day (CT) (No Students)
August 20	District Open House 1:00-7:00 (CT)
August 21	No School
August 24	First Day of School for Students
September 7	Labor Day (no school)
October 20	First Quarter Ends (41 days)
October 21	Second Quarter Begins
October 22	Parent/Teacher Conferences 1:00-7:00 K-12 (CT) (early dismissal) October
23 Digital Learning Day	
November 23-24	Digital Learning Days
November 25-27	Thanksgiving (no school)
December 18	Second Quarter Ends (40 days) End of First Semester (81 days)
Dec. 21	Teacher Independent Contract Day (CT FLEX) (no students)
Dec. 22 - Jan. 1	Christmas Break (No school)
January 4	Third Quarter Begins
January 18	Martin Luther King Day (No School)
February 11	Parent/Teacher Conferences 1:00-7:00 K-12 (CT) (early dismissal) February
12 Digital Learning Day	
March 11	Third Quarter Ends (48 days)
March 12	Fourth Quarter Begins
March 22-26	Spring Break (No school)
April 2	No School
May 27	Last day for students
May 28	Teacher Independent Contract Day (CT FLEX) (no students)
	Fourth Quarter Ends (49 days) End of Second Semester (97 days) (178 total)

**First Quarter- 41 Days** 178 Instruction (Including 4 Digital Learning Days) 3

Teacher In-service Days (PD Flex) 6 Teacher In-service  
 3 Teacher In-Service Days (PD) 5 Teacher Contract  
 1 Teacher Workday (CT) 2 P/T Conference  
 1 Teacher Contract Day (CT) 191 Total Teacher Contract Days 1 Open  
 House (CT)

**Second Quarter- 40 Days Emergency Use Days**

1 Parent/Teacher Conference Day (CT) **AMI 1-5, 6/1/21, 6/2/21, 6/3/21, 4/2/21, 5/28/21**  
 1 Teacher Independent Contract Day (CT Flex) (**AMI days used at Superintendent's discretion**)  
 3 Digital Learning Days

**Third Quarter- 48 Days** Flex Days: 8/10/20 (PD), 8/11/20 (PD),  
 1 Parent/Teacher Conference Day (CT) 8/12/20 (PD), 12/21/20 (CT),  
 5/28/21 (CT) 1 Digital Learning Day

**Fourth Quarter- 49 Days**

1 Teacher Independent Contract Day (CT Flex)



## **MHHS ACADEMIES**

### **Agriculture, Construction, Manufacturing, and Engineering (A.C.M.E. Academy)**

There are two broad pathways in the A.C.M.E. Academy:

1. ***Industry, Construction, and Transportation*** – Careers involved in construction of buildings and infrastructure, manufacturing of products, and repair and maintenance of equipment and transportation vehicles.
2. ***Engineering and Computer Science*** – Careers involved in analyzing, studying, and applying scientific principles, theories, and methods as they relate to engineering, computers, and electronics.

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### **Communications, Arts, and Business (C.A.B. Academy)**

The following are career pathways in the C.A.B. Academy:

1. ***Communications/Media*** – Careers involved in communications in radio, TV, writing, reporting, and speaking.
2. ***Government, Public Service, and Law*** – Careers involved in providing services to protect and improve individuals and their possessions.
3. ***Visual and Performing Arts*** – Careers in art, music, and acting.
4. ***Accounting and Finance*** – Careers involved in the application of accounting procedures and banking.
5. ***Administrative Services*** – Careers in managing, organizing, and supporting business and office operations
6. ***Computer Information Systems*** – Careers involved in computer operations dealing with high-level business application software
7. ***Marketing and General Business*** - Careers involved in marketing, merchandising, management, and business ownership
8. ***Graphic Arts*** – Careers in visual arts with the purpose of producing, marketing, or selling a product or service

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### **Health and Human Services (H.H.S. Academy)**

The HHS Academy has four career pathways.

1. ***Health and Medicine*** – Careers involved in providing medical research, medical care, and emergency medical services
2. ***Environmental Science*** – Careers involved in environmental planning, education, or communication; management of land, water, air, and hazardous waste management
3. ***Human Services*** – Careers involved in helping other people with their mental, spiritual, societal, physical, educational, or employment needs
4. ***Hospitality and Food Service*** – Careers involved in providing services for hospitality, travel and tourism, and the food production and service industry

### **ENROLLING OR WITHDRAWING A STUDENT**

Students may enter kindergarten if they will attain the age of five (5) years old 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 or 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. (Refer to MH School Board Policy 4.2- Entrance Requirements) Prior to the child's admission to 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 Arkansas 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 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 hearing.
4. The child shall be immunized from poliomyelitis, diphtheria, tetanus, pertussis, red rubella (measles), and other diseases as designated by the state board of health, or have an exception 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. Exceptions are also possible on an annual basis for religious reason 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 or her initial required immunization and 12 months to be up to date on the required immunizations for the student's age.

### **MEDICAL REQUIREMENTS AND GUIDELINES**

The school nurse maintains all school medical records, administer medications, and determines if a child is ill enough to be sent home. The nurse is not a substitute for the doctor.

Recommendations will be made, but parents should take their child to the doctor to answer any questions or concerns.

## Immunizations

The AR Dept. of Health revised the Rules & Regulations pertaining to Immunization Requirements **effective as of 09/01/14:**

- **All students grades K- 12 need to have completed 4 doses of DTaP (tetanus, diphtheria, acellular pertussis) vaccine** or 3 doses if none were given before age 7.
- **All students K- 12th grade should have 3 or 4 doses of Polio**, with one dose on or after the 4th birthday & with a minimal interval of 6 months between the last two doses.
- **All students who turn age 11 on or before September 1st of each school year are required to have a Tdap (Tetanus, Diphtheria & Acellular Pertussis) vaccination.**
- **All students entering 7th grade will be required to have one MCV4 (Meningococcal) vaccination**, regardless of age. In addition: **All students turning age 16 on or before September 1st of each school year (regardless of grade) will be required to have one MCV4 vaccine.** At age 16, regardless of grade, if a student has had one dose of MCV4, a second dose is required if it has been eight weeks since the first dose. Students age 17 or older have no MCV4 requirements for school attendance.
- **All students grades K -12 are required to have TWO MMR (measles/mumps/rubella) vaccines** with one dose on or after the first birthday and 28 days between the two doses.
- **All students in K-12th grade will be required to have TWO Varicella (Chickenpox) vaccines**, unless history of disease documentation by a medical provider (MD, APRN, or PA) is provided. **Parental history of disease is no longer acceptable.**
- **All students K -12 must have three Hepatitis B vaccines.** Students in kindergarten must have three (3) doses and students in Grades 1-12 require two (2) or three (3) depending on whether or not a two (2) dose schedule was used. The 2nd Hepatitis B must be 28-30 days after 1st Hepatitis B dose. The 3rd Hepatitis B dose must be 2 months after 2nd dose and 4 months after 1st dose. Also, the 3rd dose of Hepatitis B must be given on or after the 6 month birthday. **If a student does not produce documentation of additional immunizations per the schedule, the student must be excluded from school until documentation is provided.**

Immunization requirements “shall not apply if the parents or legal guardian of that child object thereto on the grounds that immunizations conflict with the religious or philosophical beliefs of the parent or guardian.” To obtain an exemption, parents must sign a notarized statement requesting a religious, medical, or philosophical exemption from the Department of Health (DOH). 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 unimmunized child may be removed from school during an outbreak. No exemptions may be granted under this 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 or religious exemption. A copy of the letter of exemption has to be brought to the school before school starts each August.**

### Body Mass Index (BMI) Screening:

In the fall of 2003, the Arkansas General Assembly passed ACT 1220. ACT 1220 requires all

public school students in grades K – 12 to have an annual Body Mass Index (BMI) assessment. A child’s BMI is calculated by taking a child’s height and weight ratio and then applying the ratio to an age-appropriate growth chart. No caliper measurements or electric density assessments are done as part of this screening. The BMI is solely a screening test similar to scoliosis, hearing, and vision screenings.

**Vision and Hearing Screening:**

Students in K, 1, 2, 4, 6, and 8 will be screened for vision 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 sixty days of receipt of a vision referral. Students who do not return a completed referral will be reported to the Arkansas Department of Education per Act 1438 of 2005. A revision to hearing screening requirements is now being considered. An update will be announced in August parent letters. Any students referred by a teacher will also receive a vision and or hearing screening.

**Scoliosis**

Act 41 of 1987, “Every public elementary and secondary school in this State and every other institution supported by State funds which provides education to our minor children shall institute a continuing scoliosis screening program to be conducted in accordance with regulations promulgated by the State Board of Health.” Girls in the fifth grade through the tenth grade shall receive a scoliosis screening every year. Boys shall receive a scoliosis screening every other year beginning in the sixth grade through the tenth grade.

**Illnesses and Medications**

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 the 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 and or she can be supervised until the parent or legal guardian can check the student out of school.

**Fever**

A temperature of 100 degrees usually means the child is ill enough that they do not feel up to school activities and may have an infection that could be spread to other students. A child with a temperature of 100 degrees or more will be sent home. We ask that you keep the child home until the fever is gone for 24 hours, especially if the child was sent home during the previous school day.

**Mountain Home School District Head Lice Policy**

The parents or legal guardians of students found to have live lice or nits will be asked to pick their child up at school as soon as possible. Parents or legal guardians will be given information concerning the eradication and control of head lice. Before students may be readmitted following an absence due to head lice, the school nurse or designee shall examine the student to ensure the student is free of any lice or nits. Each school may conduct screenings of students for head lice as needed. The screenings will be done in a manner that respects the confidentiality of each student.

## **Medication**

Medication given during school hours must be accompanied by a signed Medication Release Form. Students are not allowed to carry medication on their person, unless the school nurse, parent, and physician have approved it. **All medication must be checked in at the nurse's office.**

### **MHHS ACT ASPIRE EXAM REMEDIATION**

Students who do not score at the Ready or Exceeding level on the ACT ASPIRE Exam(s) **must participate in a remediation plan.** The plan must be individualized based on the student's areas of deficiencies and must be signed by the parent or guardian. MHHS will use a What I Need (WIN) that will take place from 8:00-8:50 every Wednesday morning for students to fulfill the requirement of remediation due to scoring CLOSE or IN NEED OF SUPPORT on an ACT ASPIRE exam. If a student scores CLOSE or IN NEED OF SUPPORT on an ACT ASPIRE exam, then their attendance is mandatory at WIN sessions. Failure to attend will result in disciplinary action.

### **WHAT I NEED INTERVENTION (WIN)**

What I Need (WIN) will be used by MHHS to help students with grade problems. The goal of WIN is to reduce the number of failing grades by helping students that are having trouble in their classes. Times can be set at the discretion of the teacher. Students are assigned to WIN if they have a failing grade in any core course (English, Math, Science, and Social Studies) at progress report or quarter and semester grade report card times. Students without failing grades are also welcome to attend to receive extra help or to help other students. Attendance is mandatory for all students with a failing grade in a core course, but the students can get out of WIN if their failing grade improves to a passing grade by the next progress report or grade report (usually every 5 weeks). Student attendance is mandatory until they are told by an administrator or teacher that they are no longer required to attend WIN. Tutoring sessions or late school may be assigned if WIN is skipped.

### **COUNSELING/GUIDANCE**

Mountain Home Junior High provides two school counselors for students in the counselor's' offices. Students are invited to use this service as the need arises. All individual or group therapy is done on a voluntary basis. Students do not have to wait to be referred or invited to speak to a counselor. Information is confidential and will not be released to other persons without permission from the student, unless a harmful statement is made. The main purpose of the counseling department is to assist students with any problems - academic, career-planning, personal or social - which are of concern to students. The school counselors are primarily student advocates. Through the counselor's, students and parents/guardians can request: transcripts, schedules, scholarship information, etc. Due to FERPA Laws, no personal information may be given about a student by phone or fax.

### **BRIDGES**

Bridges is a non-profit Mountain Home Public Schools 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 (870-321-3998) 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.

### **SCHOOL-BASED MENTAL HEALTH**

Mountain Home Public Schools is committed to improving the lives and outcomes of students in the district through its School Based Mental Health Program (SBMH). School Based Mental Health is a program designed to meet the mental health needs of students and families, on campus. The Mountain Home SBMH program is approved by the Arkansas Department of Education which ensures the program is grounded in the following Principles: an emphasis on early identification, full integration with the community and its resources, placing students and their families at the center of the service decisions, providing services that are culturally competent, a focus on promoting school attendance and academic success and services and supports validated by research and evidence based practices. Mountain Home SBMH is composed of a "hybrid" model, which involves mental health professionals employed by the district, along with mental health professionals contracted through local agencies. The two current agencies contracted with Mountain Home Public Schools are: Hometown Behavioral Health and Youthbridge, Inc. These professionals from SBMH will work with Mountain Home Public School personnel in a collaborative effort to provide quality mental health services to the students of our district. The school's counselors may refer a student for a comprehensive mental health assessment from qualified mental health professionals, with the permission of the student's parents or guardians. Ideally, all students in the Mountain Home Public School District shall be behaviorally and emotionally prepared to come to school so they may benefit from the academic and social opportunities that public school and the educational experience have to offer. You may obtain additional information about Mountain Home Public School's School Based Mental Health program by contacting the Mountain Home Public School's SBMH coordinator, Matt Sutton (870-425-1215), or speaking with the campus school counselor or administrator.

### **ACADEMIC ADVISORY PERIOD**

Students will meet with their academic advisor for 24-minutes on Monday, Tuesday, Thursday and Friday. Students must attend their Academic Advisory Period and should not plan to do any other business during this time.

### **TARDINESS**

Tardiness is disruptive to the classroom. Students should be in class by the time the tardy bell sounds. Students arriving to school after the tardy bell must report to the front desk to receive a

tardy admit to class. Students who are late to one class from another class will not be given a tardy admit slip. All tardiness will be considered unexcused unless a doctor, dentist, court, or counseling appointment card (or excuse) is presented. Students who miss more than half of a class period without an excuse will be counted absent and may be considered truant. Refer to the tardy policy stated in the discipline section.

#### **ADMISSION TO CLASS AFTER AN ABSENCE**

Parents or guardians are required to call the school either the night before or the day their child is absent. Mountain Home Junior High has **24-hour voicemail (425-1231)** to accommodate parents and or guardians that have difficulty calling during normal school hours. This call must be received by noon on the day of the absence in order for the student to report directly to their first class without an admit slip upon return to school. If a call **has not been received** the previous day, students must report to the assistant principal's office for the parent or guardian to be called in order to receive an admit slip. Students reporting to class after an absence without an admit slip or not appearing on the daily announcements will be sent to the assistant principal's office to get an admit slip. There will be no consequence for the first two times a student has to get an admit slip. Thereafter, the student will be assigned detention hall by the classroom teacher each and every time they have to go to the office to get an admit slip. When a student returns to school after an illness, if a doctor's excuse is presented, these absences will not count against the 6-day limit. The verification must be presented upon student's return to school or within 5 days of the absence.

#### **SCHOOL-RELATED ABSENCES**

Class absences as a result of approved school activities will **not** count toward the **6-day limit**. Unless otherwise indicated, students who miss class due to requests from administrators and counselors fall within the approved school activities category. Administrators and counselors will do their best to call students from classes only when other opportunities are not available. If a student misses a class due to school related business, prior approval must be obtained from the sponsoring staff member.

### **MOUNTAIN HOME SCHOOL DISTRICT ATTENDANCE POLICIES**

#### **ABSENCES—District Policy 4.7**

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

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

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 or the office receives a phone call from the student's parent or guardian. A written statement or phone call from a parent or guardian must be received within five (5) days of the absence for it to be excused. After five (5) days the absence will be marked unexcused.

1. The student's illness or when attendance could jeopardize the health of other students. A maximum of six (6) 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 an 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 or 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 6 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 the unexcused absences, the student may be denied promotion or graduation. Excessive absences shall not be a reason for expulsion or dismissal of a student but can result in a Family In Need of Services (FINS) filed with Juvenile Services including off-site and or digital learning students.

When a student has 3 unexcused absences, his or 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 or by regular mail with a return address sent no later than the following school day. Whenever a student exceeds 6 unexcused absences in a semester, 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.



It is the Arkansas General Assembly's intention that students having excessive absences be given assistance in obtaining credit for their courses. Therefore, at any time prior to when a student exceeds the number of unexcused absences permitted by this policy, the student, or his or her parent, guardian, or person in loco parentis may petition the school or district's administration for special arrangements to address the student's unexcused absences. If formal arrangements are granted, they shall be formalized into a written agreement which will include the conditions of the agreement and the consequences for failing to fulfill the agreement's requirements. The agreement shall be signed by the student, the student's parent, guardian, or person in loco parentis, and the school or district administrator or designee.

Students who attend in-school suspension shall not be counted absent for those days. Days missed due to out-of-school suspension or expulsion shall be unexcused absences.

The District shall notify the Department of Finance and Administration whenever a student fourteen (14) years of age or older is no longer in school. The Department of Finance and Administration is required to suspend the former student's operator's license unless he or she meets certain requirements specified in the statute.

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.

#### **MAKE-UP WORK**

Requesting make-up work shall be the responsibility of the student. Students who miss for school-related activities should check with their teachers **PRIOR TO** the absence to get assignments.

Students will have two odd or two even school days (depending on absence) to confer with the teacher to **ARRANGE AND COMPLETE** make-up work. Students need to go to the teacher to obtain make-up work on the day following the absence, regardless whether or not they will be attending the class that day. A due date will be established at that time. All classroom work missed during out-of-school suspension must be made up, after the student provides documentation of completed community service. Students may elect to do community service in order to receive credit. Other major tests or projects that are equivalent to a quarter test will also be allowed credit. No credit whatsoever is given for make-up work required for trancies.

#### **HOME ACCESS CENTER HAC**

The **Home Access Center (HAC)** is an educational communication tool used by the teacher, parent, and student. The uses of HAC are supplying the parent or student with current academic progress, supplying the parent and or student with current assignments, and providing the availability of e-mail addresses for parent to teacher communication. HAC can be accessed at <http://hac31.eschoolplus.k12.ar.us> which is a secure site that requires an access code when used by a parent or student. There is a link to HAC on the Mountain Home Public School webpage. Students and parents will be given their personal access code during the first few weeks of the school year. If a student misplaces his or her HAC code or never receives one, please notify the

main office at 425 – 1231.

### **TEXTBOOK/SCHOOL ISSUED DIGITAL DEVICE POLICY**

Students are responsible for the care and preservation of all instructional materials checked out to them. Textbooks/School Issued Digital Device checked out to you with your Mountain Home High School ID card are the property of the Mountain Home Public School District, and it is your privilege to use these books while you are a student at Mountain Home Public Schools.

Students will be issued textbooks only for those classes in which they are enrolled. Students are required to return all textbooks and or school issued mobile device at the conclusion of the class, at the direction or request of the administration, teacher or library staff, or if the student leaves Mountain Home Schools.

#### **Textbook Rules**

- Textbooks are checked out with a valid Mountain Home High School ID card. Books are barcoded and linked to each student's account.
- Students are to protect textbooks from damage. Non-adhesive book covers are to be used. If you notice a problem with the textbook when it is checked out to you, let the MHHS Library staff know within the first 2 weeks so you are not held responsible for the damage.
- Students are not to write, underline, or highlight textbooks.
- HOWEVER, you should write your name in the front inside cover or its facing page of the book when it is issued to you, so that when you return it at the end of the course, you know that you're returning your textbook and not your friend's.
- All textbooks and materials checked out to the student must be returned in good, usable condition, with the barcode still attached to the book or material at the end of a class.
- If a textbook or material is lost or damaged, the student is required to pay all costs for the textbook or material that was checked out to him or her.

**Seniors will not be given their diploma until all textbook obligations are met.**

***Schedules, diplomas and school privileges, such as Prom and or Parking Tag may be withheld until all materials are returned or fines or fees have been paid for.***

### **LIBRARY**

The library is open every day school is in session from 7:45 a.m. to 3:45 p.m. and every Tuesday night until 6:00. All students are eligible to check out books for two weeks, magazines for one week and reference books overnight. The following guidelines should be observed:

1. Students who have overdue items or who fail to pay their fines will not be allowed to check out additional items. Students who are habitually late returning materials or are not timely in paying overdue or lost book fines will be referred to an administrator for disciplinary action. Act 906 of 1995 provides support for school libraries to retain items and ensure they are secure from unauthorized removal or willful mutilation. Act 906 also provides support by allowing charges to be brought against a person who violates school policies that govern library security and provides protection to the employee that detains or questions a person believed to be concealing materials.
2. Students must have a pass signed by their teacher to use the library during THAT teacher's class time.
3. The library is open during lunchtime for students to study, read, or use the computer as long

- as they have a signed note from a teacher stating the student needs to use the library.
4. Students will be charged a replacement cost for lost items plus a \$2.00 processing fee.
  5. All library computers are governed by the Mountain Home Public Schools Acceptable Use Policy Guidelines (See district handbook).
  6. Every student that visits the library must sign in at the desk when entering the library and sign out when leaving unless he and or she is attending the library with their classroom teacher.

### **CAFETERIA**

School lunches are available every school day. Current meal prices are available on the school website, mhbombers.com, under School Menus. **Food purchased in the cafeteria should be eaten in the cafeteria or student commons.** Cafeteria food can be eaten in classrooms upon teacher request.

**Students must have their own ID Badges with them in order to purchase a meal.** The following guidelines should be observed:

1. Free and reduced students who receive lunch cannot give their ID badge to anyone else to use.
2. Students shall receive one lunch at the full price, reduced price, or free, whichever applies and the second lunch will be the price of an adult.
3. Students who do not have money in their account by 10:30 a.m. must be the last ones in line to purchase lunch (unless they have cash to pay for lunch) since the cashiers cannot stop the lunch lines to credit their account.
4. Bills up to \$20 will be accepted for a reimbursable meal toward the end of lunch.
5. The lunchroom cannot cash checks just for cash, make change for vending machines, or cash two-party checks because lunchroom personnel can only keep enough change on hand for those purchasing lunches.
6. Breakfast is available to students. See school website, mhbombers.com, under School Menus for price.

Each student at Mountain Home High School has an ID Badge with a unique barcode for that student. The computer in the lunchroom will use the barcode to identify a student and will charge them as free lunch, reduced lunch, or paid lunch as approved by the Food Service Department. Nobody will be able to determine a student's meal status by looking at the ID Badge. Students must present their own ID Badge properly for the cashier. If a student loses the ID Badge, he or she must see the ISS teacher for a replacement. The manager and ISS teacher maintain a list of students who have reported missing ID badges.

### **ID BADGES**

#### **ALL STUDENTS MUST WEAR THEIR ID BADGE AT ALL TIMES DURING THE SCHOOL DAY.**

Students will be issued two ID Badges; one for daily use (which become the student's responsibility) and the other badge will be used as a replacement if a student forgets his or her ID Badge at home or loses the issued ID Badge. Replacement badge(s) will be filed and stored in the ISS room. If all ID Badges are misplaced, a replacement ID Badge will be made at a cost of \$3.00. If the student arrives for a replacement ID Badge, the student will be issued a D-Hall and a replacement ID Badge will be made at a cost of \$3.00. Found ID Badges may be turned in to the ISS room. Students are required to wear their ID badge very near the collar or around their neck on a lanyard in the area between their neck and waist on the front of their bodies. Students may select their own lanyard as long as it adheres to dress code.

### **CLOSED CAMPUS**

Mountain Home High School is a closed campus. A student may not leave the campus at any time during the school day unless special permission is granted by an administrator. Parents should not call the school to give permission for their children to leave during the lunch period. If a parent deems it necessary, the student may leave school for the remainder of the school day. Exceptions will be made for students returning with medical, dental or court excuses as long as appropriate documentation is received upon the student returning to school. **Under no circumstances should a student leave campus without checking out in the principal's office.** Under some circumstances parents need to spend the lunch period with their child. If this becomes necessary, parents are requested to come to the office and check their child out in person. **Students may not leave campus until the school has received a phone call from a parent or guardian and the student checks out through the front office. The appropriate consequence will be given to the student if he and or she does not check out in the proper manner. A parent or guardian can check the student out, but the consequence for the improper way their son or daughter left campus will still apply.**

### **VIDEO SURVEILLANCE**

The Mountain Home School Board authorizes the use of video cameras on district property for surveillance purposes concerning the health, welfare, and safety of staff, students, and visitors to district property. Video surveillance will also be used to monitor district facilities and equipment.

Students in violation of board policies, administrative regulations, building rules, or law 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.

### **BUS TRANSPORTATION**

A fleet of buses is used to transport students in our school district. State transportation regulations must be observed at all times. The Board of Education has established routes, stops, and other transportation policies. For information on routes, call the transportation office at 425-1240.

### **TELEPHONE REGULATIONS**

Students are **NOT** to use the telephones in the offices except for legitimate school business or medical necessities. Students **will not** be permitted to make calls during any class period.

### **FLOWERS AND GIFTS**

In order to minimize disruption of the school day, no deliveries of flowers, balloons, or other gifts will be accepted until 2:00 p.m. (unless special permission is granted).

### **VISITORS**

Students are not allowed to bring visitors to school. Parents are always welcome, but are encouraged to make an appointment to see a teacher, the principal, or to visit their child's classes. All visitors to the campus must check in at the front office and obtain a visitor's pass. Students are not to ask their friends to visit them on campus at any time.

For former student visits, permission from the teacher(s) to be visited is required prior to

receiving a visitor's pass. Visits should be limited to those particular teachers' classrooms only and shall not result in the visitor roaming the halls or visiting students.

All visitors on the Mountain Home Junior High campus need to check in at the front office through the Raptor system. A driver's license is required. This includes attending activities during the school day (Ex. Pep rallies, assemblies, drama performances. etc.).

**All visitors must immediately report to the front office of the school when they visit any campus.**

### **STUDENT VEHICLES AND PARKING**

Student parking permits and registration are issued in the principal's office and must be displayed on the rearview mirror at all times while on campus. Students will be issued an assigned parking spot. Failure to display a parking sticker while parking on campus could result in immobilization for failure to comply. Students are not allowed to park in any unmarked location or any space that is marked staff, handicapped, food service, etc. unless prior permission has been granted from an administrator. Improper parking will result immobilization. If a student drives another vehicle on a temporary basis, it is his and or her responsibility to advise the office of the change and display their parking permit in the temporary vehicle. Students should park their cars in their assigned spot in the student parking lot and enter the building immediately upon arrival. **No loitering is permitted at any time.** Student vehicles should not occupy more than one parking space. **Students should not be in the parking lot during the school day without special permission. Student vehicles are subject to search as directed by school officials.**

The speed limit on campus is 10 MPH. Consequences will be administered to those who do not adhere to the regulations. Driving violations of a **serious or repetitive** nature may result in the immediate loss of driving privileges.

In adherence with the city noise ordinance, all students and their vehicles must comply with all regulations.

The parking lots will be monitored by surveillance cameras. Any thefts or vandalism which occurs while you are parked on school property should be reported immediately to the principal's office.

### **LOST AND FOUND**

Articles found on or near the school grounds or in the school building should be turned in immediately to the main office.

### **SEARCH AND SEIZURE**

Lockers are issued by the office at no charge to the student. School authorities may search a student's locker and seize any illegal or contraband materials in keeping with approved administrative procedures. Searches will be made under the following conditions:

1. Students will be informed of the conditions governing the use of lockers when locker assignments are made.
2. Searches will only be made by the building principal or an official duly authorized for that purpose by the principal. The search of a particular locker will be made upon a reasonable assumption that the locker contains a controlled substance, gun, or other contraband.
3. Blanket searches of every locker will not occur except for unusual circumstances.

4. When practical, the pupil will be given the opportunity to be present during a search of his or her locker and or possessions. A pupil's person and personal belongings may be searched when reasonable suspicion exists that the student or personal belongings contain evidence of an illegal act, contraband or a school rule violation. Dangerous items (such as firearms, weapons, knives, and controlled substances such as defined by ACT 590 of 1971, as amended), 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. A student will be asked for his or 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.
  - b. 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.
5. Random and unannounced searches utilizing the drug dog will occur throughout the year.
6. Random and unannounced searches utilizing hand-held metal detectors may occur throughout the school year.
7. Student vehicles are subject to search, as directed by school officials.

### **LOCKERS**

Lockers are issued by the principal's office at no charge to the student. Students will be asked to pay \$1.00 for use of school issued lock. Students should keep their books and belongings in their assigned lockers. Students are responsible for keeping their lockers locked. Students are discouraged from bringing valuables to school. All personal items should be removed from lockers before the last day of classes.

### **EMERGENCY CLOSINGS**

In the event that emergencies arise, such as excessive snow or icy roads, the superintendent may declare an emergency and close schools. School closings will be announced on local radio stations (Stations are listed in the "Where to Find Help" section). **Please do not call individual teachers, the school office, or radio stations concerning school closings.** Additional school closings and bus snow route information can be found at the district website, [mhbombers.com](http://mhbombers.com)

### **CRISIS PLAN**

Teachers are provided a flip-chart crisis plan in each classroom. A variety of crisis situations are addressed, and proper procedures to assist in student safety are also addressed. The Mountain Home schools each have particularized plans in case of crises such as criminal acts, natural disasters, etc. In case of evacuation of a school or the need to pick up children, parents should tune in to local radio stations (KTLO 1240 AM; 97.9, KKTZ 93.5; 107.5, KCTT 101.7) for directions on how to most easily contact their children.

### **EMERGENCY DRILLS**

Fire drills are held at irregular intervals monthly. Fire drill directions are posted in each room. The fire alarm signal is a continuous buzzer. Tornado drills shall also be conducted no fewer than 4 times per year with at least one each in the months of September, October, January and February. Students who ride buses shall also participate in emergency bus evacuation drills at least twice each school year. Other types of emergency drills may also be conducted. These may include but are not limited to: Earthquake, Terrorism, Chemical Spill, and Airplane Crash.

### **STUDENT COURSE LOAD**

All students at Mountain Home High School must take a full course load the entire school year per state mandate. A student participating in interscholastic activities must be a bona fide student of the school; a bona fide student is one who has not graduated from high school and who is enrolled in and attending regularly **AT LEAST FOUR (4) ACADEMIC** courses in the high school (Study Hall, Teacher's Aide, etc., are not academic courses). AR Code 6-18-211 & ACC-04-025 Seniors may participate in Work Study and Dual Enrollment (with ASUMH) as of the 2015-16 school year.

### **SEMESTER TEST**

All students will be required to take comprehensive semester tests at the end of the 1<sup>st</sup> semester. In order to be eligible for spring semester exemptions, the student must meet the guidelines based on the number of absences a student accrues, the course average, and conduct in school. To claim an exemption the student must meet the following criteria:

1. Have an A average with no more than five (5) absences for the entire school year, not each semester. Have a B average with no more than four (4) absences for the entire school year, not each semester. Have a C average with no more than three (3) absences for the entire school year, not each semester. For semester courses taken only during the second semester the following absences apply: No more than three (3) in the semester with an A average. No more than two (2) in a semester with a B average. No more than one (1) absence in the semester with a C average.

2. Student has no (ISS) in school suspension or (OSS) out of school suspension for the entire school year.

Seniors enrolled in a college credit class, concurrent credit class, or online class may be required by the university or teacher to take a comprehensive spring semester final. All students who are exempt are encouraged to take their semester exams. If the student is exempt from the exam and he/she chooses to take the exam, the student's semester grade will not be lower than his/her grade prior to taking the exam. All first semester exams must be made up by January 15 and second semester exams must be made up by June 15 unless an extension by the administration is granted.

### **STUDENTS ON OTHER CAMPUSES**

Students are welcome at all school-sponsored activities that are open to the public. While visiting any school, students are expected to obey all rules and regulations of the Mountain Home Public Schools. During the school day, students must have permission before going to another campus. Bus riders must ride a shuttle bus to Pinkston Middle School and must stay in the bus loading area if they ride the bus home from school. Students attending other buildings within the district are expected to wear an ID badge at all times.

### **VOLUNTEERISM**

Parent Teacher Organization (PTO) is a non-profit, volunteer organization which provides assistance to teachers and other staff members of the school district by promoting volunteerism with the theme of "Helping Teachers Help Kids." The PTO Group provides services to all schools in many capacities in order to maximize the effectiveness of the district's educational programs. They also serve as a link between the schools and the community by providing patrons and citizens an opportunity to be involved in the education of youngsters. Students or their parents can contact the office to link up with this valuable organization.

### **EQUITY GRIEVANCE**

A grievance shall mean a complaint or dispute of an individual student of the Mountain Home School District alleging a discriminatory practice, policy, or procedure currently in effect in the school district which discriminates against individuals on the basis of race, color, national origin, religion, sex, age, or qualified handicap.

Students have the right to present official grievances and shall be assured freedom from restraint, interference, discrimination and reprisal. A formal grievance must be presented in writing within two weeks of the alleged violation. Forms and procedures are available in the principal's office.

Any person having inquiries concerning compliance with Title VI (race), Title IX (sex), or Section 504 (handicap) is directed to contact the district Equity Coordinator at 425-1201.

### **CIVIL RIGHTS RESPONSIBILITY**

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 be 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. Junior High Building Designee Principal Kyle McCarn at 425-1231

### **STUDENTS WITH DISABILITIES**

If you suspect that your child has a physical, mental, or emotional disability, your local school district would like to help you provide him and or her with a program to meet his and or her needs. Call your school principal and ask for help. Junior High Building Designee Assistant Principal Elise Strain at 425-1231

### **TECHNOLOGY**

Students are required to review and follow guidelines established by the Mountain Home School District Student and or Staff Network User Policy. The appropriate forms must be completed before students may access information from the Internet. (See page 67)

### **AUDIO/VISUAL/IMAGES POLICY**

Mountain Home High School does not allow audiovisual recording of students, teachers or staff without permission. Students and or Teachers are not allowed to use a personal device to record



without permission.

### **ASSEMBLIES AND PROGRAMS**

Various assemblies are offered throughout the year for entertainment and or educational value. Any student that is assigned Saturday School or Out-of-School Suspension may forfeit their privilege to attend these assemblies during the semester in which the infraction occurred (excluding tardies and assemblies that require admission).

**Students who display inappropriate and or disruptive behavior during an assembly will be removed and disciplined.**

### **ADVANCED PLACEMENT CLASSES**

Classes designated as Advanced Placement or Pre-Advanced Placement is designed for the academically able student. They are fast-paced, in-depth, challenging courses that require extra work at home and in class. Teacher recommendation and previous pre-AP classes are suggested but not mandatory.

### **SCHOOL RESOURCE OFFICER**

The Mountain Home Police Department has assigned a Police Officer to the Junior High. He or she is here to assist students in any way possible. Feel free to visit with him or her at any time.

### **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, factual basis to believe its possession or distribution will cause, or is causing, substantial disruption of school. The time, place, and manner of distribution of literature may be reasonably regulated by the district, provided such regulations:

1. Are uniformly applied to all forms of literature;
2. Allow distribution at times and place where no interference with school activities will occur;
3. Be specific as to places and times where distribution is prohibited
4. Do not inhibit a person's right to accept or reject any literature distributed in accordance with the rules.
5. Nothing shall be distributed on school grounds or properties for personal gain or profit (see Level I offenses concerning discipline).

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

### **MHHS 2 DIPLOMA TRACKS**

#### **Mountain Home Public Schools Core/ Smart Core /Smart Core with Honors**

Below are the two diplomas offered at Mountain Home High School Career Academies.

**NOTE: All students are considered on the SMART CORE diploma track unless a parent indicates otherwise by Smart Core Waiver form. All students must have a Smart Core Informed Consent form or a Smart Core waiver form signed by a parent and on file in the Counselor's' Office. Students must meet ALL the requirements to receive the diploma for which they are working; this includes the GPA requirement. Please note that students must be on the Smart Core Diploma track and meet the additional HONORS requirements listed below in order**

to be an Honor Graduate from Mountain Home High School.

Academic advisors, counselors, and administrators will do all they can to insure that students have fulfilled diploma requirements. Final responsibility rests with the student and parents, so please check class selection very carefully. Contact your child's academic advisor, counselor, or an administrator if you have questions about diploma requirements.

### **CORE DIPLOMA**

#### **Mountain Home High School Career Academy Requirements: (24 credits)**

**English – 4 credits:** 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup> and 12<sup>th</sup> grade

**Mathematics – 4 credits:** Must be Algebra 1 (1), Geometry (1), Algebra II (1) and one elective credit

**Science – 3 credits:** Must be Physical Science (1), Biology (1), and one elective credit

**Social Studies – 3 credits:** Must be Civics (.5), Economics (.5), World History (1), American History (1)

**Physical Education - .5 credits:** May be a P.E. class or sport taught by a certified P.E. teacher that lasts 18 weeks or ROTC (IT CANNOT BE BAND).

**Health - .5 credits**

**Oral Communication - .5 credits**

**Fine Art - .5 credits:** Can be Band, Choir, Drama (high school ONLY), Art or Art History

**Career Focus – 6 credits-1 Credit must be a digital learning course**

**Practical Art – 1 credit:** Can be taken as part of the Career Focus 6 credits

**Additional Elective -1.0 credits**

**Requirements: 1.0 Grade Point Average and a total of 24 combined credits.**

### **ARKANSAS GRADUATION REQUIREMENTS SMART CORE INFORMATION**

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

#### **English – 4 units**

- 9<sup>th</sup> Grade English\*
- 10<sup>th</sup> Grade English\*
- 11<sup>th</sup> Grade English\*
- 12<sup>th</sup> Grade English\*

**Mathematics – 4 units (or 3 units of math and 1 unit of Computer Science\*) *At least one MATH unit must be taken in Grade 11 or Grade 12.***

- Algebra I\*
- Geometry\*
- Algebra II\*
- Fourth Math\* as approved by ADE or approved Computer Science\*\*

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

- Biology\* - 1 unit
- Physical Science\*, Chemistry\*, or Physics\* or ADE approved Computer Science\*\* – 2 units (a maximum of 1 computer science credit may count for this requirement)

**Social Studies – 3 units**

- Civics\* - ½ unit
- World History\* - 1 unit

- American History\* - 1 unit
- other social studies\* - ½ unit

**Oral Communication\*** – ½ unit

**Physical Education\*** – ½ unit

**Health and Safety\*** – ½ unit

**Economics and Personal Finance\*** – ½ unit (may be counted toward Social Studies or Career Focus)

**Fine Arts\*** – ½ unit

**Career Focus\*** – 6 units

**Personal Finance\*** – Beginning with the freshmen class of 2017-18, A.C.A. § 6-16-135 requires students to complete a course that includes specific personal finance standards in either grades 10, 11, or 12.

**\*Category course options as listed on the ADE Smart Core Course Code List**

**\*\*Computer Science – (optional)** A flex unit of an approved Computer Science (any course starting with 465 or 565) may replace the 4th math requirement or the 3rd science requirement. Two distinct units of the approved computer science courses may replace the 4th math requirement and the 3rd science requirement. Once the 4th math requirement and the 3rd science requirements have been met, any additional computer science credits will be recognized as career focus credits.

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

**Smart Core is the default graduation requirements for all students; therefore, signatures are no longer required to participate. Schools should develop Students Success Plans beginning in 8<sup>th</sup> grade for all students in accordance with Smart Core requirements.**

**\*\*Additional MHHS Smart Core requirements: 2.5 GPA; 26 credits; 2.0 credits of the same foreign language; 1.0 credit of a practical art (which can be included in the 6.0 credits of career focus requirements.)**

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_ School Official:  
 \_\_\_\_\_ Date: \_\_\_\_\_ Arkansas Department of Education—July 16, 2018

### **TO BE AN HONOR GRADUATE**

To graduate with honors, a student must complete the Smart Core diploma requirements in addition to completing at least two AP courses. The following designations are made based on a student's GPA: summa cum laude = above 4.00; magna cum laude = 3.75-4.0; cum laude = 3.50-3.74

#### **Mountain Home High School Career Academy Requirements: (26 credits)**

**English – 4 credits:** 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup> and 12<sup>th</sup> grade

**Mathematics – 4 credits:** Must be Algebra 1 (1), Geometry (1), Algebra II (1) and one elective credit above Algebra II

**Science – 3 credits:** Must be Physical Science (1), Biology (1), and one elective credit which must be Chemistry or Physics

**Social Studies – 3 credits:** Must be Civics (.5), Economics (.5), World History (1), American History (1)

**Physical Education - .5 credits:** May be a P.E. class or sport taught by a certified P.E. teacher that lasts 18 weeks, or ROTC (IT CANNOT BE BAND).

**Health - .5 credits**

**Oral Communication - .5 credits**

**Fine Art - .5 credits:** Can be Band, Choir, Drama (high school ONLY), Art, or Survey of Fine Art

**Career Focus – 6 credits-1 Credit must be a digital learning course**

**Practical Art – 1.0 credit:** Can be taken as part of the Career Focus 6 credits

**Foreign Language – 2.0 credits:** Must be the same language and or two consecutive levels-

American Sign Language 1&2 will count as a foreign language.

**Additional Elective- 1.0 credits**

**Advance Placement Classes (AP)- 2** of the required 26 total credits must be taken as advanced placement courses

**Requirements: 3.5 Grade Point Average and a total of 26 combined credits.**

**COMMENCEMENT**

A student who has completed all required credits (17) **and** at least 24 total credits (21 must be non-P.E.) with at least a cumulative GPA of 1.00 is eligible to participate in graduation exercises. **Students who have not completed required credits at the time of the graduation date will not be able to walk at graduation but will be encouraged to return to high school the next year to complete credits for graduation.** In order to receive a diploma from MHHS, all required credits must be completed before the student's 21<sup>st</sup> birthday. After the student's 21<sup>st</sup> birthday, MHHS will encourage the student to attend Adult Education to obtain a GED. For a student to receive a diploma and participate in graduation exercises, he/she must attend the full spring semester prior to graduation at Mountain Home High School.

**Students are required to dress in the following manner in order to be allowed to walk in graduation:**

**Females:** Church-like dress or slacks and dress shoes. **Males:** Dress shirt and slacks; dress shoes or socks.

**Students are not allowed to deface, decorate, add to, or otherwise alter the issued cap and gown purchased for graduation. Students will be inspected by a school authority prior to the beginning of the commencement ceremony to insure proper attire. Any student who is not properly dressed will be removed from the line and not allowed to participate in the graduation ceremony.**

Formal graduation ceremonies will be held only after the spring semester. Students who plan to register for high school courses for the fall semester may not participate in the spring graduation ceremony. Those students who complete the diploma after the fall semester may participate in graduation ceremonies the following spring. However, the diploma may be issued whenever a student has satisfactorily completed all credit requirements. Any exception to the above rules must be made by the administration.

**PROCESS AND ELIGIBILITY FOR EARLY GRADUATION**

Any student who wishes to graduate in May of his or her junior year may only apply for that privilege during the sophomore year or the summer before his or her junior year between April 1<sup>st</sup> and July 30<sup>th</sup> or unless an extenuating circumstance is presented and can be verified. Any student wishing to graduate in December of his or her senior year may apply only during the fall semester of his or her junior year unless an extenuating circumstance is presented and can be verified. Early graduation requires a written graduation contract on file within the Counselor's Office, which is signed by the student, the guardian, a counselor, and a high school administrator.

In order to be considered for early graduation, the student must be able to **complete** all credits and have **all grades to the registrars** in the counselor's' offices **one week prior to** the graduation date. Only three credits or fewer can be contracted to be completed outside of the regular school day. Students who need more than two credits in addition to their junior-year

credits are not eligible for early graduation.

To be considered an honor graduate, the student graduating under the early graduation program must have all credit requirements completed by the date of graduation. He or she must complete the requirements of the original graduating year rather than the requirements of the class with whom he or she will be walking.

(Act: 275, 1997: “Any student who is enrolled in a public high school in Arkansas and has

earned the number of credits required by the local school district for graduation shall be eligible to graduate from the high school without regard to the grade level the student is enrolled in at the time such credits are earned.”)

### **HONOR GRADUATES**

To graduate with honors, a student must complete the Smart Core Diploma with Honors requirements. The following designations are made based on a student’s GPA: summa cum laude = above 4.00; magna cum laude = 3.75—4.00; cum laude = 3.50—3.74.

Seven-and-a-half semester GPA’s will be used as the official GPA’s for all activities prior to graduation. **This is a projected GPA for honor graduate status only!** All transcripts given to seniors in the spring for scholarships, employment, or college applications will be seven-semester transcripts. The final transcript is the eight-semester transcript. This will be mailed to the student’s college of choice in June following graduation (if the student has completed all graduation requirements and has earned a diploma). Students who are borderline between one honor group and another and feel that their final grades will be higher than the projected 7.5 semester grades may make application **no earlier than May 1<sup>st</sup> and no later than May 10<sup>th</sup>** of each year to have their eight-semester transcript used for their honor status. This option is only for students who know their eighth semester grades will place them in a different honor graduate rank. If the eight-semester transcript shows a change in honor status, then the student will be granted the new level of honors for graduation night only. It is the student’s responsibility to get an application from the counselor’s office and return it completed to the counselor’s office **no later than TWO** school-days after May 10<sup>th</sup>.

If a new status is granted, the student will be notified at graduation practice. **Only the students who have made application between May 1<sup>st</sup> and May 10<sup>th</sup> will be allowed to use their eight-semester transcript GPA for honor status at graduation.**

### **CLASS STANDING**

Class standing is determined by English and Math placement and the number of credits earned and is based on the credit minimums for a State Minimum Diploma. Students should be aware of the following policies for obtaining credit in English and Math through summer school (**if summer school is offered**):

1. During a student’s **entire** high school career, only two semesters of English and Math credit can be taken in summer school (if summer school is offered). If a student fails more than two semesters of English grades 9-12, he and or she should expect to make up the credit either by completing an accredited correspondence course or by repeating the semester(s) the following year.
2. Students who have grade problems due to serious illnesses or other catastrophic circumstances may appeal for a policy waiver to a committee consisting of the English and or

Math teacher and English and or Math Department chairperson.

### **GRADE PLACEMENT**

#### **10<sup>th</sup> GRADE STATUS**

A student wishing to come to the high school as a sophomore is recommended to have **FOUR** completed credits. Two of the four credits should must be a full year of English and a full year of Math. .5 credit deficiency in either Math or English with no other deficiencies will be considered by Junior High and High School counselor/administrator for grade placement.

#### **11<sup>TH</sup> GRADE STATUS**

A student may enroll in the 11<sup>th</sup> grade with a minimum of **EIGHT** credits including two credits of English and at least two Math credits. .5 credit deficiency in either Math or English with no other deficiencies will be considered by High School counselor/administrator for grade placement

#### **12<sup>TH</sup> GRADE STATUS**

A student is recommended to have at least **SIXTEEN** credits, including three credits of English, three credits of Math, and be able to make a graduating schedule according to the Mountain Home High School diploma requirements to be classified as a senior. Students who do not meet the minimum credits will be reclassified as juniors. Senior status may have to be re-evaluated prior to commencement to determine if the student is eligible to participate in commencement. .5 credit deficiencies in either Math or English with no other deficiencies will be considered by high school counselor/administrator for grade placement. Counselor/Administrator discretion will be used for reclassification of a student who can reach graduation with all classes in their current schedule.

#### **Second-Year Senior**

A second year senior is any senior who returns to high school to complete a semester or a full year of credits to receive a diploma. A second year senior will be considered part of the **CURRENT** senior class if he or she attends to complete all credits required for graduation.

### **HONOR ROLL**

The honor roll is compiled each 9 weeks. A student must make all A's or B's to be on the Honor Roll per grading period.

### **GRADING POLICY**

Student grades are to reflect academic achievement only. Grade reports are issued 4 times a year and progress reports are also issued 4 times a year. The following grading system is used in Arkansas: AR Code 6-15-902

A = 90 – 100

B = 80 – 89

C = 70 – 79

D = 60 – 69

F = 59 and below

CR = Credit

NC = No Credit

In accordance with Arkansas Department of Education rules and regulations, the following scale is the uniform grading scale and numeric values for Advanced Placement (AP) Courses:

A = 90 – 100 (5 points)

B = 80 – 89 (4 points)

C = 70 – 79 (3 points)

D = 60 – 69 (2 points)

F = 0 – 59 (0 points)

Although Mountain Home School District is not a member of the International Baccalaureate (IB) Program, students transferring into the District from another AP or IB program will be awarded credit as outlined by the ADE.

All AP teachers have been trained by the College Board. Quality points are contingent on students taking the applicable AP EXAM. Students who do not take the AP exam shall receive the same numeric grade in the course as if it were a non AP course. A.C.A. 6-15-902(c)(1)&(3)

### **STUDENT RECORDS**

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.”

Parents of students may inspect these records and challenge any records that may be misleading, inaccurate or otherwise inappropriate. Personally identifiable data concerning a student may only be released with his and or her parents’ written permission, unless required by state or federal law. Requests to release records or give personal information over the phone cannot be honored by law. For the protection of the student, a person requesting records may be required to sign a form before the school will release student information.

Other school officials within the same school, officials of other schools, or school systems in which the student has enrolled may request and receive a student’s records. Records that are given to the school by students and or parents are unofficial. Official records can only be obtained between school districts. A copy of the student’s permanent record shall be provided within ten (10) days after the date of the request from the receiving school district is received. When any student has reached the age of 18 or is attending an institution of postsecondary 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.” Student records include files, documents, tapes, films, etc., which contain personally identifiable information directly related to a student.

### **STUDENTS EXPELLED IN THEIR FORMER DISTRICT (Act 472 of 1995)**

It shall be the policy of the Mountain Home Public School District that 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 School Board shall be held before that student may be enrolled. Prior to the hearing, the Superintendent shall obtain a full report from the former district concerning the expulsion. At the hearing, the Board shall 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.

### **SCHEDULE REPAIRS**

Once a student (with parental or guardian consent) has made an academy choice, the student must remain in the academy for the entire school year. Parents must approve all schedule repairs.

### **PROCEDURES TO REPAIR SCHEDULED CLASSES:**

1. Students may make schedule repairs only during the **first ten (10) days of school** (with teacher and or guardian signatures). Students need to make sure **both semesters** are correct at that time. This also includes VARK.

2. If a schedule repair is a result of administrative action, the subject dropped will not be reflected on the student's transcript. However, if the student has remained in the class long enough, as determined by the instructor and administrator, the grade will be reflected on the student's transcript.
3. Requests to change teachers must be made to the building principal and will be based on the following:
  - a. That student has failed the teacher before (**provided the student does not have to leave his or her academy**).
  - b. Mutual conflict exists between teacher and student.
  - c. Legal boundaries, dictate a separation between teacher and student, for example, restraining order, order of protection, etc.
4. All schedule repairs require parent or guardian knowledge and approval by the building principal.
5. Failure to follow the schedule repair procedure, for example, students changing their schedule without completing **ALL** required paperwork will incur disciplinary action, the schedule will not be changed.
6. All student schedule repairs must go through student advisors.
7. Second semester schedule changes will be considered only if a senior is credit deficient and needs a schedule change that will ensure graduation (provided the class is completed with a passing grade) or if the instructor of a class requests that a student be dropped, with the parent or guardian's approval, and due to the teacher's belief that the student cannot successfully complete the second semester of the course. A schedule change can be made if a student changes from Smart Core to Core.

### **COLLEGE DAYS**

Every senior or junior may use two school days if necessary to visit the colleges of his or her choice. These college days must be used **prior to May 1<sup>st</sup>** of the student's year of graduation. College days may not be used to visit ASU-MH. If the following procedure is used, the absence will not count against perfect attendance or the 6-day limit:

1. Obtain a college day permission form from the front office.
2. Contact the college and make an appointment to be shown around the campus. College phone numbers may be obtained in the counselor's office.
3. All school and parental signatures must be obtained prior to the college day.
4. Have a college staff member sign the college day form during the visit.
5. When you return to school the next day, turn the form in to the assistant principal's office.

### **HOMEBOUND INSTRUCTION**

Any student that is absent from school because of an illness, an accident resulting in serious injury, pregnancy, or other physical handicapping condition, shall upon approval, receive educational services during the academic year with his or 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 service will be needed must be submitted service will be needed must be submitted to the principal **prior** to approval for homebound instruction.

It shall be the responsibility of the homebound student to complete all assigned work before he and or she starts receiving the services of the homebound teacher. After homebound services



begin, the student will complete all assigned work to the best of their ability. The homebound student shall complete the work within five (5) school days. Failure to complete the work in the required time-frame will result in the termination of the homebound services.

The homebound student will receive instruction in Math, Science, English, and Social Studies. Assignments for elective classes may be given to the student to work on at their individual pace. A decision by the principal and or teacher may be necessary in order to determine continued placement in the elective course for credit.

The parent of the homebound student will provide a quiet environment with little or no disruptions and will work with their child to be sure they are studying and putting forth every effort possible to insure they receive quality instruction.

### **CREDIT FOR HOME-SCHOOL or TRANSFERS**

Students who have been home-schooled may request an end-of-course semester exam to prove proficiency and receive credit for a class. Testing for credit is only allowed in the core subject areas (English, Math, Science, and Social Studies). No testing will be done for elective credit. Credit for courses taken through home-schooling, that a student gains through the end-of-course semester exam testing process will be reflected on the student's transcript with a **CR** (credit) rather than a letter grade.

### **RETAKING A COURSE**

If a student earns an F or D in a course, he or she may retake that course if there are seats available. The highest grade earned becomes the official grade, which will go on the transcript and figure in the GPA. Summer school courses are considered credit recovery and are not the same as retaking a course. Students may retake a course through accredited correspondence, on an accredited college campus, or through VARK; however all guidelines set for taking one of these courses must be followed.

### **TAKING A CONCURRENT OR ON-CAMPUS COLLEGE CLASSES**

As pursuant to the rules and regulations of the Arkansas Department of Education, "any student who has successfully completed the 8<sup>th</sup> grade" and is enrolled in an Arkansas public school, "shall be eligible to enroll in a publicly supported community college, technical college or four year college or university" in accordance with that institution's rules and regulations. Furthermore, "any public school student in grades 9-12 who enrolls in and successfully completes a course(s) offered by such a college, university or private institution shall be entitled to receive both high school...and college credit," and have the credit count toward graduation. (AR Code 6-18-223)

Only courses taken through the University of Missouri (or an accredited college that has pre-designated MHHS counselors as the test proctors for their coursework), college classes taken on the actual campus of an accredited college, or work done through VARK can be completed for grade replacement or for additional credit. All courses taken off of the MHHS campus or through correspondence must be pre-approved by an MHHS counselor or administrator. No correspondence courses will be approved or the grades and or credits accepted if the testing is done in any other way than through the MHHS counselor's office. An official transcript from the university through which correspondence or campus classes are taken is required to receive credit from the classes. It is the sole responsibility of the student to have official transcripts turned in to the MHHS counseling offices.

Three semester hours of college credit taken by a student in grades 9-12 at a publicly supported community college, technical college, four-year college or university, or private institution shall be equivalent of one unit of high school credit in the same subject area. A three-semester hour remedial or developmental education course shall be equivalent of one-half unit of credit for a high school career focus elective. A remedial or developmental education course cannot be used to meet the core subject area unit requirements in English and mathematics.

Each three-hour (credit) college course, including those with additional lab requirement, will count as one (1) unit of high school credit. Students should check with the college, university or other accredited institution of higher learning for their eligibility requirements, transferring of college credits, etc.

### **CREDIT RECOVERY**

Students will be allowed to participate in Credit Recovery courses at Guy Berry College & Career Academy by following these guidelines:

1. The student must be a senior with credit problems that will prevent him or her from graduating.
2. The student and parent or guardian should receive a recommendation from the counselor that participating in the Credit Recovery program is necessary.
3. A committee meeting will be set up by the student's counselor involving the student, parent or guardian, his or her academic advisor, the teacher of the subject in which the student is failing, the counselor, and the building principal to obtain written approval or denial to participate in the Credit Recovery program.
4. Participation in the Credit Recovery program should be completed in the summer months following the student's graduation date. **The final date to turn in credit recovery grades for a diploma is September 1<sup>st</sup> of the year the student should have graduated.** Otherwise, the student must follow the guidelines set up earlier in this handbook regarding failure to complete a graduation contract.

### **EXTRACURRICULAR ACTIVITY POLICY**

Any school club or organization that isn't an extension of the school curriculum as mandated by the Arkansas Department of Education is considered to be an extracurricular activity.

Extracurricular and non-instructional activities will be limited to minimize interruptions of classroom instruction. Mountain Home High School is a member of the Arkansas Activity Association and has agreed to adhere to its by-laws. The extracurricular activity policy is as follows:

1. The previous semester average for all courses will be used to determine a student's eligibility for participation in the extracurricular activity. The previous semester average must be a minimum of a 2.0 GPA or the student must enroll in the Supplemental Instruction Program (SIP) to become eligible to participate in activities. The SIP is 100 minutes of supplemental instruction each week as implemented by the coach/director/sponsor. If a student fails to acquire 100 minutes of SIP each week, he and or she will be ineligible to participate in extracurricular activities the following week. All students will be monitored weekly to make sure they are meeting their 100 minutes per week requirement.
2. The policy concerning absences for participation in extracurricular activity events for a

Mountain Home High School student is 15 days per school year.

3. The principal may decide if special circumstances exist, to waive the number of allowed absences per school year for extracurricular activities participation.
4. No open containers shall be brought into any MHHS or MHJH extra-curricular or athletic event. For example: cups, drinks with lids or pull tabs. Water in clear bottles will also not be allowed at extra-curricular or athletic events.

### **ACTIVITIES AND CLUBS**

**Get involved! Have some fun!** The activities at Mountain Home Junior High are designed to provide an opportunity for students to develop overall ability, individual excellence, team membership, competitive experience, and school spirit. Students have the right to join an existing club and should not be restricted from membership on the basis of race, sex, national origin, or other arbitrary criteria. The coaches/sponsors/directors of each team or organization will determine participation.

### **ACTIVITIES**

**Band:** Instrumental music. Meets during the school day for credit.

**Cheerleading:** Tryouts are in the spring.

**Choir:** Choral music.

**Color Guard:** Must be in ROTC.

**Dance Team:** Tryouts in the spring.

**E.A.S.T.:** (Environmental and Spatial Technology) is an educational model focusing on student-driven service projects.

**FIRST:** Problem-solving, engineering team partnered with Baxter Lab. Meets evenings and weekends in the spring to prepare for national competition. Competitive application process.

**N.J.R.O.T.C:** Meets during the school day for credit.

**Odyssey of the Mind:** Creative problem solving team.

**Quiz Bowl:** Intramural teams of 4 (anyone can participate). Traveling team chosen after intramural competition. Competitions are before school.

**Youth Shooting Sports/Trap Team:** Marksmanship

**Sports:** The following sports meet each day: football (1<sup>st</sup> and 2<sup>nd</sup> semester, 1 **elective** credit); boy's basketball (1<sup>st</sup> and 2<sup>nd</sup> semester, 1 **elective** credit); girl's basketball 1<sup>st</sup> and 2<sup>nd</sup> semester, 1 **elective** credit); girl's volleyball 1<sup>st</sup> and 2<sup>nd</sup> semester, 1 **elective** credit). These sports practice after school and get ½ **elective** credit: bowling, cross country, golf, soccer, softball, swimming, volleyball, track, baseball and tennis.

**Journalism:** Yearbook staffs meet during the school day for credit. Students must have a recommendation to belong to newspaper or yearbook.

### **CLUBS**

**Art Club:** Members must be enrolled in an art class. Students must audition to join.

**ASUMH Tech Center**

**ASUMH CNA**

**Chess:** Chess club meets during AAP

**CIA:** Christians in Action

**Criminal Justice:** Lead by School Resource Officer.

**FBLA:** Future Business Leaders of America; must have taken or be presently enrolled in a business class.

**FCCLA:** Family, Career and Community Leaders of America, must have taken or be presently enrolled in a FACS class.

**FFA:** Future Farmers of America; must be enrolled in an agriculture class.

**Fishing:** Fishing Club meets during AAP

**Fire Marshals:** In charge of fire safety and fire drill; meets as needed.

**French Club:** Must be enrolled in a French class.

**German Club:** Must be enrolled in a German class.

**HOSA:** The purpose of the Health Occupations Student Association is to develop leadership and technical HOSA skill competencies through a program of motivation, awareness and recognition, which is an integral part of the Health Science Education instructional program.

**Interact:** Associated with Rotary Club.

**JAG:** Students will join their career focus area organizations: FFA, FBLA, Skills USA, etc.

**Key Club:** Associated with Kiwanis Club.

**NJHS:** National Junior Honor Society; object is to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership, and to encourage the development of character in students. Minimum GPA of 3.50 is required to apply.

**Photography Club:** Meets during AAP.

**Skills USA:** Leadership development club for technical and professional students.

**Spanish Club:** Must be enrolled in a Spanish class.

**Student Council:** Students must be elected to Student Council offices.

**MHHS Thespian Troupe:** Audition Required. This is a performance acting troupe.

### **SPORTSMANSHIP**

Our goal at Mountain Home High School is to show good sportsmanship at all school events on our campus and at other schools. Therefore, all behavior of spectators and participants should show positive support and contribute to the success of our teams and organizations.

#### **The following are rules of good conduct:**

- Students attending sporting events are expected to sit and watch the event unless they wish to go to the restroom or concession stand.
- Students at school events must abide by all rules as if they were attending school.
- All cheering and yelling should show support for your own team and should not be directed against the opposing team or group.
- Any signs should be of a positive nature, encouraging our school's participants.

#### **The following behaviors show poor sportsmanship:**

- Throwing objects of any kind onto a playing field or floor.
- Any form of disrespect to the opposing team or fans.
- Running or horseplay.
- Booing of officials or opposing team members.
- Vulgar or suggestive language or gestures.

#### **Any student who attends an athletic event will be expected to comply with the following rules:**

- Must remain inside the fenced area or gymnasium upon entry to the athletic event. Exiting will require another cost of admission.
- Will stay away from the restroom areas except to use the facility.
- Will only go inside the track area to form a spirit line.
- Will not stand on seats near the edge or top row of the bleachers for safety reasons.
- Will not be allowed to engage in dangerous or disruptive play such as throwing/kicking objects or running.
- Should realize that this is a school activity and that school rules apply.

- Will be asked to leave the event should he/she become disruptive.
- AAA Conference 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.

## **MOUNTAIN HOME PUBLIC SCHOOL'S DISCIPLINE PLAN GRADES 8-12** **(Act: 1475, 1999)**

### **STUDENT CONDUCT**

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, function, or event, 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 or their property. A minimum and maximum punishment is described along with an explanation. **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 this handbook.** AR Code 6-18-502 & 6-18-503

### **Insult or Abuse of Personnel**

A parent or guardian who has been criminally convicted of insult or abuse of a school employee will be expected to follow guidelines set by the Mountain Home Public School Board of Education.

The guidelines are as follows:

- When the parent or guardian wishes to visit the school, they must give reasonable notice to the school administrator.
- The parent or guardian will only be allowed to enter the school, beyond the office, if a designated school official or school employee is available to accompany the parent or guardian while they remain on campus.

### **EXTENDED RIGHTS POLICY (ERP)**

School policy for extending authority beyond the “school zone”: The Extended Rights Policy 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 the actions of the student create a clear dangerous/disruptive connection back to and upon the safe and orderly educational atmosphere of the school. If a clear dangerous/disruptive connection is found to exist, the appropriate disciplinary actions will be taken by the administration.

During any disciplinary appeal, the disciplinary action will be served by the student. If the appeal overturns the discipline administered, that disciplinary action will be removed from the student’s record.

### **Key for abbreviations:**

**W** – Warning  
**LS** -- Late School  
**MS** – Morning School  
**SS** -- Saturday School  
**OSS** -- Out-of-School Suspension

**ISS** -- In-School Suspension  
**PA** – Prosecuting Authorities  
**PC** – Parent Contact  
**AD** – Administrator’s Discretion  
**MHPD** – Mountain Home Police Dept.

**\*\*NOTE: All suspensions require parent/guardian or responsible adult contact. Parent contact can be verbal (voice-mail is acceptable) or written. Students assigned to OSS or SS may forfeit their privilege to attend assemblies for the remainder of the semester.**

**Administrators will attempt to make contact with parents/guardians on office referrals (voice-mail is acceptable). Some offenses, depending on severity may require notification of MHPD, Prosecuting Authorities, or both. Administration will make a reasonable, 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).**

### **Prohibitive Conduct**

**The consequences for inappropriate actions by students can range from a warning to expulsion. Recurring violation of rules will escalate disciplinary consequences with each referral.**

**1. Disruptive, Disrespectful, Disorderly Conduct**

Students shall refrain from disruptive and/or disrespectful behavior.

**2. Failure to Comply**

A pupil shall not fail to comply with reasonable directions or commands of teachers, student teachers, substitute teachers, teachers’ aides, principals, administrative personnel, superintendents, secretaries, custodians, school bus drivers, school security officers, or any other authorized school personnel.

**3. Damage or destruction of school or public property**

A pupil shall not cause or attempt to cause damage to school property 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 of 18 will be liable for damages caused by said minor. **(AR. Code 9-25-102)**

**4. Possession of Contraband.**

A student shall not possess contraband that is disruptive but non-dangerous. The purpose is to avoid distracting and time-consuming episodes of inattention, ownership disputes, emotional upset over lost items, and to insure that students can hear instructions. Examples are items like trading cards, drug paraphernalia, tobacco like products, or any other item that resembles or is represented as a weapon such as, offensive sprays, lighters, matches, wallet chains, choker chains, bullets, ammunition, etc. Students are not to bring laser pointers to school during school hours **(Act: 1408, 1999) (AR Code 5-71-277)**. Mountain Home High School cannot be responsible for lost or stolen items.

**5. Harassment, Hazing**

Harassment of others at Mountain Home Public Schools will not be permitted. Harassment shall be considered any act that intentionally and repeatedly causes another to become embarrassed, ashamed, angry, or uncomfortable. Harassment may be physical, verbal or merely unwanted/intimidating looks directed at a person for the purpose of initiating an emotional response. Students are encouraged to report harassment (**AR. Code 5-71-208**). Engaging in any activity defined by the laws of Arkansas to be “hazing” is prohibited (**AR. Code 6-5-201**).

These include:

- a. Any willful act on the property of Mountain Home High School by one student alone or acting with others which is directed against any other student and done for the purpose of intimidating him with social or other ostracism or by submitting such student to shame or disgrace among his fellow students, and acts calculated to produce such results.
- b. The playing of abusive tricks on the property of Mountain Home High School by one student alone or acting with others, upon another student to frighten or scare.
- c. Any willful act on the property of Mountain Home High School by one student alone or acting with others which is directed against any other student done for the purpose of humbling the pride, stifling the ambition, impairing the courage of the student attacked, discouraging him/her from remaining at Mountain Home High School, or reasonably to cause him/her to leave Mountain Home High School rather than submit to such act.
- d. Any willful act on the property of Mountain Home High School by one student alone or acting with others in striking, beating, bruising, or seriously offending, threatening, or attempting to strike, beat, bruise, or maim; or to seriously offend, threaten, or attempt to do physical violence to any student of Mountain Home High School or any other educational institution; or assault upon any such student made for the purpose of committing any of the acts or producing any of the results, to such student as defined by this paragraph.

## **6. Sexual Harassment**

Sexual harassment occurs when a student makes unwelcome sexual advances, requests sexual favors, and other inappropriate oral, written, or physical conduct. Examples of prohibited conduct are verbal harassment or abuse, repeated remarks to a person with sexual or demeaning implications, inappropriate patting or touching, intentional brushing against another’s body, or any sexually motivated, unwelcome touching. Any person who alleges sex discrimination or sexual harassment by any staff member or student is encouraged to complain directly to the building principal, guidance counselor, or to the district Equity Coordinator, at 425-1201. Any teacher that becomes aware of any such act or alleged act must report to at least one of these persons. Upon receipt of a complaint, the District will take such action as appropriate based on the results of the investigation. If the harasser is a student, disciplinary action may include suspension or expulsion. If the harasser is an employee, disciplinary action may include termination or nonrenewal. See Sexual Harassment Policy in the District Handbook (**Act 1108. 1997**).

## **7. Inappropriate Language, Gestures, or Materials**

Students shall not use or possess inappropriate language, gestures, or materials.

## **8. Public Display of Affection**

A student’s displays of affection or emotions are restricted and are based on common

courtesy. Examples of restricted student affection are as follows: Kissing, hugging, sitting on laps, etc. Students that do not refrain from the above behaviors will be disciplined.

**9. Habitual failure to complete and turn in work**

Parents will be contacted if a student habitually fails to complete and turn in work.

**10. Extortion**

No student shall intimidate others for food, money, protection, etc.

**11. Gambling.**

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

**12. Gang-like, Gang, or Hate Group Related Activities (Activities including signs, emblems, signals, writing, and satanic markings – Act 1108, 1997)**

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.

**13. Out of Bounds (Parking lot during school hours and loitering on or within 100 ft. of school property)** Students are considered out of bounds if they enter any area other than as dictated by their normal daily schedule. Students are also considered out of bounds if they are in any school parking lot during the school day without prior permission from school personnel. Students are not to loiter before or after school on or within 100 ft. of school property (AR.Code 6-21-607)

**14. Dishonesty (forgery, cheating, lying)**

Students should not participate in any dishonest effort to receive credit or to allow others to receive credit for any assignment, project, test, etc.

**15. Unauthorized Possession or Theft of Property**

a. A student shall not steal or attempt to steal property belonging to the school or public or private property while under jurisdiction of the school.

b. Students shall make restitution of any property stolen by them and shall be subject to other disciplinary measures.

c. Found items must be turned in to the office immediately.

**16. Safety Violation (Rough Play, Wrestling, Throwing Objects)**

Students should not participate in any activities that could result in injury or present a disruptive atmosphere. Playful wrestling or boxing is prohibited. Students should never place their arms or hands around another person's neck as this could result in permanent injury or death.

**17. Abusive or Threatening Behavior (Verbal, Physical)**

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 severe violation of school rules. Appropriate action will be taken upon report of all



threats (ranging from parent conference to expulsion and police involvement.). 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 automatically will be referred to Baxter County Juvenile Services/Mountain Home Police Department (**AR. Code 6-17-113 as amended by Act. 1520, 1999**).

**18. District Technology/Internet Policy. (AR Code 6-21-107 as amended by Act 912, 2001)**

Policy is located in the District Handbook.

**19. Medication Policy.**

This includes any prescribed medication, over-the-counter medication, or pills (No-Doz, Yellow Jackets, etc.), and Homeopathic medicine (herbal or naturally occurring supplements).

**20. Inappropriate Distribution of Materials**

Nothing shall be distributed on school grounds or school property for **personal** gain or profit.

**21. Anti-Bullying (ACT 681, 2003)**

Bullying means the intentional harassment, intimidation, humiliation, ridicule, defamation, or threat or incitement of violence by a student against another student or public 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. Additionally bullying means, substantial interference with a student's education or with a public school employee's role in education or a hostile education environment for one (1) or more students or with a 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. All types of Bullying are subject to disciplinary action.

**All students are encouraged to talk to an administrator, counselor, or teacher when they are aware of a bullying situation as soon as possible.**

**22. Cyber Bullying (ACT 115, 2007) (Possess, view, distribute or electronically transmit sexually explicit or vulgar images or representations whether electronically, on a data storage device, or in hard copy form)**

Cyber Bullying is an electronic act 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.

**23. Tardies (Teachers will list each tardy on the attendance sheet.) A student is considered tardy if he/she is **not in their assigned location as specified by their teachers when the tardy bell rings**. All tardies are **cumulative** per semester.**

**\*\*NOTE:** All tardies are unexcused **unless you are detained** by school personnel.

Parents may excuse four (4) tardies per semester for 1<sup>st</sup> block classes only. Parents must contact the office before noon the day of the tardy to excuse their child of the tardy.

**24. Failure to Present an ID Badge. Failure to WEAR an ID Badge OR Possession of**

**Another Student's ID Badge, Defacing, Improper Display, or Improper Use of an ID Badge. (Refusal to WEAR an ID Badge will result in 1 – 10 OSS)**

Students must present only **their own** ID Badge while at school.

**25. Inappropriate Personal Appearance**

The following regulations shall govern student dress:

- a. Dress and grooming should be clean and in keeping with health and sanitary practices.
- b. Students may not wear clothing, jewelry, or hairstyles that can be hazardous or disruptive.
- c. Dress and grooming should not disrupt the educational process. For example, 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 illicit drugs. This also includes any objects that may be deemed inappropriate or inflammatory due to circumstances at the time.
- d. Clothing that displays objectionable or inflammatory content such as a drug, alcohol or vulgar reference shall not be worn.
- e. Tops must cover the entire torso. Bare midriffs and narrow strapped tops (less than the width of a one-dollar bill) are not permitted. A student's shirt and pants/shorts/skirt must touch all the way around the waist at all times while standing or seated. No undergarments or midsection skin (front or back) can show at any time. Also, students shall not wear low-cut or revealing tops. If students have holes in their clothing, that bares skin, above a dollar bill from the kneecap, they will be asked to change their clothing.
- f. **Mesh** shirts and sweaters are permitted only if worn over a solid color garment.
- g. Shorts and skirts should extend at least the length of a one-dollar bill from the top of the kneecap upward to the bottom of the shorts or skirt while in a normal, standing position. If wearing jeggings or leggings, the top being worn must extend to cover at least both the back and front of the hip and upper thigh area.
- h. Any headwear, including hats, caps, scarves, hoodies and bandannas may not be worn inside.
- i. Sunglasses shall not be worn inside the building.
- j. Any article that could be used as a weapon or inflict injury should not be worn. Example: wallet chains, choke chains, large rings, dog collars, etc.
- k. ACT 835-- Clothing that exposes underwear, buttocks, or the breasts of a female, while on the grounds of a public school during the day and at school-sponsored activities and events not applying to costumes or uniforms in a school-sponsored activity or event are not permitted.
- l. Clothing, outerwear, pins, symbols, or insignia of prohibited organizations or gangs shall not be worn to school or at any school related activity.
- m. There shall be no visible external body piercing which could be considered dangerous or a disruption to the educational process. There shall be no attempt at body piercing on school grounds or school property.
- n. Clothes with open holes above the knee will not be allowed.

**26. Vulgar, Obscene, Offensive Language, Gestures, or Materials**

Students must refrain from using any and all vulgar, obscene, and offensive language or gestures during school or at any school event on or off campus.

**27. Fighting (Act: 1108, 1997)**

Students should not fight one another on campus.

**\*\*NOTE:** An expulsion recommendation will be made when a student has acquired 20 or more OSS days for fighting.

**28. Skipping (Failure to attend class while on campus), Truancy (An absence from school without school or parent's prior knowledge), and Leaving Campus Without Permission**

**Skipping** – Students must attend all classes on their schedule at the designated time while on school grounds. **Truancy** – Absent from school without school or parent's prior knowledge. Attendance may be used as basis for denial of course credit (AR. Code 6-18-222). **Leaving Campus without Permission** – Students may not leave campus during the school day without administrative approval. Students must have a parent/guardian call the school AND the student must sign out in the front office BEFORE they will be allowed to leave campus prior to the end of their school day.

**29. Parking Violations (Students parking in a handicapped parking space will be issued a ticket by MHPD.)**

Students must park in designated student parking and must have a school-issued parking tag displayed during the school day.

**\*\*NOTE:** If any person in the vehicle does not drive or rides the bus due to lack of a driver's license, driving privileges will be suspended when they obtain a driver's license or parking permit for sections F and G above!

**30. Possession or Use of Tobacco and Nicotine Products**

In keeping with regulations passed by the 1987 Arkansas legislature, there will be NO tobacco and or nicotine products carried or used on the campus of Mountain Home High School. Students will be disciplined if they are found either using or possessing tobacco or tobacco products on the campus. Lighters, matches, etc. are considered contraband (AR. Code 6-21-609 as amended by Act 1108, 1997). 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 is a research-based educational program that strives to inform teenage tobacco users about the negative consequences of tobacco use.

Smoking, possession or use of tobacco or products containing tobacco/nicotine in any form (including, but not limited to, vapes, cigarettes, cigars, e-cigarettes, chewing tobacco, and snuff) in or on any property owned or leased by a district school, including school related events/activities. Students who violate this policy may be subject to legal proceedings in addition to student disciplinary measures. All students who possess a JUUL/Vape will be subject to field tests to determine if the substance is considered illegal.

a. First Violation – Three (3) days Tier 4 and completion of a tobacco education program.

b. Second Violation – Three (3) days Tier 4. Loss of driving privileges/activities during

- this time. Completion of a tobacco education program.
- c. Third Violation – Three (3) days Suspension from school. Community service. Completion of a tobacco education program. Legal referral.

**31. False 911 Call (Initiating or Participating in a False 911 Call) (AR Code 5-71-210 as amended by Act 567 of 2001)**

Students shall not participate in reporting any false information to any emergency agency. (AR Code 5-71-210 as amended by Act 567, 2001)

**32. Refusal to Comply, Defiance**

Students must comply with any and all school personnel directives while the personnel are working in the capacity of their job responsibilities.

**33. Cell Phone and Electronic Devices**

For safety purposes, the district permits students to possess cell phones; however, cell phones must remain turned off and put away during instructional time. This is from the first bell of the day to the last bell of the day (except lunch periods and between classes), including during testing. 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, text messages, or alerts. Students in violation will be subjected to disciplinary action. Cell phone use in the classroom is at the discretion of the teacher. Headphones/earbuds may only be used before school begins, during lunch, and during class only with the teacher permission. They are not to be used, worn in or over the ears or around the neck, or be visible in any way at any other time during the school day. External speakers are not allowed at school at any point during the day.

**34. Repeated OSS (Out-of-School Suspension)**

Multiple violations of school rules for which a student is suspended out-of-school 5 times in one school year or over 30 days of OSS. **Saturday School assignments are included if substituted for OSS.**

**35. Refusal or Flight from Search**

Students must comply to any and all school personnel directives while the personnel are working in the capacity of their job responsibilities.

**36. Fireworks and Explosives**

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. Explosives are defined as items which may cause harm or damage and may either be purchased or be homemade. Such items are absolutely out of place at school.

**37. Weapon, Dangerous Object (possession, intent, or use) (Act 1590, 1999 – Expressed Intent to Harm)**

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 pointer (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.

**38. Major Disturbance or interference with school.**

NO PUPIL SHALL:

- a. Occupy the school building or properties with intent to deprive others of its use or where the effect, thereof, is to deprive others of its use.
- b. Block the doorway or corridor of any school building or property, so as to deprive others of access.
- c. Prevent, or attempt to prevent, the convening or continued functioning of any school class, activity, lawful meeting, or assembly on school grounds.
- d. Prevent students from attending a class or school activity.
- e. Block normal pedestrian or vehicular traffic on the school campus or adjacent grounds, unless under the direction of a school administrator.
- f. 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.
- g. In any other manner by the use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct intentionally causing 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 lawful process or function.
- h. Refuse to identify himself on request of any teacher, principal, superintendent, school bus driver, or other school personnel.
- i. Encourage other students to violate any rule or school board policy. Participate, promote, or encourage school-wide disturbances such as fighting, riots, etc.

**39. Verbal Abuse to School Officials (AR Code 6-17-106 as amended by Act 1565, 2001).**

Verbal abuse to school officials is covered by Arkansas Statute 6-17-106, which reads "every person who shall abuse or insult a public school teacher while such teacher is performing normal and regular or assigned school responsibilities, shall be guilty of a misdemeanor and upon conviction, shall be liable to a fine of not less than \$100, or more than \$1500." (AR Code 6-17-106 as amended by Act 1565, 2001)

**40. Physical abuse, assault of School Personnel, or Death Threat (as defined by Act 1046, 2001) of a School Personnel or Student (Act 1520, 1999)**

A pupil 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. (Act: 1520, 1999)

**41. False Fire or Bomb Threat (AR Code 5-71-210 as amended by Act 567, 2001).**

Students may not initiate nor participate in reporting a false fire alarm or bomb threat.

**42. Arson or Attempted Arson** No person is allowed to start any type of fire during school or at any school event on or off campus (excluding teacher-led experiments in a classroom setting)

**43. Possession, Use, or Distribution of an Illegal Substance OR any Misrepresented or Misused Substances**

A pupil shall not possess, distribute, sell, use, transmit, or be under the influence of any mood altering drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, **prescription medication** or any other controlled substance as defined in AR Code 5-64-401 of the State of Arkansas, as amended; or beverage containing alcohol or intoxicants of any kind, or what the student represents or believes to be any of the above substances. Students should not use or be under the influence of any intoxicant. Students will be considered under the influence if any measurable amount of alcohol is found to exist. Penalties are as follows:

- a. 10 day Tier 4 placement
- b. Students found with drugs on campus, the discipline will range from placement at GBCCA for a minimum of a semester and or expulsion.
- c. Mandatory MHPS counseling program with parental involvement.

**44. Possession of Firearms (Act 1108, 1997 and Act 1282, 1999).**

**No person shall possess a firearm (pellet gun, handgun, rifle, 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 requirement 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.

**45. Open Container Policy**

No open-containers shall be brought into MHHS or MHJH during the normal school hours.

Students with open containers will be asked to discard them before entering the building. Examples of open containers are sonic cups, coffee cups/mugs, soft drink bottles/cans, and any drink with a lid on it. Clear water bottles containing water will be the only exception.

**46. Online Classes**

Students who are taking online classes must be passing the class by progress report time or the student will be taken out of the online class and placed in a regular classroom.

**47. AMI Days**

When students are doing AMI work or online learning from school closures such as a pandemic, students will be held to the same standards listed in our handbook concerning school expectations and behavior. Student will be held accountable for all behaviors prohibited in the student handbook.

**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.

- 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 will be 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 drink is 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, fireworks, pets, or other animals are allowed.
  6. Students need to speak in a moderate voice; no yelling or screaming. Students **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 in the seats, tampering with any bus equipment or furnishings, etc.
  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 to you to cross.
  9. Students who must cross the road after exiting the bus 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. Students must wait for the driver to signal them 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 the building principal. The office will issue a "Permit to Ride Bus" form 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. Due to critical safety issues which require full awareness at bus loading and unloading **cell phone usage is forbidden** at those times.
  13. For transportation assistance before 8:00 a.m. and after 4:00 p.m., call 425-1229 or 425-1240.

### **REPORTING RULE/LAW VIOLATION**

Each student at Mountain Home High School has the responsibility to promote the safe and orderly environment conducive to a quality education. This responsibility includes reporting any violation of school rules and/or state laws to the proper authorities.

### **DISCIPLINARY ACTIONS-COMPOSITION AND RANGE**

All discipline infractions will result in a minimum of a warning to a maximum of expulsion. Recurring disciplinary infractions will escalate with each office referral. Discipline will be determined and based on the Mountain Home School District Board Policies.

### **DETENTION HALL**

Detention hall will be held each day school is in session during first and second lunch. Students will arrive in the cafeteria, during lunch, and sit at the lunch detention table. The detention hall

teacher will direct students when to get their lunch. Students will remain at the lunch detention table during their entire lunch time. A student must serve his or her detention hall assignment the same day it is assigned if he or she is issued a D-Hall during the first two blocks of class, before his or her lunch. A student must serve his or her detention hall assignment at lunch the next school day if he or she is issued a D-Hall during the last two blocks of class, after his or her lunch time. Failure to attend detention hall when required will result in assignment to Late School.

### **LATE SCHOOL (LS), IN-SCHOOL SUSPENSION (ISS), MORNING SCHOOL (MS), AND SATURDAY SCHOOL (SS)**

Late School, In-School Suspension, Morning School and Saturday School are used by administrators for the violation of school rules/policies. The purpose of Late School, ISS, Morning School and Saturday 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.

The usage of Late School, ISS, Morning School and Saturday School is not intended to remove suspension and/or expulsion as a valid disciplinary action for extreme or repeated violations. Those students who will not cooperate in the Late School, ISS, Morning School and Saturday School rooms will be suspended from school.

#### **Morning School (MS) Rules and Regulations**

1. Be ready to work at 7:00 am (MHJH starts at 7:30)
2. Bring all materials necessary to stay busy. Failure to stay busy will result in out of school suspension.
3. Students can work on only school related work.
4. No student interaction of any kind.
5. Failure to follow rules or verbal instruction while in morning school will result in out of school suspension

#### **Late School (LS) Rules and Regulations**

1. Be ready to work in the Late School room by 3:30 PM. Late School will be dismissed at 5:30 PM. MHJH starts at 3:20 PM and ends at 5:20 PM.
2. Bring all materials necessary (pen/pencil, paper, books, projects, notes, calculator, etc.) and school work in order to stay busy on class-related work the entire time. Failure to be prepared for Late School will result in out-of-school suspension.
3. Students can only work on school-related work. Reading for pleasure, writing letters/notes, listening to music, talking, sleeping, etc. are not acceptable. Failure to work on school-related work will result in out-of-school suspension.
4. No student interaction of any kind is allowed.
5. Failure to follow any rules or verbal instructions while in Late School will result in out-of-school suspension.

#### **In-School Suspension (ISS) Rules and Regulations**

1. Be ready to work in the ISS room by 8:00 a.m.
2. Bring all books and materials necessary for a regular scheduled day of class (including pen and/or pencil). Failure to be prepared for ISS will result in an out-of-school suspension for that school day.



3. You must complete all assigned work and it must be returned to the classroom teacher at the beginning of the next class meeting. The ISS teacher will assign additional work if the student finishes all assigned work. The ISS teacher will make additional ISS assignment dates or convert the assignment to an out-of-school suspension, if necessary.
4. Restroom breaks will be taken at the discretion of the ISS teacher.
5. There will be no student interaction of any kind during the day.
6. Failure to strictly follow any rules or verbal instructions while in ISS will result in out-of-school suspension for the remainder of that day **AND** the following school day.
7. Students in ISS may spend approximately 30 minutes per day on campus cleanup detail.
8. Students assigned to ISS will not be permitted to participate or attend assemblies, athletic contests, or other sponsored activities on the day or days assigned to ISS unless permission is granted by an administration.
9. Any student who gets checked out of ISS by a parent or guardian must bring back a doctor's excuse the next day the student is present or the student will have to resit the entire day of ISS. Students providing a doctor's excuse will only have to make up the time missed. Example: Student gets checked out at one (1) and brings a doctor's excuse the next day back. The student will only have to sit two (2) hours and ten (10) minutes to make up the time he or she missed.

### **Saturday School (SS) Guidelines:**

1. Students will not be assigned to Saturday School for more than 5 separate incidents.
2. Student's failure to attend or to comply with Saturday School regulations will result in further disciplinary action at the administrator's discretion.
3. Dismissal from Saturday School will result in an out-of-school suspension. These students will lose the Saturday School option.
4. Assignments to Saturday School count the same as 1 OSS (max 5) toward expulsion (with the exception of assignments by choice or for non-OSS infractions).
5. Saturday School schedule will be 8:00 a.m. to 11:00 a.m.
6. Parents or guardians will be contacted verbally (voice-mail is acceptable) or in a letter regarding a student's assignment to Saturday School.
7. Saturday School may be used as an option for discipline for any Level I or II offenses on our secondary discipline plan. One Saturday School equals one OSS when used in place of OSS.

### **SUSPENSION (from class)**

A teacher may dismiss any pupil from the class when deemed appropriate for disciplinary reasons. When this is the case, the student must go directly to the office of the assistant principal. When feasible, the teacher shall accompany the student and shall, as soon as practical, file with the administrator a written statement of the reason(s) for the pupil's dismissal from the class. The administrator shall determine whether to reinstate the pupil into class, reassign him/her, or take other disciplinary action. If a student is dismissed a second time during any nine-week period a discipline conference must be held before the student can return to class (Act: 1281, 1999).

### **SUSPENSION (from school)**

Administrators are authorized to suspend students from school for disciplinary reasons up to 10 days per violation. Excessive suspension may lead to a recommendation of expulsion. Students must serve their suspension on days that school is in session. During an out-of-school suspension, student and or parents may elect to participate in a work program for no monetary compensation. After successful completion of the community service work program (duration is

the length of suspension), the student will be issued an approved admit slip which will entitle them to make up work and assistance in any lost credit. **A student who has been suspended out-of-school is not to be on school property or to attend/participate in any school function until after they return to school.** However, when a student's suspension is interrupted by the official school breaks of Thanksgiving, Christmas, and Spring Break, the number of **days** of his/her extracurricular activities/events, as defined by the building principal/designee, missed **during the break** due to suspension from school may not exceed the number of suspension days remaining after the break is over.

For example, a student is involved in the activities of Band, Basketball, and FFA. The student receives a 6-day suspension two days before Christmas Break. Therefore, two of the suspension days will be before Christmas Break, and 4 of the suspension days will be after Christmas Break. Based on the policy, the student will only miss 4 **days** of activities during the break. To further clarify, during the break, the student has a FFA contest on Monday (can't attend or participate in the activity – **DAY 1**), Basketball practice and a Band concert on Tuesday (can't attend or participate in either activity – **DAY 2**), nothing on Wednesday, Basketball practice and a Basketball tournament game on Thursday (can't attend or participate in either activity – **DAY 3**), Basketball practice and a Basketball tournament game on Friday (can't attend or participate in either activity – **DAY 4**), Basketball practice and a Basketball tournament game on Saturday (**student CAN attend and/or participate since 4 days of activities have been missed by the student during the break**). The student **can** attend and/or participate in any activities for the remainder of the break.

Please remember that this situation only applies to Thanksgiving Break, Christmas Break, and Spring Break.

Upon return to school, the student will still have to complete his/her 4 remaining days of suspension. Per Arkansas Activities Association (AAA) rules/regulations and Mountain Home Public School Policy, the student cannot attend or participate in any extracurricular activities for the 4 days because he/she did not attend school.

### **DISCIPLINE ADVISEMENT COMMITTEE SECOND CHANCE PROGRAM**

After the FIFTH OSS or any expellable offense the student will meet with the "Discipline Advisement Committee"/Second Chance Program before returning to class. This committee shall consist of a minimum of three school personnel which will include one administrator. The student and parent/guardian attendance is required. The student may choose an additional representative (i.e. teacher, preacher, friend, etc.). This committee will investigate any problem causing the student to be in danger of suspension and inform the student of eminent danger of expulsion.

The committee's Second Chance actions may include:

1. Establish a probation period (minimum of one semester) at the base school.
2. Formulate a schedule change
3. Mandate parental involvement
4. Require visits with a counselor
5. Assign a mentor
6. Enroll student in the Guy Berry College & Career Academy (GBCCA) for a specified time.
7. Enhance the possibility of success
8. Mandate aggressive replacement training
9. 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 College and Career Academy (GBCCA) will be made by the director. The Director of the GBCCA will also advise the respective building principal of the student's re-entry into the base school. Upon advisement, the assignment to GBCCA may be extended.

### **DUE PROCESS**

Prior to a suspension, the principal shall inform the pupil of the charges or the accusation against him/her. The principal shall explain to him/her the evidence which is the basis of the charge and shall permit the pupil to present his/her side of the story. If the principal determines that a suspension is proper, he shall notify the parent/guardian.

Also, a notice explaining the reasons for the suspension, length of suspension, and any specific condition that the student must meet for re-admittance into school shall be provided. When necessary, a personal conference with the parents will be arranged.

After a conference between the parents and principal, the parents may request a hearing before the superintendent of schools if the parents still disagree with the suspension.

If the parents are still not satisfied after meeting with the superintendent, then they may request in **writing** a hearing before the Board of Education.

### **EMERGENCY SUSPENSION**

Notwithstanding the policy concerning suspension and expulsion procedures, students may be suspended indefinitely without notice, hearing, and the other rights provided herein being first given where the school is undergoing a violent upheaval or where orderly education processes have otherwise been substantially disrupted. This would apply only in RARE instances, such as when riots are taking place and where other emergency circumstances make it unreasonable for the administration and board to consider the case under their usual time. In all such cases, notice, hearings, and other rights shall be provided in accordance with the normal provisions at the earliest possible date.

### **EXPULSION**

The principal may recommend to the superintendent that a pupil be expelled from school with loss of credit. The recommendation will include a written statement of the charge(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.

### **EXPULSION DUE PROCESS**

The superintendent, or in his absence the assistant superintendent, shall give written notice of the pending expulsion, mailed within five school-days from the administrative recommendation for expulsion. This notice will be given to the parent and or guardian if pupil is a minor, or to the pupil if he/she is an adult. The hearing will be conducted not earlier than three calendar days or 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.

Both the district administration and school board also may be represented by legal counsel. The superintendent or his designee or representative 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. During the course of the hearing, if the board determines that credibility of any of the witnesses is an issue, then it will permit cross-examination by the student and the superintendent, or their representative, of these witnesses as to whom credibility has become an issue. Opportunity shall be afforded for the student to observe all evidence offered against him/her. Members of the board may question any witness. (Arkansas law makes no provisions for the taking of the testimony under oath and no sanctions for perjury.) The president of the Board has the authority to limit unproductive, long, or irrelevant questioning or discussion by non-board members. At the conclusion of the hearing, the board may discuss the matter and will dispose of it by vote. If the board does not expel the pupil with loss of credit, they may impose less severe disciplinary action.

### **GROUP HEARINGS – SUSPENSION OR EXPULSION**

When two or more students are charged with violating the same rule and have acted in concert and facts are basically the same for all such students, a single hearing may be conducted for them if the principal or superintendent believes the following conditions exist:

1. A single hearing will not likely result in confusion, and
2. No student will have his interest substantially prejudiced by a group hearing

During the hearing, if it is found that a student's interest will be substantially prejudiced by the group hearing, a separate hearing may be ordered for that student.

### **DISCIPLINARY POLICY REVISIONS**

The discipline policy will be reviewed annually for possible modification. During this process, all suggested changes will be evaluated. Teachers, students, and parents may suggest changes by using the "Disciplinary Policy Revision Form." This form may be picked up in the principal's office.

### **DISCIPLINE FOR ELIGIBLE STUDENT WITH DISABILITIES UNDER THE INDIVIDUALS WITH DISABILITIES ACT (IDEA), 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 brings a weapon to school may be immediately removed from school or subject to 45 days in alternate placement, as directed by a school administrator and the IEP committee.

### **COLLECTION OF FINES AND CHARGES**

Students who are notified of cafeteria charges, ID badge fines, textbook fines, and or any other monetary obligation and have not paid the fine(s) or made arrangements to pay it **will not be allowed** to buy a parking tag or be assigned a parking space, on the MHHSCA campus, until all fines and charges are paid.

### **DIRECTORY INFORMATION—District Policy 4.13**

Unless the parent or guardian of a student (or 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 graduations announcements. "Directory information" includes, but is not limited to, a student's name, address, telephone number, electronic mail address, photograph, date place of birth, classes in which he and or she is enrolled, his and or her placement on the honor roll (or the receipt of other types of honors), as well as his and or 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 page 32 of the student handbook and must be completed and signed by the parent or age-eligible student and filed with the building principal's office no later the 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.

**OBJECTION TO PUBLICATION OF DIRECTORY INFORMATION--District Policy 4.13F**

*(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 state my objection to the disclosure or publication by the Mountain Home School District of a 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 publication.

Deny disclosure to district and student publications and special event photography \_\_\_\_\_

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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)

## **ACTIVITY CODE OF CONDUCT/SUBSTANCE ABUSE POLICY**

### **INTRODUCTION**

For the purpose of providing a safe, drug, alcohol and tobacco free school environment, this policy provides accountability for appropriate student conduct for those students who are involved in athletics, extracurricular and co-curricular activities as well as those students who drive to school and attend dances and or prom. This policy offers redirection and opportunities for help to those students who violate the Code of Conduct.

Students could have a violation of the Code of Conduct by any of the following but not limited to:

- Positive Random Drug Testing Result
- Positive Drug Test as a result of Reasonable Suspicion
- Arrest
- Inappropriate In-School Conduct
- Self-Report of Violation
- Police Report
- Act of Delinquency
- Other Major Handbook Violations

### **RANDOM DRUG TESTING PROCEDURE**

The School Board requires that each high school student participating in an extracurricular and co-curricular program, driving to school, or attending a school dance and or prom sign an enrollment application agreeing that the student will participate in a random drug-testing program, conducted and paid for by the school corporation. Random drug testing will be administered on school grounds once a month. Date and time of test will be at the discretion of building administration. Students will not be allowed to participate in activities or drive to school until they have registered for the program. Initial registration will take place at the beginning of each school year. The program is designed to create a safe, drug free environment for students and assist them in getting help when needed. No student shall be expelled or suspended from school as a result of any verified “positive” test conducted by the school under this program. However, this program will not affect the policies, practices, or rights of Mountain

Home school administrators in dealing with drug or alcohol possession on school grounds. Once enrolled in the Random Drug Testing Program, the students will remain enrolled for the duration of their time at Mountain Home Schools. Students will have the opportunity to withdraw from the program at the beginning of each academic year. The request must be in writing from a parent and or guardian. Once a parent has withdrawn a child, he and or she may not participate in one of the corporation interscholastic athletic programs, extracurricular or co-curricular programs, drive to school or attend a dance and or prom unless enrolled back into the program. The superintendent will be responsible for developing regulations to implement this random drug testing policy. Parents and or guardians must alert designated representatives of Mountain Home Schools if a student is taking any sedative, opiates or sympathomimetic drugs.

### **SELECTION AND NOTIFICATION PROCEDURE**

The number of individuals to be tested on a given date will be determined by the building principal or designee. Each individual in the testing pool will be assigned an identification number that will represent his and or her name. The building principal will maintain a cross listing of the participants and their prearranged identification number. The selection for testing will be done randomly by the chosen agency from the numbers in the pool. Students will be eligible for selection even if they have previously been selected.

### **SPECIMEN COLLECTION PROCEDURE**

The Principal or designee shall locate participants for testing and escort them to the collection site.

At the collection site each participant will be asked to complete a pre-testing form, which will include procedures that will be followed during the collection process.

Each student will remain under school supervision until he and or she has produced an adequate specimen. If a student cannot produce a specimen, water will be provided and the student will be given 2 hours in which to give a specimen.

If a student cannot produce a specimen, the student will be considered to have failed the drug test. The student will be informed that he and or she will no longer be eligible for activities until a new test can be given at an approved testing agency. Parents will be notified if this occurs.

All specimens must register between 92.0 and 99.8 degrees Fahrenheit to be valid. Any student attempting to use urine other than their own or in any way attempting to alter the outcome of the test will face disciplinary action including possible suspension and/or expulsion from school. That student would also face a violation and the test would be considered positive.

Students refusing to test will result in the student being treated as if he and or she had a positive test.

A student who is taking any prescription or over the counter medication which may contribute to a positive drug test shall inform the collector or designee of this fact at the time that the specimen is requested. This information may require confirmation from the parent and or guardian or a physician if requested by the administration.

Parents and or guardians must alert designated representative of Mountain Home Schools if a student is taking any sedative, opiates or sympathomimetic drugs.

The student will be released to return to class immediately after a specimen has been taken.

## **TEST FLOW CHART**

\*Steps contingent as to who is conducting the testing

1. Student names are entered into the data pool by assigned number.
2. The testing numbers are selected by the testing agency.
3. The principal matches the numbers to student names.
4. An administrator or designee will escort students to the testing site for specimen collection by the testing agency.
5. The testing agency will follow the chain of custody and test the samples.
6. The testing agency will notify the school principal of the results.
7. The school principal will notify parents and the student testing positive and set up a meeting with the parents and the student to explain the consequences of the positive test.
8. Parents of students testing negative will be notified by the principal in writing.

## **REASONABLE SUSPICION DRUG TEST**

Students may be required to submit to drug testing or a Breathalyzer test when reasonable suspicion exists. Mountain Home Schools reserves the right to test any student who, at the time, exhibits cause for reasonable suspicion of drug or alcohol usage. Reasonable suspicion may arise from the following supportive indicators: (1) a student's behavior in conjunction with physical appearance and or odor, (2) the student possesses drug paraphernalia, alcohol, marijuana, or any controlled substance, and (3) information communicated to an administrator by a teacher, staff member, parent, other adult, or a student indicating a student is using, possessing, or under the influence of alcohol, marijuana, or any other controlled substance. (Any such report will be investigated by the administration and will be substantiated by other indicators, if deemed necessary.) If a student tests positive as a result of being tested for reasonable suspicion, the student will be subjected to school rules as outlined in the Student and or Parent Handbook. This could result in suspension and expulsion from school and possible arrest.

\*If a student violates the code of conduct by creating a disruption at school or any other violation of the code of conduct not previously discussed in this policy, the principal has the discretion to investigate and determine if a violation has occurred and then to apply appropriate consequences.

\*\*This Code of Conduct is in effect 365 days a year.

## **CONSEQUENCES FOR VIOLATIONS**



\*Mirror policy for any student who is found to have a violation that is not found through a random drug test.

## **First Violation**

The student shall be put on suspension from all extracurricular activities and/or driving privileges for 365 days (one calendar year) from the day that the violation is verified. The student may resume activities and/or driving 4 weeks from the date a positive test is verified (or 2 weeks if a student or the student's parents or guardians self-report the violation to the Mountain Home School administrator, coach or sponsor prior to the independent verification of a violation) if the following condition are met:

1. *Counseling Program*. The student must agree to an appropriate program. The program must have approval by the Mountain Home School administration and will include a recommendation for parent or guardian participation. The cost of the program is the responsibility of the student and/or parents or guardians. Failure to complete the program will result in the student's original suspension of 365 days being enforced.
2. *Drug Free*. The student must supply the school with a negative test at the cost of the student and or his or her parents or guardians. The follow-up test must be taken at the school. The results of the test will be sent directly to the parent and or guardians of the student.
3. *Administrative Drug Test*. The student agrees to be tested once eligibility has been reinstated (steps 1 and 2 completed). The test will take place at the discretion of the administration. This might require the student to be included in the remainder of the drug tests. The cost of the test is the responsibility of his/her parents or guardians. If the student tests positive during this test, it will be treated as a second violation and the student will be excluded from all extracurricular and co-curricular activities and or driving privileges for 365 days from the verification of the second positive test.

\*If the student cannot complete the Counseling Program requirement within the 4 weeks (2 weeks if self-reported), the student could be allowed to resume all activities and/or driving if the student is involved in the counseling program process (must have written verification) and the student has produced a negative drug specimen. If the student is allowed to return to activities and /or driving under these conditions but then fails to complete the counseling program, the original suspension will occur for the remainder of the 365 days. The Principal or designee will make this decision.

## **Second Violation**

The student shall be suspended from all extracurricular activities and or driving privileges for 365 days (one calendar year) from the day the second violation is verified. The student may resume activities and/or driving after 365 days and only if the following conditions are met:

1. *Counseling Program*. The student must agree to an appropriate program. The program must have approval by the Mountain Home School administration and will include a recommendation for parent or guardian participation. The cost of the program is the responsibility of the student and or parents or guardians. Failure to complete the program will result in the student's original suspension of 365 days being enforced.

2. Drug Free. The student must supply the school with a negative test at the cost of the student and or his or her parents or guardians. The follow-up test must be taken at school. The results of the test will be sent directly to the parents/guardians of the student.
3. Administrative Drug Test. The student agrees to be tested once eligibility has been reinstated (steps 1 and 2 completed). The test will take place 365 days following reinstatement. The date of the test will be at the discretion of the administration. The cost of the test is the responsibility of the student and or his parents or guardians. If the student tests positive during this test, it will be treated as a third violation and the student will be excluded from all extracurricular and co-curricular activities and or driving privileges for the remainder of the student's career.

*During the suspension, as long as the student is working to complete the conditions set forth to re-establish eligibility, the individual may continue to be a part of practices and or meetings, but will not be allowed to participate as an active participant in any games, contests, performances*

*or be allowed to drive to school or school activities. The coach, teacher or club sponsor may require the student to perform duties at games, contests or performances other than active participation in the event.*

### **Third Violation**

The student shall be excluded from athletics, extracurricular and co-curricular activities as well as driving to school and attending dances and or prom for the remainder of the student's high school career.

### **SELF-REPORTING**

Students will be able to self-report any violation to a Mountain Home Schools administrator, coach or sponsor prior to the independent verification of a violation and within 48 hours of the violation. Students will not be able to self-report once they have been notified of their selection to be tested through the random drug-testing program. Students who self-report may resume activities two weeks from the date of confirmation if requirements (stated above) are met.

No student will have the opportunity to exercise the self-reporting option more than once during attendance at Mountain Home Schools.

### **ALCOHOL**

At the discretion of administrators, all students attending school functions may be required to submit to a Breathalyzer test as a condition of admittance. Breathalyzers may also be used in the case of reasonable suspicion of alcohol use.

Any open container brought to class during the school day must be clear. Open containers are subject to testing with reasonable suspicion. Open containers are not permitted at extracurricular events.

### **DEFINITIONS**

**Alcoholic Beverages**-For the purpose of this policy, an alcoholic beverage would include beer, wine, distilled liquors and any other liquid containing alcohol. It could also include the misuse of cough syrup and/or mouthwash containing alcohol.

**Co-Curricular Activities**-School activities outside of the formal curriculum that are an extension of a curricular area.

**Drugs**-For the purpose of this policy, a drug includes, but is not limited to, marijuana (THC), cocaine, methamphetamines, amphetamines, barbiturates, benzodiazepines, opiates, phencyclidine (PCP), alcohol, anabolic steroids, nicotine, look alike substances such as Spice or K2, or any other substance which is defined as a controlled substance by Indiana law.

**Extracurricular Activity**- Any activity outside of the regular school day in which a student actively and voluntarily participates.

**Student Pool**-Includes any high school student who drives to school and parks on school grounds, any high school student who is a member of a school sponsored athletic team, any high school student who is a member of a school club or organization, any student who participates in a co-curricular activity, any student who wishes to attend a school dance and or prom and any student whose parents agree for the student to be a part of the student pool. Any student intending to participate in any extracurricular activity during second semester must enroll in the program by the end of the first semester.

**Verification**-Self-admitted involvement by the student, witnessed student involvement by a coach or any Mountain Home Schools staff member, parent admission of their student's violation of the code of conduct, and or verification by an official police agency or probation.

**365-Day Policy**-This program is in effect from the time the student is enrolled in the program until the completion of their academic and athletic career.

### **STUDENT ACTIVITY CODE OF CONDUCT CONSENT FORM**

I, \_\_\_\_\_, have read the Mountain Home Schools STUDENT ACTIVITY CODE OF CONDUCT POLICY and agree to abide by the rules set forth in said program.

This consent will be in effect for the duration of the student's initial enrollment in Mountain Home Schools for students in grade 9-12 unless withdrawn in writing by the parent or guardian.

Any student who withdraws for any reason and returns as a student must submit a new consent form upon enrolling. A student wishing to withdraw from the program must do so in writing prior to the start of the school year.

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

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

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Parent/Guardian Name Printed**

\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
**Date**

**GRADUATION YEAR** \_\_\_\_\_

**PARKING RULES AND REGULATIONS**

**STUDENT WILL BE ISSUED ASSIGNED PARKING SPACES**

Students who park in unmarked spaces, “No Parking Areas” or parking designated for faculty and staff will be **IMMOBILIZED**. Handicapped Parking is provided. Students may not park in these spaces or other parking spaces designated for handicapped persons. Cars parked in handicapped spaces without the proper documentation will be **IMMOBILIZED without warning**. In addition MHHS will request that the MOUNTAIN HOME POLICE ticket the car. Parking Lots – students are not allowed in parking lots except before or after school without permission.

Wheel Immobilizers (BOOTS) will be placed on illegally parked vehicles. Vehicles parked illegally may also be towed at owner’s expense. The following consequences will be enforced.

<b>OFFENSE</b>	<b>FINE</b>	<b>Parking Privilege</b>
1 <sup>st</sup> illegal parking	\$ 15 fine	Car Immobilized
2 <sup>nd</sup> illegal parking	\$ 30 fine	Car Immobilized
3 <sup>rd</sup> illegal parking	\$ 45 fine	Car Immobilized
		Parking Privilege Revoked

**Disclaimer:** The school is not responsible for lost or stolen items, damage, and/or wrecks. However the parking lots, streets adjacent to the school, students, and student vehicles are subject to school district policies, state, and local laws. Vehicles as well as personal belongings may be searched by school officials if there is reasonable suspicion that search will produce evidence that a student has violated or is violating a school law or rule.

**ELECTRONIC COMMUNICATION DEVICES**

Confiscated cell phones and other electronic communication devices may be picked up at the school’s administration offices by the student’s parent or guardian. **(Students have no right of privacy as to the content contained on any cell phone and other electronic communication 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 policy, shall be subject to discipline, up to and including suspension or expulsion. **Mountain Home Schools are not responsible for lost, broken or stolen personal electronic devices (Including but not limited to cell phones, ipads, iPods, laptops, eReaders, Kindles, etc.)**

### **MOUNTAIN HOME MEDICATION POLICY**

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

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

11. The school shall not keep outdated medications or any medications past the end of the school year. Parents shall be notified ten (10) days in advance of the school's intention to dispose of any medication. Medications not picked up by the parents or legal guardians within the ten (10) day period shall be destroyed by the nurse with a witness present. Any behavioral medication that is considered a class 2 substance will be sent to the state pharmacy for disposal.

### MEDICATION ADMINISTRATION RELEASE FORM

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

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

**THE ACTUAL MEDICATION FORM IS AVAILABLE IN THE FRONT OFFICE, COUNSELOR'S OFFICE, ATTENDANCE OFFICE, OR THE NURSE'S OFFICE. PLEASE GO TO ONE OF THESE PLACES TO RECEIVE A FORM IF YOU WILL BE ON MEDICATION!**

---

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

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

Teacher/Advisor Name \_\_\_\_\_ Dr.'s Name \_\_\_\_\_

Medication Name \_\_\_\_\_ Dosage \_\_\_\_\_

Dates to Be Given \_\_\_\_\_ Time to Be Given \_\_\_\_\_

For Treatment of the Following Illness \_\_\_\_\_

Side Effects \_\_\_\_\_ Keep \_\_\_\_\_ Send Home \_\_\_\_\_

In Case of an Emergency Call \_\_\_\_\_ Phone \_\_\_\_\_

If your child is on long-term medication, do you want him/her to take the medicine on field trips?  
The medicine will have to be transported by the teacher and given by the teacher.

Yes \_\_\_\_\_ No \_\_\_\_\_

#### ARKANSAS MINIMUM GRADUATION REQUIREMENTS SMART CORE WAIVER FORM

Name of Student: \_\_\_\_\_

Name of Parent/Guardian: \_\_\_\_\_

Name of District: \_\_\_\_\_

Name of School: \_\_\_\_\_

Smart Core is Arkansas's college- and career-ready curriculum for high school students. College and career readiness in Arkansas means that students are prepared for success in entry-level, credit-bearing courses at two-year and four-year colleges and universities, in technical postsecondary training, and in well-paid jobs that support families and have pathways to advancement. To be college and career ready, students need to be adept problem solvers and critical thinkers who can contribute and apply their knowledge in novel contexts and a variety of situations. Smart Core is the foundation for college and career-readiness. All students should supplement additional rigorous coursework within their career focus.

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

#### STATE MINIMUM GRADUATION REQUIREMENTS

##### English – 4 units

- 9<sup>th</sup> Grade English\*
- 10<sup>th</sup> Grade English\*
- 11<sup>th</sup> Grade English\*
- 12<sup>th</sup> Grade English or Transitional English 12\*

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

- Algebra I (or Algebra I-Part A & Algebra I-Part B - *each may be counted as one unit of the 4-unit requirement*)
- Geometry (or Geometry-Part A & Geometry-Part B - *each may be counted as one unit of the 4-unit requirement*)

(All math units must build on the base of algebra and geometry knowledge and skills.)

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

- Biology\* - 1 unit (All students must have 1 unit in Biology – Integrated, ADE Approved Biology - Integrated, ADE Approved Biology – Integrated Honors, AP Biology, IB Biology, or Concurrent Credit Biology - Integrated.)
- Physical Science\*, Chemistry\*, or Physics\* – at least 1 unit
- other ADE approved science\* or ADE approved Computer Science\*\*

##### Social Studies – 3 units

- Civics\* - ½ unit
- World History\* - 1 unit
- American History\* - 1 unit
- other social studies\* – ½ unit

##### Oral Communications – ½ unit

##### Physical Education – ½ unit

##### Health and Safety – ½ unit

##### Economics and Personal Finance – ½ unit (may be counted toward Social Studies or Career Focus)

##### Fine Arts – ½ unit

##### Career Focus – 6 units

**Personal Finance\*** – Beginning with the freshmen class of 2017-18, A.C.A. § 6-16-135 requires students to complete a course that includes specific personal finance standards in either grades 10, 11, or 12.

**\*Category course options as listed under each applicable subject area in the ADE Course Code Management System**

**\*\*Computer Science – (optional)** A flex unit of an approved Computer Science (any course starting with 465 or 565) may replace the 4th math requirement or the 3rd science requirement. Two distinct units of the approved computer science courses may replace the 4th math requirement and the 3rd science requirement. Once the 4th math requirement and the 3rd science requirements have been met, any additional computer science credits will be recognized as career focus credits.

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

By signing this form, I acknowledge that I have been informed of the requirements and implementation of the Smart Core Curriculum and am choosing to waive the Smart Core curriculum. I understand the potential negative consequences of this action as outlined on this form.

\_\_\_\_\_  
Parent/Guardian/Adult Student Signature  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Official Signature

Arkansas Department of Education— July 16, 2018 **\*\*Additional MHHS Core requirements: 1.0 GPA; 24 credits; 1.0 credit of a ractical art (which can be included in the 6.0 career focus requirements.)**

**SMART CORE INFORMED CONSENT FORM**

**Name of Student:** \_\_\_\_\_

**Name of Parent/Guardian:** \_\_\_\_\_

**Name of District:** Mountain Home Public Schools

**Name of School:** Mountain Home High School Career Academies

Smart Core is Arkansas’s college and career-ready curriculum for high school students. College and career readiness in Arkansas means that students are prepared for success in entry-level credit-bearing courses at two-year and four-year colleges and universities, in technical postsecondary training, and in well-paid jobs that support families and have pathways to advancement. To be college- and career ready, students need to be adept problem solvers and critical thinkers who can contribute and apply their knowledge in novel contexts and unforeseen situations. Smart Core is the *foundation* for college- and career-readiness. All students should supplement with additional rigorous coursework within their career focus. Successful completion of the Smart Core curriculum is one of the eligibility requirements for the Arkansas Academic Challenge Scholarship. Failure to complete the Smart Core curriculum for graduation may result in negative consequences such as conditional admission to college ineligibility for scholarship programs.

***Parents or guardians may waive the right for a student to participate in Smart Core and to instead participate in the Core curriculum. The parent must sign the separate Smart Core Waiver Form to do so.***

**Smart Core Curriculum**

**English – 4 units**

- English 9<sup>th</sup> grade
- English 10<sup>th</sup> grade
- English 11<sup>th</sup> grade
- English 12<sup>th</sup> grade

**Mathematics – 4 units**

- Algebra I or Algebra A &B (Grades 7-8 or 8-9)
- Geometry or Investigating Geometry or Geometry A&B (Grades 8-9 or 9-10)
- Algebra II
- Fourth Math – Choice of :Advanced Topics and Modeling Mathematics, Algebra III, Calculus, Linear Systems and Statistics, Mathematical Applications and Algorithms, Pre-Calculus, or Advanced Placement mathematics

**Natural Sciences – 3 units with lab experience chosen from:**

- Biology (I unit)
- Two units from the following three options:
- Physical Science
  - Chemistry
  - Physics or Principles of Technology I&II or PIC Physics

**Social Studies – 3 units (see note beside economics)**

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

**Oral Communication – ½ unit**



**Physical Education – ½ unit**

**Health and Safety – ½ unit**

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

**Fine Arts – ½ unit**

**Career Focus – 6 units**

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

**(Act 1280 of 2013)** (Comparable concurrent credit may be substituted where applicable.)

By signing this form, I acknowledge that I have been informed of the requirement and implementation of the Smart Core Curriculum and am choosing the Smart Core curriculum for my child.

\_\_\_\_\_  
**Parent or Guardian Signature      Date                      School Official Signature      Date**  
**Arkansas Department of Education – August 7, 2013**

\*\* Additional MHHS Smart Core requirements: 2.5 GPA; 26 credits; 2 years of the same foreign language; 1.0 practical art (which can be included in the 6.0 career focus requirement.) Class of 2015 and 2016 will need .5 credit of Contemporary US History.

### **PARENT AND FAMILY ENGAGEMENT**

Mountain Home High School Career Academies believes that parents, alumni, and community members must work as knowledgeable partners in order to provide the very best education possible for each child. Mountain Home High School Career Academies encourages Parent Involvement with many support systems in place:

- Volunteer Opportunities—Career Academy Projects, Classroom teacher support, extra-curricular activities, Mentoring Program, field-trips, and guest speakers.
- Secondary Parent Center—Parents encouraging and helping all parents.
- Parent Panel Invitation
- Textbook room
- Parent Teacher Organization (PTO)

According to the requirements of our district’s ACSIP plan we provide our parents a Compact during Open House that includes the following:

### **Mountain Home High School Parent/Student/Teacher/Principal Compact 2018-19** **Parent/Guardian Agreement**

I want my child to achieve. Therefore, I will encourage him/her by doing the following:

- Demonstrate the value of education.
- See that my child attends school regularly.
- Establish a time for homework and learning at home.
- Provide a proper environment for study at home.
- Encourage my child to read on a regular basis.
- Communicate and work cooperatively with school personnel.
- Stay informed of my child’s progress.
- Encourage my child.

#### **Student Agreement**

It is important that I work to the best of my ability. Therefore, I shall strive to do the following:

- Attend school regularly.
- Come to school each day with pens, pencils, paper, and other necessary tools for learning.
- Complete and return homework assignments.
- Observe regular study hours.
- Conform to rules of student conduct.

#### **Academic Advisory Teacher Agreement**

It is important that students achieve. Therefore, I shall strive to do the following:

- Provide guidance to parents and students for college and career readiness.
- Encourage students and parents by providing information regarding student progress.
- Use activities in the classroom that provide real-world opportunities.

**Principal Agreement**

I support this form of parent involvement. Therefore, I shall strive to do the following:

- Provide an environment that allows for positive communication between the teacher, parent, and student.
- Encourage teachers to provide relevant educational opportunities.

**MOUNTAIN HOME PUBLIC SCHOOLS\***  
**School Issued Digital Device Policy**

Education at any level must prepare students to become successful contributing members of society. Students and teachers must be prepared to adapt and change both teaching and learning styles in order to stay abreast of the constantly changing role of technology in education. Technology has changed and is changing the fabric of today's society. Today's worker must be able to access information, manipulate data, and creatively express ideas to others. Mountain Home Public Schools believes that the use of technology will enhance the learning experience of each child. Using technology is a basic skill that will help students become lifelong learners capable of critical thinking and problem solving.

Life-long learners will have access to a technology rich environment which will allow them to develop their maximum potential for leading productive and fulfilling lives in a complex and changing society.

In order to receive a School Issued Digital Device, students and parents must abide by the guidelines and accept the terms of use.

**FAQs**

**Can I take the School Issued Digital Device Home?**

All 8th - 11th grade students will be allowed to take their School Issued Digital Device home (once insurance has been paid) as long as you and your parent/guardian accept the terms of use. Remember though, the School Issued Digital Device is school property. Even though you are at home, you still need to follow the school's Acceptable Use Policy and the rules in your handbook when using your School Issued Digital Device.

**Am I allowed to install apps?**

Yes, you can install apps as long as they are school appropriate and are downloaded from the Chrome App Store.

**Am I allowed to change the wallpaper?**

Yes, you can change the wallpaper to whatever you want as long as it is school appropriate.

**I don't have wireless internet at home, how am I supposed to do homework?**

You will need to make sure that you download anything you need at school before going home and upload any assignments when you show back up to school. Also, there are many places in the community that offer free wireless internet access.

**How does the insurance work, and do I have to buy it?**

You do not have to buy the school insurance to use a School Issued Digital Device **at school**. The school is offering insurance for students' School Issued Digital Devices that will be taken home at

a cost of \$20 per year/\$30 for families with multiple students with a \$50 deductible if a School Issued Digital Device is damaged or lost and or stolen. The insurance is good for 1 claim, but you are allowed to purchase insurance from the school a maximum of twice per year.

**What happens if I break or lose my School Issued Digital Device?**

If you purchased insurance through the school, the cost of repair or replacement will be \$50 for the deductible or the cost of repairs, whichever is less. If you **did not** purchase insurance through the school, the cost of repair or replacement will be market value for the same model School Issued Digital Device given to you or the cost of repairs, whichever is less. *If you do not pay your deductible, cost of repairs, or replacement costs you will be required to check out a School Issued Digital Device every day for school use and will not be allowed to take it home until the owed amount is paid.*

**My School Issued Digital Device isn't working, what do I do?**

Tell a teacher or take your School Issued Digital Device to the Tech Department. Your School Issued Digital Device will be looked at, and, if necessary, a loaner School Issued Digital Device will be given to you while yours is being repaired.

**I have my own School Issued Digital Device or laptop, can I use it instead?**

Yes, you are allowed to bring your own device instead of using the school provided School Issued Digital Device. Many of the same rules apply, such as making sure your device is charged enough to last all day and abiding by the Acceptable Use Policy in your handbook. However, the school's technology department is not responsible for repairs or making sure you are able to join the guest WIFI network. Also, the school is not responsible for damage to or theft of your personal device. If you have any questions, you should ask your teacher, the principal, or the tech department.

**If I save notes and other data to my School Issued Digital Device and you take them up at the end of school, how do I get them back next year?**

Using Google Drive will allow your data to be saved on the cloud and not on the device. This gives you access on any computer on the internet to all documents, spreadsheets, presentations, etc. stored there. If you are unsure about whether your data is safe for next year, ask a teacher or someone from the Tech Department for help.

**I want to use my School Issued Digital Device or personal device in the classroom but my teacher said I couldn't use it in his/her classroom. Can I still use it?**

The teacher in the classroom has the final say on procedures in the classroom. If he or she asks you not to use your technology tool, then you should follow those directions.

## **1. Receiving and returning your School Issued Digital Device**

### **1.1 Receiving Your School Issued Digital Device**

School Issued Digital Devices will be distributed to all 8th - 10th graders at the beginning of the school year. These School Issued Digital Devices will be reissued each year to the student, for the insurance cost of \$20 per year or \$30 for families with multiple students and when the student graduates, the School Issued Digital Device becomes theirs to keep (after all fines in the office have been paid). Parents and students must sign and return the School Issued Digital Device Insurance Agreement in order to take the School Issued Digital Device home. The School Issued Digital Device and its accessories are, and at all times remain, the property of Mountain Home Public Schools, and are loaned to the student for educational purposes only for the academic school year. However, upon graduation, the School Issued Digital Device becomes the property of the student.

### **1.2 Returning Your School Issued Digital Device**

School Issued Digital Devices and chargers will be collected during final week of school; however, seniors who have paid all fines will be allowed to keep their School Issued Digital Devices. If a student withdraws or is expelled from Mountain Home Public Schools prior to the end of the school year, the School Issued Digital Device must be returned at that time.

### **1.3 Failure to Return the School Issued Digital Device**

Individual School Issued Digital Devices and accessories must be returned at the end of each school year (with the exception of seniors). If a student fails to return the School Issued Digital Device and accessories at the end of the school year or upon termination of enrollment at Mountain Home Public Schools, the student will be responsible for the replacement cost of the School Issued Digital Device and may be subject to criminal prosecution or civil liability. Failure to return the School Issued Digital Device will result in a theft report being filed with the Mountain Home Police Department and/or the Baxter County Sheriff's Office.

\*\*\*Furthermore, the student will be responsible for any damage to the School Issued Digital Device and or its accessories.

### **1.4 Right of Inspection**

The student will make the School Issued Digital Device and/or its accessories available to Mountain Home Public Schools' faculty or technology department as necessary for purposes of inspection, maintenance, repair, upgrading, and/or software installation.

## **2. Care of your School Issued Digital Device**

Students are responsible for the general care of the School Issued Digital Device they have been issued by the school. School Issued Digital Devices that are broken or fail to work properly should be taken to the library for an evaluation of the equipment.

### **2.1 General Precautions**

The School Issued Digital Device is Mountain Home Public Schools' property and all users will follow these policies and the Acceptable Use Policy for technology.

- Only use a clean, soft cloth to clean the screen, no cleansers of any type.
- Cords and cables must be inserted carefully into the School Issued Digital Device to prevent damage.
- School Issued Digital Devices must remain free of any writing, drawing, stickers, or labels that are not the property of Mountain Home Public Schools.
- School Issued Digital Devices must never be left in an unlocked locker, car or any unsupervised area.
- Students should keep their School Issued Digital Device battery charged for school each day.

## **2.2 Carrying School Issued Digital Devices**

The School Issued Digital Devices must be closed when carried or in a backpack.

## **2.3 Screen Care**

The School Issued Digital Device screens may be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Never close a School Issued Digital Device if there is a pen, pencil, or anything else on the keyboard. Remove these items before shutting the device.
- Do not play with the hinges on the School Issued Digital Device.
- Do not lean on the top of the School Issued Digital Device when it is closed.
- Do not place anything near the School Issued Digital Device that could put pressure on the device.
- Clean the screen with a soft, dry cloth or anti-static cloth.
- Do not “bump” the School Issued Digital Device against lockers, walls, car doors, floors, etc..

## **3. Using your School Issued Digital Device at school**

School Issued Digital Devices are intended for use at school each day. In addition to teacher expectations for School Issued Digital Device use, school messages, announcements, calendars and schedules may be accessed using the School Issued Digital Device computer. Ninth grade students are responsible for bringing their School Issued Digital Device to all classes, unless specifically instructed not to do so by their teacher.

### **3.1 School Issued Digital Devices Left at Home**

If students leave their School Issued Digital Device at home, they are responsible for getting the coursework completed as if they had device present. *If a student repeatedly leaves his/her School Issued Digital Device at home, they may be subject to disciplinary consequences.*

### **3.2 School Issued Digital Device Undergoing Repair**

Loaner School Issued Digital Devices may be issued to students when they leave their School Issued Digital Devices for repair with the technology department. There may be a delay in getting a School Issued Digital Device should the school not have enough to loan.

### **3.3 Charging Your School Issued Digital Device's Battery**

School Issued Digital Devices must be brought to school each day in a fully charged condition. Students need to charge their School Issued Digital Devices each evening. Repeat violations of this policy may result in the imposition of disciplinary consequences.

### **3.4 Screensavers and or Background Photos**

Wallpaper can be changed as long as it is school appropriate.

- Inappropriate media may not be used as a screensaver or background photo.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs will result in disciplinary actions.

### **3.5 Printing**

A component of the School Issued Digital Device program is encouraging a paperless environment. However, if necessary, students will be given information and instruction on printing with the School Issued Digital Device at school. Printing may only be done with prior permission from a teacher or faculty member.

### **3.6 Internet Access**

Free wireless access will be provided by Mountain Home Schools. The District is not responsible for personal charges for accessing other wireless connections or other data charges.

## **4. Software on School Issued Digital Devices**

You may install apps for personal use only from the Chrome App Store as long as the applications abide by the school's Acceptable Use Policy and handbook.

## **5. Acceptable use**

It is important that you read the District's Acceptable Use Policies and ask questions if you need help in understanding them. It will be your responsibility to follow the rules for appropriate use. Inappropriate system use will result in the loss of the privilege of using this educational tool.

Please note that the Internet is a network of many types of communication and information. It is possible that you may run across some material you might find objectionable. While Mountain Home Public Schools will use filtering technology to restrict access to such material, it is not possible to absolutely prevent such access. ***It will be your responsibility to follow the rules for appropriate use.***

\*\*\*Violations may result in disciplinary action up to and including suspension/ expulsion for students. When applicable, law enforcement agencies may be involved.

### **5.1 Responsible School Issued Digital Device Care**

Students will be held responsible for maintaining their individual School Issued Digital Devices and keeping them in good working order.

- School Issued Digital Device batteries must be charged and ready for school each day.

- Only labels or stickers approved by Mountain Home Public Schools may be applied to the computer.
- School Issued Digital Devices that malfunction or are damaged must be reported to the library or technology department. The school district will be responsible for repairing School Issued Digital Devices that malfunction.
- Students are responsible for any and all damage to their School Issued Digital Device, unless optional insurance coverage is purchased.
- School Issued Digital Devices that are stolen must be reported immediately to the Office and the Police Department.

## **6. Protecting and storing your School Issued Digital Device**

### **6.1 School Issued Digital Device Identification**

Student School Issued Digital Devices will be labeled by Mountain Home Public Schools in order to identify and track each device. School Issued Digital Devices can be identified by a serial number and a Mountain Home Public Schools Label. *Students are prohibited from altering these identifying marks.*

### **6.2 School Issued Digital Devices Left in Unsupervised Areas**

Under no circumstances should School Issued Digital Devices be left in unsupervised areas. Unsupervised areas include, but are not limited to, the school grounds and campus, the lunchroom, computer lab, locker rooms, library, unlocked classrooms, dressing rooms and hallways. Any School Issued Digital Device left in these areas is in danger of being stolen. If a School Issued Digital Device is found in an unsupervised area, it will be taken to the office, and the responsible student may be subject to disciplinary consequences.

## **7. Repairing or replacing your School Issued Digital Device**

Students and their parents/guardians are responsible for all damages incurred to the School Issued Digital Device. In the case of damage to the School Issued Digital Device and/or accessories, students and or guardians will be assessed the actual cost of repair or replacement, whichever is less. Repairs to the School Issued Digital Device can only be performed by the technology department at Mountain Home Public Schools.

### **7.1 Insurance Coverage**

Insurance Coverage is available for students and parents to cover School Issued Digital Device repair and replacement in the event of theft, loss, or damage.

- The insurance coverage premium is a yearly \$20 payment per student or \$30 for families with multiple students and is good for 1 claim.
- In the event of loss or damage, a \$50 deductible or the cost of repairs, whichever is less, will be charged to the student and parent and or guardian.



- Insurance can be bought a maximum of twice per school year.
- The \$20.00 insurance premium is nonrefundable. Premiums will not be prorated for partial years.
- In cases of theft, vandalism and other criminal acts, a police or fire report MUST be filed by the student or parent. A copy of the police/fire report must be provided to the Principal's office.

### **7.2 Loss/Theft/Other Criminal Acts**

In cases of theft, vandalism and other criminal acts, a police or fire report MUST be filed by the student or parent. A copy of the police/fire report must be provided to the Principal's office before replacement School Issued Digital Device will be issued to the student.

### **8. Repairs**

Any technical or mechanical issues with a Mountain Home Public Schools'-owned School Issued Digital Device must be reported to the school and will be repaired by the Technology Department. Repairs can only be made by the technology department at Mountain Home Public Schools.