

# **Mammoth Spring High School**

## **Student Handbook**



**2024-2025**

### **Mammoth Spring High School**

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Mammoth Spring, AR 72554

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# Section I – Introduction

## Foreword

It is a pleasure to welcome you to Mammoth Spring School, home of the “Bears”. We hope that this handbook will answer some of the questions you may have in reference to the school and curriculum.

It is the special function of the public schools to serve the needs of youth during the early years of their life. It must, therefore, provide an environment in which each individual may find the opportunity for wholesome growth so they can develop a sense of social and civic responsibility.

This handbook has been published to provide information for both parents and pupils concerning the policies of Mammoth Spring School. It should be of assistance in planning the pupil’s program. Mammoth Spring School has rendered immeasurable service throughout the many years of its existence with hundreds of young men and women who have later distinguished themselves in countless fields of service. In accordance with its tradition, rich in achievement, the school continues to hold that it can serve the pupil only to the extent that he/she is willing to be of service in it to himself/herself and to others.

This handbook should be studied and kept as a reference. It is probable that changes will be made as new policies become effective. In the event of changes, you will be notified.

Respectfully,

The Administration

## Vision

*The Mammoth Spring School District is dedicated to working with the community to provide a safe, nurturing, and positive learning environment to all students.*

## Mission Statement

*To provide our students a safe learning environment and the skills to become confident, productive, empathetic, lifelong learners in a diverse and ever-changing society.*

## School Board

Alexis Davis  
Jamie McCradic  
Devon Smoot  
Tasha Ward  
Thomas Owsley

## Administration

Jennie Whisnant	Superintendent of Schools
Janet Young	District Treasurer
Paula Stewart	District Bookkeeper
Scott Small	High School Principal
	Athletic Director
Cindy McCradic	High School Secretary
Robby Bennett	Elementary School Principal
Ashley Barron	Elementary Secretary
Janet Smoot	Preschool Director
Lindy Greene	Alternative School Director
	Dean of Students
Kristy Brown	Gifted and Talented Coordinator
Mark Taylor	Local Education Agency Coordinator/Curriculum Coordinator
Brenda Bennett	Dyslexia Coordinator

## Faculty

Paula England	Special Education
Rose Estes	English
Elizabeth Freeman	Junior High Math/Science
Janella Scott	Agriculture
Matthew Hardin	ALE/Science
Adam Henslee	Social Studies
Jill Honeycutt	Science
Crystal Martin	Health/PE
Blake LaRue	Band/Choir
Breanna Murray	Comp. Sci/Speech/Drama
Shelley Justus	Special Education
Don Robbins	Mathematics/PE
Adrick Miller	Business Education
Pam Savage	Junior High English/Social Studies
Jason Long	Social Studies/English
Elizabeth Smith	Art
Tina Taylor	Family and Consumer Science
Sandy Russell	Librarian
Tina Risner	Mathematics
Houston Cooper	Junior High Social Studies/PE
Jason McNabb	Fine Arts/Music
Lindy Greene	ALE/Social Studies

## Paraprofessionals

Matt Noblin  
Gail Greene

## **Support Staff**

Jeff Johnston  
Neal Rogers  
Sam Savage  
Paula VanSlyke  
Charles Bost

Technology Coordinator  
Transportation/Maintenance  
Maintenance  
School Nurse  
Resource Officer

## **Cafeteria Workers**

Savannah Amundson  
Christy Bettis  
Rachel Huffmaster  
Jennifer Michaels  
Melissa Richey  
Audrey Tyson

## **Bus Drivers**

Rose Estes  
Lindy Greene  
Tim Haley  
Jerry Hardin  
Neal Rogers  
Marty Young  
Jessica Moore

## **Custodians**

Tristan Wood  
Melissa Richey  
Joe VanSlyke  
LaDonna Stark  
Dianna French

# Mammoth Spring School District 2024-2025 CALENDAR

### Special Days

August 14, 2024 - School Begins  
 May 5, 2025 - Senior Graduation  
 May 13, 2025 - Tentative End of School

July 2024						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

January 2025						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

### Staff Development Days

August 1, 2024  
 August 6 - 8, 2024  
 August 12, 2024  
 October 21, 2024  
 February 14, 2025

August 2024						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February 2025						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

### No School

September 2, 2024  
 October 18, 2024  
 November 25-29, 2024  
 December 23, 2024 - January 2025  
 January 30, 2025  
 February 17, 2024  
 March 14, 2024  
 March 24-28, 2025  
 April 18, 2025  
 April 21, 2024

September 2024						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

March 2025						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

### Grading Periods

August 14, 2024 - Classes Begin  
 October 11, 2024 - End of 1st Quarter  
 October 14, 2024 - Begin 2nd Quarter  
 December 20, 2024 - End of 2nd Quarter  
 January 6, 2025 - Begin 3rd Quarter  
 March 5, 2025 - End of 3rd Quarter  
 March 6, 2024 - Begin 4th Quarter  
 May 13, 2024 - End 4th Quarter

October 2024						
S	M	T	W	Th	F	S
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April 2025						
S	M	T	W	Th	F	S
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

### Make-Up Dates

Day 1 January 20, 2025  
 Day 2 February 17, 2025  
 Day 3 March 14, 2025  
 Day 4 April 18, 2025  
 Day 5 April 21, 2025  
 Day 6 May 7, 2025  
 Day 7 May 8, 2025  
 Day 8 May 9, 2025  
 Day 9 May 12, 2025  
 Day 10 May 13, 2025

November 2024						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May 2025						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

### Parent/Teacher Conferences

October 17, 2024 - Early Release at 1:00 PM  
 March 13, 2025 - Early Release at 1:00 PM

December 2024						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June 2025						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

## Bell Schedule

	High School Bell Schedule	
<b>Period</b>	<b>Begin</b>	<b>End</b>
1	7:45	8:31
Breakfast	8:31	8:46
2	8:49	9:35
3	9:38	10:24
4	10:27	11:13
5	11:16	12:02
6A- JH Lunch/SH WIN	12:02	12:32
6B- SH Lunch/JH WIN	12:32	1:02
7	1:05	1:51
8	1:54	2:40
9	2:43	3:29

## Organizational Chart

1. CITIZENS OF MAMMOTH SPRING SCHOOL DISTRICT #2
2. BOARD OF EDUCATION
3. SUPERINTENDENT OF SCHOOLS
  - TRANSPORTATION SUPERVISOR
  - CAFETERIA SUPERVISOR
  - MAINTENANCE/GROUND SUPERVISOR
  - PRINCIPALS
    - TEACHERS
      - PUPILS

1. The policy-making body of the school is the Mammoth Spring Board of Education. This body has the legal responsibility of providing educational facilities and an educational program for this legally constituted school district.
2. The Administrative Staff shall be the superintendent and the principal, who will implement and administer the program.
3. During the ordinary course of events, the above lines of authority will be followed.

### GRIEVANCE PROCEDURE

If a student and/or the parent of a student involved in a disciplinary ruling wishes to contest a disciplinary ruling, they must follow the prescribed procedure.

1. State their complaint in writing to the school principal asking that the ruling be changed.
  - a. The Principal shall have three school days from receipt of the written notice to render a decision.
  - b. The Principal's decision shall be given to the complainant in writing in such time that the complainant should reasonably be expected to receive it no longer than five days after receipt of the complaint by the principal.
2. If dissatisfied with the Principal's decision, the student and/or parent may appeal to the Superintendent.
  - a. Such appeal shall be delivered to the superintendent before the end of the fifth day following receipt of the Principal's decision.
  - b. The appeal should detail the complaint and the Principal's response along with reasons for disagreeing with the Principal.
  - c. The Superintendent shall rule on the appeal no later than the end of the third day following receipt of complaint. Such ruling shall be delivered in writing in such time and manner, so as to reasonably expect receipt of said ruling by the complainant not later than the end of the fifth day following receipt of the appeal by the Superintendent.
3. Appeal to School Board— An aggrieved party may appeal the Superintendent's ruling the School Board as follows:
  - a. Appeal must be submitted in writing to the Superintendent to bring before the School Board not later than the end of the fifth day following receipt of the Superintendent's ruling.

- b. If the School Board hears the appeal, it must rule on the appeal and deliver a written ruling to the aggrieved party not later than the end of the fifth day following receipt of the appeal from the aggrieved party unless the School Board or the aggrieved party request a hearing. Such hearing shall be scheduled on a date mutually agreeable and within seven days following such request.

Teachers are not required to talk either directly or by telephone to parents who are irate, abusive, threatening, or using foul language. They should be referred to the Principal.

### **Asbestos Statement**

There are buildings on campus which contain some asbestos materials. However, the district has a management plan to safely control the asbestos. Anyone with questions about the plan should contact the superintendent's office. We are in full compliance with all regulations regarding asbestos on our campus.

## **Section II – Student Admission/Registration**

### **Entrance Requirements/Admission of Students**

To enroll in a school in the District, the child must be a resident of the District as defined in District policy (4.1 – RESIDENCE REQUIREMENTS), meet the criteria outlined in policy (4.40 – HOMELESS STUDENTS), or in policy (4.52 – STUDENTS WHO ARE FOSTER CHILDREN), be accepted as a transfer student under the provisions of policy 4.4 – STUDENT TRANSFERS, or participate under a school choice option and submit the required paperwork as required by school choice option. The schools of the District shall be open and free through the completion of the secondary program to all persons between the ages of five (5) and twenty-one (21) years whose parents, legal guardians, or other persons having lawful control of the person under an order of a court reside within the District and to all persons between the ages who have be legally transferred to the District for educational purposes.

#### **Student Transfer Policy:**

Students transferring from a school accredited by the State Department of Education to the Mammoth Spring School District shall be placed in the same grade he/she would have been in the former school. Students will be placed in classes as close to those of the former school to ensure proper transferral of credits and/or grades.

Any student transferring from a school not accredited by the State Department of Education or Home School to the Mammoth Spring School District shall be evaluated to determine the student's proper grade placement and assignment of credits. (Ex. Criterion referenced tests, norm referenced tests, etc...)

The District shall make no attempt to ascertain the immigration status, legal or illegal, of any student or his/her parent or legal guardian presenting for enrollment.

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

1. The parent, guardian, or other responsible person shall furnish the child's social security number.
2. The parent, guardian, or other responsible person shall provide the district with a birth certificate for proof of age.
3. A copy of the guardian's driver's license.
4. Legal documents stating you have educational rights to enroll the student, if not a parent.
5. Proof of address (water bill, electric bill, copy of lease agreement).
6. The parent, guardian, or other responsible person shall indicate on school registration forms whether the child has been expelled from school in any other school district or is a party to an expulsion proceeding. The Board of Education reserves the right, after a hearing before the Board, not to allow any person who has been expelled from another school district to enroll as a student until the time the person's expulsion has expired.

## **Immunization**

In accordance with Policy 4.57 - IMMUNIZATIONS the child shall be age appropriately immunized or have an exemption issued by the Arkansas Department of Health.

## **Attendance Requirements**

The compulsory attendance ages for students in Arkansas are 5-17 years old. The minimum age for enrollment in school is age 5 on or before August 1. Students may attend public school between the ages of 5 and 21. Proof of age can be documented by any of the following: Birth Certificate, Registrar Statement, Baptismal Certificate, Passport, Affidavit, Military ID, or Previous School Records.

## **Registration**

Each spring a preliminary registration for the next school year is made. In the fall students are expected to take those courses signed for in pre-registration. Changes of courses will be made reluctantly and may require a parent conference. (All changes will be made at the beginning of each semester and have the principal's approval.) Only in special cases will changes be made after that time.

### **Schedule Changes:**

1. Changes in class schedule (from one subject to another) must be completed during the first two days of the semester. People involved in these changes are the student, parent, counselor, and principal.
2. Students who are electing to withdraw from school for any reason must pick up a withdrawal sheet from the principal's office. This withdrawal sheet will be presented to the teachers involved, as well as the principal. When completed, it must be returned to the principal's office.

## **Guidelines for Student Placement**

### **Home School/Non-Accredited School Transfers:**

Any student transferring from a non-public school (including home schooling) shall be enrolled and placement determined according to the following procedures:

1. The local school (or designee) shall administer a battery of examinations for placement or determination of credits.
2. A placement conference shall be held for any student who scores 8 months or more below a grade level on any of the basic areas (language arts, reading, and mathematics) or on the required achievement test. Conference participants shall include an administrator, a counselor, and other personnel deemed necessary. The school administrator shall determine grade placement based on the data presented during the conference. The local school shall retain the option to reconsider placement at any time during the school year. If a student leaves an accredited public school in order to attend a non-accredited school or a home school and then re-enters Mammoth Spring School, he/she will not be placed in a higher grade level from what he/she would have been if he/she had remained in a public, accredited school.
3. The parent shall provide the school with a list of textbooks used by the student and a list of the courses taught.
4. The maximum credits that will be accepted for each year in attendance in home school cannot exceed the number of credits earned by a student enrolled in the Mammoth Spring School District during a regular school year.
5. Students who receive home instruction will not have letter grades entered on their permanent record cards. When they enroll, "Home Schooling" will be written in the attendance and grade section of the card. At the secondary level, courses will be listed, and credit will be recorded by marking "cr" in the space provided for a grade.
6. Rank in class and grade point average will be determined only by credits earned while attending an accredited high school.
7. A student must attend accredited public or private schools for a minimum of six (6) semesters to be considered for an honor graduate. Summer school may not be substituted for a regular semester.
8. The Mammoth Spring School District will not award a diploma to any person who does not meet all requirements necessary for graduation and who has not completed his/her last nine months of school at Mammoth Spring High School.

### **General Information:**

Students and their parents interested in home schooling need to consider the following facts:

1. Some college scholarships are based on GPA. Students receiving "cr" and not letter grades will not be eligible for these scholarships.
2. It is the sole responsibility of the school district to determine the method by which credits are earned in order to receive a high school diploma. There is no requirement that the school honor the credits from home schooling experience.

### **Late Enrollment:**

A student will not be permitted to enroll after the eleventh (11) day of any semester, unless the principal determines that extenuating circumstances exist. Exceptions may be made for transfer students who were in good standing (not suspended or expelled from the school previously attended) have no excessive absences in previous district, and immediately enrolls in the Mammoth Spring School District (no lapse in school attendance). Exceptions may include permission to enroll student(s) but deny credit for the semester because of attendance requirements.

## **Withdrawal Procedure:**

Students must return books, electronic devices furnished by the school, and pay outstanding charges. An official transcript and withdrawal grades will be forwarded upon request from the new school.

## **Transportation:**

All students residing in the District are eligible to receive bus transportation. Students shall cooperate in maintaining safe and comfortable school transportation. A student desiring to ride a bus other than the regularly designated bus must present a written request from the parent to the principal and get a permit to ride the requested bus. Each student shall board and leave the bus only at the student's regular stop unless prior permission is obtained. Students are encouraged not to bring anything onto the bus which might impede the bus driver if more than three guests are to ride the bus. For more information, see the TRANSPORTATION POLICY.

# **Section III – Attendance**

## **Attendance Policy**

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.

A student is absent if the student is not:

1. Present for onsite instruction provided by the district.
2. Participating in a planned district-approved activity.
3. Engaged in scheduled instruction at an off-site location, including remote learning.

An excused absence is defined as an absence that can be verified by a note from a doctor, dentist, lawyer, counselor, or other medical/professional group. An unexcused absence shall be an absence not defined as an excused absence.

A student must be fever free for 24 hours before returning to school.

Failure to provide the school with documentation (i.e., Dr.'s notes, etc.), may result in the student losing credit if they have more than 10 absences.

Parent/guardian must notify the high school principal's office each day of the student's absence.

If the parent/guardian fails to notify principal's office by 10 am, the office will attempt to notify parent/guardian of student absence by phone or email.

A student who has missed more than ten (10) days in a semester for any reason will be considered to have excessive absences.

A student's parent or guardian shall be notified when the student has had three (3) absences. Notification will also be sent when the student has five (5) and ten (10) absences. Notification may be by mail or phone.

Absence for three (3) to four (4) periods constitutes one-half (1/2) day absence.

Absence for five (5) to seven (7) periods constitutes a full day.

Whenever a student exceeds ten (10) absences per 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.

Students participating in school sponsored activities or 4-H will not be counted absent.

Students who maintain perfect attendance for the entire school year will be presented with a certificate and recognition of this accomplishment.

The school day begins when the students enter the school bus enroute to school, or for those who walk or use private transportation when they enter the school grounds.

The school day ends when the students depart the school bus, or for those who do not ride the bus, when they leave campus.

The academic day begins at 7:45 a.m. and ends at 3:30 p.m. Mammoth Spring Schools require teachers to be on duty at 7:30 a.m. since students arriving before that time would be unsupervised, they are not to arrive at the school before 7:30 a.m., without building principal permission.

## **Make-Up Work**

Students who miss school shall be allowed to make up the work they missed during their absence under the following rules:

1. Students are responsible for asking the teachers of the classes missed what assignments they need to make up.
2. Teachers are responsible for providing the missed assignments when asked by a returning student.
3. Students are required to ask for their assignments on their first day back at school or their first class day after their return.
4. Make up tests are to be rescheduled at the discretion of the teacher but must be aligned with the schedule of the missed work to be made up.
5. Students shall have one class day to make up their work for each class day they are absent, up to three (3) days. Any extension for make-up time is at the discretion of the instructor.
6. Make up work which is not turned in within the make-up schedule for that assignment may have points reduced.
7. Students are responsible for turning in their make-up work without the teacher having to ask for it.
8. Students who are absent on the day their make-up work is due must turn in their work on the day they return to school whether the class for which the work is due meets the day of their return.

## **AMI Days**

AMI days, when allowed by the state and approved by the district, will follow these guidelines:

1. The work will be independent work, meaning the student should be able to complete the work on their own.
2. Work should be in the student's handwriting.
3. All completed work should be returned to school within 2 days of school resuming. (Example: If 3 AMI days are used consecutively, all 3 days work will be due on the 2<sup>nd</sup> day of school being resumed.)
4. All work not returned within the 2 days will receive a score of 0, and the student will be counted absent for the AMI day for which the work was assigned.
5. NO class time or tutoring time will be used for completion of AMI work.

### **Exception to Excessive Absences**

A committee meeting has been held consisting of the principal or his designee, counselor, and a minimum of three teachers, and a conclusion has been reached that a sufficient number of student absences are necessary. Note: The burden of proof (doctor's notes, etc...) is the responsibility of the parent or guardian and student. It should also be stressed that it is the parent or guardian's responsibility to request a conference. The time will be determined by the principal or designee. The presence of the parent or guardian and student is required. However, in the event that the principal or designee has prior knowledge of a student's absence (example: accident, death in family, etc...) and is able to document this appropriately the conference may be found to be unnecessary. In this event the parent or guardian will be notified that a conference is not required.

### **Admission to Class**

Students who have been tardy or absent from school must sign in at the high school office upon arrival and before they continue to their class. A telephone call by the parent or guardian explaining the cause of the absence or tardy is required.

### **Extracurricular Activities Policy Absence from Instruction**

Excessive student absences from classroom instruction due to participation in extracurricular activities shall not be allowed in this district. Occasionally, however, students may be required to miss classroom instruction due to participation in a school sanctioned activity. This shall occur only when the scheduling of that activity has been approved by the school administrator and advance provisions have been made for the make-up of classwork missed during the approved absence.

### **Entering or Leaving School During the Day**

Any student coming to school after 7:45 a.m. or who finds it necessary to leave school during the school day must check in or out through the principal's office. The check-out procedure includes the following:

1. A note or a telephone call from the parent.

2. Sign the check-out sheet after checking with the principal or designated faculty member. Failure to do so will result in truancy and appropriate consequences will be applied.
3. Students are not to leave the campus during lunch unless you sign them out.

The rationale for this is:

1. Our campus is a closed campus
2. Due to the size of the campus and the split lunch schedule, it is virtually impossible to control who is coming and going.
3. We have had several minor accidents (fender benders) in the student parking lot in past years.
4. The majority of students who checked out for lunch were not going home to eat as policy specified, but were driving around town, walking off campus to smoke, and returning to school late.

\*\*Lunch deliveries must be taken to the office during the designated lunch period. Students are not allowed to go out to parking lots to accept deliveries. Failure to abide by this policy will result in forfeiture of this privilege.

Seniors are eligible to participate in the work-based learning program. They attend school through 6<sup>th</sup> period. On Monday, students will participate in the 7<sup>th</sup> and 8<sup>th</sup> hour in the work-based classroom. Tuesday through Friday they will sign out after 6<sup>th</sup> hour to go to work. The work/study program involves additional paperwork and specific approval from the principals' office. Students will be observed on the job by a faculty member, and the school reserves the right to terminate this agreement should a student be in danger of failing a class. You may contact the principal's office for specific details.

## Section IV – Academics

### Curriculum

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. Parents have the right to complete the Smart Core Waiver Form

(Link:

[https://docs.google.com/document/d/1gU2rsIMSIFGjAHLI2ccZ4zN-FmA8\\_cfYX4WUAGfuKMY/edit](https://docs.google.com/document/d/1gU2rsIMSIFGjAHLI2ccZ4zN-FmA8_cfYX4WUAGfuKMY/edit))

To ensure that every child has access to a rigorous curriculum, the Smart Core Curriculum and Core Curriculum will be standard components of the required course of study to graduate from Arkansas public schools. All students will participate in the Smart Core Curriculum unless the parent or guardian waives a student's right to participate. To waive a student's right to participate in the Smart Core Curriculum, the parent must sign the separate Smart Core Waiver Form. In the case of a waiver, the student will be required to participate in Core Curriculum. As parents, students, and the school collaboratively develop a unique Student Success Plan during a student's 8th grade year the specifics of both the Smart Core Curriculum and Core Curriculum will be explained. Parents will be provided with the Smart Core Curriculum, as well as the option of waiving Smart Core and thus electing the Core Curriculum. When appropriate, these curricular provisions will be reviewed and revised through Grade 12. Parents may be informed of their curricular choices through counselor meetings, parent teacher conferences, newsletters, student handbook, etc. Parents will be provided with the option of changing from the Smart Core Curriculum to Core Curriculum by contacting the building principal in writing. Requests will be honored only if the student can complete the newly selected course of study by the end of their senior year. Appropriate school personnel including teachers, counselors, and administrators will be informed and trained about the provisions of this policy.

## **Graduation Requirements**

The Mammoth Spring High School uses an eight-period bell schedule. This allows students more opportunities to obtain credits for graduation.

The Mammoth Spring School requires 26 credits to graduate. Listed below are the required classes for graduation.

### **STATE MINIMUM GRADUATION REQUIREMENTS – 22 Credits**

#### **Mammoth Spring School Requirements - 26 Credits**

#### **English – 4 credits**

- 9<sup>th</sup> Grade English Required – 1 credit
- 10<sup>th</sup> Grade English Required – 1 credit
- 11<sup>th</sup> Grade English Required – 1 credit
- 12<sup>th</sup> Grade English Required – 1 credit

#### **Mathematics – 4 credits**

- Algebra I Required – 1 credit
- Geometry Required – 1 credit
- Algebra II Required – 1 credit
- Pre-Calculus, Quantitative Literacy, or Computer Science Flex. (*All math credits must build on the base of algebra and geometry knowledge and skills.*) – 1 credit

#### **Science – 3 credits**

- Physical Science Required – 1 credit
- Biology Required – 1 credit
- Chemistry, Chemistry of Foods, or Environmental Science for third science or Computer Science Flex – 1 credit

Social Studies – 3 credits

- World History\* - 1 credit
- Civics Required - ½ credit
- Economics/Personal Finance Required - ½ credit
- American History\* - 1 credit

Oral Communications – ½ credit

Physical Education – ½ credit

Health and Safety – ½ credit

Fine Arts – ½ credit

Career Focus – 6 credits

Electives- 4 credits

Computer Science - Beginning with the entering ninth grade class of 2022-2023, a public high school student shall be required to earn one (1) unit of credit in an ADE-approved high school computer science course before the student graduates (A.C.A. § 6-16-152). A flex credit 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 credits 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. A.C.A. § 6-16-1406 (Learns ACT may repeal this requirement-pending)

Each high school student must pass the Arkansas Civics Exam – A.C.A. § 6-16-149.

Each high school student must complete CPR training – A.C.A. § 6-16-143

Each high school student must earn a credit in a course that includes personal & family finance in grades 9-12 – A.C.A. § 6-16-135. Students at MSHS complete this requirement in their economic course.

Starting in the 2023-24 school year, each student will have a success plan or individualized education program that shall include a recommended sequence of courses for completion of a diploma pathway selected by the student.

Beginning with the graduating class of 2027, it will be a requirement that public high school students complete at least 75 hours of community service.

<https://dese.ade.arkansas.gov/Offices/learning-services/curriculum-support/arkansas-graduation-requirements>

Mammoth Spring School Additional Requirements/Rules:

1. Each senior will be required to attend all day unless they are enrolled in the work-based learning program. In this case they will be required to attend class on Monday 7<sup>th</sup>-8<sup>th</sup> periods. The rest of the week they will sign out after the 6th hour to go to work.
2. All grades will be assigned based on educational objectives.

3. 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. (Act 275 of 1997)

### **Advanced Placement/Concurrent Credit/Votech**

It shall be the policy of Mammoth Spring High School to permit certain students in grades 9-12 to attend an institution of higher education on a part-time basis.

1. In accordance with the Arkansas Department of Education Director Memo #91-92 and Act 1097 of 1991, Arkansas Code Annotated 6-18-223, any student who is enrolled in grades 9-12 in Mammoth Spring High School shall be eligible to enroll in a publicly supported community college or four-year college or university in accordance with the rules and regulations adopted by the college or university.
2. Students must comply with applicable enrollment and graduation requirements of Mammoth Spring High School.
3. Any Mammoth Spring High School student in grades 9-12 who enrolls in and successfully completes a course or courses offered by such a college or university shall be entitled to receive both college and high school credit toward graduation, as outlined in Arkansas Department of Education regulations.
4. Three semester hours of college credit taken by a student in grades 9-12 shall be equivalent to one unit of high school credit.
5. All costs of higher education courses taken for concurrent college credit are the student's responsibility.
6. It is the responsibility of the student to notify the counselor and complete the proper form(s) before the credit is recorded. An official transcript or grade report from the college must be presented at the time of the request.
7. College course credit may be used as high school elective credit, or a student may receive credit for a course required for high school graduation under the following conditions:
  - a. the student requests substitution for a course required for high school graduation
  - b. a committee consisting of the principal, counselor, and teacher(s) responsible for the course to be substituted for determine that the college course meets or exceeds the requirement of the high school course
  - c. credit is granted prior to graduation from high school.
8. Any grades earned in college courses accepted for high school credit will be applied in the calculation of grade point average and class rank.
9. To receive weighted credit for Advanced Placement courses, the teacher will have had AP training and the student must take the course the entire year and must take the AP exam.
10. A 5.0 grade scale is used for Advanced Placement, IB and ADE approved honors classes.
11. Composition I and College Algebra taken before their senior year will not count toward the senior English and math requirements but will be credited as electives. Composition I and College Algebra taken during

the senior year will be used to satisfy senior English and math requirements.

12. If a student fails or withdraws from a concurrent or vocational course in the first semester of school, they may be unable to take more courses the next semester. This may be determined on a case by case basis in order for administration to take extenuating circumstances into consideration.

### **College Days/Job Shadow Days**

Seniors are permitted to have two (2) college days per year. Juniors are permitted one (1) college day per year. The purpose of a college day is for the student to visit a college or vocational-technical school for an orientation of that institution. Students wishing to take college days must have prior approval through the counselor's office, so that the appropriate contact will be made with the college and the student will gain the most benefit from the visit.

Seniors are permitted to have two (2) job shadow days per year. Juniors are permitted one (1) job shadow day per year. The purpose of a job shadow day is for the student to visit a business to experience the day-to-day experience that a job would require. Students wishing to take job shadow days must have prior approval through the counselor's office.

### **Requirements for the Arkansas Academic Challenge Scholarship**

The only requirement is a 19 on the ACT, or an equivalent score on any other acceptable college placement exam. Students must also have completed the Free Application Federal Student Aid (FAFSA).

### **Valedictorian – Salutatorian**

Grade point averages for valedictorian and salutatorian will be figured at the midpoint of the fourth quarter. All other grade point averages will be computed after final exams have been given. A student must have successfully completed a minimum core of high school courses recommended to be eligible as an honor graduate, valedictorian, or salutatorian of his/her class. (Act 980 of 1991).

To graduate as a valedictorian or salutatorian, a student must also attend high school eight semesters with the last four semesters at Mammoth Spring High School. All final grade point averages will be rounded to the nearest hundredth (100<sup>th</sup>) point.

### **Instructional Time**

Freshmen, Sophomores, Juniors, and Seniors must be in class or supervised study a minimum of eight (8) periods all day.

### **Correspondence Credit**

All correspondence credits must be approved by the principal before they are accepted toward meeting requirements for graduation.

### **Reports to Parents**

Report cards will be issued every nine weeks. Parents should examine the cards and, if desired, contact the principal's office to schedule a parent-teacher conference. There will be two regularly scheduled times for parent-teacher conferences. These will be at the end of the first and third quarters. Report cards will be mailed to parents at the end of each semester.

### **Honor Roll**

All students receiving all A's and B's during a grading period will be placed on the honor roll. Their names will be published in the local newspaper. Parents or guardians of a student or a student over 18 or older may choose not to have their name or picture released to the media. Opt-out forms are in the back of the handbook and should be returned to the principal's office.

### **Scholastic Letters**

Scholastic letters will be awarded to students who maintain a 4.0 grade point average in each class throughout all four (4) quarters of the school year. District counselor(s) will notify parents/guardians and qualifying students in a letter delivered by the US Postal Service.

### **Athletic Jackets**

When ordering an athletic jacket or patches, payment must be made in full before the order is placed.

### **Student Activities**

Student organizations that provide group activities which are in accordance with the educational objectives of the school system are to be encouraged. They must be approved by the principal and under the supervision and direction of regular school personnel. New organizations may be formed when an appropriate number of students are interested, and a sponsor has been appointed. All fund-raising projects must have prior approval of the principal and be put on the school calendar. Money received should be deposited with the high school secretary or the district bookkeeper. Withdrawals are made by filling out a requisition form which must be approved by the principal.

### **Extracurricular Activities Policy Absence from Instruction**

Excessive student absences from classroom instruction due to participation in extracurricular activities shall not be allowed in this district. Occasionally, however, students may be required to miss classroom instruction due to participation in a school sanctioned activity. This shall occur only when the scheduling of that activity has been approved by the school administrator and advance provisions have been made for the make-up of classwork missed during the approved absence.

### **Requirements for Participation**

Student participation in extracurricular activities is subject to the requirements in the Arkansas Activities Association Official Handbook.

New students who enroll at Mammoth Spring Schools will be allowed to participate in all extra-curricular activities and clubs under the requirements in the AAA handbook but may not hold any elected position (class office, homecoming candidate, etc...) until they have completed 45 days at Mammoth Spring School.

### **Cheerleaders**

All cheerleaders must meet the AAA rules for participation in extracurricular activities and are considered athletes. Cheerleaders will attend home games, selected away games, practices, and pep rallies as scheduled by the cheerleading sponsor. Cheerleaders will always exhibit good sportsmanship.

### **Sportsmanship**

Mammoth Spring High School is a member of the Arkansas Activities Association. Each student, faculty member, parent and fan are responsible for abiding by AAA rules and regulations. Sportsmanship is always encouraged and is a true measure of both participants and fans.

### **Travel to Away Ball Games**

1. All players will ride to away games on the bus unless there is an exceptional situation or emergency as determined by the coach or principal.
2. Players may return home with parents or guardians. If a player rides with people other than the parent or guardian, written notification is required (from the parent or guardian) to be presented by the player to the appropriate coach BEFORE the bus departs for the away game. All notes are subject to verification.

### **Homework Definition & Grading**

Homework is specific activities, or a series of activities designed for the reinforcement or extension of school activities. Study of this variety occurs outside of regularly scheduled class periods.

Homework assignments shall be evaluated in a manner similar to the evaluation of in-class assignments. Students are expected to complete all homework assignments and submit them for evaluation as they become due. At the discretion of the teacher, a student's homework assignment grade may be lowered proportionately for each assignment turned in after the specified due date. Provisions, without grading penalties, shall be made for students who, because of documented illnesses or extenuating circumstances, (1) fail to complete home study assignments, or (2) submit such assignments after the specified due dates.

The teacher, parent and student are all held accountable to make sure homework is being turned in. The teacher has the responsibility to define and communicate expectations regarding homework to students and parents. Parents have the responsibility to cooperatively support this portion of the educational process by encouraging and becoming involved in the student's

learning experience. Each student has the responsibility to complete assigned tasks upon the specified due dates.

The following limitations shall be followed regarding homework assignments:

1. Homework assignments shall not be used as a means of punishing inappropriate student behavior.
2. Each student has the responsibility to complete tasks upon the specified due dates.

#### RECOMMENDATIONS FOR HOME STUDY BY GRADE LEVEL

Level	Minutes Per Day	Days Per Week
7-8	60-90	4
9-12	90-110	4

### Grading System

The issuance of grades on a regular basis serves to promote a process of continuous evaluation of student performance to inform the student, his or her parent/guardian and counselor of progress toward established educational goals.

Letter grades will be used to denote academic achievement. Act 1188 of 1993 requires a standardized grading scale for all Arkansas secondary schools. The following scale meets this requirement:

Percentage	Grade	Regular Grade Point	Weighted Grade Point
90-100	A	4.0	5.0
80-89	B	3.0	4.0
70-79	C	2.0	3.0
60-69	D	1.0	2.0
Below 60	F	0.0	0.0

These grade assignment standards shall be used in all regular classes in all District schools. Special symbols and terms appropriate to special programs may be used to indicate student progress. Exceptional students shall be graded in accordance with their Individualized Education Program and current guidelines. Permanent grades will be issued on a semester basis at the secondary level. Grades assigned to students for performance in a course shall reflect only the extent to which a student has achieved the expressed academic objectives of the course. Grades that reflect other educational objectives may also be given. Student progress is reported to parent/guardian 4 times each year. These reports are distributed a few days after the close of each 9-week period. Supplementary notes of commendation, suggestions for improvement, parental conferences, meetings, and similar means of keeping in touch with a parent/guardian are emphasized.

### Promotion and Retention of Students

Decisions pertaining to promotion or retention of students in Grades 7 and 8 are the responsibility of the school and will be done at the end of the school year. Assessment data includes competency test scores, standardized test scores, subject matter mastery test scores, and observations of teachers and parents or guardians. It is recommended

that students in Grades 7 and 8 pass at least three (3) units of their core subjects (Math, Social Studies, English, and Science) to be promoted. Exceptions can be made upon approval of a committee of teachers, the counselor, and the building principal. The school district's decision will be final.

Students in grades 9-12 will be classified according to the following:

9th promotion from the eighth grade.

10th must have accumulated 6 credits and attended school two semesters.

11th must have accumulated 12 credits and attended school four semesters.

12th must have accumulated 18 credits and attended school six semesters.

Graduates must have accumulated all credits necessary as specified in the student handbook. Parents will be notified as soon as possible once it is determined a student may not be promoted. If desired, the parents may then present any information they feel will have a bearing on the promotion/retention decision. Those students in special education will be promoted upon successful completion of their IEPs. Any student required to have an Academic Improvement Plan (AIP) will be retained if they do not participate in the required remediation.

### **Retaking Classes**

When space is limited, students repeating a class will be considered only after those students normally taking the class have been placed. Credit recovery will be available for a junior going into their senior year lacking the necessary credits to graduate on time.

## **Section V – Clubs/Organizations**

### **National Honor Society**

Students in grades 10-12 who have earned a 3.0 cumulative grade point average at the end of the first semester will be eligible to complete an NHS application to be presented to the selection committee. The application focuses on the four pillars of NHS scholarship, character, leadership, and service. A five-member faculty committee scores each application from 4 (high) to 1 (low) in each category based on the evidence provided on the application. NHS advisers do not serve on the faculty committee. A student must maintain an average score of 3 in each category or a total of 60 points to be selected for induction into the chapter. Students not selected are reconsidered each year as long as they maintain at least a 3.0 grade point average. These guidelines comply with the bylaws set forth in the National Honor Society handbook. Only a student who is enrolled in a course recommended for preparation for postsecondary education or a more rigorous program of vocational study shall be eligible for membership in the National Honor Society. Act 980 of 1991 (as amended by 977 of 1997)

### **Beta Club**

The Mammoth Spring School District Chapter of BETA Club has determined that a minimum of a 3.25 cumulative GPA must be maintained to remain in good standing with the club. If a member's GPA should fall below the minimum, then that member is disqualified from participating in activities until the GPA is brought back up to a minimum of 3.25. At that time the member will be reinstated. GPA's will be calculated for the semester. Senior members will have their final GPA calculated at the midpoint of the 4th

quarter during their senior year. If a senior member's GPA should fall below 3.25, they will be disqualified from BETA Club and will not graduate with BETA Honors.

## **Yearbook**

The school yearbook is an integral part of the curriculum at Mammoth Spring High School. The principal and publications' instructor will have the right to review and edit all production before publication.

## **Section VI – Discipline**

### **Policies for Student Conduct and Discipline to the Student**

This portion of your handbook has been prepared for the purpose of outlining to you the expectations of the Mammoth Spring School District regarding student conduct. The district recognizes that students are guaranteed full rights of citizenship by the United States Constitution and these rights may not be denied except in accordance with due process of law. The district further recognizes that with these rights there are responsibilities which are designed to help all participants acquire the full benefits of the educational program regardless of race, sex, creed, or national origin. It is impossible to list in this handbook all the rules and guidelines for students and staff use. Therefore, the contents of this handbook should not be construed as limiting or denying your principal the right and responsibility to develop such necessary rules and regulations that are consistent with federal and state laws and Board of Education policies and regulations. Each student will receive a copy of the handbook. Parents will be required to sign a statement of receipt which must be returned to the principal's office where it will be kept on file in accordance with Act 104 of 1983.

### **Disciplinary Actions**

Disciplinary actions may include but are not limited to: Lunch Detention, In-School Suspension, Supervised Campus Community Service, Before School Detention, After-School Detention, Written Assignment, Rewriting and Resubmitting an Assignment, Restructuring and Resubmitting a Project, Conference with Teacher and/or Administrator, Loss of Cell Phone Privileges, Loss of Privilege to Attend Extra-Curricular Activities, Loss of Driving Privileges, Loss of Privilege to Participate in District-Sponsored Activities and Clubs both On-Campus and Off-Campus, Loss of Privilege to Access District Transportation, Out-of-School Suspension, Removal from Campus by Legal Authorities, Expulsion, and Corporal Punishment.

### **Who is Responsible for Student Conduct**

Freedom is a constitutional right, but it does not mean the absence of reasonable rules and regulations which serve to guide the actions of individuals. Along with freedom comes the responsibility to act in such a manner as to ensure that all participants may enjoy the same freedom. To obtain the greatest possible benefit to the students, teachers, administrators, parents, Board of Education, and the entire community, it is essential all work together to ensure that all persons are treated equally and with dignity in respect to their rights.

## **Students**

Students have the responsibility to pursue their education in a manner that shows respect for students, faculty members, parents, and other citizens. Students should be aware that they have the responsibility to cooperate and assist the school staff in the orderly and efficient operation of the schools by abiding by rules and regulations established by the Board of Education and implemented by teachers and school administrators. Each student is responsible for his/her conduct at all times.

## **Parents or Guardians**

Parents or guardians are responsible for their children's behavior at school so it will be conducive to their own progress and not disruptive to the school's educational program. Parents are responsible for alerting school personnel when they have reason to believe their children are experiencing difficulties at school or at home. By actively communicating with the school, a student's behavior can be maintained through a good collaboration.

## **Teachers**

Teachers are responsible for the supervision of the behavior of all students in the school. This includes not only the students who are regularly assigned to the teacher, but all other students with whom the teacher comes into contact. Each teacher is expected to maintain the kind of atmosphere which will promote the learning process and to utilize appropriate techniques. These techniques include conferences with students and parents, referral to counselor or referral to other appropriate school personnel. When the teacher is unable to maintain a proper classroom environment, the student(s) are to be referred to the principal.

## **Principal**

The principal of the school is expected to disseminate to all students at the beginning of the year, and to each new student upon registration, the rules, and regulations currently in effect. The principal is expected to inform the parents or guardians of any student whose behavior is in serious conflict with established laws, rules, and procedures.

## **Superintendent**

The superintendent is responsible for exercising leadership in establishing all necessary procedures, rules, and regulations to make effective the Board of Education policies relating to standards of student behavior.

## **Board of Education**

The Board of Education, acting through the Superintendent, holds all school employees responsible for the supervision of the behavior of students while legally under supervision of the school.

## Definitions

### **Expulsion:**

Prohibition of a student from entering the school or school grounds (except for a prearranged conference with an administrator) until the end of the current year, semester, permanently or other specified length of time, with the loss of academic credit. This action shall be taken by the Board of Education only.

### **Suspension:**

Prohibition of a student from entering the school or school grounds (except for a prearranged conference with an administrator) for a period of time set by the principal or superintendent of the school. Suspension may not exceed ten (10) school days including the day on which the offense occurred. Suspension does not carry with it loss of credit for the semester. Coursework for the duration of the suspension will be provided to the student. Upon return to campus, completed assignments must be returned to the individual teacher who assigned the work, in order to receive academic credit for the time of the suspension.

### **In-School Suspension (ISS):**

ISS is a detention room the student will attend during the school day. Students will be allowed to complete homework and test assigned for a grade. Students who refuse to abide by the ISS classroom rules may be sent home and given zeros for that day.

### **Detention Hall:**

1. Detention is the loss of a student's free time.
2. Detention may be assigned by the principal or a teacher for rules infractions and/or misconduct.
3. Students will not be assigned more than two (2) days detention at one time by one teacher.
4. Students must bring schoolwork to detention.
5. If work is not completed, an extra day of detention may be assigned.
6. Students who fail to show up for detention will be given an extra day of detention.
7. If a student receives 5 detentions in a semester, he/she will be referred to the office for further disciplinary action.

### **Probation:**

When a student is placed on probation, that student must obey the rules and regulations for the rest of the school year. If probation is broken by the student, expulsion will be recommended.

### **Reasonable Force:**

The minimum amount of force necessary to stop or restrain a student from conduct or actions that are inappropriate or that may cause physical injury to herself/himself or another individual.

### **Bullying:**

The Arkansas Department of Education defines "bullying" as "The intentional harassment, or intimidation, or humiliation, or ridicule, or defamation, or threat or incitement of violence, or cyberbullying in a physical, electronic, verbal, or written act that causes or creates substantial disruption of orderly operation of school or educational environment, or a hostile environment due to acts severity, persistence, or

pervasiveness, or substantial interference to education or role in education, or physical harm to person or property.

**Plagiarism:**

Dictionary.com defines “Plagiarism” as an act or instance of using or closely imitating the language and thoughts of another author without authorization and the representation of that author’s work as one’s own, as by not crediting the original author; a piece of writing or other work reflecting such unauthorized use or imitation.

**Sexual Harassment:**

The Equity Assistance Center (2020) Title IX defines “sexual harassment” as conduct on the basis of sex that satisfies one or more of the following: an employee of the recipient (institution that receives Federal financial assistance) conditioning the provision of an aid, benefit, or service of the recipient on an individual’s participation in unwelcome sexual conduct; unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the recipient’s educational program or activity; sexual assault, dating violence, domestic violence, or stalking (34 CFR 106.30(A)(1-3).

**Standards of Conduct**

All students are expected to conduct themselves, at all times, in a manner that will contribute to the best interest of the school and not infringe on the rights of others. The school staff has the authority and the responsibility to take customary and reasonable measures to maintain proper control and discipline among students placed under their care and supervision. Such measures may include the use of reasonable force in the exercise of lawful authority to restrain or correct students and maintain order. A student who is well informed concerning his/her rights and responsibilities, and the standards of behavior expected should not require disciplinary action. For the information of all students, however, infractions to avoid and recommended disciplinary actions are presented below.

**Possession of Electronic Devices**

Students will not be permitted to use or wear in class such items as headphones, earbuds, radios, CD players, playing cards, beepers, paging devices, etc. that may distract from the learning environment, unless specifically needed for health or other compelling reasons. Students will not be permitted to bring laser pointers to school.

Steps	Corrective Action
First Offense	Device confiscated for the remainder of the day and/or detention.
Second Offense	Parent notification, device confiscated, one (1) to three (3) days detention.
Third Offense	Parent notification, one (1) day In-School Suspension, device confiscated and picked up in the office by parent.

## Cell Phones

Remember, the use of cellular devices is a privilege that also includes personal responsibility. When students abuse this privilege, it can be detrimental to the learning process for them and others around them. For this reason, the following rules will be STRICTLY enforced:

1. While on campus, cell phones and electronic devices may be used before 7:45 am (if student is not in Tutoring), during school-wide breaks, between classes, during lunch breaks, and after school dismissal.
2. On ALL BUSES, students must use ear buds/headphones when listening to music. Bus drivers will determine what is “disruptive” and/or “unsafe” CELL PHONE use.
3. DURING INSTRUCTIONAL TIME, Cell Phones must be SILENCED and PUT AWAY in individuals’ backpacks, or IF preferred by the teacher, in a secure place provided by the classroom teacher.
4. Teachers may allow students to use cell phones in the classroom for instructional purposes only.

Steps	Corrective Action
First Offense	Place student’s phone in locked box in the hallway for one (1) school day. (8 periods).
Second Offense	Place student’s phone in locked box in the hallway for five (5) school days. Phone will be released at the end of each day.
Third Offense	Place student’s phone in locked box in the hallway every morning before school for the remainder of the school year. Phone will be released at the end of each day.

### Notes:

1. If a student is absent, punishment would be made up the next available day. Punishment would also be extended to the next day, week, month, quarter, semester, year depending on when in that cycle the infraction occurred.
2. If a student doesn’t get their phone unlocked by 3 p.m, the phone will be left locked until the next school day.
3. If a student has a smart watch connected to the phone, the student will be asked to turn Bluetooth off to the phone or put the smart watch in the box to be locked as well.
4. If a watch has red dot and/or its own plan, it will be treated as another phone and subject to punishment the same as a student’s cell phone.
5. It is entirely up to the discretion of teachers and administrators as to what is defined as an impediment to the learning process. If the student is unwilling to abide by the policies set forth in this handbook regarding cell phone use, it is recommended that the student refrain from bringing their cell phone on campus.

## **Containers for Foods and Liquids**

To prevent accidents, injuries, and spills throughout the facilities, please follow these guidelines:

1. NO GLASS containers in the building or on buses.
2. ALL containers for foods and liquids must be SPILL-PROOF (locking lids, screw-on lids, zip-locking plastic bags, thermos bottles, etc.)
3. ALL liquids and foods in NON-SPILL-PROOF containers must be consumed in the cafeteria or an area designated for the consumption of these food items.
4. To decrease contamination and cross-contamination of foods and liquids, and to minimize the spread of bacteria and viruses, please DO NOT SHARE any foods or drinks with any person.

## **Infractions to Avoid**

The following activities are considered infractions of proper conduct and will subject the student to disciplinary action including, but not limited to, suspension or expulsion from school, and/or notification of law enforcement officials. The rules will be always in effect on school grounds, off school grounds during a school sponsored activity, and enroute to and from school. Disciplinary action may range from a minimum of a reprimand to a maximum of expulsion and notification of authorities.

## **Discipline of Student with Disability**

Students with disabilities who engage in misbehavior are subject to normal school disciplinary rules and procedures unless the disability condition is a cause of his behavior. The individual education plan (IEP) team will consider whether special disciplinary procedures should be followed regarding any special education student. This information will be placed on the student's IEP.

## **Disregard of Directions or Commands (Insubordination)**

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

## **Physical Abuse or Assault by a Student on a School Employee**

A student who commits assault and/or battery upon a member of the faculty or staff of the Mammoth Spring School District shall be expelled from Mammoth Spring School District. (Act 104 of 1983)

## **Anti-Bullying Policy**

Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. [www.stopbullying.gov](http://www.stopbullying.gov).

A student shall not bully or harass another student. Conduct that constitutes bullying may include but not be limited to verbal threats, tripping, shoving, or other types of behavior that intimidates another student. Bullying is prohibited while on school property, at school sponsored activities, at bus stops, and on school buses. (Act 681 of 2003)

Electronic acts of bullying are prohibited whether the electronic act originated on school property or with school equipment. (Act 115 of 2007)

Copies of the districts' anti-bullying policies shall be available upon request.

Hazing of any kind will not be tolerated. This would include the initiation into or affiliation with sports programs and other extracurricular activities.

The principal who receives a credible report or complaint of bullying shall promptly investigate the complaint and make a record of the investigation and any action taken because of the investigation.

### **Threat/Physical Abuse or Assault by a Student on Another Student**

A student shall not threaten or attempt to cause injury or physical harm to another student, nor shall a student strike another student.

### **Firearms and Weapons**

Carrying, using, or storing weapons in a school building, on school grounds, or at school activities will be subject to disciplinary action with Federal and State law and Board of Education Policy.

1. FIREARMS AND OTHER WEAPONS PROHIBITED UPON SCHOOL CAMPUS BY LAW.
  - a. Any student, regardless of grade or age, possessing a firearm or other weapon prohibited upon a school campus by law shall be "EXPULLED" from school for a period of one (1) year (365 days) from the date of expulsion.

NOTE: A student found in possession of a firearm or prohibited weapon will be immediately suspended from school (O.S.S.) for ten (10) days during such time an expulsion hearing before the Board of Education shall be scheduled and conducted.

2. To discipline students with disabilities in accordance with requirements of part B of the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act (Section 504), the superintendent shall have discretion to modify such expulsion requirements for a student on a case-by-case basis.
3. All incidents under this section WILL BE referred to the appropriate local criminal justice system.

## **Other Weapons**

Any instrument specifically designed or commonly used to inflict bodily harm and/or intimidate another individual is considered to be a weapon. Students in possession or storing of such instruments on the school campus or at any school activity, regardless of location, will be immediately suspended for a period of TEN (10) DAYS and will be recommended for expulsion by the principal. The superintendent and School Board will review the expulsion recommendation and take into consideration the following criteria:

1. Gravity of the situation
2. Past academic performance and placement
3. Past discipline record
4. Character reference from teacher
5. Student's remorse and willingness to seek professional counseling or some rehabilitation

## **Other Instruments used as Weapons**

Any instrument designed for other purposes but has been used or threatened to be used to inflict bodily harm and/or intimidate is considered a weapon. EXAMPLES: Belts, Combs, Pencils, Files, Compasses, Pens, Pocket Knives, etc. Students acting belligerently or aggressively with any of the above identified or unidentified instruments in a manner that would indicate intended harm or intimidation to any person may be administratively judged to be in possession of a weapon and disciplinary action against the pupil be taken.

NOTE: This policy is applicable on any school campus or any school activity, regardless of location. The minimum penalty will be disciplinary conference with the principal with possible parental conference when appropriate, and maximum penalty of expulsion for the remainder of the school year.

LEGAL REFERENCES: A.C.A. 6-18-502, A.C.A. 6-21-608 Gun-Free School Act (GFSA), Individuals with Disabilities Education Act (IDEA), The Rehabilitation Act (Section 504)

Parents, guardians, or other persons in loco parentis of an expelled student must sign a statement acknowledging that they have read and understand current laws regarding the possibility of parental responsibility for allowing a child to possess a weapon on school property. The statement shall be signed by the parents, guardians, or other persons in loco parentis prior to readmitting a student in any public school immediately after the expiration of an expulsion period.

## **Persistent Disregard for School Rules**

A student who persists in acts of misconduct after reasonable efforts have been made by the school to secure the student's adherence to the established rules shall be recommended for expulsion. Efforts toward behavior modification will be made prior to recommendation for expulsion except when very serious offenses have been committed.

## Plagiarism

Intentional or unintentional use of another author's thoughts or works without giving the original author annotated credit. Teachers will provide the opportunity for students to correct any form of plagiarism. If the student fails to correct the plagiarized component(s), the student's work will be considered "unacceptable" and "ungradable."

## Truancy

A student shall not be absent from school without parent/guardian and/or school authorities' prior consent. After arrival on campus, a student who is absent from his/ her assigned learning station without permission from authorities shall be considered truant.

Steps	Corrective Action
First Offense	1- or 2-days Detention or ISS, Parent notification
Second Offense	2- or 3-days Detention or ISS, Parent notification, Extracurricular probation for 1 to 3 events
Third Offense	5 days ISS or OSS, Parent notification, Extracurricular suspension for 1 quarter

## 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.

Steps	Corrective Action
First Offense	1- or 2-days Detention or ISS, Parent notification
Second Offense	2- or 3-days Detention or ISS, Parent notification, Extracurricular probation for 1 to 3 events
Third Offense	5 days ISS or OSS, Parent notification, Extracurricular suspension for 1 quarter

## Tobacco and Electronic Smoking Devices

High School students are prohibited by law to use, possess, or distribute tobacco products or the paraphernalia associated with tobacco or electronic smoking devices on campus or any school-related activity at any time.

Steps	Corrective Action
First Offense	3 days ISS, Parent notification, Extracurricular probation for 3 events, Court referral
Second Offense	5 days ISS, Parent notification, Extracurricular probation for 6 events, Court referral
Third Offense	10 days ISS or OSS, Parent notification, Extracurricular suspension for 1 quarter, Court referral
Fourth Offense	Expulsion at the discretion of Superintendent

## **Violation of Parking and Driving Regulations**

A student using any type of vehicle as a means of transportation to and from school shall not violate the rules and regulations set forth by the school.

### **Cutting Lunch Line**

Students shall always keep their place in the lunch line. Serious altercations often develop as a result of this infraction. If a student lets someone cut in front or behind him, he/she shall also be penalized.

### **Willful Damage/Destruction to School, Staff, or Student Property**

A student shall not cause or attempt to cause damage to school property or steal or attempt to steal school, staff, or student property. The school district will attempt to recover damages from the student destroying or stealing any school, staff, or student property. Parents of any minor student under the age of 18 living with their parents may be liable for damage caused by said minor in an amount not in excess of \$5,000.

### **Theft and Extortion**

A student shall not cause or attempt to cause damage or steal or attempt to steal the property of another student or any other person, nor shall a student obtain or attempt to obtain something of value from another person by either physical force or threat.

### **Use of Profanity – Verbal Abuse**

Students shall abstain from using profanity and language deemed improper.

### **Immorality**

Students shall abstain from indecent and immoral acts.

### **Lasers**

Possession of a hand-held laser pointer is prohibited on school property. It is considered contraband and will be confiscated by school personnel.

### **Public Display of Affection**

Public display of affection is not appropriate behavior at school. Failure to comply with reasonable expectations of the school staff will lead to disciplinary action.

### **Sexual Harassment**

Unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written, or physical conduct of a sexual nature by any student to another may constitute sexual harassment. A substantiated charge against a student shall subject that student to disciplinary action including suspension or expulsion, consistent with the Student Discipline Code, ADE mandates, and Title IX guidelines. Report any form of sexual harassment to the High School Principal or email: [titleix@mssd.us](mailto:titleix@mssd.us)

## **Disruption and Interference with School**

No student shall block the doorway or corridor; prevent others from attending a class or school activity; block normal pedestrian or vehicular traffic; use violence, force/noise, coercion, threat, intimidation, harassment, fear, passive resistance, or any other conduct intentionally to cause a disruption. Nor shall he/ she refuse to identify himself/herself on request or encourage other students to violate any rule or school board policy.

### **Loitering by Suspended Students**

A student provided written notification that because of an act of misbehavior he/ she is prohibited from being in a school building or on school campus for a specific period of time shall not enter such building or be present on school grounds.

### **Bomb Threat Procedure**

#### **When School is Not in Session:**

Upon receipt of a bomb threat the local law enforcement and/or county sheriff's office shall be notified immediately and shall be given a complete description of the threat and any supporting evidence that may be available. The superintendent shall then be notified. The county sheriff's or local police department shall search the building or buildings involved with their personnel or with personnel designated and supervised by the sheriff's or local police department. The schools shall not be opened to the students until the building or parts thereof are approved for occupancy by the police officer in charge of the search and by the principal of the school building involved.

#### **When School is in Session:**

Upon receipt of a bomb threat the fire drill procedure will be followed and all personnel will be evacuated from the building or buildings included in the threat. After activating evacuation procedures, the county sheriff's office, local police department, and the local fire department shall be notified and shall be given a complete description of the threat and any supporting evidence that may be available. The superintendent shall then be notified. The county sheriff's department or local police department shall search the building or buildings involved with their personnel or with personnel designated and supervised by their respective offices. The law enforcement personnel may be requested to search the gymnasium and adjoining facilities first in order that students may be returned to these rooms, upon approval of the police officer in charge of the search and the principal of the school involved, prior to the search of the remainder of the buildings.

Circumstances will dictate whether any strange or foreign objects should be removed immediately or left for removal by a qualified person. After the entire building is approved for occupancy by the police officer in charge of the search and principal of the building, the school day shall be resumed.

#### **School Personnel Procedure:**

1. Evacuate and call roll in the designated area.
2. After notification from the principal, teachers may have to move their students to a more secure area. The area will be specified by the principal or designee.

Penalty: A student who calls in or writes a bomb threat and/or any other threat to the health and safety of students and employees will be referred to the legal authorities and will be recommended for expulsion. (AR State. 41-2911, 49-2912)

Any false bomb threats may be punished to the maximum penalty as provided by law. (\$5,000.00 and five years' imprisonment in the state penitentiary) (School Laws of Arkansas 211-4611).

## **Student Drug-Free Schools and Campus Policy**

In an effort to create a healthy environment for students and staff members, and in compliance with the provisions of Public Law 101-226, the Mammoth Spring Board of Education prohibits the possession, use or distribution of illegal drugs and/or alcohol by its students on School District property or as a part of any school activity.

The illegal manufacture, distribution, dispensation, possession or use of narcotics, drugs, alcohol, controlled substance, intoxicant of any kind or substances represented to be such during working hours, school activities, or on School District property constitutes conduct unbecoming a student and is prohibited. A student shall not report to school or any school activity after having used any prohibited drug. Compliance with the standards of conduct stated in this policy is mandatory of all students. Violations of any part of this policy may result in disciplinary action, including suspension and expulsion. If the situation warrants, the principal shall communicate all available information promptly to the proper law enforcement agency(ies) and offer full cooperation of the Mammoth Spring School District in an investigation.

Students are encouraged to seek treatment and/or counseling for drug problems (see referral/resource list). The Mammoth Spring School District will not assume any expenses incurred in counseling or attendance in a drug/alcohol program.

### The sale, purchase, distribution and/or receiving (or the attempt of such)

1. 10-day OSS; Referral to superintendent for possible expulsion.
2. Referral to superintendent; possible expulsion.

### Possession of or in attendance while under the influence

1. 10-day OSS. If a student agrees to a chemical dependency evaluation at an approved facility, suspension will be reduced to 5 days: superintendent referral.
2. 10–180-day OSS; superintendent referral; pending expulsion unless the student agrees to a chemical dependency evaluation and complies with the recommended treatment plan.
3. Referral to superintendent for possible expulsion.

## **Search and Seizure**

Students have the right to be protected from unreasonable search and seizure by either state, federal or school officials.

School administrators have the responsibility to make a determination of the point at which the student's right to protection against unreasonable search and seizure is in conflict with the administrator's official duty to maintain a safe, orderly, and efficient

school. Search and seizure by the administrator and/or his designee may occur when reasonable suspicion exists.

School authorities may take a personal search and seize any illegal contraband, dangerous weapons, or stolen property. Warrantless searches of student's automobiles may be made at any time by school authorities. Search and seizure by law enforcement officials shall occur only when a warrant exists. School administrators have the responsibility to make students aware of search and seizure procedures involving school property.

### **Corporal Punishment – Board Policy**

The Board of Directors recognizes the need for firmness in dispensing with problems calling for disciplinary action in any school setting, on any school property, or at any school sponsored event. The Board further recognizes that the principal and faculty of the school must always be in a position to take disciplinary action if the atmosphere for learning is to be maintained. All disciplinary action should contribute to the general welfare of the school or class as a whole and should be directed toward the positive improvement of citizenship of the group of individuals involved.

The Board directs that corporal punishment, when deemed necessary, may be administered by any certified employee provided such punishment is administered according to the following requirements:

1. Corporal punishment shall not be administered to any pupil until a witness, who shall be a certified employee, has been summoned and advised in the presence of the pupil the reason for the punishment and the pupil has been given the opportunity to explain the reason for his/her actions.
2. The administration of corporal punishment shall be observed by the witness.
3. Corporal punishment shall never be administered in the presence of other students, neither shall it be excessive nor administered in a spirit of malice or anger.
4. A written report signed by the employee administering the corporal punishment shall be filed in the principal's office immediately following the punishment. The report shall give the reason for the punishment.
5. The parent, upon request, shall be provided a written explanation.
6. Refusing corporal punishment will result in a three (3) day suspension.

### **Suspension – Authority and Procedures**

The principal and/or superintendent may suspend pupils from school for disciplinary reasons when the best efforts of the staff, the counselor, and the parents or guardian of the pupil have failed.

Unless the official imposing the supervision has personally witnessed the infraction, he will conduct such investigation into the matter as he deems necessary, including an interview with the student before imposing a suspension. The suspension shall not exceed ten (10) school days, including the day upon which it was initially imposed, and the parent or guardian will be given written notice of such suspension which shall include the reasons for the suspension, its duration, and the manner in which the suspension can be reviewed. Such notice will be mailed on the day the suspension is imposed to the parent or guardian at the address reflected on the records of the School District.

At the request of the parent, a suspension will be reviewed by the Superintendent. At such review, the student may make a statement in his/her own behalf and present any other available evidence in support of this position.

The Superintendent shall have authority to revoke, terminate, or otherwise modify the suspension, and will notify the parents of his action in this regard on the day the review is completed.

If the Superintendent initiates the suspension process, the decision may be appealed to the Superintendent to bring the matter before the Board.

## **Expulsion**

The Board of Education is authorized to expel a student for the remainder of the current year, semester, permanently or other specified length of time for conduct it deems to be of such gravity as to make a suspension inappropriate, or where it finds that the student's continued attendance at school would be unacceptably disruptive to the educational program or would be an unreasonable danger to other students and faculty members. The Superintendent shall give written notice to the parent or guardian (mailed to the address reflected on the School District records) that he has recommended to the Board of Education that a student be expelled and notice shall contain a statement of reasons for this recommendation. The notice shall reflect the date, hour, and place where the Board of Education will consider and dispose of the recommendation, and such hearing shall be conducted not earlier than three (3) calendar days, not more than seven (7) calendar days, following the date of the notice, except that representatives of the Board and student may agree in writing to a date not conforming to this situation.

The President of the Board shall preside at the hearing which will be a public hearing. The matter may be considered in executive session if such is requested by the parent or guardian of the student.

The Superintendent may present any evidence, including statements of those persons having personal knowledge of the events and circumstances giving rise to the expulsion recommendation, at the hearing. The student, or his representative, may then present statements of any personal knowledge of events or circumstances relevant to the issues. Normally, formal cross-examination shall be limited to the question or questions as to which the credibility of the witnesses has become an issue.

Written questions may be submitted by the Superintendent or student to any witness presented by the other, and the witness will answer those which the Board deems material or relevant. Members of the Board may question any witness. It is noted that Arkansas Law makes no provision for taking testimony under oath, and no sanctions for perjury at proceedings such as these. At the conclusion of the hearing, the Board's decision on the question of expulsion will be made in open session.

Arkansas Statute 80-1516 provides that the Directors of a School District may exclude students for immorality, refractory conduct, insubordination, infectious disease, habitual uncleanliness, or other conduct that would tend to impair the discipline of the school or harm the other pupils.

## Behavior Not Covered

The school district reserves the right to pursue disciplinary or legal action for behavior which is detrimental to good order and discipline in the schools even though such behavior is not specified in the preceding written rules.

## Section VII – Policies

### Annual Notification of Rights under FERPA for Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the Mammoth Spring School District receives a request for access.

Parents or eligible students who wish to inspect their child's or their education records should submit to the school principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the Mammoth Spring School District to amend their child's or their education record should write the school principal, clearly identify the part of the record they want to be changed and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the school's or school district's annual notification for FERPA rights. A school official includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional

service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

### **Parental Involvement**

The Mammoth Spring School District recognizes the significance of parents/ guardians and the roles they play in the education of their children. The Parental Involvement plans for the elementary school, the high school, and the district can be found on the district's website at [www.mammothspringschools.com](http://www.mammothspringschools.com).

### **Moment of Silence, Pledge of Allegiance, and National Anthem**

The "Star-Spangled Banner" shall play at the commencement of each school sanctioned sporting event (if more than one sporting event is scheduled, it must only be played before one of the events) and will be played at the beginning of at least one school day each week [Act 958]; the "Pledge of Allegiance" will be recited at the beginning of each school day, at school assemblies, and school sporting events; and the "Moment of Silence" will be observed after the "Pledge of Allegiance" occurs [Act 959].

### **School Nurse**

The Mammoth Spring health program is under the supervision of a licensed nurse during the regular school hours. She will do regular screening as needed for vision, hearing, scoliosis, head lice, or other areas as needed. She is available for treatment of minor injuries or referral for appropriate medical care.

### **Medications:**

Acetaminophen may be given at school only when parents have given permission, and this has been recorded on the school health form. Medication will be locked in a storage area designed by the principal or nurse. Prescriptions for long-term health issues should be updated at the beginning of each Semester.

Only physician prescribed, FDA approved medications and acetaminophen will be administered. A list of students receiving DAILY MEDICATIONS will be posted in the nurse's office. A list of students requiring EMERGENCY MEDICATIONS will be posted in

the nurse's office and made available to teachers. The principal will designate a person and alternate to dispense medications from a centrally located place. A PHYSICIAN'S DESK REFERENCE (PDR) will be used by the nurse to determine the possible side effects of medication. A PHYSICIAN'S DESK REFERENCE (PDR) will be used to identify unauthorized medications found on the district campus.

### **Head Lice and Nit Policy:**

The Mammoth Spring School District has a "no nit" policy in place. "COMMUNICABLE DISEASES AND PARASITES (4.43) 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. Because of the highly contagious nature of head lice, the following steps will be followed upon discovery of head lice or nits (eggs):

1. The parent or guardian will be asked to pick their child up from school.
2. The child's hair must be shampooed with an approved treatment before returning to school. Proof of treatment is to be submitted to the nurse.
3. Fourteen (14) days after the initial discovery, the child will be checked again and sent home if not free of all signs of lice and/or nits.
4. The child must be accompanied to the school office by the parent and checked by the school nurse or school personnel and be found clear of lice/nits before returning to class.

### **Lunch**

Students at Mammoth Spring School will receive free breakfast and lunch for the 2023-2024 school year. Lunch hour is scheduled to accommodate the needs of the student population and to align with ADE and ADH guidelines and recommendations.

### **School Telephone**

The telephones in the school offices are placed there for school business. Parents should not phone students except in emergencies and should make known the emergency to the person answering the telephone. Students will only be called out of classes to answer the telephone in extreme emergencies. Messages from parents or guardians will be delivered to students.

### **Elementary Campus**

High school students are not to go to the elementary campus/building during the high school day without permission. This includes before school and during the noon hour.

## **Appearance and Dress Code**

We recognize that among those rights retained by the people under our Constitutional form of government is the freedom to govern one's personal appearance. However, when dress and grooming substantially disrupt the learning process, it becomes a matter subject to school authority. Students are expected to present an appearance at school and at all school functions (including ball games) that maintains a reasonable degree of modesty and dignity. These guidelines apply not only to school hours but also to all school-sponsored activities. Students whose clothing does not meet the school guidelines will be required to change before attending school-sponsored trips.

Accordingly, the following regulations have been established:

1. Transparent clothing is prohibited.
2. Shorts/skirts must be worn below fingertip length without the need to tug at them to reach said length.
3. Any language, symbols, or depictions on clothing that are vulgar, crude, substance-related, or gang-related are prohibited.
4. All sunglasses, caps, and hats are to be removed before entering the building, and are not to be worn inside the building at any time. If they are a repeated distraction, these items may be confiscated by authorized personnel.
5. All shirts/tops must completely cover all undergarments, chest, back, sides, and stomach during normal daily movement.
6. Baggy or loose-fitting pants must be belted and secured around the waist if undergarments are revealed with normal daily movement.
7. All holes/frays/tears in pants above fingertip length must be patched or student must wear leggings/shorts underneath the garment.
8. Students must wear footwear at all times.
9. Shirts, blouses, sweaters, and sweatshirts must completely cover the torso during normal daily movement.
10. Leggings and jeggings must be worn with shirts that completely cover the torso during normal movement.
11. Remove hoodies from the head when entering the building.
12. No PJ's unless it is a designated day.

If a student is found to be in violation of the dress code, they will be required to change to follow the dress code.

## **Computer Network and Internet Policy**

### **Purpose and Use:**

The purpose of the Mammoth Spring School District Computer Network (MSSDCN) is to provide students, parents, teachers, and staff with opportunities for resource sharing, communication, and innovation to promote educational excellence in the school district.

The following are eligible to obtain an account for the MSSDCN:

- ~ faculty, staff, and administrators at Mammoth Spring School District
- ~ students and their parents

- ~ Mammoth Spring School Board Members Services which may be available to users of the MSSDCN are:
  - o Electronic mail
  - o Internet access

Access to, and use of, the MSSDCN is a privilege and not a right. Violation of any portion of this policy may result in loss of access to/use of the MSSDCN. Information services and features contained on the MSSDCN are intended for the private use of its patrons and any commercial or other unauthorized use of those materials, in any form, is expressly forbidden. Registered users are responsible for the use of their password and account. Any problems which arise from the use of an account are the responsibility of the account holder. Any misuse may result in suspension of the account privileges. The MSSDCN hardware, software, and user accounts are the property of the Board of Education and network administrators, as representatives of the Department of Education, have the right to inspect user accounts, if deemed necessary.

**Prohibited Activities:**

The following activities are not permitted:

- ~ Sending or displaying offensive messages or pictures
- ~ Harassing, insulting, or attacking others
- ~ Damaging or attempting to damage computer systems or software
- ~ Violating software licensing or copyright laws
- ~ Trespassing in another's folder, work, or files (including network files or files on individual hard drives)
- ~ Intentionally wasting network or computer resources
- ~ Employing the network for commercial purposes
- ~ Downloading software from network or networked equipment with legal license or authorization
- ~ Loading/installing software on any computer or portion of the MSSDCN without permission from the network administrator
- ~ Accessing or viewing pornographic related material
- ~ Accessing or viewing sites which promote illegal activities

When applicable, law enforcement agencies may be involved.

**Warranty Disclaimer:**

The Mammoth Spring School District does not warrant that the functions of the system will meet any specific requirements users may have, or that it will be error-free or uninterrupted; nor shall it be liable for any direct or indirect, incidental, or consequential

damages (including data information) sustained or incurred in connection with the use, operation, or inability to use the system.

**Electronic Mail and Internet Use Disclaimer:**

Having access to the internet means a user has access to information and material which may be considered inappropriate or obscene. Users will also have access to material which may not be legally viewed by a minor. The Mammoth Spring School District will attempt to block web sites that may be considered inappropriate, however, the Mammoth Spring School District has no way of blocking access to all internet web sites which parents or guardians may find inappropriate for their children or of identifying all such sites. In granting their children access to the Mammoth Spring School District Network, parents or guardians relieve the Mammoth Spring School Board, board members, superintendent, principals, and teachers of responsibility for material to which their children may be inadvertently exposed when using the internet or electronic mail.

Steps	Corrective Action
First Offense	Student and Principal Conference; Parent/Guardian Notification.
Second Offense	Student and Principal Conference; Parent/Guardian Notification; Lunch Detention.
Third Offense	Student, Parent/Guardian, and Principal Conference; one (1) to three (3) days In-School Suspension ISS
Fourth Offense	Parent notification; Loss of Internet privileges ranging from one (1) week - Remainder of the school year.

**Motor Vehicle Regulations**

The following rules are to be observed when using a motor vehicle on campus:

1. A student driver will be assigned a parking space when this completed driver’s form is returned to the High School Office.
2. Students driving to and from school shall exhibit courteous driving behavior and shall observe all laws and regulations. Enter the parking lot from 3rd street only and exit on 4th street only.
3. Excessive speed or hazardous driving on or near the school grounds shall constitute unsafe driving behavior. Speed limit is 10 MPH on campus.
4. Both the student and his or her vehicle must be properly licensed and insured.
5. Student drivers shall not allow other students to ride in or on their vehicle in an unsafe manner. (i.e., on the hood, out the window, etc.)
6. Student drivers shall not park in the Elementary parking lot during school hours.
7. Student drivers and passengers, once they arrive at school, depart from their car immediately, and no student should return to the parking lot without getting approval from the office first.
8. The school is Not Responsible for accidents occurring to student vehicles while they are on campus.
9. Student drivers agree to be included in the random drug testing process necessary to drive a motor vehicle on Mammoth Spring School property.

**Accidents**

Any accident in the school building or on the school grounds is to be reported to the teacher on duty and the Principal's office as soon as possible.

## **Visitors**

Visitation by school age students is not permitted during the school day. Parents are encouraged to visit the school and consult with teachers about the progress of their child. Teachers are available for this purpose, but an appointment should first be made through the Principal's office. ALL visitors must ENTER the building through the front entrance and CHECK-IN at the Principal's Office. ALL approved visitors will receive a name tag that is to be clearly displayed on the outer surface and chest of their clothing.

## **School Safety**

The Mammoth Spring High School Fire Marshals and their sponsors will conduct regular monthly fire drills and report the date and time to the principal. The fire marshals will also inspect the school, equipment, and grounds at least once each semester and report any identified deficiencies to the principal.

Tornado drills will be conducted periodically during each school year. Student fire marshals and designated school officials will supervise these drills. Fire and tornado drill plans will be made available to all faculty and staff members at the beginning of each year. Classroom teachers will then make the procedures known to the student body.

## **Junior-Senior Prom**

The annual prom is a school event, and therefore follows the same rules as any other school function. In addition to these rules, the following rules are also in effect in relation to Mammoth Spring Prom:

1. Attendees are limited to Juniors and their dates, and Seniors and their dates.
2. Maximum age for attendance is 20 years.
3. Any date who is not a student at Mammoth Spring High School must fill out an application a minimum of two weeks before the prom and receive principal permission to attend.
4. Prom will be held in a designated location upon Board of Education approval.
5. IF prom is not on the Mammoth Spring Campus, all MSHS students and their dates will be transported to and from the prom from MSHS campus to the approved site and returned to the MSHS campus. The transportation method must be BOE approved.
6. If a student has accrued 10 or more unexcused absences in a semester, thereby being in violation of the school's attendance policy, that student is not allowed to attend prom or any related events on school property.

## **Lockers**

At the beginning of school each student will be assigned a locker. Lockers are not to be traded or shared. Writing or permanent objects should not be put on lockers. Students may use a personal combination. Principal's office must have the combination. Lockers are school property to be used by the student for storage of books and supplies. They may be searched at any time by the school administration.

## **Policies for Students Riding School Busses**

1. Be at the bus stop at the scheduled time. Stand back about ten feet from the bus stop and wait until the door is opened before moving closer 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 always obey the driver. Students causing disciplinary problems on buses will be identified and corrective action will be taken in compliance with school policy.
4. Students are not to distract the attention of the driver or disturb other riders on the bus (which includes keeping your hands to yourself; attend to your own matter; leave other pupils alone and be reasonably quiet.)
5. Neither food nor drink are to be brought aboard or consumed on buses. Lunches may be carried, but not opened. No knives or sharp objects are allowed. No firearms, pets, or animals are allowed.
6. You are not to tamper with any of the safety devices such as door latches, fire extinguishers, etc... Pupils must remain seated while the bus is in motion (Act 1744 of 2000) and must not ever move while it is stopped except as the driver directs. Pupils are not to put their hands, arms, head, or body out of the window. Do not yell at anyone outside the bus.
7. Students are not to deface the bus or damage the seats, etc... Do not throw paper, food, or other objects on the floor of the bus. Do not eat on the bus. Keep the aisle of the bus clear of books, lunches, coats, etc... Do not put feet in the aisle.
8. Act 729 of 1977 makes it illegal to smoke on the school bus. The penalty for violating this law is a fine ranging from \$10 to \$100.
9. Act 814 of 1977 makes it unlawful to threaten, curse, or use abusive language to a school bus driver or in the presence of students.
10. Do not ask the driver to let you off the bus at any place except your regular stop
11. If you must cross the road or highway to enter the bus, try always to be on the right side of the road waiting for the bus. If you arrive at the stop late, wait until the bus has come to a complete stop and the driver has signaled for you to cross in front of the bus.
12. Pupils who must cross the road after leaving the bus in the afternoon must go to a point on the shoulder of the road 15 feet in front of the bus before crossing.
13. Pupils should not ride any bus except their own unless they have written permission from their parents and approval by the office to ride a different bus.
14. This is not intended to cover all the dos and don'ts. But it is a very specific guide. The driver may find it necessary to interpret these policies in light of his or her own bus needs.

## **Interrogation or Removal from School by Legal Authorities**

Students have the right to be advised of their rights, to know why they are being questioned, to remain silent, and to know anything he/she says may be held against him/her in court. Any interrogation shall take place in the presence of a school official unless he/she has been observed violating a law by a law enforcement officer and/or the official school representative is presented with a warrant or other valid order for arrest.

School administrators have the responsibility to notify parents of pending or past interrogation, to be present in the absence of parents during an interrogation and assure the student of his/her rights. Act 613 of 2013 requires that the principal or his/her designee shall not provide notification if a request is made to interview a student during

the course of an investigation of the suspected child maltreatment and a parent, guardian, custodian, etc. is named as an alleged offender.

## **Commencement Exercises**

Only students meeting all graduation requirements will be allowed to participate in commencement exercises. The actual diploma will be handed out after the graduation ceremony. Any student who displays misconduct during the commencement ceremony will have to appear before the Board of Education with his/her parents at the next regularly scheduled board meeting and present a reason for said misconduct. The diploma may be handed out at this time, pending Board approval. In addition, the student's transcript may contain reference to misconduct.

## **Camera and Video Monitoring**

Cameras are placed in strategic locations throughout the campus and are scheduled to operate continuously. These cameras are operational in buildings, school grounds, and in parking lots. Video monitoring and observations of all activities in these areas includes those within vehicles in all areas of the campus. Students will be held responsible for violations of rules, regulations, and expectations (defined in the Student Handbook) that are recorded/detected by on campus cameras and other technologies authorized in this policy.

## **Civil Rights Statement**

The Mammoth Spring School District does not discriminate against any individual because of race, color, national origin, age, sex, or handicap. These conditions shall not be used to exclude an individual from participation in or from the benefits of any program or activity sponsored by this school district. The Mammoth Spring School District is also an equal opportunity employer and the conditions stated above shall not be a factor in the employment or promotion of an individual. The School Board has designated the Superintendent as the Civil Rights Coordinator and he may be reached by calling 625-3612.

## **Family and Community Engagement Summary**

Mammoth Spring School District makes it a priority to have transparent and open communication both on the district and school levels. There are Family and Community Engagement Committees comprised of administrators, teachers, parents, and students. There is a committee for the district as a whole, and each school also has a committee. The focus of these committees is to improve family and community engagement in different areas of the district/schools. Mammoth Spring School District is committed to open communication with families and community members. We welcome feedback, questions, and comments. We have a parent and family engagement email address for this purpose. The email address is [PFCE@mssd.us](mailto:PFCE@mssd.us). Mammoth Spring Schools take the duty to keep parents informed and to share information to help them be engaged in their student's education and activities. In September, there will be a Public Meeting to discuss a lot of the different programs of the school, and Family and Community Engagement is one of those programs. There are many different ways we will disseminate information such as Facebook, emails, system text messages, phone calls, radio spots, and monthly town hall meetings. We encourage you to be engaged in our schools and district. Please reach out if you have any questions, ideas, or any other input. You can use the email address above, or call at 870-625-3612.

## Contract

Mammoth Spring High School is committed to the belief that all children can learn and acknowledges that all of us...teachers, administrators, and parents... working together can make a positive difference in student achievement. The school district will provide an optimum learning environment in which students will experience success and achieve excellence in learning.

### **Student's Pledge:**

As a student, it is important that I work to the best of my ability. Therefore, I shall strive to do the following:

1. Attend school regularly.
2. Work hard to do my best in class and schoolwork.
3. Help to keep my school safe.
4. Ask for help when I need it.
5. Respect and cooperate with other students and adults.

### **Parent's Pledge:**

As parents, we want our children to have the best possible education and realize that strong school systems are essential. We, therefore, join the Mammoth Spring School District in providing an optimum learning environment for our children.

1. I will insist that all homework assignments are done each night.
2. I will remind my child of the necessity of discipline in the classroom – especially self-discipline.
3. I will have high expectations for my child as an individual.
4. I will communicate and work with teachers and school staff to support and challenge my child.

## Objection To Publication of Directory Information

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

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

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

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

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

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

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

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

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

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

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

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

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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)

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