

Mountain Home Junior High School



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

**2011-2012
Parent and Student Handbook**

bombers.k12.ar.us

Mountain Home School District 2011-2012 School Calendar

August 8	District Wide In-Service (1day)
August 9	Teacher work day for Elementary-- In-Service for Secondary (1 day)
August 10-12	Teacher In-Service (3 days)
August 15	Teacher In-service for Elementary—Work Day for Secondary (1 day)
August 17	First Day of School for Students
September 5	Labor Day (No School for students)
October 17	First Quarter Ends (43 days)
October 18	Second Quarter Begins
October 27	Parent-Teacher Conferences (3:30 p.m.-6:30 p.m.)
October 28	Parent-Teacher Conferences (8:30 a.m.-11:30 a.m.)
	In-service (12:30 p.m.-3:30 p.m.)
	(No school for students)
November 21-22	Teacher In-service (No School)
November 23-25	Thanksgiving Break (No school)
December 21	Second Quarter Ends (41 days)
December 22-Jan 3	Christmas Break (No school)
January 4	Third Quarter Begins
February 9	Parent-Teacher Conferences (3:30 p.m.-6:30 p.m.)
February 10	Parent-Teacher Conferences (8:30 a.m.-11:30 a.m.)
	In-service (12:30 p.m.-3:30 p.m.)
	(No school for students) (possible make up day)
February 20	Presidents Day (no school) (possible make up day)
March 14	Third Quarter Ends (49 days)
March 15	Fourth Quarter Begins
March 19-23	Spring Break (No school)
April 6	Easter Break (No school)(Possible make up Day)
May 4	Teacher In-service/High School and Kindergarten Registration
	(No school for students)
May 25	Last day of school (45 days)
May 28	Memorial Day (no school)
May 29-31	Possible Make up days

First Quarter- 43 Days
 5 Teacher In-Service Days
 1 Teacher Workday

178 Instruction
 9 Teacher In-Service Day
 1 Teacher Work Day
 1 days (6 hours) non-school PD

Second Quarter- 41 Days
 1 Parent/Teacher Conference Day
 2 1/2 Teacher In-Service

2 Parent/Teacher Conference Days
 3 Emergency Days (end of calendar)
 1 Emergency Day (Good Friday)

Third Quarter- 49 Days (2 emergency day added)
 1 Parent/Teacher Conference Day
 1/2 Teacher In-Service

1 Emergency Day (Feb 10)
 1 Emergency Day (Presidents Day)
191 Total Teacher Contract Day

Fourth Quarter- 45 Days(with 4 emergency days added)
 1 Teacher In-Service Day

**Flex Days- Oct. 28th(1/2 day inservice) Nov 21, Nov 22,
 Feb 10 (1/2 day inservice), May 4th**
 (HS and Kindergarten flex days do NOT include May 4th)

After or Non-School PD options: IDEAS, Book study,
 Curriculum Alignment, Departmental Development

MOUNTAIN HOME JUNIOR HIGH SCHOOL

Ron Czanstkowski, Principal
Amy Butler, Assistant Principal

MOUNTAIN HOME PUBLIC SCHOOLS

Dr. Lonnie Myers, Superintendent
Dr. Leigh Ann Gigliotti, Assistant Superintendent
Mike Walker, Director of Auxiliary Services
Wes Henderson, Director of Transportation & Student Services
Ann Harned, Business Manager
Keith Alman, Technology Coordinator
Dorothy Cook, Federal Programs
Debbie Atkinson, Special Education Director
Janet Wood, Athletics Director
Debbie Braunagel, Food Services Director
Brigitte Shipman, High School Career Academy Coordinator

BOARD OF EDUCATION

Robert Nelson---President
Jason Schmeski---Vice President
Ben Strider---Secretary
Lisa House
Neal Pendergrass
Doug VanDolah

Motto
We Believe In You

SCHOOL COLORS: BLUE AND GOLD

SCHOOL EMBLEM: THE BOMBER

SCHOOL SONG: BOMBER MAN

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

ALMA MATER

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

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

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

--written by Reba Dearmore

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** The forms on pages 32, 34, 39, 40, 41, 42 & 43 are samples. Copies of these forms will be sent home with your child and you will be required to complete and sign the forms and return them to the school.*

Mountain Home Public Schools



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

We believe in:

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

ENROLLING/WITHDRAWING A STUDENT

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, be accepted as a transfer student under the provisions of policy 4.4, or participate under a school choice option and submit the required paperwork as required by the choice option.

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

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

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

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

Students who move into the District from an accredited school shall be assigned to the same grade as they were attending in their previous school (mid-year transfers) or as they would have been assigned in their previous school. Home-schooled students shall be evaluated by the District to determine their appropriate grade placement.

The district shall make no attempt to ascertain the immigration status, legal or illegal, of any student or his/her parent or legal guardian 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, or if they request, the district will assign the child a nine (9) digit number designated by the department of education.
2. The parent, guardian, or other responsible person shall provide the district with one (1) of the following documents indicating the child's age:
 - a. A birth certificate;
 - b. A statement by the local registrar or a county recorder certifying the child's date of birth;
 - c. An attested baptismal certificate;
 - d. A passport;
 - e. An affidavit of the date and place of birth by the child's parent or guardian;
 - f. United States military identification; or
 - g. Previous school records.
3. The parent, guardian, or other responsible person shall indicate on school registration forms whether the child has been expelled from school in any other school district or is a party to an expulsion proceeding.
4. The child shall be age appropriately immunized from poliomyelitis, diphtheria, tetanus, pertussis, red (rubeola) measles, rubella, and other diseases as designated by the State Board of Health, or have an exemption issued by the Arkansas Department of Health. Proof of immunization shall be by a certificate of a licensed physician or a public health department acknowledging the immunization. Exemptions are also possible on an annual basis for religious reasons from the Arkansas Department of Health.⁵ To continue such exemptions, they must be renewed at the beginning of each school year. A child enrolling in a district school and living in the household of a person on active military duty has 30 days to receive his/her initial required immunizations and 12 months to be up to date on the required immunizations for the student's age.

FOREIGN STUDENT ENROLLMENT POLICY

A. Foreign Exchange Program

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

9. Exchange students will be expected to abide by all the rules of the Mountain Home School District.
10. The committee reserves the right to accept or reject any or all applicants.
11. Foreign students eligible to qualify are encouraged to participate in athletics and activities.

B. Other Foreign Students

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

Cross References: 4.1—RESIDENCE REQUIREMENTS, 4.4—STUDENT TRANSFERS, 4.5—SCHOOL CHOICE
4.40—HOMELESS STUDENTS

Legal References: A.C.A. § 6-18-201 (c), A.C.A. § 6-18-207, A.C.A. § 6-18-208, A.C.A. § 6-18-702, A.C.A. § 6-15-504 (f),
A.C.A. § 6-27-102, 105, A.C.A. § 9-27-103, Plyler v Doe 457 US 202,221 (1982)

MEDICAL REQUIREMENTS

Required Immunizations for enrollment:

DPT (Diphtheria, Pertussis, and Tetanus)---Three Doses (Three doses are required for all students 1st-12th grades and Transfer students, with 1 dose on or after the 4th birthday. Kindergarten students must receive four doses. In addition, 1 dose of Tdap vaccine is required for 7th grade students.)

Polio---Three Doses. One dose must be after the student's 4th birthday.

MMR (Measles, Mumps, and Rubella)---Two Doses. One dose must be after the student's 1st birthday.

Varicella---Required for students entering kindergarten and seventh grade. One dose after student's 1st Birthday or provide history of the student already having chickenpox.

Hepatitis B (series of three vaccinations)---required for transfer students and students entering Kindergarten and 7th grade. The second Hep B dose must be 28-30 days after the first Hep B dose. The third Hep B dose must be 2 months after the second Hep B dose and 4 months after the first Hep B dose. Also, the third Hep B dose must be given on or after the 6-month birthday.

Students who transfer from another school district are allowed 30 calendar days to meet Arkansas immunization requirements. If the student cannot be vaccinated within 30 calendar days because of the time intervals between doses dictated by the Center for Communicable Diseases, and "in-process" document must be presented for attendance. If a student does not produce documentation of additional immunizations per the schedule, the student must be excluded from school until documentation is provided.

Immunization requirements "Shall not apply if the parents or legal guardian of the child object thereto on the grounds that immunizations conflict with the religious or philosophical beliefs of the parent or guardian." To obtain an exemption, parents must sign a notarized statement requesting a religious, medical, or philosophical exemption from the Department of Health (DOH). The parents must then complete an educational component prepared by the DOH, sign an informed consent with a refusal to vaccinate statement, and a signed statement of understanding that the unimmunized child may be removed from school during an outbreak. **NO** exemptions may be granted under this law, "until the application process has been implemented by the DOH and completed by the applicant." This process has to be renewed each school year for each student claiming a philosophical/religious exemption. A copy of the letter of exemption has to be brought to the school nurse when received.

BODY MASS INDEX (BMI) SCREENING

HB1173 requires the collection of the Body Mass Index from all school children in Arkansas beginning with Kindergarten and then every other year (Grades 2, 4, 6, 8) until the 10th grade. The bill also requires a written statement for opting out of the collection of data by the student's parent or guardian. Comprehensive data collection protocol will be developed and adhered to by all school personnel when collecting the Body Mass Index on students.

VISION AND HEARING SCREENING

Students in K, 1, 2, 4, 6 and 8 will be screened for vision problems. Any student who fails the screening will be referred for treatment. All students who are referred for treatment will be required to have a vision examination conducted by an optometrist or ophthalmologist within sixty days of receipt of a vision referral. Students who do not return a completed referral will be reported to the Arkansas Department of Education per Act 1438 of 2005. Hearing screenings will be done during the same school years. Referrals will be made after two failed hearing screens. Special Education students and those referred by a teacher will also be screened. Any student who fails the screening will be re-screened and referred if he/she fails the second screening.

SCOLIOSIS

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

ILLNESSES

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. If a student becomes too ill to remain in class and/or could be contagious to other students, the nurse, principal, or designee will attempt to notify the student's parent or legal guardian. The student will remain in the school's health room or a place where he/she can be supervised until the parent/legal guardian can check the student out of school. Chicken pox is a highly contagious disease marked by a rash with tiny raised center that looks like a blister. Exclusion/Readmission: Students may return to school after chicken pox lesions have dried.

FEVER

If a student has a temperature of 100 degrees or more, it usually means the child is ill enough that they do not feel up to school activities & may have an infection that could be spread to other students. A child with a temperature of 100 degrees or more will be sent home. We ask that you keep the child home until the fever is gone for 24 hours without the use of fever reducer, especially if the child was sent home during the previous school day.

MEDICINE

Medicine that needs to be given during school hours must be accompanied by a signed Medication Release Form (See APPENDIX). Students who require medication need to come to the office at the time their medication is due. Since there is not a nurse on duty full time at every school, secretaries often give the medication.

A supply of adult strength (325 mgm. Each) generic brand Tylenol is kept in the school office. Should any child need a dose of Tylenol for a bad headache or other discomfort, we will use out supply. However, we are required to get a parent's permission.

After attempting to notify parents, nurses will dispose of any medication left at the end of the school year. Any behavioral medication that is considered a Class 2 substance will be sent to the state pharmacy for disposal. Any antibiotic or other medication that has an expiration date will be disposed of after the expiration date passes.

MOUNTAIN HOME DISTRICT HEAD LICE POLICY

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

GUIDANCE

Counseling at the Junior High School is offered to students on a voluntary basis. A student does not have to wait to be referred or invited. Information is confidential and will not be released to other persons without the student's permission. The main purpose of the counseling department is to assist students with any problems (educational, vocational, or personal) that are of concern to him/her.

PEER MEDIATION

Mountain Home Junior High offers students the opportunity to solve disputes through the peer mediation process. This mediation program has been highly successful in reducing the number of serious conflicts by allowing student mediators to help other students in conflicts and arrive at peaceful resolutions. Students and faculty involved in the program are trained by professional mediators. Any student who thinks this program would be helpful should see Mr. Preis or another counselor who will refer him or her to a mediator.

TARDINESS

If a student is late to any class, that student is considered tardy unless he/she presents a permission slip signed by the school official responsible for the delay.

SCHOOL RELATED ABSENCES

Class absences as a result of approved school activities will not count within the 8 day limit. Unless otherwise indicated, students who miss class due to requests from administrators and counselors fall within the approved school activities category. Administrators and counselors will do their best to call students from classes only when other opportunities are not available. If a student misses a class due to school related business, prior approval must be obtained.

HOMEWORK

The importance of homework cannot be overstressed. Mastery of basic skills needed in education must be monitored and maintained constantly. The district's philosophy is that all homework is important and necessary in order for students to develop critical thinking skills needed in everyday life. Part of education is developing responsibility that is reinforced by developing good independent study habits. Therefore, our basic premise is that teachers should stress work appropriate for the home rather than schoolwork to be done at home. Individual differences and needs of pupils should be considered. Therefore, it is unsound to require or expect all pupils to experience the same kind of homework in connection with their school instruction. Purposeful homework varies from day to day depending upon the educational instruction and need. The teacher should consider the ability of the students in assigning homework. In performing this task, specific guidelines have been established by the building principal to coordinate with teachers concerning homework. In setting these guidelines, the building principal has guarded against excessive homework, which is deemed undesirable and inexcusable.

In establishing guidelines for homework, the building principal has incorporated and ensured the following purposes:

1. To reinforce what was learned in class.
2. To practice what was learned in class.
3. To finish what was started in class.

4. To research a topic chosen in class.
5. To study independently a topic started in class.
6. To visit libraries.
7. To explore new fields.
8. To encourage reading.

The homework policy for Mountain Home Public Schools grades 8 and 9 is as follows:

An estimated 20 minutes of homework (per academic class) at least four nights a week.
(The time above is an estimate in consideration of varied student work rate.)

Students in Advanced Placement classes need to be aware that these classes are fast-paced, in-depth, challenging courses that require extra work at home and in class.

In conclusion, homework is an extension of the regular school day. Therefore, whenever homework is given, it should supplement, compliment, and reinforce classroom teaching and learning. Homework should not be used by teachers as a disciplinary measure.

EDLINE

Edline is an educational communication tool used by the teacher, parent, and student. The uses of edline are supplying the parent/student with current academic progress, supplying the parent/student with current assignments, and providing the availability of e-mail addresses for parent to teacher communication. Edline can be accessed at www.edline.net which is a secure site that requires an access code when used by a parent/student. Parents/students will be given their personal access code during the first few weeks of the school year.

MAKE-UP WORK

Requesting make-up work shall be the responsibility of the student. Students that miss for school related activities should check with their teacher **before hand** to get assignments. Students will have two consecutive school days following an absence to confer with the teacher and arrange for all make-up work. A due date for missed work will be established at that time. All classroom work missed during out-of-school suspension must be made up, but only quarter or semester tests will receive credit. Students may elect to do community service in order to receive credit. Other major tests or projects which are equivalent to a quarter test, will also be allowed credit. No credit whatsoever is given for make-up work required for truanancies.

LIBRARY

The library is open from 7:45-3:30. All students are eligible to check out materials from the library media center. Students must have a pass to use the library during class time. Regular library books may be checked out for three weeks. Videos and DVDs may be checked out for two days. Reference books may be checked out overnight only. Late charges will be charged for all materials that are not turned in on time. Regular books have five cents per day late charge. Videos, DVDs and reference books have a twenty-five cent per day late charge. Computers are available for students to use in the library; however, in order to access the Internet, students must have a note from a teacher indicating that they have permission.

CAFETERIA

Breakfast and lunch is available for all students every school day. Lunches are available for \$ 2.05 and reduced price lunches are \$.40. Breakfast is \$1.00 and reduced price breakfast is \$.30. Free or reduced lunches are available for those families that qualify. All food purchased in the cafeteria must be eaten there. Students will use their student ID number as their cafeteria account number.

The following guidelines should be observed:

1. There is no charging of lunches or ala carte sales at the Junior High School.
2. The free and reduced students cannot give their meal account number to anyone else to use.
3. Students shall receive one lunch at the full price, reduced price, or free, whichever applies and the second lunch will be the price of an adult.
4. The cashiers will NOT ACCEPT ANY BILL LARGER THAN A \$10.00 BILL since they are not able to keep enough change on hand.
5. The lunchroom cannot cash checks just for cash, make change for vending machines, or cash two-party checks because they can only keep enough change on hand for those purchasing meals.

STUDENT TRANSFERS

The Mountain Home School District shall review and accept or reject requests for transfers, both into and out of the district, on a case by case basis at the July and December regularly scheduled board meetings. The District may reject a nonresident's application for admission if its acceptance would necessitate the addition of staff or classrooms exceed the capacity of a program, class, grade level, or school building, or cause the District to provide educational services not currently provided in the affected school. The district shall reject applications that would cause it to be out of compliance with applicable laws and regulations. Any student transferring from a school accredited by the Department of Education to a school in this district shall be placed into the same grade the student would have been in had the student remained at the former school. Any student transferring from home school or a school that is not accredited by the Department of Education to a District school shall be evaluated by District staff to determine the student's appropriate grade placement. The Board of Education reserves the right, after a hearing before the Board, not to allow any person who has been expelled from another district to enroll as a student until the time of the person's expulsion has expired. The responsibility for transportation of any nonresident student admitted to a school in this District shall be borne by the student or the student's parents. The District and the resident district may enter into a written agreement with the student or student's parents to provide transportation to or from the District, or both.

GUIDELINES FOR PLACEMENT AND/OR SCHEDULING OF FORMER HOME SCHOOL STUDENTS AND STUDENTS FROM NON-ACCREDITED SCHOOLS (Schools not accredited by a state or regional association)

A. General Requirements for Grades 1-12

1. The parent shall provide current standardized achievement test results to the school district.

2. The parent shall provide the school with a list of textbooks used by the student and a list of the courses taught.
3. A placement conference shall be held for any student who scores eight (8) months or more below grade level on any of the basic areas on the standardized achievement test. Conference participants shall include an administrator, a counselor, the parent(s), and other personnel deemed necessary. Based on data presented during the conference, the school administrator shall determine class and grade placement. The local school shall retain the option to reconsider placement at any time during the school year.
4. The local school may administer a battery of examinations (i.e., Algebra Prognosis Test, mastery learning examinations, teacher-made tests) when deemed necessary for placement.
5. Students who receive home instruction will not have letter grades entered on their permanent records. When they enroll, "Home Schooling" will be written in the attendance and grade section of the records. At the secondary level, courses will be listed and credits will be recorded by marking "P" instead of a letter grade.
6. If there is any question about the accreditation of a private or parochial school a student has attended, the parent has the responsibility of furnishing the Mountain Home School District with documentation verifying the state or regional accreditation of that school.

B. Specific Requirements for Grades 9-12

1. If no proof of participation in an accredited program is available, the student will be required to take mastery tests in the academic areas for which MHHS awards credits. No other credits will be granted. The percent of material mastered on the test will determine whether credit is granted. 60% to 100% will receive full credit. Below 60% will receive no credits.
2. The maximum number of credits that will be accepted for each year of home schooling cannot exceed seven credits.
3. The grade point average for a former home school student or a student from a non-accredited school shall be based only on the credits earned during enrollment in a public, accredited private or accredited parochial school.
4. A student must attend accredited public or private schools for a minimum of four semesters to be eligible for class ranking or honors graduation. Summer school may not be substituted for a regular semester.

C. Special Notes:

1. 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. (In recognition of and tribute to veterans of World War II, Korea and Vietnam, and in concordance with Acts 216 and 453 of 2003, the Mountain Home Board of Education, with a heartfelt expression of gratitude, agrees to grant a diploma of graduation to said veterans who meet the qualifications of those Acts. Board approved 10-16-03)
2. Students may not qualify for a high school diploma should they attempt to enroll at an age close to 21 and not have enough time to earn the credits required for a Mountain Home High School diploma before their 21st birthday.
3. Students who have been home schooled and are at least 16 years old have the option of taking the GED with the local adult education/GED testing center.

Legal References: A.C.A. § 6-18-316

A.C.A. § 6-18-510

A.C.A. § 6-15-504 (f)

State Board of Education Standards of Accreditation 12.05

STUDENTS EXPELLED IN THEIR FORMER DISTRICT

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

HALL PASSES

Personal school business should be taken care of before school, between classes, at lunch or after school. If a student is on campus and not where his/her daily schedule indicates he/she should be, the student must have the hall pass page in their agenda signed and should present it to any staff member who requests it. A student who leaves class should have the hall pass page in their agenda signed by the teacher. Passes must be utilized when traveling throughout the building.

BUS TRANSPORTATION

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

TELEPHONE REGULATIONS

Students are NOT to use the telephones in the offices except for legitimate school business. Students are permitted to use the pay telephone for personal calls before school, at lunch, and after school. Students will not be permitted to make calls during any class period.

FLOWERS AND GIFTS

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

VISITORS

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

VIDEO SURVEILLANCE

The Mountain Home School Board authorizes the use of video cameras on district property for surveillance purposes concerning the health, welfare, and safety of staff, students, and visitors to district property. Video surveillance will also be used to monitor district facilities and equipment. Students in violation of board policies, administrative regulations, building rules, or law shall be subject to appropriate disciplinary action. Others may be referred to law enforcement agencies. Video recording may become a part of a student's educational record. The district shall comply with all applicable state and federal laws related to record maintenance and retention.

LOST AND FOUND

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

LOCKERS

Lockers are issued by the assistant principal's office at no charge to the student. Students should keep their books and belongings in their assigned lockers. Students are responsible for keeping their lockers locked. Students are discouraged from bringing valuables to school. If students use a lock, it must be one owned by the school. The maintenance fee for the lock is \$2.00 and the lock must be returned at the end of the school year.

CRISIS PLAN

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

FIRE AND TORNADO DRILLS

Fire drills are held at irregular intervals to help clear the building quickly in case of fire. Fire drill directions are posted in each room. The fire alarm signal is a continuous buzzer. Tornado drills are conducted twice a year. Teachers have been instructed by the crisis team about where to go during a tornado. The teacher and students should go to that designated area and sit on the floor along the innermost wall. The tornado alarm signal is a verbal announcement.

LOCK DOWN DRILL (Terrorist, intruder, armed subjects, etc.)

For a Lock Down Drill there will be a verbal command on the intercom. Teachers will pull any students in the hallway into their classroom, close and lock all windows and doors, turn out lights, and close blinds or drapes. Teachers will keep students as quiet as possible and keep role book with them. Everyone will remain in the room until an administrator or police officer comes to the room.

EMERGENCY CLOSING

In the event that emergencies arise, such as excessive snow or icy roads, the superintendent may declare an emergency and close school. School closings will be announced on local radio stations. Stations are listed in the "Where To Find Help" section. Please do not call individual teachers, the school office or radio stations concerning school closings. Additional school closing and bus snow route information can be found at the district website: <http://bombers.k12.ar.us>

JUNIOR HIGH SCHOOL STUDENTS ON OTHER CAMPUSES

Junior High school students are welcome at all school-sponsored activities that are open to the public. While visiting any school, students are expected to obey all rules and regulations of the Mountain Home Public Schools. Students are not to be on or within 100 feet of the High School campus without permission from the High School office or Junior High Principal. Repeat offenders may be prosecuted. Riders may only be delivered or picked up in front of the school. Students are not to sit in cars before or after school. All bus riders will remain in the bus loading area, and are not to be in the Middle School building. Students must not drive behind or be in a car behind the Middle School building. Bus riders are not to be delivered by other students to the Middle School campus. They are to ride the shuttle buses only.

VOLUNTEERISM

Partners in Education (PIE) is a non-profit volunteer organization which provides assistance to teachers and other staff members of the school district by promoting volunteerism with the theme of "Helping Teachers Help Kids". PIE provides services to all schools in many capacities in order to maximize the effectiveness of the districts educational programs. They also serve as a link between the schools and the community by providing patrons and citizens an opportunity to be involved in the education of youngsters. You or your parents can contact the office to link up with this good organization.

EQUITY GRIEVANCE

A grievance shall mean a complaint or dispute of an individual student of the Mountain Home School District alleging a discriminatory practice, policy, or procedure currently in effect in the School District which discriminates against individuals on the basis of race, color, national origin, religion, sex, age, or qualified handicap. Students have the right to present official grievances and shall be assured freedom from restraint, interference, discrimination and reprisal. A formal grievance must be presented in writing within two weeks of alleged violation. Forms and procedures are available in the principal's office. Any person having inquiries concerning compliance with Title VI (race), Title IX (sex), or Section 504 (handicap) is directed to contact the equity coordinator at the district's administrative office at 2465 Rodeo Drive, Mountain Home, AR 72653, phone 425-1201.

CIVIL RIGHTS RESPONSIBILITIES

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

Title VI, Section 601, of the Civil Rights Act of 1964: No person in the United States shall, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. Title IX, Section 901, of the Education Amendment of 1972: No person in the United States shall on the basis of sex, be excluded from participation in, be denied the benefits of, or subject to discrimination under any education program or activity receiving Federal financial assistance. Section 504 of the Rehabilitation Act of 1973: No otherwise qualified handicapped individual in the United States...shall, solely by reason of handicap, be excluded from the participation in, be denied the benefit of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

SCHOOL BASED MENTAL HEALTH

Mountain Home Public Schools is committed to improve the outcomes of the students of the district by collaborating with the community provider, Baxter Regional Medical Center in providing comprehensive and support services relevant to mental health in the public school setting. All students in the Mountain Home Public School District shall be behaviorally and emotionally prepared to come to school so that he/she may benefit from the academic and social opportunities that public school and the educational experience has to offer. Not every child/student that is having difficulty is eligible to receive School-Based Mental Health services. A comprehensive mental health assessment must be conducted by a qualified Mental Health professional and a referral from the child's/student's Primary Care Physician are required to receive this service. Not every child/student that is having difficulty is eligible to receive School-Based Mental Health services. The school's counselor may refer a child/student for a comprehensive mental health assessment from qualified Mental Health professionals. These professionals from the Center for Individual and Family Development will work with the Mountain Home Public School's personnel in a collaborative effort to provide quality mental health services to the students of our district.

*The Office of Special Education – Mountain Home Public School---425-1247
BRMC's Center for Individual and Family Development---435-5511*

TECHNOLOGY

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

ASSEMBLIES AND PROGRAMS

Various assemblies are offered throughout the year for entertainment and/or educational value. Any student that is assigned SAAC, Saturday School or Out-Of-School Suspension may forfeit their privilege to attend these assemblies during the semester in which the infraction occurred. (Excluding Tardies)

ADVANCED PLACEMENT CLASSES

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

DRIVING PRIVILEGES

Junior High students are allowed to drive to and park on the Junior High campus. The following is the recommended policy:

1. Students must present a valid driver's license to the office.
2. Parents must provide permission for the student to be able to drive to school.
3. Students will be assigned a designated parking spot.
4. There will be zero tolerance. Any violation will result in the forfeiture of driving privileges for the remainder of the school year.
5. The following violations include, but are not limited to:
 - *4 times late arrival
 - *leaving campus without permission
 - *speeding
 - *reckless or dangerous driving
 - *failing to park in designated spot

SCHOOL RESOURCE OFFICER

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

DISTRIBUTION OF LITERATURE

Students shall have the right to distribute and possess literature including, but not limited to, newspapers, magazines, leaflets and pamphlets, except that the district may prohibit a specific publication if there is substantial, factual basis to believe its possession or distribution will cause, or is causing, substantial disruption of school. The time, place, and manner of distribution of literature may be reasonably regulated by the district, provided such regulations:

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

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

MHJH ACTAAP EXAM REMEDIATION

As stated in the rules pertaining to ACT 35 of 2003, students who do not score at the Proficient or Advanced level on the ACTAAP Exam (s) **must** participate in a remediation plan. The plan must be individualized based on the student's areas of deficiencies and must be signed by the parent or guardian. Students that do not satisfy the requirements of their remediation plan in grades 9-12 shall not receive credit for the respective course. A student may satisfy the requirements of their remediation plan by achieving a score of at least 70% on prescribed supplemental work for all areas identified on their Academic Improvement Plan (AIP) and/or by maintaining an 80% attendance rate for the designated remediation sessions.

MHJH will use an Accelerated Growth Session (AGS) that will take place from 8:00-8:50 every Wednesday morning for students on an Academic Improvement Plan (AIP) to fulfill the state requirement of remediation due to scoring basic or below basic on an ACTAAP Exam. If a student has a score of basic or below basic on any ACTAAP Exam, then their attendance is mandatory at AGS sessions. Failure to attend the sessions will result in disciplinary action and may result in loss of credit for the respective course (see above paragraph).

The course requirements for proficiency for End-Of-Course Exams shall become effective beginning with the 2009-2010 school year. Multiple opportunities to pass the End-Of-Course Exam shall be provided as defined by the Arkansas Department of Education. Prior to the 2009-2010 school year, students who are not proficient on the End-Of-Course Exams shall participate in a remediation program to receive credit for the corresponding course.

POINT-IN-TIME INTERVENTION

Point-In-Time Intervention (PIT) will be used by MHJH to help students with grade problems. The goal of PIT is to reduce the number of failing grades by helping students that are having trouble in their classes. Teachers and student tutors are available from 8:00 - 8:50 on Wednesday mornings and/or during the day the student will lose an elective and go to a tutor's class; to help them in the subject(s) they are having trouble understanding. Students are assigned to PIT if they have a failing grade in any core course (English, Math, Science, and Social Studies) at progress report card or quarter/semester grade report card times. Students without failing grades are also welcome to attend to receive extra help or to help other students. Attendance is mandatory for all students with a failing grade in a core course, but the students can get out of PIT if their failing grade improves to a passing grade by the next progress report or grade report (usually every 5 weeks). Student attendance is mandatory until they are told by an administrator or their teacher that they are no longer required to attend PIT.

SMART CORE CURRICULUM & GRADUATION REQUIREMENTS FOR THE CLASSES OF 2010-11, 2011-12, & 2012-13

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

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

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

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

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

The first year of this policy's implementation all employees required to be certified as a condition of their employment shall receive training regarding this policy so that they will be able to help successfully implement it. In subsequent years, administrators, or their designees, shall train newly hired employees, required to be certified as a condition of their employment, regarding this policy. The district's annual professional development shall include the training required by this paragraph.

GRADUATION REQUIREMENTS

The number of units students must earn to be eligible for high school graduation is to be earned from the following categories. A minimum of 22 units is required for graduation by the Arkansas Department of Education for students participating in either the Smart Core or Core curriculum. In addition to the 22 units required for graduation by the Arkansas Department of Education, the district requires an additional 2 units to graduate for a total of 24 units. The additional required units may be taken from any electives offered by the district. Mountain Home High School requires 24 units for a Core Diploma and 26 units for a Smart Core Diploma. Smart Core Diploma with Honors requires a 3.5 GPA, completion of Smart Core Requirement, and at least two Advanced Placement courses. There are some distinctions made between Smart Core units and Graduation units.

There are some distinctions made between Smart Core units and Graduation units. Not all units earned toward graduation necessarily apply to Smart Core requirements.

Unless exempted by a student's IEP, all students must successfully pass all end-of-course (EOC) assessments they are required to take or meet the remediation required for the EOC assessment to receive academic credit for the applicable course and be eligible to graduate from high school.

SMART CORE: Sixteen (16) units

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

Oral Communications: one-half (1/2) unit (1/2 year)

Mathematics: four (4) units (all students under Smart Core must take a mathematics course in grade 11 or 12 and complete Algebra II.)

- Algebra I or Algebra A & B* which may be taken in grades 7-8 or 8-9
- Geometry or Investigating Geometry or Geometry A & B* which may be taken in grades 8-9 or 9-10

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

- Algebra II
- Choice of: Transitions to College Math, Pre-Calculus, Calculus, Trigonometry, Statistics, Computer Math, Algebra III, or an Advanced Placement math

(Comparable concurrent credit college courses may be substituted where applicable)

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

- Physical Science
- Biology or Applied Biology/Chemistry
- Chemistry
- Physics or Principles of Technology I & II or PIC Physics

Social Studies: three (3) units

- Civics or Civics/American Government
- World History
- American History

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

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

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

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

CAREER FOCUS: - Six (6) units

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

The Smart Core and career focus units must total at least twenty-two (22) units to graduate by the Arkansas Department of Education. Additionally, the district requires 4 units for a total of 26 units to graduate which may be taken from any electives offered by the district.

CORE: Sixteen (16) units

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

Oral Communications: one-half (1/2) unit

Mathematics: four (4) units

- Algebra or its equivalent* - 1 unit
- Geometry or its equivalent* - 1 unit
- All math units must build on the base of algebra and geometry knowledge and skills.
- (Comparable concurrent credit college courses may be substituted where applicable)

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

Science: three (3) units

- at least one (1) unit of biology or its equivalent
- one (1) unit of a physical science

Social Studies: three (3) units

- Civics or government, one-half (1/2) unit
- World history, one (1) unit

- U.S. history, one (1) unit

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

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

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

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

CAREER FOCUS: - Six (6) units

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

The Core and career focus units must total at least twenty-two (22) units to graduate by the Arkansas Department of Education. Additionally, the district requires 2 units for a total of 24 units to graduate which may be taken from any electives offered by the district.

Cross References: Policy 5.16—GRADUATION REQUIREMENTS FOR THE CLASSES OF
2010-11, 2011-12, AND 2012-13
5.11—PROMOTION/RETENTION/COURSE CREDIT FOR 7-12 SCHOOLS
5.12—PROMOTION/RETENTION/COURSE CREDIT FOR K-7 SCHOOLS

Legal References: Standards of Accreditation 9.03 – 9.03.1.9, 14.01
ADE Guidelines for the Development of Smart Core Curriculum Policy
Smart Core Informed Consent Form 2010-13
Smart Core Waiver Form 2010-13

TO ATTAIN 10TH GRADE STATUS

A student wishing to go to the high school as a sophomore must have **four** completed credits. Two of the four credits must be English I and a full year of math. Remediation is provided at the junior high level to attain the two required credits through provided remediation time during the school day or through Arkansas Virtual High School.

CONCURRENT CREDIT

A ninth through twelfth grade student who successfully completes a college course(s) from an institution approved by the Arkansas Department of Education shall be given credit toward high school grades and graduation at the rate of one-half (1/2) high school credit for each three (3) semester hours of college credit. Unless approved by the school’s counselor **prior to enrolling for the course**, the concurrent credit shall be applied toward the student’s graduation requirements as an elective. Students are responsible for having the transcript for the concurrent credit course(s) they’ve taken sent to their school in order to receive credit for the course(s). The transcripts are to be received by the school within thirty (30) school days of the end of the semester in which the course is taken. **1** Students may not receive credit for the course(s) they took or the credit may be delayed if the transcripts are not received in time, or at all. This may jeopardize students’ eligibility for extracurricular activities or graduation. Students will retain credit applied toward a course required for high school graduation from a previously attended, accredited, public school.

Any and all costs of higher education courses taken for concurrent credit are the student’s responsibility.

Legal Reference: A.C.A. § 6-15-902(c) (2)

Arkansas Department of Education Rules and Regulations: Concurrent College and High School Credit for Students Who Have Completed the Eighth Grade

Taking a Correspondence or On-Campus College Classes (Concurrent Enrollment)

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

HOMEBOUND POLICY

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

It shall be the responsibility of the homebound student to complete all assigned work before he/she starts receiving the services of the homebound teacher. After homebound services begin, the student will complete all assigned work to the best of his/her ability. The homebound student shall complete all the work within five school days and failure to complete the work will result in termination of the homebound services.

The student will receive instruction in math, science, English and social studies. Assignments for elective classes may also be given to the student to complete on their own. A determination by the principal/teacher may be necessary in order to determine continued placement in the elective course for credit.

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

HOME SCHOOL POLICY

Credit for Home School or Non-Accredited School Transfers:

Students who have been home schooled or have attended a non-accredited school may request an end-of-course semester exam to prove proficiency and receive credit for a class. Testing for credit is only allowed in the core subject areas (English, Math, Science and Social Studies). No testing will be done for elective credit.

SEMESTER TESTS

All students will be required to take comprehensive semester tests. First semester exams must be made up by January 15th and second semester exams must be made up by June 15th (unless an extension has been approved by the building principal). *All Seniors* will be exempt from taking spring semester finals. Seniors enrolled in a college credit class, concurrent credit class or online class may be required by the university or teacher to take a comprehensive spring semester final. Students may request a final be given to them in order to raise their grade.

GRADING

Parents or guardians shall be kept informed concerning the progress of their student. Parent-teacher conferences are encouraged and may be requested by parents, guardians, or teachers. If the progress of a student is unsatisfactory in a subject, the teacher shall attempt to schedule a parent-teacher conference. In the conference, the teacher shall explain the reasons for difficulties and shall develop, cooperatively with the parents, a plan for remediation which may enhance the probability of the student succeeding. The school shall also send timely progress reports and issue grades for each nine-week grading period* to keep parents/guardians informed of their student's progress. The evaluation of each student's performance on a regular basis serves to give the parents/guardians, students, and the school necessary information to help effect academic improvement. Students' grades shall reflect only the extent to which a student has achieved the expressed educational objectives of the course.

The grading scale for all schools in the district shall be as follows.

A = 100 – 90
B = 89 – 80
C = 79 – 70
D = 69-60
F = 59 and below

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

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

AR Code 6-15-902 refers to the grade point values for Advanced Placement (AP), International Baccalaureate (IB), and approved honor courses shall be one point greater than for regular courses with the exception that an F shall still be worth 0 points. (Refer to MH School Board Policy 5.15 – Grading)

Legal References: A.C.A. § 6-15-902

State Board of Education: Standards of Accreditation 12.02

Arkansas Department of Education Rules and Regulations Governing Uniform Grading Scales for Public Secondary Schools

ADVANCED PLACEMENT

Students who take advanced placement courses and concurrent college courses for weighted credit or honors courses approved for weighted credit by the Arkansas Department of Education shall be graded according to the following schedule.

A = 100 – 90
B = 89 – 80
C = 79 – 70
D = 69-60
F = 59 and below

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

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

Students taking AP courses shall receive weighted credit as described in this policy. Credit shall be given for each grading period during the course of the year, but shall be retroactively removed from a student's grade for any course in which the student fails to take the applicable AP exam. Students who do not take the AP exam shall receive the same numeric value for the grade he/she receives in the course as if it were a non-AP course. Students who transfer into the district will be given weighted credit for the Advanced Placement courses, honors courses approved by the Arkansas Department of Education, and concurrent college courses taken for weighted credit at his/her previous school(s) according to the preceding scale.

Legal References: Arkansas Department of Education Rules and Regulations Governing Uniform Grading Scales for Public Secondary Schools

ADE Rules Governing Advanced Placement Courses in the Four Core Areas in High School

A.C.A. § 6-15-902(c) (1)

A.C.A. § 6-15-902(c) (3)

CREDIT RECOVERY

A meeting will be set up between the student and his/her counselor (parents are invited) to do paperwork necessary to prepare student for enrollment in the Guy Berry College & Career Readiness Center for credit recovery. MHHS summer school can be discussed at this time as well. Student paperwork will require the signatures of both an MHHS counselor and the building principal in order to give the student permission to attend.

SCHOOL TO HOME COMMUNICATION

Mountain Home Junior High School teachers will meet with parents or guardians of each student at least once a semester through a district scheduled parent-teacher conference (see district calendar). Teachers may choose to communicate with parents at other times throughout the year by phone conference or by letter. Edline, which is another very important communication tool, is explained in the Edline Section earlier in the handbook. According to MH School Board Policy 3.30, teachers are required to communicate during the school year with the parent(s) or legal guardian(s) of each of their students to discuss their academic progress. More frequent communication is required with parent(s) or legal guardian(s) of students who are performing below grade level.

HONOR ROLL

The honor roll is compiled each 9 weeks. To be on the honor roll, a student must make all A's or B's during the grading period.

SCHEDULE CHANGES

All class changes must be made by the counselor and approved by the principal.

INCOMPLETES

Incompletes may be granted on a report card at the discretion of the instructor, indicating that the student has work which must be completed before a grade can be issued. It is the student's responsibility to obtain and complete any necessary assignments and to check with the Counselors' Office to be sure the amended grade has been entered on the transcript. If no change has been made by the end of the following semester, the incomplete will be automatically changed to a failing grade and no credit will be granted for the course.

RETKING A COURSE

Summer School is considered credit recovery and is not the same as retaking a course. Only correspondence courses taken from an accredited college and approved by a counselor can be completed for grade replacement.

STUDENT SCHOOL RECORDS AND EDUCATIONAL RECORDS

A permanent record card will be kept for every student in the school. The cards of students completing the Jr. High School will be sent to the High School. Cards of students dropping out of school shall be kept on file.

Student records will be kept on file in the counselor's office. Student folders will be kept on file in the principal's office. Students are asked to sign any disciplinary forms to be inserted in their files to acknowledge the information placed therein.

1. The Family Education Rights and Privacy Act of 1974 (Public Law 93-380) states in part that "all academic and personal records pertaining to individual students are confidential and can only be inspected by students, parents, and school officials".
2. Parents of students may inspect these records and challenge any records that may be misleading, inaccurate or otherwise inappropriate.
3. Personally identifiable data concerning a student may only be released with his/her parent's written permission unless required by state or federal law. Requests to release records or give personal information over the phone cannot be honored by law. For the protection of the student, a person requesting records may be required to sign a form before the school will release student information.
4. Other school officials within the same school or officials of other schools or school systems in which the student has enrolled may request and receive a student's record.
5. When any student has reached the age of 18 or is attending an institution of post secondary education, the law states that "the rights accorded to and the consent required of the parent of the student shall thereafter only be accorded to and required of the eligible student".
6. Student records include files, documents, tapes, films, etc., which contain personally identifiable information directly related to a student.
7. Records that are given to the school by students/parents are unofficial. Official records can only be obtained between school districts.
8. Due to FERPA Law, no personal information may be given out about a student by phone or fax.

EXTRACURRICULAR ACTIVITIES

Any school/club organization that is not an extension of the school curriculum as mandated by the Arkansas Department of Education is considered to be an extra-curricular activity. Extracurricular and non-instructional activities will be limited to minimize interruptions of classroom instruction. Mountain Home Junior High School is a member of the Arkansas Activity Association and has agreed to adhere to its by-laws.

The extracurricular activity policy is as follows:

1. The previous semester average for all courses will be used to determine a student's eligibility for participation in the extracurricular activity. The previous semester average must be a minimum of a 2.0 GPA or the student must enroll in the Supplemental Instruction Program (SIP) to become eligible to participate in activities. The SIP is 100 minutes of supplemental instruction each week as implemented by the coach or club sponsor. If the student fails to acquire 100 minutes of SIP per week, he/she will be ineligible to participate in extracurricular activities the following week. All students will be monitored weekly to make sure they are meeting their 100 minutes per week.
2. The policy concerning absences for participation in extracurricular activity events is as follows:
Mountain Home Junior High School—15 days per school year.
3. The principal may decide if special circumstances exist, to waive the number of allowed absences per school year for extracurricular activities participation.

If a pep bus is going to an activity, the cheerleaders must ride the bus, both coming and going to the event. All students riding the bus to an activity

are expected to return on the bus. The only exceptions are if the student and his/her parent/guardian inform the chaperon of the bus that they will be returning home with them. No student will be given permission to ride home with another student, boyfriend or girlfriend, etc. If you do not plan on riding the bus home, do not ride it to the event.

At the present time, the following extra-curricular activities are offered at the Junior High: Art Club, Band, Baseball, Basketball, Cheerleading, Choir, FBLA, FCCLA, FFA, Fire Marshals, Fishing Club, Football, Mathcounts, Odyssey of the Mind, Quiz Bowl, Rotary Youth Leadership, ROTC, S.A.F.E, SCR (Students for Civic Responsibility), Soccer, Softball, Student Council, and Track.

Many of these activities are completed within the school day so students may ride the bus at the regular time. Each club has a constitution which contains specific rules of conduct and policies which must be observed.

SPORTSMANSHIP

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

The following are rules of good conduct:

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

The following behaviors show poor sportsmanship:

- Throwing objects of any kind onto a playing field or floor.
- Running or horseplay.
- Vulgar or suggestive language or gestures.
- Booing of officials or opposing team members.
- Any form of disrespect to the opposing team or fans.
- Making noise at times when players' concentration is needed.

Students in grades 8 and 9 who attend an athletic event will be expected to comply with the following rules:

The Student:

1. Must remain inside the fenced area or the gymnasium upon entry to the athletic event. Exiting will require another cost of admission.
2. Will stay away from the restroom areas except to use the facility.
3. Will only go inside the track area to form a spirit line.
4. Will not stand on seats near the edge or top row of the bleachers for safety reasons.
5. Will not be allowed to engage in dangerous or disruptive play such as throwing/kicking objects or running.
6. Should realize that this is a school activity and school rules apply.
7. Will be asked to leave the event should he/she become disruptive.
8. 5A Conference rules apply at all events. These prohibit full-face and body painting, unless the building administrator during special events throughout the year gives permission.

PRIVACY OF STUDENTS' RECORDS/DIRECTORY INFORMATION

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

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

MOUNTAIN HOME SCHOOL DISTRICT ATTENDANCE POLICIES ***(AR Code: 6-18-209, 6-18-220, 6-18-222, 6-18-229, 6-27-113, 7-4-116, 27-16-701)***

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. Since there is a difference in absences at the secondary level and the elementary level due to block scheduling, credits, etc. please refer to the individual student handbooks for specific absence clarification.

In accordance with Arkansas State Law the Mountain Home School District has established the following attendance policies:

I. ABSENCE CATEGORIES:

Excused Absences

Excused absences are defined as those absences that can be verified by third party documentation from a physician or similar professional, legal documentation from an attorney, a judge or court official, or verification of catastrophic circumstances. Excused absences are those where the student was on official school business or when the absence was due to one of the following reasons and the student brings a written statement upon his/her return to school from the parent or legal guardian stating such reason:

1. The student's illness or when attendance could jeopardize the health of other students. A maximum of six (6) such days are allowed per semester unless the condition(s) causing such absences is of a chronic or recurring nature, is medically documented, and approved by the principal. The District reserves the right to require confirmation of the medical documentation through direct communication with the medical personnel responsible for the documentation and if the district is unable to confirm or verify the absence or the reason for the absence, to consider the absence to be unexcused.
2. Death or serious illness in their immediate family;
3. Observance of recognized holidays observed by their faith;
4. Attendance at an appointment with a government agency;
5. Attendance at a medical appointment;
6. Exceptional circumstances with prior approval of the principal; or
7. Participation in an FFA, FHA, or 4-H sanctioned activity;
8. Participation in the election poll workers program for high school students.

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

It is the Arkansas General Assembly's intention that students having excessive excused absences be given assistance in obtaining credit for their courses. Excessive absences may, however, be the basis for the denial of course credit, promotion, or graduation.

Unexcused Absences

Absences not defined above or not having an accompanying note from the parent or legal guardian shall be considered as unexcused absences. Students with seven (7) unexcused absences in a course in a semester shall not receive credit for that course. At the discretion of the principal after consultation with persons having knowledge of the circumstances of the unexcused absences, the student may be denied promotion or graduation. Excessive absences shall not be a reason for expulsion or dismissal of a student.

Grades K-9

An unexcused absence is an absence without third party documentation. Two letters are sent home to parents/guardians:

- At the first occurrence of four (4) three (3) absences per semester
- At the first occurrence of nine (9) seven (7) absences per semester. Also, a letter may be sent to parents/guardians and prosecuting authorities.
-

Students who attend in-school suspension shall not be counted absent for those days.

Days missed due to expulsion or out-of-school suspension shall be unexcused absences.

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

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

Students who serve as pages for a member of the General Assembly shall be considered on instructional assignment and shall not be considered absent from school for the day the student is serving as a page.

II. ADMINISTRATIVE PROCEDURES: (PER SEMESTER)

- A. Upon the 4th absence not verified by third party documentation, parents/guardian will be mailed an informational letter regarding the absences.
- B. Upon the 9th absence not verified by third party documentation, the parent/guardian will be mailed a letter, and AS DICTATED BY STATE LAW, the district will notify the prosecuting authorities (Baxter County Juvenile Services).
- C. Upon the 12th absence, REGARDLESS OF DOCUMENTATION, the district will notify the prosecuting authorities (Baxter County Juvenile Services).

III. CREDIT/RETENTION:

- A. Grades K-8: Excessive absenteeism may result in RETENTION.
- B. Grades 9-12: A total of 9 absences during one semester may cause the student to lose credit in that class. The student will remain in the class.

IV. APPEAL PROCEDURES:

If the student feels that justifiable or extraordinary circumstances have contributed to exceeding the eight day limit, the student may appeal to the Assistant Principal for credit. This appeal may be granted at the end of the semester if the following conditions have been met:

- A. Attendance after the eight day limit is satisfactory.

- B. The student has supplied justifiable or extraordinary reasons for the absences.
- C. Appropriate doctor statements, if applicable, have been filed with the Assistant Principal.
- D. The student is earning at least 60% in that class & has satisfactorily completed all criteria for completing the course.
- E. There is no truancy involved.

RESIDENCE REQUIREMENTS

Ark Code 6-18-202 states the schools of the district shall be open and free through the completion of the secondary program to all persons between the ages of five (5) and twenty one (21) years whose parents, legal guardians, or other persons having lawful control of the person under an order of a court reside within the district and to all persons between those ages who have been legally transferred to the district for educational purposes. (Refer to MH School Board Policy 4.1 – Residence Requirements)

COMPULSORY ATTENDANCE REQUIREMENTS:

AR Code 6-18-201(a) reads “Under the penalty for noncompliance as set by law, every parent, guardian, or other person residing within the state of Arkansas having custody or charge of any child age five (5) through seventeen (17) on or before August 1 of that year shall enroll and send the child to a public, private, parochial school or provide a home school for the child...” For the 2011-12 school year, students may enter kindergarten if they are five (5) years old on or before August 1. (Refer to MH School Board Policy 4.3 – Compulsory Attendance Requirements)

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

Legal Reference: A.C.A. § 6-18-201 & 6-18-207

**MOUNTAIN HOME PUBLIC SCHOOLS
DISCIPLINE PLAN
GRADES 8-12 VI.
(AR Code 6-18-502 & 6-18-503)**

Student Conduct

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

The “Extended Rights Policy” (ERP) is school policy for extending authority beyond the “School Zone”. The ERP gives the school the right to protect and control beyond the “school zone” versus the obligation to do so. When a student leaves the “school zone”, the school’s obligation ends, but its rights continue. These rights include but are not limited to the right to investigate, gather, and exchange information with the police department. In addition, the school has the right to make a determination whether actions of the student creates a clear dangerous/disruptive connection back to and upon the safe and orderly educational atmosphere of the school.

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

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

- Key for abbreviations:**
- S--Suspension**
 - W--Warning**
 - SS--Saturday School**
 - LS--Late School**
 - OSS--Out-of-School Suspension**
 - ISS--In-School-Suspension**
 - PC--Parent Contact**
 - PA—Prosecuting Authorities**
 - AD--Administrator's Discretion**
 - MHPD--Mountain Home Police Dept.**

NOTE: All suspensions require parent/guardian or responsible adult contact. Parent contact may be verbal or written. Students assigned to OSS, SS will forfeit their privilege to attend assemblies for the remainder of the semester. Administrators will attempt to make contact with parents/guardians on office referrals (verbal and written). Some offenses, depending upon the severity, may require notification of the MHPD, and Prosecuting Authorities or both. Administrators will make a reasonable, good faith effort to contact parents/guardians when their child has been reported to, interviewed, or taken in to custody by law enforcement personnel and for other purposes (Act 1217 of 2001).

- I. Offenses listed in this section allow the administrator's discretionary use of a full range of disciplinary consequences from a **warning** to **expulsion**. This plan applies to situations that occur at school events off or on school property (including buses), before, during, or after school hours and includes the Extended Rights Policy.

<u>Offense</u>	<u>Consequence</u>
A. Disruptive, Disrespectful	AD
B. Failure to Comply	AD
C. Pass Usage	AD
D. Destruction of Property (AR. Code 9-25-102)	AD, Restitution
E. Possession of Contraband (beepers, cell phones, laser pointer, paint ball gun, wallet chains, etc...) (Act: 1408, 1999) (AR. Code 5-71-227)	AD
F. Harassment	AD
G. Sexual Harassment (Act: 1108, 1997)	AD
H. Inappropriate Language, Gestures or Materials	AD
I. Public Display of Affection	AD
J. Habitual Failure to Complete and Turn in Work	AD, PC
K. Extortion	AD, Restitution
L. Gambling	AD
M. Hate Groups, Gang-Like or Gang Related (Activities including: signs, emblems, signals, writing, and satanic markings) (Act: 1108, 1997)	AD, Zero Tolerance
N. Out-of-Bounds (Loitering on or within 100 ft. of school property)	AD
O. Dishonesty (Forgery, Cheating, Lying)	AD
P. Unauthorized Possession or Theft of Property	AD, Restitution
Q. Safety Violations (Rough Play, Wrestling, Throwing Objects)	AD
R. Abusive or Threatening Behavior (Verbal, Physical) (Act: 1520, 1999)	AD, PC
S. Violation of District Technology/Internet Policy (AR code 6-21-107 as amended by Act: 912, 2001)	AD
T. Violations of Medication Policy	AD
U. Bullying (AR 6-18-514)	AD

Level One:

- A. Disruptive, Disrespectful.
Students shall refrain from disruptive and/or disrespectful behavior.
- B. Failure to Comply.
A pupil shall not fail to comply with reasonable directions or commands of teachers, student teachers, substitute teachers, teacher's aides, principals, administrative personnel, superintendents, school bus drivers, school security officers, or any other authorized school personnel.
- C. Pass Usage.
Passes must be utilized when traveling throughout the building.
- D. Damage or destruction of school or public property.
A pupil shall not cause or attempt to cause damage to school property or private property. The school district may take legal steps if necessary to recover damages from the student destroying the school property. Parents or guardians of any minor under the age of 18 will be liable for damages caused by said minor.
(AR. Code 9-25-102)
- E. Contraband.
A student shall not possess contraband that is disruptive. The purpose is to avoid distracting and time-consuming episodes of inattention, ownership disputes, emotional upsets over lost items, and to insure that students can hear instructions. Examples are items like edibles, trading cards, drug paraphernalia, or any item that resembles or is represented as a weapon such as offensive sprays, lighters, matches, paintball guns, wallet chains, choker chains, bullets, or ammunition, etc. Students are not to bring electronic games, TV's, beepers, scanners, laser pointers, or other electronic devices to school during school hours (AR Code 5-71-227). According to Act: 447 of 2001, students are allowed to possess electronic communication devices on a school campus after normal school hours for extracurricular activities. Exceptions may be granted by the building Principal. For safety reasons, student should report such devices to the office before the start of the school day. Mountain Home Junior High can not be responsible for lost or stolen items.
- F. Harassment.
Harassment of others at Mountain Home Public Schools will not be permitted. Harassment shall be considered any act that intentionally and repeatedly causes another to become embarrassed, ashamed, angry or uncomfortable. Harassment may be physical, verbal or merely unwanted/intimidating looks directed at a person for the purpose of initiating an emotional response.

Students are encouraged to report harassment. (Arkansas Code 6-18-514)

- G. Sexual Harassment.
Sexual harassment is when a student makes unwelcome sexual advances, requests sexual favors and other inappropriate oral, written, or physical conduct. Examples of prohibited conduct are verbal harassment or abuse, repeated remarks to a person with sexual or demeaning implications, inappropriate patting or touching, intentional brushing against another's body, or any sexually motivated unwelcome touching. Any person who alleges sex discrimination or sexual harassment by any staff member or student is encouraged to complain directly to the building principal, guidance counselor, or to the district's Equity Coordinator (425-1201). Any teacher that becomes aware of any such act or alleged act must report to at least one of these persons. Upon receipt of a complaint the District will take such action as appropriate based on the results of the investigation. If the harasser is a student, disciplinary action may include suspension or expulsion. If the harasser is an employee, disciplinary action may include termination or non-renewal. See: Sexual Harassment Policy.
- H. Inappropriate Language, Gestures or Materials.
- I. Public Display of Affection.
A student's display of affection or emotions are restricted and are based upon common courtesy. Examples of restricted student affection are as follows: kissing, hugging, sitting on laps, etc. Students that do not refrain from inappropriate behavior will be disciplined.
- J. Habitual failure to complete and turn in work.
- K. Extortion.
No student shall intimidate others for food, money, protection, etc.
- L. 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.
- M. Gang-like, Gang, or Hate Group Related Activities.
Unlawful student organizations (fraternities, sororities, secret societies, gangs or hate groups) are not permitted. (AR. Code 6-18-603) No student shall promote gang membership or gang or hate group activities by the wearing of gang-style clothing, the display of gang symbols or gestures.
- N. Out of Bounds.
Students are considered out of bounds if they enter any area other than is dictated by their normal schedule. Students are not to loiter before or after school within 100 ft. of school property. (AR. Code 6-21-607) Junior High students are not to be on the high school campus before or after school without permission from school personnel.
- O. Dishonesty (forgery, cheating, lying).
Students should not participate in any dishonest effort to receive credit or to allow others to receive credit for any assignment.
- P. Unauthorized Possession or Theft of Property.
1. A student shall not steal or attempt to steal property belonging to the school or public or private property while under jurisdiction of the school.
2. Students shall make restitution of any property stolen by them and shall be subject to other disciplinary measures.
3. Found items must be turned in immediately.
- Q. Safety Violations.
Students should not participate in any activities that could result in injury or present a disruptive atmosphere. Playful wrestling or boxing is prohibited. Students should never place their arms or hands around another person's neck as this could result in permanent injury or death.
- R. Abusive or Threatening Behavior.
Students should refrain from threats of physical harm to any person. Insinuations of death or harm to another is prohibited. Threats in some circumstances are felonious acts and severe violation of school rules. Appropriate action will be taken upon report of all threats. (Ranging from parent conference to expulsion and police involvement.) This includes oral, written, physical or electronic communication (phone, internet, etc.). Any student who threatens others with serious injury or death or who talks of bringing a weapon to school automatically will be referred by Baxter County Juvenile Services/Mountain Home Police Department. (AR. Code 6-17-113 as amended by Act. 1520, 1999)
- S. District Technology/Internet Policy.
Located in the Appendix.
- T. Medication Policy
This includes any prescribed medication, over-the-counter medication or pills (No Doz, Yellow Jackets, etc) and homeopathic medicine (herbal or naturally occurring supplements). The Medication Administration Policy is located in the Appendix.
- U. Bullying
Respect for the dignity of others is a cornerstone of civil society. Bullying creates an atmosphere of fear and intimidation, robs a person of his/her dignity, detracts from the safe environment necessary to promote student learning, and will not be tolerated by the Board of Directors. Students who bully another person shall be held accountable for their actions whether they occur on school equipment or property; off school property at a school sponsored or approved function, activity, or event; going to or from school or a school activity in a school vehicle or school bus; or at designated school bus stops.

Definitions:

Bullying means the intentional harassment, intimidation, humiliation, ridicule, defamation, or threat or incitement of violence by a student against another student or public school employee by a written, verbal, electronic, or physical act that causes or creates a clear and present danger of:

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

- Substantial disruption of the orderly operation of the school or educational environment;

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

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

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

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

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

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

1. Sarcastic "compliments" about another student's personal appearance,
2. Pointed questions intended to embarrass or humiliate,
3. Mocking, taunting or belittling,
4. Non-verbal threats and/or intimidation such as "fronting" or "chesting" a person,
5. Demeaning humor relating to a student's race, gender, ethnicity or personal characteristics,
6. Blackmail, extortion, demands for protection money or other involuntary donations or loans,
7. Blocking access to school property or facilities,
8. Deliberate physical contact or injury to person or property,
9. Stealing or hiding books or belongings, and/or
10. Threats of harm to student(s), possessions, or others;
11. Sexual harassment, as governed by policy 4.27, is also a form of bullying,

Students are encouraged to report behavior they consider to be bullying, including a single action which if allowed to continue would constitute bullying, to their teacher or the building principal. The report may be made anonymously. Teachers and other school employees who have witnessed, or are reliably informed that, a student has been a victim of behavior they consider to be bullying, including a single action which if allowed to continue would constitute bullying, shall report the incident(s) to the principal. Parents or legal guardians may submit written reports of incidents they feel constitute bullying, or if allowed to continue would constitute bullying, to the principal. The principal shall be responsible for investigating the incident(s) to determine if disciplinary action is warranted. The person or persons reporting behavior they consider to be bullying shall not be subject to retaliation or reprisal in any form. Students found to be in violation of this policy shall be subject to disciplinary action up to and including expulsion. In determining the appropriate disciplinary action, consideration may be given to other violations of the student handbook which may have simultaneously occurred. Notice of what constitutes bullying, the District's prohibition against bullying, and the consequences for students who bully shall be conspicuously posted in every classroom, cafeteria, restroom, gymnasium, auditorium, and school bus. Parents, students, school volunteers, and employees shall be given copies of the notice. Copies of this policy shall be available upon request. Legal Reference: A.C.A. § 6-18-514

- II.** Offenses listed in this section involve suspensions with a discretionary administrative recommendation for expulsion. All suspensions require contact with parents or a responsible adult. Administrative consequences are minimums that may be exceeded if necessary. This plan applies to situations that occur at school events off or on school property (including buses), before, during, or after school hours.

Offense

A. TARDIES (Cumulative per nine weeks)

Tardies (teachers will list each tardy on the attendance sheet). All tardies are cumulative per nine weeks!! A student is considered tardy if he/she is not in their assigned place in each class when the tardy bell rings.

First Hour of the Day

1. Warning
2. Warning
3. Warning
4. D-Hall
5. 1 LS, PC
6. 1 LS, PC
7. 1 SS, PC
8. 1 SS, PC
9. And Above 1 OSS, PC (For Each Tardy)

2nd Hour through 7th Hour

1. D-Hall
2. 1 LS, PC
3. 1 LS, PC
4. 1 SS, PC
5. 1 SS, Parent Meeting
6. And Above 1 OSS, PC (For Each Tardy)

Note: All tardies are unexcused unless you are detained by school personnel. Exceptions are made for students returning to school from medical, dental, or legal appointments. Proper documentation must be presented at the time of the student's return to school.

A. Repeated OSS

4-10 OSS, Possible JO,

Possible Expulsion

B. Inappropriate Personal Appearance

1. Detention, change clothing
2. LS, PC
3. LS, PC
4. ISS, PC

C. Vulgar, Obscene, Offensive Language, Gestures or Materials

1. 1 ISS, 1 OSS, PC
2. 2 OSS, PC
3. 4 OSS, PC

D. Fighting (Act: 1108, 1997)

1. 1-10 OSS, PC, school counselor referral, MHPD
2. 2-10 OSS, PC, MHPD
3. 4-10 OSS, PC, MHPD

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

E. Skipping (Failure to attend class while on campus), Leaving Campus without Permission, or Truant (Absence from school without school or parent's prior knowledge)

1. 1 LS and ISS, PC
2. ISS and SS, PC (No driving on campus for two weeks)
3. 2 OSS, PC, JS (No driving on campus for remainder of year)

F. Tobacco (Possession or use) (AR Code 6-21-609 as amended by Act:1108, 1997)

1. 1 OSS & TEG Program OR 4 OSS, PC, MHPD for citation
2. 4 OSS, plus 6 consecutive Teen Substance Abuse Awareness Program classes which meet at BCJS. (Failure to attend all 6 classes will result in 6 OSS, PC, MHPD for citation.
3. 10 OSS, PC, MHPD for citation

G. 911 Call (Initiating or participating in a false 911 call) (AR Code 5-71-210 as amended by Act 567, 2001)

1. 10 OSS, MHPD
2. 10 OSS, Expulsion

H. Refusal to Comply, Defiance

1. 1-10 OSS, PC, immediate class suspension
2. 10 OSS and/or Expulsion, PC
3. 10 OSS, PC, Expulsion

I. Violation of Cell Phone Policy

1. LS & SS and parent must pick up cell phone.
2. ISS & SS and parent must pick up cell phone.
3. One day of OSS & parent must pick up cell phone & student may not bring cell phone back to school for one semester.

J. Refusal or Flight from Search

1-10 OSS, Possible JO, Possible Expulsion

K. Fireworks

1-10 OSS, Possible JO, Possible Expulsion

Level Two:

A. Tardies

Students will be considered tardy if they are not in their assigned location as specified by their teacher when the bell stops ringing.

B. Personal Appearance

The following regulations shall govern student dress:

1. Dress and grooming should be clean and in keeping with health and sanitary practices.
2. Students may not wear clothing, jewelry, hairstyles or hair colors that can be hazardous or disruptive in their educational process. When coloring hair, students may not use alternative hair colors other than those occurring naturally.
3. Dress and grooming should not disrupt the educational process. For example:
 - a. A student shall not wear or use emblems, insignias, badges, or other symbols which distract other students, or otherwise cause disruption or interference with the operation of the school. This includes advertisements or symbols for alcoholic beverages, tobacco and illicit drugs. This also includes any objects that may be deemed inappropriate or inflammatory due to circumstances at the time. Co-ed Naked, Big Johnson, Gangster, Pimpin', Pimp, Playboy bunnies, or any other clothing that displays objectionable or inflammatory content shall not be worn.
 - b. Tops must cover the entire torso. Bare midriffs and narrow strapped tops (less than the width of a

one-dollar bill) are not permitted. A student's shirt and pants/skirt/shorts must touch all the way around the waist at all times while standing or seated. No undergarment or mid-section skin (front or back) can show at any time. Also, students shall not wear low-cut or revealing tops.

- c. Mesh shirts and sweaters are permitted only if worn over an opaque solid garment.
- d. Shorts and skirts must extend at least one-dollar bill length from the top of the kneecap upward to the bottom of their shorts or skirt, while standing. This will be checked daily by their first hour teacher.
- e. No headwear or hoods can be worn inside the building.
- f. Sunglasses shall not be worn inside the building.
- g. Any article that could be used as a weapon or inflict injury, should not be worn. Example: wallet chains, large rings, choker chains, dog collars, etc.
- h. Pants/shorts worn below the hips are not permitted and no under garments should be showing.
- i. Clothing, outerwear, pins, symbols, or insignia of prohibited organizations or gangs shall not be worn to school or at any school related activity.
- j. Clothing such as overalls, must be properly fastened as designed.
- k. There shall be no visible external body piercing jewelry other than what is worn in the ear. Attempts to cover up an external piercing such as an eyebrow ring or nose ring with a band-aid or other device is not acceptable. There shall be no attempt at body piercing on school grounds or school property.

C. Vulgar, Obscene, Offensive Language or Gestures

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

D. Fighting

E. Skipping

Students must attend all classes while on school grounds.

F. Leaving Campus with out Permission

Students may not leave campus during the school day without administrative approval. Students must sign out in the front office when leaving campus before the end of their school day.

G. Truant

Attendance may be used as basis for denial of course credit. (AR. Code 6-18-222)

H. Use of Tobacco

In keeping with regulations passed by the 1987 Arkansas Legislature, there will be no tobacco products carried or used on the campus of Mountain Home Schools. Students will be disciplined if they are found either using or possessing tobacco or tobacco products on the campus. Lighters, matches, etc. are considered contraband. (AR. Code 6-21-609). The TEG (Tobacco Education Group) program has been implemented in lieu of out-of-school suspension for first time tobacco offenders. Intervening with Teen Tobacco Users is a research based educational program that strives to inform teenage tobacco users about the negative consequences of tobacco use.

I. 911 Call

Students shall not participate in reporting any false information to any emergency agency.

J. Refusal to Comply, Defiance

K. Cell Phone Use

For safety purposes, the district permits students to possess cell phones; however, cell phones must remain turned off and put away during the instructional day. This is from the first bell of the day to the last bell of the day (except for lunch periods), including during testing. A cell phone that is in silent mode is **NOT** off. "Turned off means the phone is powered off. It cannot make or receive calls, text messages, or alerts. Students in violation will be subject to disciplinary action. Students using other electronic communication devices, cameras, MP3 players, iPods, and other portable music devices after the first bell and before the last bell may have them confiscated. Confiscated cell phones and other electronic communication devices may be picked up at the school's administration office by the student's parents or guardians. (Students have no right of privacy as to the content contained on any cell phones and other electronic communications devices that have been confiscated.) Students who use school issued cell phones and/or computers for non-school purposes, except as permitted by the district's internet/computer use policy, shall be subject to discipline, up to and including suspension or expulsion.

K. Fireworks

A student shall not possess, handle, store or use firecrackers, smoke bombs, cherry bombs or any other type of fireworks that reasonably could be a danger to himself/herself or to other students, that could cause damage to school property, or that could be disruptive to the learning climate of the school.

III. Offenses listed below require 10 OSS on the first offense with referral to legal authorities for possible prosecution and a mandatory administrative recommendation for expulsion. This plan applies to situations that occur at school events off or on school property (including buses) before, during, or after school hours. All criminal acts of violence and felonies will be reported to the appropriate authorities. Students may be expelled permanently for severe infractions.

Offense

Consequence

**A. Weapon/Dangerous Object (Act: 1590, 1999)
(Expressed intent to harm)**

10 OSS, PC, JS, MHPD, Expulsion

B. Major Disturbance or Fight

10 OSS, PC, JS, MHPD, Expulsion

C. Verbal Abuse of School Personnel (AR code 6-17-106 as amended by Act: 1565, 2001)	10 OSS, PC, JS, MHPD, Expulsion
D. Physical Abuse or Assault of School Personnel, or Death Threat of School Personnel or Student. (Act: 1520, 1999)(Act 1046, 2001)	10 OSS, PC, JS, MHPD, Expulsion
E. Explosives	10 OSS, PC, JS, MHPD, Expulsion
F. False Fire, Bomb Threat (Initiating or participating in a false fire alarm or bomb threat) (AR Code 5-71-210 as amended by Act: 567, 2001)	10 OSS, PC, MHPD, Expulsion
G. Arson or Attempted Arson	10 OSS, PC, MHPD, Expulsion
H. Possession, Use, or Distribution of an Illegal Substance or <u>any</u> Misrepresented or Misused Substances	10 OSS, PC, MHPD, Expulsion (up to one year)
I. Firearms (Act: 1108, 1997) (Act: 1282, 1999)	10 OSS, PC, MHPD, Expulsion (one year minimum)

Level Three:

- A. Weapon, Dangerous Object (possession, intent, or use)
A pupil shall not possess, threaten with, or use a knife, razor, ice pick (AR. Code 5-73-120), wallet chain, large ring, pepper or tear gas sprays (AR Code 5-73-124), laser pointer (AR. Act 1408 of 1999), or any other object that reasonably can be considered a weapon or dangerous to others. Any item that aids in the violation of school rules is prohibited.
- B. Refusal or Flight from Search
Refusal to submit to or flight to avoid a non-intrusive physical search when the Administration has reasonable suspicion that the search will result in evidence of a violation of a school rule. This includes, but is not limited to bags, purses, cars, and breathalyzers.
- C. Major Disturbance or interference with school--NO PUPIL SHALL:
1. Occupy the school building or properties with intent to deprive others of its use or where the effect there of is to deprive others of its use.
 2. Block the doorway or corridor of any school building or property so as to deprive others of access.
 3. Prevent or attempt to prevent the convening or continued functioning of any school class, activity, or lawful meeting, or assembly on the school campus.
 4. Prevent students from attending a class or school activity.
 5. Block normal pedestrian or vehicular traffic on the school campus or adjacent grounds unless under the direction of a school administrator.
 6. Continuously and intentionally make noise or act in any other manner so as to interfere seriously with the teacher's ability to conduct the class or any other school activity.
 7. In any other manner by the use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct intentionally causing the disruption of any lawful process or function of the school or engage in any such conduct for the purpose of causing the disruption or obstruction of any such lawful process or function.
 8. Refuse to identify himself on request of any teacher, principal, superintendent, school bus driver or other school personnel.
 9. Encourage other students to violate any rule or school board policy.
 10. Participate, promote or encourage school wide disturbances. (fighting, riots, etc.)
- D. Verbal Abuse of School Officials
Verbal abuse of school officials is covered by Arkansas Statue 6-17-106, which reads "every person who shall abuse or insult a public school teacher while such teacher is performing normal and regular or assigned school responsibilities, shall be guilty of a misdemeanor and upon conviction, shall be liable to a fine of not less than \$100, or more than \$1500."
- E. Physical Abuse, Assault of School Personnel, or Death Threat (Act: 1046, 2001) of School Personnel or Student (Act: 1520, 1999)
A pupil shall not cause or attempt to cause physical injury or behave in such a way as could cause physical injury to a school employee, fellow student, or other individual.
- F. Explosives
A student shall not possess, handle, store or use explosives that reasonably could be a danger to himself/herself or to other students; that could cause damage to school property; or that could be disruptive to the learning climate of the school.
- G. False Fire or Bomb Threat
Students may not initiate nor participate in reporting a false fire alarm or bomb threat. (AR Code 5-71-210 as amended by Act: 567, 2001)
- H. Arson or Attempted Arson
No person is allowed to start any type of fire during school or at any school event on or off campus (excluding teacher-led experiments in a classroom setting).
- I. Possession/Distribution of illegal, or use of misrepresented, or misused substances

A pupil shall not possess, distribute, sell, use, transmit, or be under the influence of any mood-altering drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, **prescription medication** or any other controlled substance as defined in AR Code 5-64-401 or beverage containing alcohol.

J. Possession of Firearms

No person shall possess a firearm (pellet gun, handgun, rifle, shotgun) on school property (AR. Code 5-73-119 as amended by Act 1282 of 1999). Such possession also mandates expulsion for a one year minimum (AR. Code 6-18-507 as amended by Act 1150 of 1999); provided that the superintendent shall have discretion to modify such expulsion requirement on a case-by-case basis. Additionally, parents of students expelled for this offense must sign a statement, prior to re-enrollment, acknowledging that they have read and understand current laws regarding the possibility of parent responsibility for allowing a child to possess a weapon on school property. All such expulsions will be reported to the Arkansas Department of Education for inclusion in their Registry of Students Expelled for Firearms or Violence.

IV. Policies for Students Riding the School Bus

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

Failure to follow any of these policies can result in loss of riding privileges. For Transportation assistance, call 425-1240.

V. Bus Discipline

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

Attempts will be made to notify parents on all Level 2 & Level 3 offenses, repeated offenses, and consequences resulting in bus suspension.

The following is only a guideline. Depending on the nature of the incident, the consequences may be subject to administrator discretion. After the 4th incident, there is the possibility of losing riding privileges for the remainder of the school year.

EXAMPLES OF OFFENSES AND ACTIONS TO BE TAKEN ARE:

LEVEL 1 (Minor Offenses)

Noisy or annoying behavior	Failure to comply	Improper boarding/departing
Out of seat or out in aisle		Unauthorized transportation
Turned around in seat	Eating or Drinking	Bringing objectionable objects
Rudeness, improper language	No bus pass	Horse-play, light pushing
Throwing paper type Objects	Littering	Any body part out of bus window

- ACTIONS: 1st Offense - warning
 2nd Offense - 1 day bus suspension
 3rd Offense - 1 to 10 day bus suspension
 4th Offense - Administrative Discretion

LEVEL 2 (Serious Offenses that directly affect others)

Rough Play	Spitting	Bringing dangerous objects
Fighting	Profanity	Theft or dishonesty
Getting on any bus when riding	Damage to property	
Refusal to obey driver privilege has been suspended disrespectful behavior	Throwing dangerous objects	Defiance /

ACTIONS: 1st Offense - 1 day bus suspension
 2nd Offense - 1 to 10 day bus suspension
 3rd Offense - 1 to 3 day school suspension
 4th Offense - Administrative Discretion

****TOBACCO 1st offense**

5 day bus suspension plus school disciplinary policy

LEVEL 3 (Severe Offense)

Public Indecency		Sexual Harassment
Drugs, Alcohol	Tobacco (2 nd offense)**	Possession of weapon

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

**2nd offense for a tobacco violation also carries a 10 day out of school suspension along with the other disciplinary measures as listed in the STUDENT PARENT HANDBOOK

Board Approved
 May 18,2006

Due to critical safety issues which require full awareness at bus loading or unloading, cell phone usage is forbidden at those times. Cell phones must be turned off at school from 7:30 until the final bell.

SEARCH AND SEIZURE

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

1. Students will be informed of the conditions governing the use of lockers when locker assignments are made.
2. Searches will only be made by the building principal or an official duly authorized for that purpose by the principal. The search of a particular locker will be made upon a reasonable assumption that the locker contains a controlled substance, gun, or other contraband.
3. Blanket searches of every locker will not occur except for unusual circumstances.
4. When practical, the pupil will be given the opportunity to be present during a search of his/her locker and/or possessions. A pupil’s person and personal belongings may be searched when reasonable suspicion exists that the student or personal belongings contain evidence of an illegal act, contraband or a school rule violation.
 Dangerous items (such as firearms, weapons, knives, and controlled substances such as defined by ACT 590 of 1971, as amended), and other items which may be used to substantially disrupt the education process will be removed from the student’s possession and will be reported and transmitted to the proper authorities.
 - a. A student will be asked for his/her consent prior to a personal search. Assistance from parents and others may be sought if a student objects to a personal search unless there is reasonable cause to believe that a dangerous item is being concealed. A search warrant may also be obtained.
 - b. A pat-down search of a pupil’s person should be done by a school official of the same sex and with a witness present.
5. Random and unannounced searches utilizing the drug dog will occur throughout the school year.
6. Random and unannounced searches utilizing hand held metal detectors may occur throughout the school year.

REPORTING RULE/LAW VIOLATION

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

BEHAVIOR OTHERWISE NOT COVERED

The school district reserves the right to punish behavior which is not conducive to good order and discipline in the schools, even though such

behavior is not specified in the preceding written rules or any student handbook.

DISCIPLINARY ACTIONS-COMPOSITION AND RANGE

The following is a list of some specific actions that are used:

1. Detention
2. Loss of privileges
3. Work assignment-academic or other
4. Parent conferences
5. Restitution
6. Referral-school staff or other professional
7. Saturday School
8. Suspension
9. Expulsion
10. Other action as deemed appropriate
11. Referral to law enforcement-any felonious acts, assaults, or threats will be reported to the appropriate agency.

LATE SCHOOL, STUDENT ALTERNATIVE ATTENDANCE CENTER (SAAC) & SATURDAY SCHOOL

Late School, the Student Alternative Attendance Center (SAAC), and Saturday School are used by administrators for the violation of school rules/policy. The purpose of Late School, SAAC, and Saturday School is to provide a positive alternative to loss of class time for violation of school rules, regulations and policies when the school administration feels this type of placement would assist in the student's rehabilitation and ultimately, improve the discipline within the school. The usage of SAAC is not intended to remove suspension and/or expulsion as a valid disciplinary action for extreme or repeated violations. Those students who will not cooperate in the room will be suspended from school.

Late School Rules and Regulations

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

SAAC Rules and Regulations

1. Be in SAAC room seated and ready to work by 8:00 a.m.
2. Bring all books and materials necessary for a regular scheduled day of class (including pen and/or pencil). Failure to be prepared for SAAC will result in out-of-school suspension for that day.
3. You must complete all assigned classroom work and it must be turned in to the teacher at the beginning of the next class meeting. The SAAC teacher will assign additional work if the student finishes all assigned work.
4. You will be allowed three restroom breaks throughout the day.
5. There will be no student interaction of any kind during the day (communication of any sort).
6. Failure to strictly follow any rules or verbal instructions while in SAAC will result in out-of-school suspension for the remainder of that day and the following school day.
7. SAAC students will spend approximately 30 minutes per day on campus clean up details.
8. SAAC is limited to 6 days of assignment per student per school year.

Saturday School Guidelines:

1. Students will not be assigned to Saturday School for over 3 disciplinary problems (except tardiness).
2. Student's failure to attend or to comply with Saturday School regulations will result in OSS.
3. Dismissals from Saturday School will result in OSS. These students will lose the Saturday School option.
 - a. Assignments to Saturday School count the same as OSS (max 5) toward expulsion.
 - b. Saturday School schedule will be 8:00 a.m. to 11:00 a.m..
 - c. Parents or guardians will be contacted verbally or in a letter regarding student's assignment to Saturday School.
 - d. Saturday School may be used as an option for discipline for any level I or II offenses on our secondary discipline plan. 1-3 OSS equals one Saturday School.

SUSPENSION (from class)

A teacher may dismiss any pupil from the class when deemed appropriate for disciplinary reasons. When this is the case, the student must go directly to the office of the assistant principal. When feasible, the teacher shall accompany the student and shall, as soon as practical, file with the administrator a written statement of the reason(s) for the pupil's dismissal from the class. The administrator shall determine whether to reinstate the pupil into class, reassign him/her, or take other disciplinary action. If a student is dismissed a second time during any nine week period a discipline conference must be held before returning to class. (Act: 1281, 1999) However, when a student's suspension is interrupted by the official school breaks of Thanksgiving, Christmas, and Spring Break, the number of **days** his/her extracurricular activities/events, as defined by the building principal/designee, missed **during the break** due to the suspension from school may not exceed the number of suspension days remaining after the break is over. For example, a student is involved in the activities of Art Club, Band, Basketball, and FFA and the student receives a 6-day suspension two days before Christmas Break. Therefore, two of the suspension days will be before Christmas Break, and 4 of the suspension days will be after Christmas Break. Based on the policy, the student will only miss **4 days** of activities during the break. To further clarify, during the break, the student has an FFA contest on Monday (can't attend or participate in the activity—DAY 1), Basketball practice and a Band concert on Tuesday (can't attend or participate in either activity—DAY 2), nothing on Wednesday, Basketball practice and an Art Club meeting, and a Basketball tournament game on Thursday (can't attend or participate in any of the activities—DAY 3), Basketball practice and a Basketball tournament game on Friday (can't attend or participate in either activity—DAY 4), Basketball practice and a Basketball tournament game on Saturday (**the student CAN attend and/or participate since 4 days of activities have been missed by the student**). The student **can** attend and/or participate in any activities

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

SUSPENSION (from school)

Administrators are authorized to suspend students from school for disciplinary reasons up to 10 days per violation. Excessive suspension may lead to a recommendation of expulsion. A student who has been suspended out-of-school is not to be on school property or to attend any school function until after they return to school. Unplanned school closing will not be counted as a suspension day. Students must serve their suspension on days that school is in session. During an out-of-school suspension, student/parents may elect to participate in a work program for no monetary compensation. After successful completion of the work program (duration is the length of suspension), the student will be issued an approved admit slip which will entitle them to make up work and assistance in any lost credit. Students will be required to complete a problem solving form and schedule a visit with a counselor before returning to class after the first OSS.

DISCIPLINE ADVISEMENT COMMITTEE (Grades K-12)

Second Chance Program

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

- A) Establish a probation period (minimum of one (1) semester) when returning to the base school
- B) Schedule change
- C) More parent involvement
- D) Required visits with a counselor
- E) Assignment to a mentor
- F) Assignment to Guy Berry College & Career Readiness Center for a specified minimum time
- G) Any procedure to enhance the possibility of success
- H) Aggressive Replacement Training
- I) To proceed with expulsion

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

DUE PROCESS

Prior to a suspension, the principal shall inform the pupil of the charges either orally or written. If the pupil denies the charges or the accusation, the principal shall explain to him/her the evidence which is a basis of the charge and shall permit the pupil to present his/her side of the story. If the principal considers that a suspension is proper, he shall notify the parent. Also, a notice explaining the reasons for the suspension, length of suspension, and any specific condition that the student must meet for re-admittance into school shall be provided. When possible, a personal conference with the parents will be arranged. After a conference between the parents and principal, if the parents disagree with the suspension, they may request a hearing before the superintendent of schools. If the parents are still not satisfied, they may request in writing a hearing before the Board of Education.

EMERGENCY SUSPENSION

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

EXPULSION

The principal may recommend to the superintendent that a pupil be expelled from school with loss of credit. The recommendation will include a written statement of the charge(s) against the pupil. If the superintendent concurs with the recommendation, he shall schedule a hearing before the Board of Education. The Board of Education may expel a student.

EXPULSION DUE PROCESS

The superintendent, or in his absence the assistant superintendent, shall give written notice of the pending expulsion, mailed within five school days from the administrative recommendation for expulsion. This notice will be given to the parent/guardian if the student is a minor or to the student if he/she is an adult. Such hearing will be conducted not earlier than three calendar days or more than seven calendar days following the date of the notice except that the superintendent and the pupil and the pupil's parent/guardian may agree in writing to a date not conforming to this limitation. Hearings may be waived by the student and parents in writing. In every case of a hearing held by a school board regarding the expulsion of a pupil, the president of the school board, or in his absence another member selected by the board, shall preside at the hearing. The student shall be entitled to representation by a lawyer or lay counsel. The superintendent or his designee shall present evidence and may present witnesses or statements of

those persons having personal knowledge of the events or circumstances giving rise to the expulsion recommendation at the hearing. The student or his representative may then present witnesses or statements by witnesses with personal knowledge of events and circumstances giving rise to the expulsion recommendation at the hearing. Normally, formal cross-examination will not be permitted. During the course of the hearing, if the board determines that credibility of any of the witnesses is an issue, then it will permit cross-examination by the student and the superintendent, or their representative, of these witnesses as to whom credibility has become an issue. Opportunity shall be afforded for the student to observe all evidence offered against him/her. Members of the board may question any witness. (Arkansas law makes no provisions for the taking of the testimony under oath and no sanctions for perjury.) The president of the Board has the authority to limit unproductive, long, or irrelevant questioning or discussion by non-board members. At the conclusion of the hearing, the board may discuss the matter and will dispose of it by vote. If the board does not expel the pupil with loss of credit, they may impose less severe disciplinary action.

GROUP HEARINGS - SUSPENSION OR EXPULSION

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

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

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

DISCIPLINARY POLICY REVISIONS

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

DISCIPLINE FOR ELIGIBLE STUDENTS WITH DISABILITIES UNDER THE INDIVIDUALS WITH DISABILITIES ACT (IDEA), PUBLIC LAW (PL) 94-142

Individuals with disabilities are subject to normal school disciplinary rules and procedures if their right to a free, appropriate public education is not affected. Under IDEA, a student with a disability who brought a weapon to school may be immediately removed from school or subject to 10 days or less in-school discipline, as directed by a school administrator and the IEP Committee.

SEXUAL HARASSMENT ACT 1108 OF 1997

Purpose

Sexual harassment is sex discrimination under Title IX. It is the policy of the Mountain Home School District to maintain a learning and working environment that is free from sex Discrimination, including sexual harassment.

Authority

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

Definitions

Unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature when made by a member of the school staff to a student or when made by any student to another student constitutes sexual harassment when:

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

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

- Verbal harassment or abuse
- Pressure for sexual activity
- Repeated remarks to a person with sexual or demeaning implication
- Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, etc.
- Inappropriate patting or pinching
- Intentional brushing against a student's or an employee's body
- Any sexually motivated unwelcome touching

Procedures

Any person who alleges sex discrimination or sexual harassment by a staff member or student may use District's equity complaint procedure (detailed below) or may complain directly to the building principal, guidance counselor, or to the Equity Coordinator at 425-1201, the individual designated to receive such complaints. Filing of a complaint or otherwise reporting sexual harassment of sex discrimination will not reflect upon the individual's status nor will it affect future employment, grades, or work assignments. Use of the provided reporting forms is optional. Upon receipt of a report of sexual harassment, the building principal or guidance counselor or other staff member shall immediately notify the Equity Coordinator without screening or investigating the report. If the report is given verbally, the principal, counselor, or other staff member will reduce it to written form within 24 hours and forward it to the Equity Coordinator. Failure to report any sexual harassment report or complaint as provided will result in disciplinary action taken against that employee. If the complaint involves the building principal or counselor, the complaint may be

filed directly with the Superintendent or Equity Coordinator. If the complaint involves the Equity Coordinator, the complaint may be filed with the Superintendent. If the complaint involves the Superintendent, the complaint may be filed with the Equity Coordinator. The Equity Coordinator shall immediately authorize an investigation, which may be conducted by school officials. A written report on the investigation will be provided to the Equity Coordinator within 10 school days of the complaint or report of sexual harassment. The investigation may consist of personal interviews with the person filing a complaint, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident or circumstances surrounding the complaint. In addition, the District may take immediate steps, at its discretion, to protect the person filing the complaint, students and employees, pending the completion of the investigation. The Equity Coordinator shall make a report to the Superintendent within two school days after the completion of the investigation.

School District Action

- A. Upon receipt of a recommendation that the complaint is valid, the District will take such action as appropriate based on the results of the investigation. If the harasser is a student, disciplinary action may include suspension or expulsion. If the harasser is an employee, disciplinary action may include termination or non-renewal.
- B. The result of the investigation or each complaint filed under these procedures will be reported in writing to the person filing the complaint by the District. If the harasser is a student, the report will document the action taken as a result of the complaint to the extent permitted by the Family Education Rights and Privacy Act of 1974 (Public Law 93-380). If the harasser is an employee of the District, the report will document the action taken as a result of the complaint to the extent permitted by law.

Reprisal

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

MOUNTAIN HOME PUBLIC SCHOOLS DRUG TESTING POLICY FOR GRADES 7-12

The Mountain Home School Board of Education adopts a policy that requires all students in grades 7-12 who participate in any activities registered with the Arkansas Activities Association or any extracurricular activity that involves after school participation or travel to the subject to testing at various times of the year. The Mountain Home School District recognizes that chemical abuse or misuse is a significant health problem for students, detrimentally affecting overall health, behavior, learning ability, reflexes, and the total development of each individual. Baxter County law enforcement and court officials have identified drug use and abuse as a major problem for our county. The Mountain Home School Board of Education is determined to help students by providing another option for them to say "NO". Chemical abuse includes, but is not limited to, the use of illegal drugs, alcohol, and the misuse of the legal drugs and medications. The Mountain Home School District identifies the following purposes for the implementations of drug testing.

1. To allow the students of the Mountain Home Schools to know that the school is concerned about their total well being. The School District is interested in helping the students who may be having problems.
2. To emphasize concerns for the health of students in areas of safety while they are participating in activities, as well as the long-term physical and emotional effects of chemical use on their health. To confirm and support state laws which restrict the use of mood-altering chemicals.
3. To assist students of the Mountain Home Schools to resist the peer pressure that directs them toward the abuse or misuse of chemical substances.
4. To establish standards of conduct for students of the Mountain Home Schools who are considered leaders and standard bearers among their peers.
5. To work cooperatively with the parents by assisting them in keeping their children free from mood-altering chemicals.
6. To provide referrals for students who need evaluation regarding their use of mood-altering chemicals.
7. To deter chemical abuse or misuse by all students through the use of random drug testing.

To effectively and efficiently implement this policy, the Board of Education adopts the following procedural guidelines:

1. Students Subject to Drug Free Requirements and Random Drug Testing

This policy applies to all students in grades 7-12 (male or female) who try out for, or participate in any activity requiring registration with the Arkansas Activities Association and any extracurricular activity that involves after school participation or travel.

2. Consent Form

Students desiring to either try out for or participate in any of the activities described above must sign a consent form agreeing to comply with the provisions of the District's random drug testing program. The consent form must also be signed by the student's parents or legal guardians prior to any participation. Students who fail to submit the required consent form will not be allowed to try out for or participate in any extracurricular activity.

3. Random Drug Testing During Season and Off-Season

- A. Students subject to testing. All students participating in an activity or an extra-curricular activity that involves after school participation or travel, will be subject to drug testing at various times of the year.
- B. Percentage of students to be random tested. Up to 25% of the students included in the testing pool will be selected during each random testing period.
- C. Frequency of random drug tests. There will be a minimum of 4 random tests during each school year, at various times of the school day and with varying intervals between tests.
- D. Selection of students to be tested. Students will be selected at random by an outside drug testing agency. Those students will be called for testing.

- E. Administration of the random drug tests. After the selection process is completed the school will call the selected students from class and deliver them to a site selected and prepared by a professional drug testing agent contacted by the school. That professional will supervise the urine collection and assure a legal "chain of custody" of the sample. The students will then return to class.
- F. Refusal to participate in random drug testing. Any student who refuses to participate in the random drug testing program will be treated as having a positive test.
- G. Students who are unable to participate. Students selected but who are unable to participate at the time called, will be tested at a later date.
- H. Cost of random test. All random drug testing cost will be paid for by the Mountain Home School District, except those otherwise indicated later in the policy.

4. Initial Testing of the Sample

All drug testing will be conducted through the facilities of the professional drug testing agent to be named to protect confidentiality. Identification of all samples will be by a control number. Results of the initial drug screen will be communicated by letter to the Superintendent of Schools or his or her designee.

5. Confirmation of Positive Drug Screen

If the initial drug screen performed by the professional testing agent is positive for a prohibitive substance, a second test of the original sample may be administered to confirm the results.

6. Confidentiality of Test Results

The District will make every effort to protect the privacy rights of the student and to insure the confidentiality of drug test results. All records concerning the testing are maintained by the Superintendent of the Mountain Home Schools or his designee in a separate file under lock and key. The records are not kept in a student's regular file and only the Superintendent or his designee shall have access to the files. The files on each student are destroyed upon graduation or two years after termination of enrollment. A student and the student's custodial parents/legal guardians may obtain a copy of their chemical abuse testing records upon written request.

7. District Action for a Positive Drug Screen

A. First Violation

- 1. Student will be suspended from all participation, practice, and play in any of the above mentioned activities in which they are involved, for a minimum of 10 days from the date of student being notified of positive results.
- 2. A student who presents evidence of attendance and successful completion in a school approved drug abuse counseling program may resume the activity or activities after 10 days. A student must re-test (at their expense) and be cleared by school officials before being allowed to participate. The school will establish a time and place for the re-test.

B. Subsequent Violation

- 1. A second confirmed positive test will result in student being suspended from participation, play, or practice for one calendar year.

C. Cost of Medical Treatment and Substance Abuse Counseling

- 1. The student is responsible for all costs related to medical treatment by physicians, professional services rendered by any substance abuse counselor or agency, and any additional drug tests required as a direct result of a violation of the drug free requirements of this policy.

**MOUNTAIN HOME SCHOOL DISTRICT
STUDENT COMPUTER AND NETWORK APPROPRIATE USE POLICY**

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

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

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

A. Educational Purpose

- 1. This network has been established for educational and administrative purposes only. Mountain Home School District has installed an Internet filtering system and every computer on the school's network is filtered to prevent computer users from accessing materials harmful to minors.
- 2. Use of the computer is a privilege, not a right, and misuse of the computer and/or computer network will result in temporary/permanent revocation of this privilege.
- 3. All computers are in teacher supervised areas, including classrooms, the media center and computer labs. The computers/network will be used for the pursuit of intellectual activities, to seek educational resources, career development and other educational purposes. An adult will be in the room at all times when students are using computer equipment. The adult will monitor student computer use and will take appropriate action if they detect misuse of the equipment.
- 4. The school network may not be used for commercial purposes. This means you may not offer, provide or purchase products or services through this network. Commercial or personal advertisement are prohibited on the network and this district web site.
- 5. You may not use the network for political lobbying. However, you may use the network to communicate with elected officials and may express to them your opinion on political issues.

6. All computers and computer work will be free from interference by others.
- B. Internet Access**
1. All students will have access to the Internet and World Wide Web information resources through their classroom, library and/or school computer lab.
 2. Students will not be allowed to post Web pages on the school's network. However, students may contribute to a school's web page when asked to do so by a school employee. Nothing will be placed on the school's web pages without the permission and approval of the school Web Master.
 3. Students may not bring their personal laptop, desktop computers, external storage devices including USB drives or flash drives, mp3 and/or mp4 players, internet capable cell phones or any wireless devices to school, nor may they access the school network from any computer or device other than a school provided one. The only exception to this is for students with an IEP that allow them to use a laptop computer for specific activities. In this case, these students will have permission and be monitored at all times by a classroom teacher and will not be on the school's network.
- C. Personal Safety**
1. Students will protect their personal safety while using the Internet.
 2. Students will not post personal contact information about themselves or other people. Personal contact information includes your name, school address, work address, home address, social security number, telephone number, credit card numbers, etc.
 3. Students will not agree to meet with someone they have met on the Internet without their parent's approval.
 4. You will promptly disclose to your teacher or other adult any message you receive which you believe is inappropriate or that makes you uncomfortable.
- D. Unacceptable Uses**
- The following uses of the system are considered unacceptable:
1. **Illegal Activities**
 - a. Students will not attempt to gain unauthorized access to the system or to any other computer system through this network or to go beyond access authorized by the teacher or other responsible adult. This includes attempting to log in through another person's account or access another person's file. These actions are illegal, even if only for the purpose of browsing.
 - b. Any unauthorized, deliberate action that damages or disrupts a computer, a network (or related hardware, software, and data), alters the normal performance of said equipment, or causes it to malfunction is a violation of policy regardless of system location or time duration. User will be financially responsible for such damage. This includes, but is not limited to the spread of computer viruses and worms. These actions are illegal. This also includes the unintentional spread of a virus when doing other activities which are prohibited in this policy.
 - c. Students may not visit nor download materials from personal websites, facebook, etc., neither their own nor any other individual's personal site from a school computer unless asked to do so by a teacher as a class assignment.
 - d. The system will not be used to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of a person, etc.
 2. **System Security**
 - a. Any attempts to violate the security of the network are prohibited. If you have identified a possible security problem, you are responsible for informing a teacher or the network administrator. Do not go looking for security problems, because this may be construed as an illegal attempt to gain unauthorized access to the network. Any user identified by the system administrator as a security risk or as having a history of problems with computer/computer systems may be denied user privileges. Attempts to secure a higher level of privilege on network systems are prohibited.
 - b. Avoid the inadvertent spread of computer viruses by following the District virus protection procedures. Only school supplied disks will be used in any computer on the Mountain Home campus. Files will not be downloaded from floppy disks or networks without the authorization of a teacher and without proper virus scanning.
 - c. The copying of system files is prohibited. The copying of copyrighted materials, such as third party software, without the express written permission of the owner or without the proper license, is prohibited.
 - d. Decoding or attempting to decode system or user passwords is prohibited. It is also prohibited to share your password with other people or let anyone use a computer logged in under your login; doing so will result in the loss of network privileges. Intentional attempts to "crash" network systems or programs are prohibited. Attempts to secure a higher level of privilege on network systems are prohibited. Users are prohibited from using any type of "hacker" tools to try to break into the system, either at the school or from a remote site. Any attempt to circumvent firewall filtering is prohibited.
 3. **Inappropriate Language and Sites**
 - a. Users of the school network will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful or otherwise objectionable language.
 - b. Users may not visit nor download materials from any site that contains offensive, obscene or immoral pictures (ex. pornography and nude photos), profane language, or any other material inappropriate for an educational setting. Neither shall you access material that advocates illegal acts, violence or discrimination towards other people (hate literature).
 - c. Users will not use any method to bypass the school's selected filtering process.
 - d. All inappropriate sites may not be blocked by the filter; it is the user's responsibility to determine whether a site is educationally appropriate.
 - e. The technology will not be used in any immoral or unethical manner.
 - f. Users will not post information that could cause damage or a danger of disruption to the district network or systems.
 - g. Students may not visit chat rooms, message or bulletin boards, or use instant messaging services while on the school network.
 - h. Users will not engage in personal attacks, including prejudicial or discriminatory attacks. Harassment is not permitted. Harassment is defined as persistently acting in a manner that causes distress or annoys another person. If you are told by a person to stop sending them messages, and you continue sending them, that is harassment.
 - i. Users will not knowingly or recklessly post false or defamatory information about a person or group.
 - j. If you mistakenly access inappropriate information, you should immediately tell your teacher or administrative

personnel. This will protect you against a claim that you have intentionally violated this policy.

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

4. Disrespect of Privacy

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

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

5. Disrespect of Resource Limits

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

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

c. Students may not check their personal e-mail or personal web page(s).

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

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

f. Disk space usage is controlled on the network. Student storage is limited to 25 MB, unless more space is required for approved school purposes. Users should not use their assigned space for long-term storage of information or programs.

Files that are not part of the operating system or utility software may routinely removed from the drive without warning.

Students are allowed no more than 25 MB of storage in their home directories. If accounts are over the storage limit, the network administrator will delete files until the account is in compliance with the above limit. Repeated abuse of disk space policies will result in sanctions and may result in the loss of account privileges. Student files will be deleted at the end of each semester.

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

h. Users are not allowed to do audio or video streaming on the school network.

6. Plagiarism and Copyright Infringement

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

b. Users will respect the rights of copyright owners. Copyright infringement occurs when work that is protected by a copyright is inappropriately reproduced. If a work contains language that specifies appropriate use of that work, you should follow the expressed requirements. If you are unsure whether or not you can use a work, you should request permission from the copyright owner. Copyright law can be very confusing. If you have a question, ask a teacher.

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

E. Your Rights

1. Free Speech

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

2. Search and Seizure

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

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

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

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

3. Due Process

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

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

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

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

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

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

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

F. Limitation of Liability

The Mountain Home School District makes no guarantee that the functions or the services provided by or through the district computer system will be error-free or without defect. The District will not be responsible for any damage you may suffer, including but not limited to, loss or data or interruptions of service. The District is not responsible for the accuracy or quality of the information obtained through or stored on the system. The District will not be responsible for financial obligations arising through the unauthorized use of the system. Due to the open nature of the Internet, no liability will be assumed by this school district, any district employee, or any other participant in the Mountain Home School administration for the use or misuse of this system. It is the responsibility of each user to make good decisions about what information is retrieved and what is done with that information. Any student or user under the age of eighteen agrees to make this policy known to his or her parents and to obtain their written approval in order to use the Mountain Home computers/computer network.

G. Personal Responsibility

Improper use of the system or the Internet will not be tolerated. Noncompliance with the policy will result in immediate removal of user's computer privileges. Remember you are using a network and you may be leaving electronic footprints that can be traced back to your activity. Be a responsible computer user and use your common sense. You will know what is right and what is wrong. If you will do what you know is right, you will not have a problem. This policy will be periodically reviewed/revised as deemed necessary by the Mountain Home School District Technology Committee.

STUDENT CONTRACT APPLICATION AND AGREEMENT

Computer Access/Internet Account/Network Usage

Mountain Home School District

Last Name (please print): _____

First Name (please print): _____

Grade: _____

User Contract

I have read the computer/network usage policy of the Mountain Home School District. I wish to be assigned an ID number, a log in name and a password, if my computer usage requires them. These will grant me the privilege of using the computer/network at Mountain Home School. I agree to abide by the rules and regulations of the Mountain Home Computer/Network Usage Policy.

I understand that certified staff might periodically monitor activity on my account. I also understand that failure to follow any of the above rules of the Mountain Home School District Computer/Network Usage Policy, as well as discipline policies of the school district that may be violated with the use of the computer, may result in loss of computer privileges/access, removal of my account from the computer network and/or additional disciplinary actions, if the offense warrants. I also understand that I am subject to penalties of all state and federal laws governing the use of computers, software, copyrights, etc. Suspensions from computer usage will not cancel my responsibilities in computer classes in which I am enrolled. I will be accountable for all assignments and will be responsible for doing such assignments on a computer that is not owned by the Mountain Home School District. When your account has been established, you will be given a log in name and may choose a password.

User (Student) Signature: _____ **Date:** _____

*For all applicants less than 18 years of age, the signature of a parent/guardian is required (see below).

Parent/Guardian Contract Agreement

As the parent or guardian of the above named student, I have read the Mountain Home School District Computer/Network Usage Policy and the contract statement above. I understand that computer usage is designed for educational purposes and that the Mountain Home School District has taken available precautions to eliminate controversial material. However, I also recognize that restricting access to all controversial materials is impossible for the School District and I will not hold the school or its employees responsible for material found on the network. Further, I accept full responsibility for my child's use of the computer/network at school under the above policy. I hereby give my permission to issue an account for my child.

Parent/Guardian (please print): _____

Parent/Guardian Signature: _____ **Date:** _____

Daytime Telephone: _____ **Evening Phone:** _____

Sending Medication to School using the District Medication Policy

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

Mountain Home Medication Policy

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

***(USE THIS FORM ONLY WHEN YOU ARE SENDING MEDICINE TO
THE SCHOOL FOR THE NURSE TO ADMINISTER)***

MEDICATION ADMINISTRATION RELEASE FORM

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

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

Parent/Guardian Signature _____

Date _____

Student Name _____ Grade _____

Teacher's name _____ Dr.'s name _____

Medication Name _____

Dosage _____ Time to be given _____

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

Side effects _____

Keep _____ Send home _____

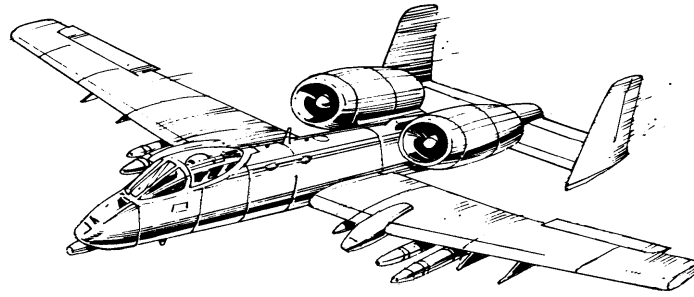
In case of questions or an emergency, call _____

Phone _____

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

(The medicine would have to be transported by the teacher and given by the teacher.)

Last revision 02/06



MHJH BELL SCHEDULES

Regular Bell Schedule

FIRST BELL	7:52
1 ST PERIOD	8:00----8:55
2 ND PERIOD	9:00----9:50
3 RD PERIOD	9:55---10:45
9 TH Lunch	10:45---11:20
8 TH 4 TH PERIOD	10:50---11:40
9 TH 4 TH PERIOD	11:25---12:15
8 TH Lunch	11:40---12:15
5 TH PERIOD	12:20----1:10
Reading Time	1:10----1:30
6 TH PERIOD	1:35----2:20
7 TH PERIOD	2:25----3:10

AAP/Remediation Bell Schedule

FIRST BELL	7:52
1 ST PERIOD	8:00----8:40
Advisory	8:45----9:20
Remediation	9:25---10:00
2 ND PERIOD	10:05---10:45
9 TH Lunch	10:50---11:25
8 TH 3 RD PERIOD	10:50---11:30
9 TH 3 RD PERIOD	11:30---12:10
8 TH Lunch	11:35---12:10
4 TH PERIOD	12:15---12:55
5 TH PERIOD	1:00----1:40
6 TH PERIOD	1:45----2:25
7 TH PERIOD	2:30----3:10

2011–2012 MHJH Faculty & Staff

Faculty

Albright, Jacquie---Agriculture
Anderson, Dennis---Counselor
Banter, Vicki---Math
Barnhill, Randy---Keystone/Science/PE/Athletics
Beaver, Harvie---Science
Blades, Robert---Math/Athletics
Brashears, Kyle---Science
Braswell, Betty---Vocational Business
Butler, Amy---Assistant Principal
Copeland, Kallie---English
Criner, Nathan---Social Studies/Athletics
Cudworth, Chris---Social Studies
Czanstkowski, Jill---Co-Taught English
Czanstkowski, Ron---Principal
Davis, Christopher---Band
Dixon, Nicole---English
Ellington, Melinda---Math
Gatewood, Susan---Science
Greenhaw, Grant---Science/Athletics
Hendrickson, Marion---Art
Hickey, Louise---English/Drama
Hitt, Sandra---Choir
Jones, Marjorie---Librarian
Jones, Shelli---Vocational Business
Killian, Robin---Athletics
Larry, Lindsey---Athletics
Lawrence, Kathy---Family & Consumer Science
Ludwig, Michelle---Science
Luttrell, David---Co-Taught Math
Mattox, Bryan---Science/Athletics
Maxwell, Bill---Band
Morris, Brad---PE/Athletics
Padgett, Michelle---English/Speech
Parker, Ginger---Self Contained Classroom
Preis, Kelvin---Counselor
Quick, Tammye---Speech/Journalism

Reid, Christy---Math
Roach, Kevin---AIP/Athletics
Smith, Lena---Social Studies
Stansfield, Linda---Social Studies
Story, Melissa---English
Tejcek, Jim---Athletics
Tejcek, Jodi---Keystone/Cheer
Wilhite, Angela ---Math
Yancey, Brenda---PE/Athletics
Zorman, George---Social Studies

Staff

Canta, Tom---School Resource Officer
Coleman, Bonnie---Secretary
Eisenman, Rick---Custodian
Erisman, Rod---Study Hall
Gunter, Connie---Cafeteria
Hirsh, Gina---Custodian
Jones, Shirley---Cafeteria
Kenyon, Teresa---Library Aide
Klemm, Gwenda---Cafeteria
Martin, Karla---Secretary
Morse, Debbie---Custodian
Ohler, Traci---Nurse
Shoras, Sandy---Cafeteria
Teague, Susie---Self Contained Classroom Aide
Thompson, Norissa---Cafeteria
Tumbleson, Bryan---Custodian

The Junior High School office is open on all regular school days from 7:30 am to 4:00 pm. Transaction of business by students should be courteous and business like. The office phone number 425-1231. The counselor's office phone number is 425-1267.

WHERE TO FIND HELP

Principal:

Ron Czanstkowski 425-1231

Assistant Principal:

Amy Butler 425-1231

School Resource Officer:

Tom Canta 425-1231

Counselors:

Dennis Anderson 425-1267

Kelvin Preis 425-1267

School Nurse:

Traci Ohler 425-1231

Secretaries:

Bonnie Coleman 425-1231

Karla Martin 425-1231

District Website: <http://bombers.k12.ar.us>

Emergency Information:

KTLO 1240 AM 425-3101

KTLO 101.7 FM 425-3101

KPFM 105.5 FM 492-6022

KKTZ 93.5 FM 492-6022

Emergency Numbers:

Emergencies Only 911

Police Dept (non-emergency) 425-6336

Anonymous Tips to Police Dept 424-HELP

Fire Dept. (for non-emergency) 425-2611

Baxter County Sheriff 425-7000

Baxter Regional Medical Center 508-1000

Child Abuse Hotline 800-482-5964

Poison Control Center 501-661-6161

Rape Crisis Center 800-818-1189

Runaway Hotline 800-231-6946

Substance Abuse Hotline 800-662-4357

Suicide Hotline 800-482-1500

Referral Information:

Alcoholics Anonymous 800-808-8680

Al-Anon Family Group 491-5904

Baxter County Health Department 425-3072

Crisis Center 888-CRISIS 2

Department of Human Services 425-6011

Food Bank of North Central Ark 499-7565

Juvenile Probation Office 425-3840

Mtn Home Food Basket 425-6902

Narcotics Anonymous 800-338-8750

National AIDS Hotline 800-342-2437

Ozark Counseling Services 425-6901

Ozark Legal Services 800-234-3544

Serenity, Inc. (Women/Children's Shelter) 424-7233

SPARKS Gamma House (Shelter) 425-9186

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**The forms on pages 32, 34, 39, 40, 41, 42 & 43 are samples. Copies of these forms will be sent home with your child and you will be required to complete and sign the forms and return them to the school.*

HANDBOOK ACKNOWLEDGEMENT FORM

Student's Name (Please Print)

Date

Grade

Student's Signature

Parent's Signature

1. I have received the Parent/Student Handbook complete with discipline and bus policies and procedures for the 2011-2012 school year.

Yes No

2. I have been provided the opportunity to purchase student health insurance from Mid-West National Life Insurance.

Yes No

3. I have been provided the opportunity to apply for Food Service's Free and Reduced Meals Program.

Yes No

4. My child has permission to attend events which require travel by bus away from the school site.

Yes No

5. I have received the Mountain Home Public Schools Acceptable Use Policy (Internet Policy) and Agree that my child will abide by the policy in the Parent/Student Handbook.

Yes No

6. I have been provided with the Drug Testing Policy for grades 7-12 in the Parent/Student Handbook.

Yes No

7. I give consent for my student's pictures, art work, written work, voice, or verbal statements to be used by the Mountain Home School District for publicity or educational purposes.

Yes No

PLEASE CHECK ONE:

_____ My child will participate in extracurricular activities at Mountain Home Junior High.**

_____ My child will not participate in extracurricular activities at Mountain Home Junior High.

**If you choose participating, please circle the activities your child will participate in this year from the list on the next page. By checking that your child will participate in extra curricular activities, you are giving consent for your child to be part of random drug testing.

MHJH EXTRACURRICULAR ACTIVITIES

Please circle any club or sport you plan to participate in during this school year.

GRADES 8—9

Art Club

Band

Baseball

Basketball

Cheerleaders

Choir

Cross Country

FBLA

FFA

FCCLA

Football

SAFE

Volleyball

Youth Shooting Sports/Trap Team

Golf

FIRST Robotics

Odyssey of the Mind

Quiz Bowl

ROTC

Soccer

Softball

Student Council

Swimming

Tennis

Track

Fishing Club

Fire Marshals

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 Mountain Home School District of directory information, as defined under the Privacy of Student Records/Directory Information section, 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 publication.)

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

_____ Deny disclosure to district and student publications and special event photography

Name of Student (Please Print)

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

Date Form was Filed (to be filled in by office personnel)

SMART CORE INFORMED CONSENT FORM

Name of Student: _____

Name of Parent/Guardian: _____

Name of District: Mountain Home Public Schools

Name of School: Mountain Home Junior High School

The number of units students must earn to be eligible for high school graduation is to be earned from the following categories. A minimum of 22 units is required for Arkansas Department of Education Core and Smart Core Diplomas. Mountain Home High School requires 24 units for a Core Diploma and 26 units for a Smart Core Diploma. Smart Core Diploma with Honors requires a 3.5 GPA, completion of Smart Core Requirement, and at least two AP courses. There are some distinctions made between Smart Core units and Graduation units (for addition information refer to the Mountain Home High School Handbook.) Not all units earned toward graduation necessarily apply to Smart Core requirements. The provisions of a student's Individualized Education Plan (IEP) serve as his/her graduation plan. Additionally, unless exempted by a student's IEP, all students must successfully pass all end-of-course (EOC) assessments they are required to take or meet the remediation required for the EOC assessment to receive academic credit for the applicable course and be eligible to graduate from high school.

SMART CORE: Sixteen (16) units

English: four (4) units— 9th, 10th, 11th, and 12th Oral Communications: one-half (1/2) unit (1/2 year)

Mathematics: four (4) units (all students under Smart Core must take a mathematics course in grade 11 or 12 and complete Algebra II.)

- Algebra I or Algebra A & B* which may be taken in grades 7-8 or 8-9
- Geometry or Investigating Geometry or Geometry A & B* which may be taken in grades 8-9 or 9-10

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

- Algebra II
- Choice of: Transitions to College Math, Pre-Calculus, Calculus, Trigonometry, Statistics, Computer Math, Algebra III, or an Advanced Placement math

(Comparable concurrent credit college courses may be substituted where applicable)

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

- Physical Science
- Biology or Applied Biology/Chemistry
- Chemistry
- Physics or Principles of Technology I & II or PIC Physics

Social Studies: three (3) units

- * Civics or Civics/American Government
- * World History
- * American History

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

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

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

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

CAREER FOCUS: - Six (6) units

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

The Smart Core and career focus units must total at least twenty-two (22) units to graduate.

CORE: Sixteen (16) units

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

Oral Communications: one-half (1/2) unit

Mathematics: four (4) units

- Algebra or its equivalent* - 1 unit
- Geometry or its equivalent* - 1 unit
- All math units must build on the base of algebra and geometry knowledge and skills.
- (Comparable concurrent credit college courses may be substituted where applicable)

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

Science: three (3) units

- at least one (1) unit of biology or its equivalent
- one (1) unit of a physical science

Social Studies: three (3) units

- * Civics or government, one-half (1/2) unit
- * World history, one (1) unit
- U.S. history, one (1) unit

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

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

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

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

CAREER FOCUS: - Six (6) units

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

The Core and career focus units must total at least twenty-two (22) units to graduate.

5.16.1—GRADUATION REQUIREMENTS FOR THE CLASS OF 2013-14 AND ALL CLASSES THEREAFTER

The number of units students must earn to be eligible for high school graduation are to be earned from the categories listed below. A minimum of 22 units is required for Arkansas Department of Education Core and Smart Core Diplomas. Mountain Home High School requires 24 units for a Core Diploma and 26 units for a Smart Core Diploma. Smart Core Diploma with Honors requires a 3.5 GPA, completion of Smart Core Requirement, and at least two AP courses. There are some distinctions made between Smart Core units and Graduation units (for addition information refer to the Mountain Home High School Handbook.) Not all units earned toward graduation necessarily apply to Smart Core requirements. The provisions of a student's Individualized

Education Plan (IEP) serve as his/her graduation plan. Additionally, unless exempted by a student's IEP, all students must successfully pass all end-of-course (EOC) assessments they are required to take or meet the remediation required for the EOC assessment to receive academic credit for the applicable course and be eligible to graduate from high school.

SMART CORE: Sixteen (16) units

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

Oral Communications: one-half (1/2) unit

Mathematics: four (4) units (all students under Smart Core must take a mathematics course in grade 11 or 12 and complete Algebra II.)

- Algebra I or Algebra A & B* which may be taken in grades 7-8 or 8-9
- Geometry or Investigating Geometry or Geometry A & B* which may be taken in grades 8-9 or 9-10

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

- Algebra II
- Choice of: Transitions to College Math, Pre-Calculus, Calculus, Trigonometry, Statistics, Computer Math, Algebra III, or an Advanced Placement math

(Comparable concurrent credit college courses may be substituted where applicable)

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

Social Studies: three (3) units

- Physical Science

* Civics one-half (1/2) units)

- Biology or Applied Biology/Chemistry
- Chemistry
- Physics or Principles of Technology I & II or PIC Physics

* World History – one unit

* US History – one unit

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

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

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

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

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

CAREER FOCUS: - Six (6) units

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

The Smart Core and career focus units must total at least twenty-two (22) units to graduate.

CORE: Sixteen (16) units

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

Oral Communications: one-half (1/2) unit

Mathematics: four (4) units

- Algebra or its equivalent* - 1 unit
- Geometry or its equivalent* - 1 unit
- All math units must build on the base of algebra and geometry knowledge and skills.
- (Comparable concurrent credit college courses may be substituted where applicable)

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

Science: three (3) units

Social Studies: three (3) units

- at least one (1) unit of biology or its equivalent
- one (1) unit of a physical science

* Civics, one half (1/2) unit)

* World history, one (1) unit

*US History, one (1) unit

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

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

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

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

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

CAREER FOCUS: - Six (6) units

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

The Core and career focus units must total at least twenty-two (22) units to graduate.