



# Mountain Home Public Schools



## K-5 Handbook

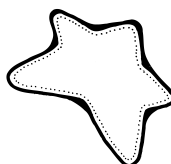
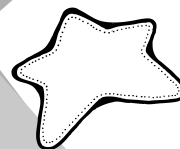


**MOUNTAIN HOME KINDERGARTEN**  
 Vanzssa Thomas, Principal  
[vthomas@mtnhomz.k12.ar.us](mailto:vthomas@mtnhomz.k12.ar.us)  
 1310 Post Oak Road  
 Phone: 425-1256 – Fax 425-1090

**NELSON WILKS HERRON ELEMENTARY**  
 1<sup>st</sup> & 2<sup>nd</sup> Grades  
 Leah Cotter, Principal  
[lcotter@mtnhomz.k12.ar.us](mailto:lcotter@mtnhomz.k12.ar.us)  
 Rita Persons, Assistant Principal  
[rpersons@mtnhomz.k12.ar.us](mailto:rpersons@mtnhomz.k12.ar.us)  
 618 North College  
 Phone: 425-1251  
 Fax 425-1219

**Hackler Intermediate School**  
 3<sup>rd</sup>, 4<sup>th</sup> & 5<sup>th</sup> Grades  
 Sondra Monger, Principal  
[smonger@mtnhomz.k12.ar.us](mailto:smonger@mtnhomz.k12.ar.us)  
 Cassy Fowler, Assistant Principal  
[cfowler@mtnhomz.k12.ar.us](mailto:cfowler@mtnhomz.k12.ar.us)  
 965 West Road  
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 Fax: 870-425-1290

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# Mountain Home Public Schools



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

We believe in:

- Cultivating and supporting life-long learners.
- Challenging every student to his or her highest potential.
- Partnering with home, school, and community for student success.
- Acknowledging that students must share in the responsibility for learning.
- Preparing students to be contributing citizens in the 21<sup>st</sup> Century.
- Practicing good citizenship among students and staff.

# Principal Letters

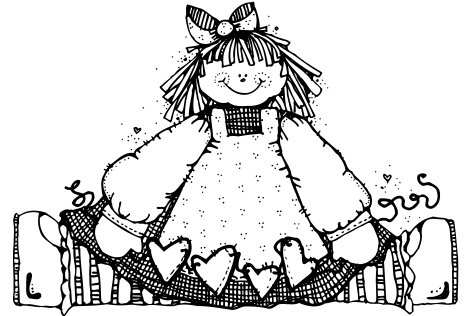
## Mountain Home Kindergarten

Dear Parents,

The faculty and staff of Mountain Home Kindergarten welcome you and your child to our school. Mountain Home Kindergarten is composed of Kindergarten students, as well as a variety of special services.

This handbook has important information regarding school policies and procedures. Please read the handbook with your child. If you have any questions after reading the handbook, please call the office at (870) 425-1256.

We welcome your participation and support during the school year. We are here to help each child have a positive experience in Kindergarten. We look forward to working with you this year.



**Vanessa Thomas, Principal**

## Nelson-Wilks-Herron

Dear Parents,

We look forward to the opportunity to work with you and your child this year. This handbook has been prepared especially for you. Hopefully, it will answer many questions you might have concerning Nelson-Wilks-Herron and the Mountain Home Schools.

Our experienced staff is dedicated to providing a creative, exciting learning environment for your child. Information included in this handbook should familiarize you with various rules and procedures for this school. The names of the quality people working to make Nelson-Wilks-Herron Elementary a caring and comfortable academic atmosphere are also included.

Please keep this handbook for future reference. If we can be of assistance in meeting your child's educational needs, do not hesitate to contact us.



**Leah Cotter, Principal**

**Rita Persons, Assistant Principal**

## Hackler Intermediate School

Dear Parents,

I would like to welcome you to Hackler Intermediate School where everyone works together. We promote excellence and success of academic curriculum focusing on literacy and math, problem solving, higher order thinking skills, technology skills, and productive learning habits. I believe that it is important for us to work together as a team to make this a year of inspiration.

This handbook has been prepared to acquaint students and parents with the facilities, regulations and activities of Hackler Intermediate School. By referring to it frequently, many questions in relation to the proper procedures to follow may be answered.

I hope to get to know each of you personally this year. As I mentioned earlier, I believe that it will take a team effort to make this a happy and successful year.



**Sondra J. Monger, Principal**

**Cassy Fowler, Assistant Principal**

# Other Mountain Home Schools, District Staff & School Board

**K-5 SCHOOLS CAN BE FOUND  
ON THE FRONT COVER.**

**Pinkston Middle School**

**Grades 6 & 7**

1301 South College

Michelle McWilliams, Principal

Allyson Dewey, Assistant Principal

425-1236

**Mountain Home Junior High School**

**Grades 8 & 9**

2301 Rodeo Drive

Ron Czanstkowski, Principal

Amy Butler, Assistant Principal

425-1231

**Mountain Home High School**

**Grades 10, 11, & 12**

501 Bomber Boulevard

Dana Brown, Principal

Curtis Gladden, Assistant Principal

George Sitkowski, Assistant Principal

425-1215

**Guy Berry Learning Center**

Jeff Kincade, Director

**Superintendent**

Dr. Lonnie Myers 425-1201

**Assistant Superintendent**

Dr. Leigh Ann Gigliotti 425-1201

**District Business Manager**

Ann Harned 425-1201

**District Director of Transportation, Student  
Services and Facilities Planning**

Wes Henderson 425-1201 and 425-1240

**Mountain Home School Board**

Robert Nelson..... President

Jason Schmeski..... Vice President

Ben Strider..... Secretary

Neal Pendergrass

Lisa House

Doug VanDolah

Steve Bergman

**District Technology Coordinator**

Keith Alman 425-1215

**Food Service**

Debbie Braunagel 425-1225

**Gifted & Talented Education**

Dr. Leigh Ann Gigliotti 425-1201

**Parent Center**

Linda Bauer 425-1251

**Special Education**

Debbie Atkinson 425-1247

**Volunteer Program**

Brigitte Shipman 425-1215

**Student Equity Coordinator**

Dorothy Cook 425-1281

**504 District Coordinator**

Dorothy Cook 425-1281

**Supervisor of Auxiliary Services**

Mike Walker 425-1255

**Title I Services**

Dorothy Cook 425-1201

**Research & Evaluation Director**

Dr. Monte Burroughs 425-1367

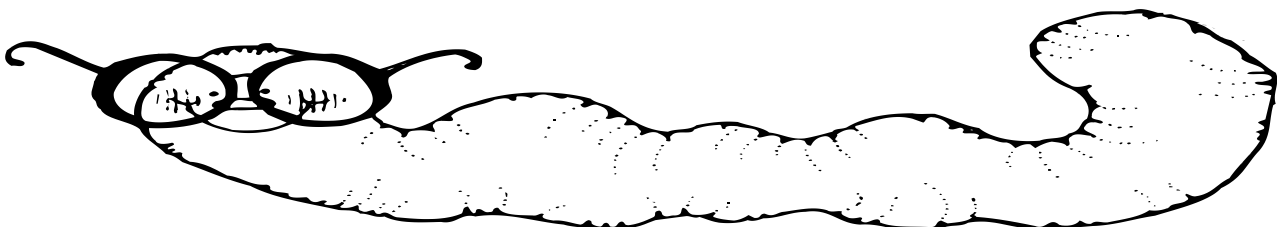
**Literacy Specialist K-12**

Merlina McCullough 425-1367

**Math Specialist K-12**

Darla Deatherage 425-1367

*(Our buses are equipped with radios and  
the drivers can be reached during their  
route for an emergency.)*



## K-5 FACULTY

Below are listed the names of those serving in the K-5 schools that will be involved in providing various services for your child. These are the valued individuals who will be working together as a school team to provide the best services possible for your child.

### Mountain Home Kindergarten

Vanessa Thomas, Principal

#### CLASSROOM TEACHERS

#### CLASSROOM TEACHERS

Donna Powell	Rm 3
Dana Rowlett	Rm 36
Lindsay Newton	Rm 38
Annette Kasinger	Rm 35
Kathye Shy	Rm 9
Kim Crecelius	Rm 10
Darrah Pitchford	Rm 11
Sylvia Owens	Rm 12
Alice McLean	Rm 37
Kim Ducker	Rm 13
Diane Weatherford	Rm 16
Lesla Henderson	Rm 15
Christy Almond	Rm 18
Carolyn Whisenant	Rm 17
Anita King	Rm 20
Kellye Cannon	Rm 19
Kary Goettler	Rm33

#### SPECIALISTS

##### **Counselor**

Sharla Patrick

##### **ESL & Hearing Impaired**

Naomi Lassen

##### **Media Specialists**

Melissa Czeschin

##### **Music**

Susan McWilliams

##### **Physical Education**

Roddy Patrick

##### **ALE/CPS Teacher**

Dani Prins

##### **Speech**

G.G. Sykes

##### **Resource**

Kellye Conley

##### **Computer Lab/Remediation**

Vicky Williamson

##### **School-Based Mental Health Services - Beth Kennedy**

#### SUPPORT STAFF

Sarah Dover - Secretary

##### **Nurse**

Angie Horn

##### **Paraprofessionals**

Linda Denton, Title I

Garnet Malatesta, Title I

Michol Milawski, CPS

DeLynn Young, Title I

Paula Waldon, Aide

##### **Food Service**

Brenda Wyatt, Manager

Sharon Hodges

Elisa McCoach

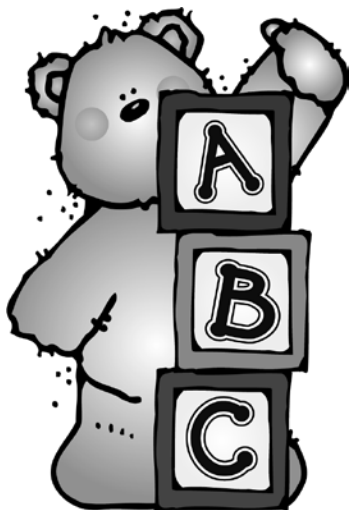
Mary Kennedy

##### **Custodians**

Darren Crawford - Daytime

Ricky Horton - Evening

Bill Lansing - Evening



Staff email addresses can be accessed through the Mountain Home Public School webpage at [www.bombers.k12.ar.us](http://www.bombers.k12.ar.us)

# Nelson-Wilks-Herron Elementary

Leah Cotter, Principal Rita Persons, Assistant Principal

## FIRST GRADE

Tammy Barnes B 3  
Sarah Setzer B 7  
Sarah Davis B11  
Amber Teegarden B 5  
Jenny Goings B 6  
Kaye Hollingsworth A 6  
Kevin Oxford B10  
Brandy Sallee B 8  
Christy King A 4  
Tiffany Stone A 2  
Judi Nail B 9  
Linda Pierce A 5  
Cathleen Roberson B12  
Kristin Seawright A 3  
Rita Williams A 1

## SECOND GRADE

Patti Bell C3  
Janna Brewer C8  
Twila Volkman B1  
Pam Cash F4  
Jeanette Byes F5  
Susan Hanley C6  
Sondra Hoffmann C5  
Libby Kidd C2  
Beth Kratochvil C7  
Mary Ellen Kressin F6  
Melissa Corp F3  
Rita Nunley F2  
Martha Wedgeworth B2  
Mindy Williams F7

## SPECIALISTS

### Literacy Coaches

Laurie Cramton  
Norma Prentiss

### Media Specialist

Cheryl Human

### Art

Melissa Green Art Room

### Music

Tim Nelson Music Room  
Sherry Mohler

### ESL & Hearing Impaired

Naomi Lassen

### Gifted & Talented

Christy Neighbors

### Special Education

Diane Montgomery F8

### Resource

Jennie Riley C1b  
Jackie Bolt

### Speech

Dana Sitkowski A1b  
Nikki Bryant NW

### ALE/CPS Classroom

Joe Grabowski F9

### Counselors

Debbie Sabo  
Sharla Patrick

### School-based Mental Health Services – Ashley Day

### Nurse

Donna Blevins NW

## SUPPORT STAFF

### Office

Sandy Villines –Mgr.  
Michelle Paden

### Parent Center

Linda Bauer F1

### Paraprofessionals

Lisa Carpenter Title I  
Sandy Almond Title I  
Cindy Armocido SPED Clerical  
Dorothy Lackland Spec. Ed.  
Kathy Ruiz ALE/CPS  
TBA PE/Office

### Computer Lab Managers

Rhonda Allen C4

### Physical Education

Marcus McCain Gym

### Food Service

Hope Sammons, Mgr. NW  
Kellie Crawford  
Mary Leuzinger  
Mary Schriber  
Corine McCue  
TBA

### Building Maintenance

Joe Braunagel– Daytime  
Nicole Nichols – Daytime  
Richard Hayes – Evening  
Bob Ferguson – Evening

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# Hackler Intermediate School

Sondra Monger, Principal

Cassy Fowler, Assistant Principal

## THIRD GRADE

Pat Caldwell	404
Cindy Childress	401
Elsa Coddington	219
Leah Coleman	216
Sharon Dibble	406
Eloise Dwyer	403
Morgan Hardin	215
Roxanne Johnson	218
Judy Lawrence	408
Melanie Paden	402
Gena Smith	217
Baily Whiteaker	407
Amber Wescoat	213
Deb Zwicker	405

## FOURTH GRADE

### TEACHERS

Sharon Belk	303
Teresa Deatherage	305
Lindsay Kincade	205
Pam Estes	302
Barbara Horton	209
Wendy Spivey	204
Becca Martin	206
Barbara Penrose	304
Caren Photides	306
Glenda Small	307
Laura Strider	308
Michelle Pope	207
Dora Norcross	210

## FIFTH GRADE

### TEACHERS

Melody Adamson	606
Patty Budolfson	603
Lynette Cooper	608
Tammy Goeke	506
Beverly Harris	604
Doyllie Heath	605
Dixie Mahmud	509
Pat Markowski	607
Justine Roper	508
Marj Rosenkotter	503
Kim Swearingen	505
Becky Villiger	504
Beverly Wilhite	507

## SPECIALIST

### **Counselors**

Kristyn Goodwin  
Terry Berry

### **ALE/CPS**

Christina Morris  
Reba Morrison – Para

### **Speech**

Marcie Burnham  
Jan Luck

### **Special Education**

Julie Carter  
Marsha Lyons  
Patricia Osburne  
Mary Beth Parrack – Para  
Jane Ritter – Para  
Kim Booy – Para

### **GATE**

Marsha Partney

### **Media Specialist**

Melissa Steiner  
Susan Reding – Para

### **Music**

Donna Maxwell  
Sherry Mohler

### **Art**

Kara Morris  
Clint Pevril

### **Physical Education**

Dwana Osmon  
Carl Owens, Jr.  
Sandra Thorn

### **Literacy Interventions**

Jennie Riley

### **ELL**

Naomi Lassen

### **Occupational Therapist**

Paul Bolt

### **Physical Therapist**

Kristy Steelman

### **Computer Lab**

Jean Dewey  
Kathy Nichols

## SUPPORT FACULTY

### **Office Secretaries**

Michelle McCarn  
Robin Queen  
Angie Wilhite

### **Nurse**

Wendy Blount

### **Cafeteria**

Gladys Sinks – Food Manager  
Elizabeth Jones  
Trisha Kill  
Debbie Martin  
Laura Snurr  
Staci Tharp  
Sheryl Warford  
TBA

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Home Public School webpage at  
[www.bombers.k12.ar.us](http://www.bombers.k12.ar.us)

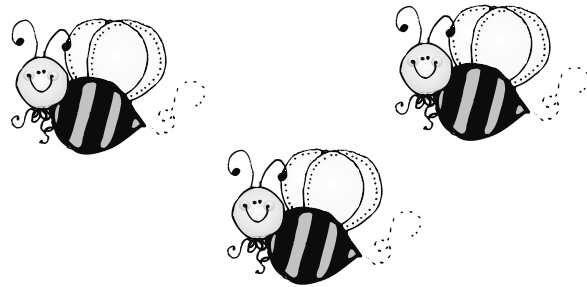
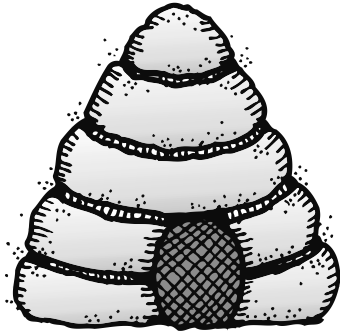




# Partners in Education

**P.I.E. volunteers work in close cooperation with principals, teachers, and the community in general:**

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



## P.I.E. BOARD OFFICERS

**President**

Kelly Nosari

**Vice-President**

Angela Justman

**Secretary**

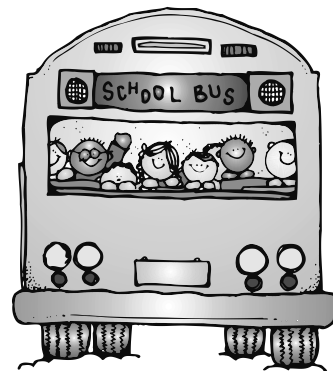
Sammie Smith

**Treasurer**

Sara Zimmerman

**District Coordinator**

Brigitte Shipman, 425-1215



## BUILDING COORDINATORS

**Kindergarten**

Brooke Ballard 481-5582 or 404-3197

**Nelson-Wilks-Herron**

Melanie Magness 404-7343  
Jessica Kirby 421-6979

**Hackler Intermediate School**

Becca Freeland  
Gail Mize

**Pinkston Middle School**

Melony Brock 736-7044

**MHJH**

Susan Rodery 424-6025

**MHHS**

Mollie Morgan 425-6166

# ENROLLING STUDENTS

## 4.2(MH)—ENTRANCE REQUIREMENTS

To enroll in a school in the District, the child must be a resident of the District as defined in District policy (4.1—RESIDENCE REQUIREMENTS), meet the criteria outlined in policy 4.40—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.<sup>5</sup> 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

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# K-5 Curriculum

## Common Core State Standards (CCSS)

During the 2011-2012 school year, grades K-2 are the first to implement the Common Core State Standards. The Common Core State Standards Initiative is a state-led effort to establish a shared set of clear educational standards for English language arts and mathematics that states can voluntarily adopt. The standards have been informed by the best available evidence and the highest state standards across the country and globe and designed by a diverse group of teachers, experts, parents, and school administrators, so they reflect both our aspirations for our children and the realities of the classroom. These standards are designed to ensure that students graduating from high school are prepared to go to college or enter the workforce and that parents, teachers, and students have a clear understanding of what is expected of them. The standards are benchmarked to international standards to guarantee that our students are competitive in the emerging global marketplace.

### CCSS Implementation Timeline:

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Year	Grades
2011-2012	K-2
2012-2013	3-8
2013-2014	9-12

### Language Arts

*Treasures*, the adopted research based, comprehensive Reading Language Arts program for grades K-2, provides support for teachers as they teach the Common Core State Standards. This program gives educators the resources they need to help all students succeed. High quality literature coupled with explicit instruction and ample practice ensures that students grow as life-long readers and writers.

Hackler Intermediate School students receive literacy instruction based on the comprehensive literacy model. This model supports the teaching of comprehension skills and strategies, fluency, vocabulary, writing strategies, and grammar in an integrated manner. Literacy instruction is varied including whole group, small group, and independent reading of self-selected texts. Writing skills and strategies are modeled using exemplary literature and incorporated in daily student writing. The instruction is supported by the resource *Journeys* by Houghton Mifflin Harcourt.

### Math

*Investigations in Math* is a more “hands-on” approach that is linked to the Arkansas Common Core State Standards at each grade level. This adoption should lead to more success for those who have had trouble with the traditional textbook/lecture approach. The high rate of activity forces the child to work with others, to think out solutions, and to physically show why their solutions are correct.

### Science

**K-2:** Science kits based on the Arkansas frameworks are used for instruction and fulfillment of the 20% lab requirement.

**3-5:** Students are enrolled in science class where they will demonstrate and apply knowledge of the nature of science, life science, physical science and earth science using appropriate safety procedures, equipment and technology. 20% of the class time will be spent in lab type activities each week.

### Social Studies

**K-2:** *Studies Weekly* is the adopted curriculum for social studies. Supplemental materials are also used to incorporate social studies into reading and writing activities at this early elementary level.

**3-5:** Students are enrolled in social studies class where they continue to develop their reading skills and begin to learn the content of the social studies.

### **“Specials”**

In addition to the above “basics” the children also have classes each week in PE, Art (by the classroom teacher in Kdg), Vocal Music, Library, and Computer Lab for individualized learning in math and reading.

\*Social, critical and creative thinking skills are addressed during Enrichment and Counseling classes (Enrichment by the classroom teacher in Kdg).

### **Kindergarten Notes**

Upon entering school a child’s whole life style may change. He/she will be caught up in a schedule unlike any he had before. Parents should find out and tell him/her what these new school days will hold. Parents may need to change their own schedules in order to help the child adjust. The child will have to share his teacher’s attention with a large group of children, many of whom are strangers. It might help if he/she knows other children are feeling the same way he does. A teacher has many demands on her time during a busy school day. It helps if children already know how to put on coats and boots and how to take care of themselves in the restroom. They won’t have to wait for help and perhaps miss some enjoyable activities.

Your child will feel more comfortable in school, if he/she can take care of basic personal needs. Please help your child with the following:

1. Tie shoes, put on and take off outer clothes without help.
2. Know first and last name, parent’s names, address, telephone number.
3. Use the bathroom properly, wash hands.
4. Keep track of personal property.

Remember, if your child can master these before starting school, we can all concentrate more fully on the most important thing we do...seeing that your child gets the best possible education.

### **Helpful Hints**

1. Please LABEL EVERY ITEM that your child brings to school with a permanent marker. This includes HATS, COATS, LUNCH BOXES, ETC.
2. See that your child has necessary supplies, such as requested by the teacher. See that necessary forms and reports are returned promptly. Take a continuing interest in your child’s school work.
3. Classroom snacks need to consist of fruit or packaged goods due to Health Department guidelines. We encourage you to send healthy snacks such as: string cheese, popcorn, cheese and crackers, animal crackers, etc.

### **Starting School**

How each child is prepared for his/her first day of school will largely determine how he/she manages the excitement of new activities and whether he/she will enjoy the independent responsibilities that come with being away from home. To encourage independence, sets of twins will not be placed in the same classroom.

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## **The School Day**

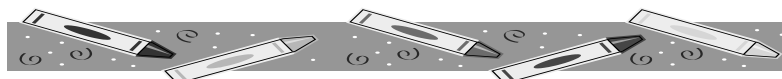
School opens at **7:30 a.m. (7:20a.m. for NWH)**. Students are not to arrive at school before 7:30 a.m. (7:20a.m. for NWH) **as there will not be a teacher on duty. Please do not drop off students before staff will be on duty to supervise students.** All students should be in class by 8:00 a.m. The school day begins at 8:00 a.m. **Please see to it that your child arrives at school at the proper time.**

### **Nelson-Wilks-Herron**

Students are to report to their assigned waiting area or cafeteria for breakfast in the mornings.

### **Hackler**

Students are to report to the cafeteria if they will be eating breakfast, otherwise, all other students will report to the gym.



## Kindergarten Daily Schedule

School opens at 7:30 a.m. (*Students are not to arrive at school before 7:30 a.m.*)

Breakfast will be served:	7:30-7:50 a.m.
Morning Bell	7:55 a.m.
Late Bell	8:10 a.m.
Morning Physical Activity:	9:50-10:05 a.m.
Lunch Serving Times:	10:35-12:30 p.m.
Afternoon Physical Activity:	1:15-1:30 p.m.
<b>DISMISSAL TIME:</b>	
Bus Dismissal:	3:05 p.m.
Car Riders & First Bus Loading Students:	3:05 p.m.

Detailed daily schedules followed by each teacher will be sent home to the parents within the first week of school. These schedules will show what times each Comprehensive Literacy Model component and other subjects are offered, when that teacher has lunch, etc.

## Nelson-Wilks-Herron Daily Schedule

School opens at 7:20 a.m. (*Students are not to arrive at school before 7:20 a.m.*)

Breakfast will be served:	7:20-7:50 a.m.
Cafeteria, Waiting Room Dismissal:	7:55 a.m.
Classes Begin Bell Time:	8:00 a.m. ( <i>Students begin work in the classroom at this time</i> )
Tardy Bell	8:05 a.m.

Detailed daily schedules followed by each teacher will be sent home to the parents within the first week of school.

### **DISMISSAL TIME**

Car Riders Students to the cafeteria:	3:00 p.m.
Dismissal Bus Loading Students:	3:05 p.m.



## Hackler Intermediate School Daily Schedule

School opens at 7:30 a.m.  
(*Students are not to arrive at school before 7:30 a.m.*)

Breakfast will be served:	7:30-7:50 a.m.
Morning Bell:	7:50 a.m.
Third Grade Lunch	11:55 – 12:25
Fourth Grade Lunch	11:05 – 11:35
Fifth Grade Lunch	12:55 – 1:25

<b>DISMISSAL TIME</b>	Car Riders & Bus Loading Students	3:10 p.m.
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## **Attendance**

### **4.3—COMPULSORY ATTENDANCE REQUIREMENTS**

Every parent, guardian, or other person having custody or charge of any child age five (5) through seventeen (17) years on or before August 1 of that year who resides, as defined by policy (4.1—RESIDENCE REQUIREMENTS), within the District shall enroll and send the child to a District school with the following exceptions.

1. The child is enrolled in private or parochial school.
2. The child is being home-schooled and the conditions of policy (4.6—HOME SCHOOLING) have been met.
3. The child will not be age six (6) on or before August 1 of that particular school year and the parent, guardian, or other person having custody or charge of the child elects not to have him/her attend kindergarten. A kindergarten waiver form prescribed by regulation of the Department of Education must be signed and on file with the District administrative office.
4. The child has received a high school diploma or its equivalent as determined by the State Board of Education.
5. The child is age sixteen (16) or above and is enrolled in a post-secondary vocational-technical institution, a community college, or a two-year or four-year institution of higher education.
6. The child is age sixteen (16) or seventeen (17) and has met the requirements to enroll in an adult education program as defined by A.C.A. § 6-18-201 (b).
7. Legal Reference: A.C.A. § 6-18-201  
A.C.A. § 6-18-207

Date Adopted: July 20, 2006

Last Revised: \_\_\_\_\_

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## **ABSENCES**

### **4.7 (MH)—ABSENCES**

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.

#### **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



2. 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.
3. Death or serious illness in their immediate family;
4. Observance of recognized holidays observed by their faith;
5. Attendance at an appointment with a government agency;
6. Attendance at a medical appointment;
7. Exceptional circumstances with prior approval of the principal; or
8. Participation in an FFA, FHA, or 4-H sanctioned activity;
9. 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 three (3) absences per semester
- At the first occurrence of 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.

Legal References:       A.C.A. § 6-18-209  
                              A.C.A. § 6-18-220  
                              A.C.A. § 6-18-222  
                              A.C.A. § 6-18-229  
                              A.C.A. § 6-27-113  
                              A.C.A. § 7-4-116  
                              A.C.A. § 27-16-701

Date Adopted: November 16, 2006

Last Revised: \_\_\_\_\_

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## Quality Instructional Time

Quality instructional time is a priority. Students engaged in learning deserve a non-distracting environment. Intercom interruptions will be minimized as much as possible. When parents routinely deliver the child late, or pick them up early, the child's academic and social progress is endangered. **A pattern of late-arrivals or early pick-ups will result in administrative intervention.** (See Discipline Plan). Some in-class activities are impossible to be completed as homework and thus grades suffer and retention may become a factor. Extracurricular and non-instructional activities will be limited to minimize interruptions of the classroom instruction.

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## Distribution of Literature, Flowers, Balloons and Other Special Gift Items

1. Due to safety concerns, party invitations are not to be handed out at school.
2. The office and/or teachers cannot provide parents with names, addresses or phone numbers of students.
3. Gift items are to be delivered to the school only after 2:00 p.m. on school days.
4. Due to safety concerns, balloons are not permitted on the school bus.

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## Edline/KIDS College

Edline is a computerized 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](http://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.

KIDS College is an educational computerized tutorial program helping students with their literacy and math skills. Students use the program at school and can access it from home. There is a link on the school website, <http://bombers.k12.ar.us>, allowing parents and students to access this tutorial program

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## Homework

The importance of homework cannot be overly stressed. Mastery of basic skills needed in education must be monitored and maintained constantly. In order to reach this goal, the Mountain Home School District realizes that 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, teachers should stress work appropriate for the home rather than schoolwork to be done at home.

Mountain Home School District also has taken into consideration the individual differences and needs of pupils. 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, the building principals should establish specific guidelines to coordinate teachers concerning homework. In setting guidelines, building principals should guard against excessive homework that is deemed undesirable and inexcusable.

In establishing guidelines for homework, building principals have 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.

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

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

Times below are estimates in consideration of varied student work rates.

**K:** Independent homework is not appropriate for Kindergarten. Parent-assisted study is recommended.

**Grade 1:** Estimated 20 minutes, four days a week with parent assistance.

**Grade 2:** Estimated 30 minutes, four days a week with parent assistance.

**(Rationale:** This age group requires supervision in their work. Students at this age are eager to read to their parents the stories in their readers or to show parents what they can do in arithmetic, drawing and other school subjects. This attitude should be encouraged by both parents and teachers. It should be understood that if a child in these grades does not finish work at school, it may be advisable for the teacher to send that work home for parent supervision in completion.)

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

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

**4<sup>th</sup> Grade:** Estimated 30–45 minutes, 3-4 days a week.

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

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

## Make-Up Work

Because teachers are involved in the instruction of students it is difficult for them to stop everything and send make-up work home. For this reason we ask that you observe the following guidelines:

1. If your child misses more than one day you may request make-up work.
2. Make-up work should be requested before 9:00 a.m. or it may not be ready until the following day. Work may usually be picked up after 2:00 p.m.
3. If you know that your child is to be absent, please make arrangements in advance with the teacher to obtain schoolwork. For extended absences such as trips, etc, do not request specific assignments since the absence of instruction, the possibility of revised assignments, and incomplete or incorrect work often results in the work needing to be redone. In these situations, the teacher will provide areas of study for the child to read, study and practice.

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## Report Cards

Students will be issued report cards on the Thursday following the end of each quarter. Parents will receive progress reports midway through each quarter after the first nine weeks. Report cards will be mailed to non-custodial parents upon request. AR Code 6-15-902 as amended by Act 1188 of 1993 AR Code 6-15-902 as amended by Act 1188 of 1993 established a statewide grading scale.

Grading Scale (1-5)	
<b>A</b>	<b>90 - 100</b>
<b>B</b>	<b>80 - 89</b>
<b>C</b>	<b>70 - 79</b>
<b>D</b>	<b>60 - 69</b>
<b>F</b>	<b>59 &amp; Below</b>



Student grades reflect academic achievement only. Extra points cannot be given for behavior, parent attendance at conference, etc.

### Kindergarten will utilize a mastery checklist.

Kindergarten and Nelson-Wilks-Herron's report cards reflect our emphasis on the Comprehensive Literacy Model and so the secondary scale noted above may not be appropriate at these elementary levels. Ratings that parallel the state ranking system such as Proficient, Advanced, Basic and Below Basic may be used on some items. Our report cards are revised annually to be more accurate and helpful to the parents.

## Grades for Transfer Students

Students who transfer into the district during the school year should have their grades from the previous school averaged in with the new grades assigned after the transfer.

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## Below Grade-Level (ACTAAP) Remediation

Students who score significantly below their peers will have their needs addressed in an Academic Improvement Plan (AIP) or if especially weak in reading an Intensive Reading Intervention Plan (IRIP). As stated in the rules pertaining to Act 35 of 2003 (of the second Extraordinary Session), beginning in the 2005-2006 school year, **students in grades three through eight, identified for an AIP who do not participate in the remediation program shall be retained.** A student may satisfy the requirement of their AIP by mastering at the 70% level, all areas of deficiency identified on their plans, and/or by attending at least 80% of the time designated for remediation.

The AIP written for students failing to achieve at the proficient level on the State mandated CRT and for students in grades K-2 on the state mandated NRT for those grades, shall be signed by the appropriate school administrator and the parent/guardian.

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## **Grades 3-5 Remediation Program**

### **Hackler Intermediate School Remediation Program**

A remediation program is in place at Hackler Intermediate School to ensure that all students perform at a proficient or advanced level on the state Benchmark. Students needing specific remediation will be placed into the remediation program as part of their regular school day as well as after school tutoring for a determined length of time and/or until adequate academic progress has been met as stated by the committee for the individual student's academic improvement plan (AIP). Beginning with the 2005-2006 school year, students who do not participate in the remediation program shall be retained. AR Code 6-15-2003.

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### **Retention**

A student is expected to pass basic courses (Language Arts, Math, Science and Social Studies) in order to be promoted to the next grade level. When a student fails to pass at least three basic courses, a committee will be formed to review student grades, testing data, attendance, and other pertinent information. This committee will make a recommendation to the parents and building principal, which will in turn make a final decision of whether the student is promoted or retained. Beginning with the 2005-2006 school year, students who do not participate in the remediation program shall be retained. AR Code 6-15-2003.

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### **Standardized Testing**

In addition to the quarterly report cards which indicate how the child is doing with the curriculum presented in their grade level, Mountain Home School District also provides Augmented Benchmark tests which will show how well students have mastered material from the Common Core State Standards for each grade from 3-8 and how well the child does compared to a nation-wide sample of children their same age. These tests will be given statewide to all public and home-schooled children in grades 3-8. Science is a tested area on the 5<sup>th</sup> grade Benchmark test. Additionally, the Arkansas Department of Education and Mountain Home school district will provide a nationally normed test for kids in kindergarten, first, second, and ninth grade which tells the parent and school how well the child does compared to a nation-wide sample of children their same age. The statewide testing program is analyzed and revised annually; however the consistent goal is to get measures which help the child, the teacher, the parent, and the school district.

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## **MOUNTAIN HOME PUBLIC SCHOOL**

### **SMART CORE/CORE**

#### **4.45 (MH)—SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS FOR THE CLASSES OF 2010-11, 2011-12, AND 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?-12 SCHOOLS  
5.12—PROMOTION/RETENTION/COURSE CREDIT FOR K-? SCHOOL

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

Date Adopted: June 18, 2009

Last Revised: January 20, 2011

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## Hackler Intermediate School

### Extra-Curricular Activities

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

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### Parent-Teacher Conferences

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

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### School-To-Home Communications

Students will receive regular newsletters for delivery to their parents.



**Kindergarten:** Newsletters will be sent home on most Fridays throughout the school year. At the teacher’s discretion, the teacher may send home newsletters weekly in addition to the building wide newsletter that is distributed on most Fridays.

**Nelson-Wilks-Herron:** Newsletters will be sent at the beginning of each school week along with a weekly folder.

**Hackler Intermediate:** Newsletters will be sent home each Thursday along with the students Homework Folder.

Please discuss with your child the importance of bringing these communication pieces to you. We ask that you read them and respond appropriately. The computerized parent-school link of Edline is another helpful communication tool that is explained in the earlier Edline section. Much can also be learned about each school from the District website at <http://bombers.k12.ar.us>.

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### Dismissal of Students

- Parents must sign students out in the office anytime they leave school before regular dismissal time.
- If a child is picked up before the dismissal bell, it will be considered an early dismissal (afternoon tardy):
  - MHK dismisses at 2:40 PM
  - NWH dismisses at 3:05 PM
  - Hackler dismisses at 3:10 PM
- To minimize traffic problems, maximize office efficiency, and allow for educational closure, non-emergency early pick-ups will be discouraged during the final 30 minutes of school. Please make arrangements with this in mind.
- Unless a court has indicated otherwise by custody papers, we will release a student only to the parent(s) or emergency contacts indicated on the enrollment form. Photo identification may be required in some situations.
- The school must have on file a copy of the legal custody papers before preventing a restricted person from visitation or taking the child from school.
- We cannot accept the word of one parent over another without legal authority. People, other than parents, must have a certificate of guardianship on file in the office for children to attend school here.
- Students will only be allowed to leave school with written parent permission stating reason, time and with whom the child is to leave.
- Parents must send a note to the teacher if the student is to go home in some way other than the normal method.
- Students who are to spend the night with a friend must have a parent note. They will not be permitted to call home and get verbal permission.
- **The telephone at school is a business phone. Students will not be allowed to use the phone except in an emergency.**

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## Car Rider Information

### Kindergarten Traffic Safety

The safety of children on the way to and from school is a vital concern to us. Walking conditions are always dangerous and we ask all parents and others who bring children to school to be extremely careful and watch for children who are walking. Also, if parents pick up children, please **do not drive or park at the BACK of the kindergarten** as it is for buses only. Please remain in the car line and drive through to pick up your child. Children will be dismissed from the office only if parents have a doctor's appointment. This is to prevent congestion and confusion during dismissal since this is such a busy and hectic time. Parents need to encourage independence in their children by dropping them off at the end of the canopy in the morning rather than walking them inside.

### Nelson-Wilks-Herron Car Unloading/ Loading Procedure

**Drop off time begins at 7:20 a.m. The dismissal bell rings at 3:05 p.m.**

1. Please remain in the car line and drive through to pick up your child. Any parent coming inside will be expected to check out their child for early dismissal.
2. Make one line of traffic **on the right for drive-through pick up/drop offs**. Parking on the left is available for **parked cars whose drivers need to come in for teacher conferences, picking up projects, etc.**
3. Be careful pulling out of the driveway.
4. No double parking directly in front of the pick up/drop off point.
5. **Keep the cars moving so that nine cars can load/unload at the drive-through zone at the same time.**
6. Parents will be issued a sheet of paper with their child's name in large letters. Display this sheet as you approach the loading area so the duty teachers can assist in getting your child ready to go when you pull up. Pull up to the space numbered 1 if you are first in the line.  
If your child is not ready to leave, please promptly pull out of car line and check with the office staff.
7. Parents should not park on roadways other than those designated and expect students to cross traffic to get to cars.
8. **Students are to be picked up by 3:30 p.m.** At 3:30 parents are notified.
9. Please notify the school office for any **changes before 1:00 p.m. to avoid last minute arrangements.**
10. Children are to be **picked up and dropped off at the designated area.**
11. The **"staff only" parking lot should not be used** for student drop off and pick up parking.

### Hackler Car Rider Information

We would like to request parents help in insuring the safety of children before and after school.

#### **DROP OFF**

- 3<sup>rd</sup> & 4<sup>th</sup> Grade students need to be dropped off on the east side of the building and enter Door #11 after 7:30a.m.
- 5<sup>th</sup> Grade students need to be dropped off in front of the building and enter Door #2
- Drop off time is 7:30a.m. to 7:50a.m.
- Keep cars moving so that 14 cars can unload at a time.
- Do not enter the bus drive off of Rodeo Drive under any circumstances between the hours of 7:00 a.m. and 4:00 p.m.

#### **PICK UP**

- All students need to be picked up in the same location as they are dropped off.
- Students are dismissed at 3:10p.m.
- Keep cars moving so that 14 cars can load at one time.
- Students that are not picked up by 3:30 will be waiting in the office.

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## Walkers

Students walking should be accompanied by an adult. It is an unsafe practice to have a young child of this age walking unattended.

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## Bicycles

**Kindergarten:** Kindergarten students may not ride bikes to school.

**Nelson-Wilks-Herron & Hackler:**

- Students may ride bicycles to school and park them in the bike rack.
  - Because of heavy traffic, **we encourage our students NOT to ride bicycles to school.**
  - Students who are reported for unsafe riding will be reported to parents and may lose bicycle riding privileges.
- 

## Physical Activities

1. Every student will go out to physical activity unless a note from a parent or doctor indicates otherwise. No student will be allowed to stay in from physical activity more than three days consecutively without a note from a doctor.
  2. Students must receive permission to re-enter the building during physical activity.
  3. When the playground supervisor blows the whistle to come in, all games will stop and students will line up in an orderly fashion.
  4. Each classroom will be responsible for its own equipment.
  5. Good sportsmanship will govern all games. Any conflict or disagreement will be handled by a supervising teacher.
  6. Contact sports, such as tackle football and King of the Mountain are prohibited.
  7. Students displaying unsportsmanlike/disrespectful conduct will be disciplined.
  8. Inside physical activity will be limited to classroom games. No running or throwing permitted. Determination for inside physical activity is made by the office who will advise the classes if the wind chill factor is 30 degrees or lower as posted on TV channel 5.
  9. Parents and other adults are not to be on the playground without prior specific approval by the office.
- 

## Hallways

- Students are to walk in a quiet and orderly manner.
  - Students are to wait their turn in an orderly and quiet manner at the drinking fountain.
  - N-W-H: "Sneaker Awards" are given to classes using good manners during hallway transition to special classes or lunch. The class who sneaks down the halls, getting the most sneaker tickets is rewarded each month.
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## Field Trips

School sponsored trips and special activities will be supervised by teachers and parents. Notice will be given to parents in advance about student appearance, money requirements and any other relevant information about child safety and personal welfare. If you do not wish for your child to participate, please contact your child's teacher. Extracurricular and non-instructional activities will be limited to minimize interruptions of the classroom instruction.

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## Cafeteria Rules and Behavior

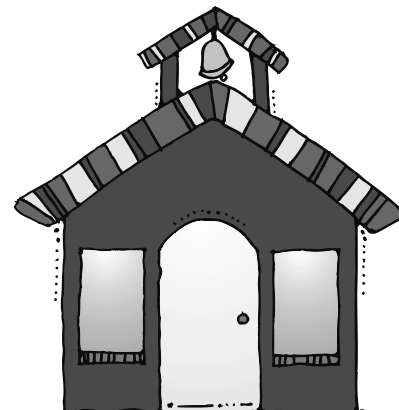
- ◆ Prepared food may not be taken from the lunchroom.
- ◆ Sodas with caffeine and sugar are not recommended, but may be brought with sack lunches to be eaten at lunch time. (Must be in a thermos, plastic container, or can. No breakable containers).
- ◆ Misbehavior such as yelling, popping bags, throwing items, disrespect or failure to follow directions may result in loss of a cafeteria privilege or require other discipline consequences.
- ◆ Students requiring juice in place of milk for lunch must have a note from their doctor on file with the school nurse before this can be provided by food service. Any other food allergies will be accommodated with Doctor documentation.
- ◆ Guest Seating: A table is provided for the use of children and their adult visitors who wish to share a meal. Only the host child and the guests are to be seated there. Due to limitation of space other students cannot be seated as guests.
- ◆ Do not bring food items from home that has to be heated in a microwave oven.

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# SCHOOL LUNCH PROGRAM

Subject to Change

- Student Lunch Prices: \$1.80 (Adult Lunches: \$3.00)
- Student Breakfast Prices: \$1.00
- Breakfast will be served from 7:30 a.m. (7:20 a.m. NWH) -7:50 a.m. daily.
- Lunch schedules vary from building to building.
- Lunch money may be turned in any day of the week to the classroom teacher.



- **MENUS:** The menu for the month will be sent home with each child and printed in the newspaper, and on Cable TV channel 5.
- **MILK:** Students may bring their lunch from home and purchase milk. Students who participate in the Free/Reduced Programs are allowed one milk with the tray; however, if they bring their own lunch, milk is not provided and must be purchased separately. (Milk only – \$0.35)
- **CHARGES:** **In emergency cases only, students may be allowed a limited number of lunch charges.**
- **FREE AND REDUCED:** Free and reduced lunches are available to those who qualify. Each student will receive an application on the first day of school.
- **FOOD SERVICE:** Questions regarding food service may be directed to Debbie Braunagel at 425-1225.

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## Scanner Procedures

All three elementary schools use a scanning system to keep track of money for breakfasts & lunches. By sending a check to school, you can be confident that your money will be credited to your child's account, which can only be used for the purchase of meals. This new system works much like a checking account at the bank.

**Each student will have a personal identification number (PIN) that is accessed by scanning a bar code. The bar code provides a totally non-discriminatory method for identifying each student's meal category (free, reduced or full-price). Money sent to school is deposited in your child's account. Every time your child buys a meal, we will scan their bar code and the amount for each meal is automatically deducted from their account. The program also notifies you when your child's account is overdrawn by printing a payment reminder, which will be sent home with your child. A complete, detailed account history is available at any time, should you have questions regarding your child's account.**

Each child will be asked to give his/her money to the teacher in the morning. **All checks or cash must be in an envelope with the child's name and amount to be deposited.** This lets teachers start teaching sooner, and reduces the risk of money being lost. **WE DO ASK THAT YOU PAY FOR AT LEAST ONE WEEK OR MORE AT A TIME.** If you find that your family is moving to another town, the money left in your child's account will be refunded to you. If your child moves to another school within the Mountain Home School District, the amount in the balance will transfer with them to the new school. The following table will show the meal prices by the week or month.

### Payment of Breakfast & Lunch

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

Label: Teacher Name \_\_\_\_\_  
Student Name \_\_\_\_\_  
Amount Sent \_\_\_\_\_

The scanning program is designed to work like a checking system. **It will not accept more than 5 meal charges without money in your child's account.** If you are unsure about whether or not your child has enough money in his/her account, or there is a problem keeping up with the charges, please feel free to call on the Food Service Office for help or information at 425-1225.

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## Snacks & Food for Parties

Classroom snacks or food provided by parents for parties **must be prepared by facilities that have been approved by official state health inspectors and must not be a Food of Minimal Nutritional Value (FMNV)**. FMNV may not be given to students other than your own. Items such as: soda water (soda pop), water ices (popsicles), chewing gum, candies, and sweet baked goods (cookies, cakes, etc) are examples of prohibited items for distribution. Sodas with caffeine and sugar are not *recommended* for a student to bring for lunch. Some permitted items are: fruit slices, fruit juices, graham, Ritz, or saltine crackers, pretzels, cheese type crackers, string cheese, cheese cubes, and small yogurts. A helpful chart is available in the Appendix. If you have a question, please call the office before making a purchase. The legislation allows up to nine snack days per year when the FMNV can be served. Parents will be advised of these days in advance but customarily holidays and special school activity days are the sort of days for which FMNV (remember approved by state health inspectors, from commercial bakeries or other store bought goods) will be available.

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## Personal Appearance

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

**Parents are responsible for seeing that their child is adequately dressed for school.** Students may not wear clothing, jewelry, or hairstyles that can be hazardous or disruptive to them in their educational activities. Dress and grooming should not disrupt the educational process. Examples:

1. No shoes with cleats or skates (heelies, wheelies, sliders). Flip-flop sandals and high heels are particularly hazardous on PE days.
2. No bare feet
3. Long dresses are discouraged as they affect the student's ability to participate in physical activity and PE activities.
4. A student shall not wear or use emblems, insignias, badges, or other symbols which distract other students, or otherwise cause disruption or interference with the operation of the school. This includes advertisements or symbols for alcoholic beverages, tobacco and/or illicit drugs.
5. Tops must cover the entire torso (No bare-backs, bare midriffs or spaghetti straps).
6. Mesh shirts and sweaters are permitted only if worn over an opaque solid garment.
7. Headwear, including hats, caps, scarves, and bandanas may not be worn inside the building.
8. Any article that could be used as a weapon or inflict injury is prohibited. Example: choker or wallet chains, dog collars, large rings, etc.
9. Pants or shorts worn below the hips are not permitted and no under garments should be showing.
10. Shorts/skirts should be mid-thigh or fingertip length. Since elementary girls do play enthusiastically on the jungle gym equipment, shorts are recommended under skirts and dresses.
11. Clothing, outerwear, pins, symbols, or insignia of prohibited organizations or gangs shall not be worn to school or at any school-related activity.
12. No visible body piercing jewelry other than what can be worn in the ear.
13. Clothing such as overalls must be properly fastened as designed.
14. Facial make-up such as mascara, eyeliner, lipstick, blush, etc. is not appropriate for small children.
15. When coloring hair, students may not use alternative hair colors other than those occurring naturally
16. Common health and cleanliness dictates that the students and their clothing should be clean and adequate for the season.
17. Extreme hair styles that cause a disruption of the education process.
18. **Per Act 835, School districts are required to prohibit students from the wearing of clothing that exposes underwear, buttocks, or the breast of a female; and for other purposes while on the grounds of a public school during the regular school day and at school-sponsored activities and events.**

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## Possession and Use of Cell Phones, Etc.

The use of a cell phone or other communication device includes any incoming call, text message, message waiting, or any other audible sound coming from the phone or device. The student and/or the student's parents or guardians expressly assume any risk associated with students owning or possessing technology equipment. From the time of the first bell until after the last bell, students are forbidden from using cell phones, any paging device, beeper, or similar electronic communication devices. It is preferred that such devices be stored in the student's backpack in a silent mode of operation. Exceptions may be made by the building principal or his/her designee for health or other compelling reasons.

From the time of the first bell until after the last bell, students are forbidden from having cameras, MP3 players, I pods, or any other portable music device. Such devices may be stored in the student's backpack so long as they are in a silent mode of operation.

Students using or possessing, other than those devices properly stored in a backpack, cell phones or other portable music devices after the first bell and before the last bell shall be at risk of confiscation. Confiscated cell phones and other electronic communication devices may be picked up at the school's administration office by the student's parent or guardian.

Students have no right of privacy as to the content contained on any cell phones and other electronic communication devices that have been confiscated. Students who use school issued cell phones and/or computers for non-school purposes, except as permitted by the district's Internet/computer use policy, shall be subject to discipline up to and including suspension or expulsion. Legal Reference: A.C.A 6-18-502(b)(3)(D)(ii)

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## Contacting Your Child At School

Please send a dated note with your child concerning plans for the day, after school activities and ride home changes that are different from the normal routine. In an effort to keep our students focused on learning tasks and activities, we try to limit intercom disruptions. Please limit your calls.

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## Label Students' Belongings

Please write your child's name in all clothing, lunch boxes (on the outside of box), and other personal belongings.

## Lost And Found

Every school has a designated area in which lost and found items are placed. Please feel free to check for clothing or other items that have not returned to your home. Most jewelry, watches, small items, etc. are taken to the office. If you cannot call about these items, please send a note with a description. Items not claimed by the last day of school will be donated to charity.

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## School Supplies

### Kindergarten

Some of the following supplies will need to be replaced from time to time:

1. Elmer's SCHOOL Glue, 4 oz. size (Be sure it is marked school glue, as it is water soluble)
2. Small box of 8 or 16 REGULAR size crayons
3. Blunt scissors (If your child is left-handed, be sure to purchase lefties)
4. Pencils-regular size
5. Tissues-large box
6. Watercolor paints-Prang or Crayola brand
7. Rest Mat- (tri fold red and blue)
8. Tote bag or book satchel or back pack. Wheeled variety is prohibited.
9. A change of clothes if parents deem necessary
10. Teachers may ask for additional items when school begins



### Nelson-Wilks-Herron & Hackler

A list of supplies will be posted at local variety stores and given to students by the classroom teacher.

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## Library

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

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## School Visitors

Parents are welcomed visitors at any sessions after the first three or four weeks of school. These weeks constitute an important period of adjustment for your child. We extend a cordial invitation to you to visit and become acquainted with the activities of the classroom. Advance notice is not mandatory, but is generally appreciated by the teacher. When you visit, please observe the following school policy:

1. Sign the office register as you enter and leave the building. We have visitor tags for you to wear during your stay also.
2. Take a seat as unobtrusively as possible.

3. Do not plan to talk to the teacher at this time.
4. Please call for an appointment to discuss your observations, questions, comments, or compliments.
5. Visitors are permitted to go only where they have signed in to visit.

School-age children not enrolled in Mountain Home Public Schools are not permitted to ride buses or attend classes during the school day.

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## **Emergency Closing**

In the event that emergencies arise that might affect any individual building, or the entire school system, such as excessive snow, the Superintendent is empowered to declare an emergency and close those schools affected. School closings will be announced by a phone or text message sent through the district's Alert Now Messaging Center System from Mountain Home Public School Superintendent, Dr. Lonnie Myers. **School closings will also be announced on all local radio stations (KTLO 97.9, KKTZ 93.5).** Parents may pick up students at school any time after the Superintendent has announced the closing of school. **Please DO NOT call teachers, principals, or the superintendent to inquire about closings.**

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## **Emergency Drills**

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

All schools in the District shall conduct fire drills at least monthly. Tornado drills shall also be conducted no fewer than four (4) times per year with at least one each in the months of September, October, January, and February. Students who ride school buses for transportation or other related activities shall also participate in school bus evacuation drills.

Other types of emergency drills may also be conducted. These may include, but are not limited to:

1. Earthquake
  2. Act of terrorism
  3. Chemical spill
  4. Airplane crash
- 

## **Crisis Plans**

Teachers are provided a crisis plan in each classroom. A variety of crisis situations are addressed, and proper procedures to assist in student safety are also addressed. Each Mountain Home school has 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 in to local radio stations (KTLO 97.9, KKTZ 93.5) for directions on how to most easily contact their children.

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## **Fund Raising Guidelines**

Each school club, grade-level, department or organization shall be limited to a maximum of two fundraisers per year. All fund raising activities must be approved in advance by the building principal and placed on the district fund raising calendar.

**The selling of candy, cookies, coupon books, etc. by students for fund raising of any kind during the school day is prohibited.**

As much as is feasible, fund raising activities should be conducted within the school building and, providing a service or an item of value to students, parents, community, etc. for the donations received. The Mountain Home School Board has set the above guidelines.

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## **Medical Requirements & Guidelines**

The school nurse maintains all school medical records, administers medications, and determines if a child is ill enough to be sent home. The nurse is not a substitute for the doctor. Recommendations will be made, but parents should take their child to the doctor to answer any questions or concerns.

## **Immunizations Requirements for K-5**

Students who enroll in an Arkansas public school must provide immunization documentation as follows\*\* (AR Code 6-18-702):

- **DPT** (Diphtheria, Pertussis, and Tetanus)-three doses for students in grades 1-12, four doses for Kindergarten students, one dose for all students must be after the 4th birthday
- **Polio**-three doses, one must be after the 4th birthday or a total of four doses
- **MMR (Measles, Mumps and Rubella)**-two doses, one dose must be after the 1st birthday
- **Varicella (required)** Kindergarten two doses, no history of having Chickenpox will be accepted in lieu of 2 Varicella vaccinations (2010 change for AR kindergarten students).  
Grades 1-5 – one dose, a parent/guardian or physician history of disease may be accepted in lieu of receiving the vaccine, dose must be on or after the first birthday.
- **Hepatitis B** (series of three vaccinations)\*-required for all K-12 students, \*2<sup>nd</sup> Hep B must be 28-30 days after 1<sup>st</sup> Hep B, 3<sup>rd</sup> Hep B must be 2 months after 2<sup>nd</sup> Hep B and 4 months after 1<sup>st</sup> Hep B. Also, the third dose of Hep B 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 days because of the time intervals between doses dictated by the Center for Communicable Diseases, an “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.

However, immunization requirements "shall not apply if the parents or legal guardian of that child object thereto on the grounds that immunizations conflict with the religious or philosophical beliefs of the parent or guardian." To obtain an exemption, parents must sign a notarized statement requesting a religious, medical or philosophical exemption from the Department of Health (DOH). The parents must then complete an educational component prepared by the DOH, sign an informed consent with a refusal to vaccinate statement and a signed statement of understanding that the immunized 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.

## **Physicals**

A physical exam report is required for each enrolling kindergarten student (AR Code 6-15-202). The report is due no later than 30 days after enrollment. Additional information about physicals is available at Mountain Home Kindergarten.

## **Body Mass Index Screening**

HB1173 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 Screening**

Act 41 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 and eighth grades will be screened for scoliosis. All boys will have a scoliosis screening during their eighth grade year.

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## **Information Regarding Illnesses and Medications**

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

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



## 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 medicine.

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 our supply. However, we are required to get a parent's permission by phone.

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 disposed of with a witness present and this will be documented on the student's medication record. Any antibiotic or other medication that has an expiration date will be disposed of after the expiration date passes.

## Fever Illnesses

A temperature of 100 degrees usually means the child is ill enough that they do not feel up to school activities and may have an infection that could be passed on to others. Children with temperatures over 100 degrees will be sent home. **We ask that you keep the child home until the fever is gone for 24 hours**, especially if the child was sent home during the previous school day.

## Chickenpox

Chickenpox is a highly contagious disease marked by a rash with a tiny raised center that later looks like a blister.

### **Signs and Symptoms** - (initial stage):

1. Slight fever
2. Feeling tired
3. Loss of appetite
4. Headache
5. Rash
  - (a) First appears on back and chest, spreading to face, legs and arms
  - (b) Continues to make its' appearance for an average of 2-3 days
  - (c) Itchy
  - (d) In the beginning it looks like insect bites
  - (e) Centers appear and develop a blister-appearance
  - (f) The blisters rupture and crusts form

**Exclusion/Readmission:** Students may return to school after the chickenpox lesions have dried. Please contact the school nurse of the date your child began breaking out with the rash.

## Pinkeye

Pinkeye (Conjunctivitis) is an inflammation of the conjunctiva, the mucous membrane that lines the eyelids and extends over the eye. Pinkeye is caused by a bacteria, virus, allergy, chemical, or other irritants. Bacterial and viral pinkeye are transmitted by contact with the discharge from the conjunctiva or upper respiratory tract from infected persons or by contaminated fingers, clothing, or other articles. Pinkeye can spread rapidly through lower elementary classrooms where students sit closely together, share learning tools, love to touch and hug, and see little value in hand washing.

### Signs and Symptoms Bacterial:

1. The white of the eye will look red or pink
2. The lining of the eyelid will be reddened
3. Sensitivity to light
4. Blurred vision, that clears with blinking
5. Sticky, yellow or greenish matter on the eyelashes
6. Thick, yellowish, crusted drainage on eyelids upon awakening
7. Feeling that something is in the eye and wanting to rub it

### Viral:

1. Minimal itching
2. Onset sudden
3. Initially, only one eye is involved
4. White of eye red or pink and eyelid inflamed in one or both eyes
5. Lots of tearing

**Exclusion/Readmission:** It is recommended that students who appear to have viral or bacterial pinkeye be evaluated by a physician for possible medication. It is the nursing staff's preference that all lower elementary students who have pinkeye remain out of school for as long as they are having yellow, sticky eye drainage. Older students who can maintain proper hygiene precautions will not be excluded.

## Head Lice

This condition is an infestation of lice on the scalp. Lice are small insects about the size of a sesame seed. They are usually brown in color.

### **Signs and Symptoms:**

1. Itching of scalp and/or back of neck
2. Presence of a louse
3. Presence of nits (eggs) on hair shaft. (Nits resemble dandruff, but dandruff can be easily removed from the hair shaft and lice nits cannot)
4. Reddened are as around scalp, behind ears and neck

**Exclusion/Readmission:** In accordance with the school district policy, students with head lice will be excluded until properly treated and all nits have been removed

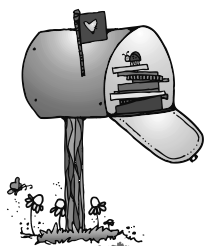
Mountain Home School District Head Lice Policy: The parents or legal guardians of students found to have live lice or nits will be asked to pick up their child at school. The parents or legal guardians will be given information concerning the eradication and control of head lice. Before students may 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.

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## **School-Based Mental Health Services**

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

- ✓ The Office of Special Education – MHPS 425-1247
- ✓ BRMC for Individual and Family Development – 435-5511



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## **Student Contact Information**

### **PLEASE KEEP US INFORMED**

If a serious accident should occur to your child while he/she is in school or he/she becomes ill... **WHERE ARE YOU? HOW DO WE REACH YOU?** Be sure the school always has your correct address, telephone number, where you work, and an emergency contact number.



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# Discipline

## Policies & Procedures

K-5 utilizes the Love and Logic philosophy when managing student behavior. Each student is a unique individual with unique personal, social, and educational needs. As a result, every disciplinary situation becomes unique in nature. Consequences for misbehavior provide the best learning value when matched to the unique student and the unique situation. The odds for children learning from their mistakes increase dramatically when children see a reasonable connection between their behavior and the resulting consequences.

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

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

### Love and Logic Core Beliefs for our School

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

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

### Individual Classroom Rules

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

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

\*Additional Love and Logic materials are available for checkout at the parent center located on the NWH campus.

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## Hackler Intermediate School Late School

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

Late School Rules and Regulation:

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

# **Administrative Discipline Plan**

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

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

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

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

Refer to the following **Student Conduct Descriptions** section of the handbook for detailed information concerning offenses.

Abbreviation Key:	PC- Parent Contact	OSS-Out-of School Suspension
	AD- Administrator’s Discretion	JO-Juvenile Office Contact
	OCS- Out-of Class Suspension	LEA-Law Enforcement Agency
	(Usually ½ day in an upper or lower grade level teacher’s room)	(SRO, MHPD, BCSO)

## **Grades K-12 Discipline Advisement Committee**

### **Second Chance Program**

After the fifth Out of School Suspension or any expellable offense, the student will meet with the Discipline Advisement Committee/Second Chance Program before returning to class. The committee consists of a minimum of three school personnel which will include one administrator. The student and parent/guardian attendance is required. A representative of the student’s choosing is welcome (teacher, preacher, friend, etc.). This committee will investigate problems that may be causing suspensions, and inform the student of eminent danger of expulsion. The 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 Learning Center for a specified minimum time (5<sup>th</sup> – 12<sup>th</sup> grades only)
  - Assignment to building ALE program for K-4<sup>th</sup>
- 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 Learning (GBLC) will be with the Guy Berry Learning Center Director. The Guy Berry Learning Center Director will also advise the respective building principals at the time of the students scheduled re-entry to the base school. Upon advisement the assignment to GBLC may be extended.

**Level 1:** Offenses listed in this section allow the administrator’s discretionary use of a full range of disciplinary consequences from a warning to expulsion.

Administration will attempt to contact parents on office referrals. All suspensions require parent/responsible adult contact. Some offenses, depending on severity, may require notification of MHPD, and Baxter County Juvenile Office or both. Administration will make a reasonable, good faith effort to contact the parents when their child has been reported to, interviewed by, or taken into custody by law enforcement personnel and for other purposes. (AR Code 6-18-513 as amended by Act 1415 of 2005)

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

Offense	Consequences
A. Inappropriate Personal Appearance	AD
B. Disrespectful/Disruptive Behavior	AD
C. Failure to Comply	AD
D. Harassment, Bullying	AD
E. Sexual Harassment	AD
F. Inappropriate Touching	AD
G. Inappropriate Language, Gestures, Material	AD
H. Habitual Failure to Complete & Turn in Work	AD,PC
I. Extortion	*AD
J. Gambling	AD
K. Gang-Like, Gang, or Hate Group Related Activities (AR code 6-21-607)	AD, Zero Tolerance
L. Out-of-Bounds, Loitering	AD
M. Skipping Class (Absent on Campus)	AD
N. Dishonesty (Forgery, Cheating, Lying)	AD
O. Safety Violations (Rough Play, Wrestling, Throwing Objects)	AD
P. Aggressive Behaviors	AD
Q. Safety Violations (Rough Play, Wrestling, Throwing Objects)	AD
R. Vulgar, or Obscene Language, Gestures, or Material	*AD
S. Abusive or Threatening Behavior	*AD,PC
T. Violation of District Technology/Internet Policy (AR Code 6-21-107 as amended by Act 912 of 2001)	AD
U. Violation of Medication Administration Policy	AD

## Level I Offense Descriptions

**A. Inappropriate Personal Appearance (See Personal Appearance section)**

**B. Disrespectful/Disruptive Behavior**

**C. Failure to Comply with Directions or Commands.**

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

**D. 4.43—BULLYING**

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

**Definitions:**

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

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

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

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

**E. 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 active
- 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<sup>2</sup>,
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

Date Adopted: April 17, 2008

Last Revised: \_\_\_\_\_

**F. Inappropriate Touching**

**G. Inappropriate Language, Gestures, Materials**

**H. Habitual Failure to Complete and Turn in Work**

**I. Extortion**

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

**J. Gambling**

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

**K. 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.

**L. Out-of-Bounds, Loitering**

Students are considered out of bounds if they enter any area other than is dictated by their normal schedule. Students are not to loiter before or after school within 100 feet of school property (AR Code 6-21-607).

**M. Skipping Class (Absent, on Campus)**

**N. Dishonesty (Forgery, Cheating, Lying)**

**O. Safety Violations**

Dangerous play that endangers others such as "smear-type" games, tackle football without pads, rough play, wrestling, "slap boxing", or throwing objects, etc will result in disciplinary consequences. Students should never place their arms or hands around another person's neck as this could result in serious injury.

**P. Aggressive Behaviors such as being boldly hostile physically or verbally toward other students or school personnel will not be permitted.**

**Q. Vulgar or Obscene Language, Gestures, or Material**

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

Students should refrain from threats of physical harm to any person. Insinuations of death or harm to another are prohibited. Threats in some circumstances are felonious acts and a severe violation of school rules. Appropriate action (ranging from parent conference to expulsion with police involvement) will be taken upon report of all threats. This includes oral, written, physical, or electronic communications (Phone, inter-net, etc). Any student who threatens others with serious injury or death or who talks of bringing a weapon to school may be referred to a local law enforcement agency. (Act 1520 of 1999).

**S. Violation of District Technology/Internet Policy**

AR Code 6-21-107 as amended by Act 912 Of 2001 specifies punishment for violation of District Technology/Internet policy. See the Acceptable Use section in the handbook.

**T. Violation of District Medication Policy**

This includes any prescribed medication, over-the-counter medication or pills (No-Doz, Yellow Jackets, etc.) and homeopathic (herbal or naturally occurring) preparations. See the Medication Policy section in handbook.

**Level 2: Offenses listed in this section allow administrator’s discretionary use of a full range of disciplinary consequences from warning to expulsion. Consequences are minimums that may be exceeded by the administration.**

<b>Offense</b>	<b>Consequence</b>
A. Excessive Late Arrivals or Early Departures per Semester	4 <sup>th</sup> PC, written 8 <sup>th</sup> PC, written or oral 9 <sup>th</sup> JO
B. Truancy (Absent-Off Campus)	PC, JO
C. Unauthorized Possession or Theft of School or Personal Property	1 <sup>st</sup> Monetary Restitution 2 <sup>nd</sup> Monetary Restitution, OSS
D. Damage or Destruction of School/Personal Property	1 <sup>st</sup> Monetary Restitution and Parent Supervised Clean-up or Repair (Non-compliance will result in a 1 day suspension) 2 <sup>nd</sup> Monetary Restitution, OSS
E. Possession of Contraband (Except for health or other compelling reasons which must be approved by the building principal.) Act 1408, 1999	1 <sup>st</sup> Confiscation 2 <sup>nd</sup> PC, 1 OSS 3 <sup>rd</sup> PC, 3 OSS
F. Tobacco (Possession and/or Use) AR Code 6-21-609 as amended by Act 1108 of 1997	1 <sup>st</sup> Confiscation, PC 2 <sup>nd</sup> 3 OSS 3 <sup>rd</sup> 5 OSS
G. Refusal to Comply/Defiance	1 <sup>st</sup> Warning, PC 2 <sup>nd</sup> 1-2 Days OCS, PC 3 <sup>rd</sup> 1-3 OSS,PC
H. Fighting Act 1108, 1997	*1-10 OSS, PC
I. Verbal Abuse of School Personnel ** AR Code 6-17-106 as amended by Act 1565 of 2001	1 <sup>st</sup> Warning, PC 2 <sup>nd</sup> 1-3 OSS 3 <sup>rd</sup> 4-10 OSS
J. False 911 Call AR Code 5-71-210 as amended by 567 of 2001	1-10 OSS, MHPD
K. Fireworks	1-10 OSS
L. Indecent Exposure	1 <sup>st</sup> Warning, PC 2 <sup>nd</sup> 1-3 Days OSS, PC 3 <sup>rd</sup> 4-10 Days OSS, PC

\* Some offenses, depending on severity, may require notification of law enforcement agencies.

\*\* The law states: “1) It is unlawful, during regular school hours, and in a place where a public school employee is required to be in the performance of his or her duties , for any person to address a public school employee using language which, in its common acceptance, is calculated to: A) cause a breach of the peace, B) materially and substantially interfere with the operation of the school; or C) arouse the person to whom it is addressed to anger, to the extent likely to cause imminent retaliation. 2) A person who violates this section shall be guilty of a misdemeanor and upon conviction be liable for a fine of not less that one hundred dollars (\$100) nor more than one thousand five hundred dollars (\$1,500).

## Level 2 Offense Descriptions

**A. Tardiness-Late Arrivals, Early Departures**

Arkansas Department of Education Standard V. A. 4, requires pupils to be engaged in instruction for an average of 360 minutes per day. When a student or parents display a pattern of late arrivals (AM Tardy) or early departures (PM Tardy) the student comes into violation of that standard and the administration will be notified. Administrative follow-up actions range from verbal contact with the parents to contact with a law enforcement agency.



**B. Truancy (Absent, off campus)**

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

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

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

**A. Damage or Destruction of School/Private Property.**

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

**D. Contraband Items**

A student shall not possess contraband that is disruptive. The purpose is to avoid distracting and time-consuming episodes of inattention, ownership disputes, emotional upsets over lost items, and to 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.

Students are not to bring electronic games, radios, TVs, tape, CD, or DVD players, MP3s i-pods, beepers, walkie-talkies, scanners, cellular phones, or other electronic devices to school during normal school hours. The school is not responsible for the loss of such items brought to school in violation of this rule. This means that if such items are lost or stolen the school authorities may not be able to help with their recovery or compensation

Students caught using cell phones or other electronic communication devices after the first bell and before the last bell shall have them confiscated. Confiscated cell phones and other electronic communication devices may be picked up at the school’s administration office by the student’s parents or guardians. Students have no right of privacy as to the content contained on any cell phones and other electronic devices that have been confiscated. Students who use school issued cell phones and/or computers for non-school purposes, except as permitted by the district’s Internet/Computer Use Policy, shall be subject to discipline, up to and including suspension or expulsion.

**E. Tobacco, Possession or Use**

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

**F. Refusal to Comply, Defiance**

Open, bold resistance to authority.

**G. Fighting**

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

**H. Verbal Abuse of School Personnel**

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

**I. False 911 Call**

**J. Fireworks**

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

**L. Indecent Exposure**

A student shall not expose private body parts.

**Level 3:** The serious offenses listed in this section require parent contact and out-of-school suspension with possible prosecution and discretionary administrative recommendation for expulsion. All require, either by law or district policy, notification of local law enforcement, and contact with Legal Authorities.

Consequences listed are MINIMUMS THAT MAY BE EXCEEDED if necessary by administration.

<b>Offense</b>	<b>Consequence</b>
A. Weapon, Dangerous Object (Possession, Intent or Use)	1-10 OSS to EXPULSION, JO LEA
B. Major Disruption or Fight	1-10 OSS to EXPULSION, JO, LEA
C. Physical abuse, Assault or Death Threats to School Personnel, or Students (Act 1046 of 2001, Act 1520 of 1999)	1-10 OSS to EXPULSION, JO, LEA
D. Explosives, Fireworks (Possession or Use)	1-10 OSS to EXPULSION, JO, LEA
E. False Fire Alarm, False Bomb Threat (Act 567 of 2001)	10 OSS to EXPULSION, JO, LEA
F. Arson or Attempted Arson	10 OSS to EXPULSION, JO, LEA
G. Possession, Use, or Distribution of Illegal, Misrepresented, or Misused Substances (Administrative discretion will be used for medical release items.)	1-10 OSS, JO, LEA POSSIBLE EXPULSION
H. Possession of a Firearm Required by AR Code 5-73-119, Act 1282 of 1999, AR Code 6-18-507, Act 1150 of 1999 (Superintendent has discretion to modify on a case- to-case basis.)	10 OSS, 1 Year MINIMUM EXPULSION, LEA

## Level 3 Offense Descriptions

### A. **Weapon, Dangerous Object**

(Possession, Intent, or Use)

A pupil shall not possess, threaten with, or use a knife, razor, ice pick (AR Code 5-73-120), wallet chain, large ring, pepper or tear gas sprays (AR Code 5-73-124), laser pointers (AR Act 1408 of 1999), or any other object that reasonably can be considered a weapon or dangerous to others. Any item that aids in the violation of school rules is prohibited.

### B. **Major Disruption or Fight**

No pupil shall:

1. Occupy any school building or properties with intent to deprive others of its use where the effect thereof is to deprive others of its use.
2. Block the doorway or corridor or any school building or property so as to deprive others of access thereto.
3. Prevent or attempt to prevent the convening or continued functioning of any school class, activity or lawful meeting or assembly on the school campus.
4. Prevent students from attending a class or school activity.
5. Block normal pedestrian or vehicular traffic on the school campus or adjacent grounds unless under the direction of a school administrator.
6. Continuously and intentionally make noise or act in any other manner so as to interfere seriously with the teacher's ability to conduct the class or any other school activity.
7. In any other manner by the use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct intentionally cause the disruption of any lawful process or function of the school or engage in any such conduct for the purpose of causing the disruption or obstruction of any such law process or function.
8. Refuse to identify her/himself on request of any teacher, principal, superintendent, school bus driver, or other school personnel.
9. Encourage other students to violate any rule or school board policy.
10. Fights involving more than two individuals will be regarded as a major disruption.

### C. **Physical Abuse, Assault on School Personnel, or Death Threats (As defined by Act1046 of 2001) to School Personnel, Students**

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

- D. Explosives (Possession or Use)**  
Explosives are items which may cause harm or damage and may either be purchased or be homemade. Some such items are illegal and all are absolutely prohibited at school. A student shall not possess smoke bombs, stink bombs, cherry bombs, or any other kind of fireworks that reasonably could be a danger to himself/herself or to other students; that could cause damage to school property; or that could be disruptive to the learning climate of the school.
- E. False Fire Alarm or False Bomb Threat**  
A student shall not cause unnecessary alarm and educational disruption by falsely reporting an emergency situation. AR Code 5-71-210 as amended by Act 567 of 2001 makes such action a Class D felony.
- F. Arson or Attempted Arson**
- G. Possession, Use, or Distribution of Illegal, Misrepresented or Misused Substances**  
A pupil shall not possess, sell, use, transmit or be under the influence of any intoxicant, mood altering drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substance as defined in AR Code 5-64-401; or what the student represents or believes to be any substance listed above. Students will be considered under the influence if any measurable amount of alcohol is found to exist. All drug paraphernalia is strictly prohibited.
- H. Possession of Firearms**  
No person shall possess a firearm (pellet gun, handgun, rifle, 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.

## Other Offenses

### Distribution of Literature

1. Students shall have the right to distribute and possess literature including, but not limited to, newspapers, magazines, leaflets, and pamphlets, except that the district may prohibit a specific issue of a specific publication if there is substantial, factual basis to believe its possession or distribution will cause, or is causing, substantial disruption of school.
2. 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 place where no interference with school activities will occur
  - c. Be specific as to places and times where distribution is prohibited; and

Do not inhibit a person's right to accept or reject any literature distributed in accordance with the rules.

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

### Sexual Misconduct

A student shall abstain from inappropriate sexual conduct.

### Display of Affection

A student's display of affection or emotions is restricted toward each other, except on the basis of common courtesy. Examples of restricted displays are as follows: holding hands, hugging, kissing, sitting on laps, etc. Students that do not refrain from the above behaviors will be disciplined.

### Student Handbook

Students shall abide by all regulations set forth in the student handbook that is normally issued at the time of enrollment, plus any items that are added throughout the year.

### Student Guidelines for Athletic Events

Any K-4 student who attends an athletic event at Bomber Stadium will be expected to comply with the following rules:

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

7. Will be asked to leave the event should he/she become disruptive.
  8. All 6A Conference rules apply at all events, these prohibit full face and body painting, unless permission is given by the building administrator, during special events throughout the year.
- The K-5 Discipline committee recommends that students in grades K-5 be accompanied by an adult to all district sport events.*
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## **Search and Seizure**

1. A pupil's person and personal belongings may be searched when the student or personal belongings contain evidence of an illegal act, contraband or school rule violation.
  2. Dangerous items (such as firearms, weapons, knives and controlled substances such as defined by AR Code 6-21-608 and other items which may be used to substantially disrupt the education process will be removed from the student's possession and will be reported and transmitted to the proper authorities.
    - a. 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.
    - c. Random and unannounced searches utilizing hand-held metal detectors may occur throughout the school year.
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## **Video Surveillance**

In accordance with school board policy 4.48, MHPS authorizes the use of video/audio surveillance cameras in any district building, on district property, and in district buses and vehicles. Video surveillance is used to maintain discipline, protect the safety, security, and welfare of its students, staff and visitors while at the same time safeguarding district facilities, vehicles, and equipment. Signs shall be posted on campus buildings and in district vehicles to notify students, staff, and visitors that video cameras may be in use.

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## **Suspension**

A student who has been suspended out-of-school is not to be on school property (this campus or others) and cannot attend any school functions until after they return to school. Parents will be contacted prior to students being suspended.

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## **Expulsion-Due Process**

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

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

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to the expulsion recommendation at the hearing. Normally, formal cross-examination will not be permitted, however the student or his/her representative will be allowed to question the witness. Opportunity shall be afforded for the student to observe all evidence offered against him/her. Members of the board may question any 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. In compliance with Act 472 of 1995 it is the policy of the Mountain Home School District that when a student, otherwise eligible for enrollment, is currently under an order of expulsion from the last school district attended, a hearing before the School Board shall be held before that student may be enrolled.

Prior to the hearing, the Superintendent shall obtain a full report from the former district concerning the expulsion. At the hearing, the Board shall review the report from the former district, and have an opportunity to question the student and his/her parents concerning the alleged misconduct. The Board may rule that the student may not enroll until the student's expulsion from his/her former district has expired.

### **Disciplinary Policy Revisions**

The discipline policy will be reviewed annually for possible modifications. During this process, all suggested changes will be evaluated. Teachers, students, parents may suggest changes by using the "Disciplinary Policy Revision Form" available in the school's administration 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 free, appropriate public education is not affected. Under IDEA, a student with a disability who brings a weapon to school may be immediately removed from school or subject to 45 days in alternate placement, as directed by a school administrator and the IEP Committee

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## **Sexual Harassment Complaints**

### **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 constitute sexual harassment when submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's education;

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

Sexual harassment, as defined above, may include but is not limited to the following: Verbal harassment or abuse, pressure for sexual activity, Repeated remarks to a person with sexual or demeaning implications, Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, etc., Displaying pornographic materials, Inappropriate patting or pinching, Intentional brushing against a student's or an employee's body, and/or Any sexually motivated unwelcome touching.

### **Procedures**

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

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## **Student Equity Grievances**

Any person having inquiries concerning compliance with Federal laws (Title VI of the Civil Rights Act of 1964, Title IX of Education Amendment of 1972, and Section 504 of the Rehabilitation Act of 1973) is directed to Dorothy Cook, the Equity Coordinator for Mountain Home Public Schools. Please contact her at 425-1281.

# 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. Discipline Actions are cumulative per semester. After the 4<sup>th</sup> offense, there is the possibility of losing riding privileges for the remainder of the semester.

LEVEL 1	(Minor Offenses)	
Noisy or annoying behavior	Failure to comply	Improper boarding/departing
Out of Seat or out in aisle		Unauthorized transportation
Turned around in seat	Eating or Drinking	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:**      1<sup>ST</sup> Offense - Warning                      3<sup>rd</sup> Offense – 1 to 10 day bus suspension  
                          2<sup>nd</sup> Offense - 1 day bus suspension      4<sup>th</sup> 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 privilege has been suspended		Disrespectful Behavior
Damage to property	Defiance	Refusal to obey driver

**ACTIONS:**      1<sup>ST</sup> Offense - 1 day bus suspension                      3<sup>rd</sup> Offense – 1 to 3 day school suspension  
                          2<sup>nd</sup> Offense - 1 to 10 day bus suspension      4<sup>th</sup> Offense – Administrative Discretion  
                          \*TOBACCO 1<sup>st</sup> offense - 5 day bus suspension, plus school disciplinary policy

LEVEL 3	(Severe Offense)	
Public Indecency	Sexual Harassment	
Drugs or Alcohol	Tobacco 2 <sup>nd</sup> offense*	Possession of weapon

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

\*TOBACCO 2<sup>nd</sup> offense: Bus suspension for the remainder of the school year, 10 day Out— Of-School suspension plus school disciplinary policy

Board Approved May 18, 2006

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

1. Be at the bus stop at the scheduled time. Stand back about ten feet from the bus stop and wait until the door is opened before moving close to the bus.
2. While loading or unloading, enter or leave bus orderly and quickly.
3. While riding the bus, students are under the supervision of the driver and must obey the driver at all times. Students causing disciplinary problems on buses will be identified and disciplinary action taken.
4. Students are expected to conduct themselves in a manner such that they will not distract the attention of the driver or disturb other riders on the bus.

5. No food or drink is to be consumed on the route bus. Exceptions will be made for the consumption of water on days of high temperature. A further exception is made for activity trips subject to the approval of the sponsor. NO knives or sharp objects are allowed. No firearms, ammunition, or fireworks are to be brought on the bus. Do not bring trading cards, pets, or any kind of animal on the bus. Cell phones are not to be used while students are loading or unloading school buses. Radios, video games, DVD and music players are only allowed at driver 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.** This means that if such items are lost or stolen the school authorities may not be able to help with their recovery or compensation
  6. Students need to speak in a moderate voice; no yelling or screaming. Pupils **MUST** remain seated and out of the aisle while the bus is in motion. No backpacks, books, or items are to be left in the aisle. Keep the aisle clear. Do not put arms, hands, head or anything out of the windows.
  7. A student will be liable for any damage he/she does to the bus. This includes writing on seats, poking holes, tampering with any bus equipment or furnishings.
  8. Students who must cross the road or highway to enter the bus must always be on the right side of the road waiting on the bus. If you should arrive at the stop just as the bus approaches the stop, wait until the bus has come to a complete stop and the driver has signaled you to cross.
  9. Students who must cross the road after leaving the bus in the afternoon, must go to a point on the shoulder of the road 15 feet in front of the bus, or until you can plainly see the bus driver, and wait for the driver to signal you across.
  10. Students must ride their assigned bus. Those needing to ride another bus or get off the bus at a point other than normal for any reason, must bring a note with parent permission to their building principal. The office will then issue a "Permit to Ride Bus" form which the student will present to the driver of the bus they are to ride that day. Mountain Home Public Schools will not assume responsibility for transportation of students to special events after school.
  11. Mountain Home School District will not be responsible for any personal items lost, stolen, broken or damaged on the school bus.
  12. For transportation assistance before 8:00 a.m. and after 4:00 p.m., call or 425-1240.
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## **Mountain Home School District 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 measures for not following them.

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

All potential users of computers/computer networks (including the Internet) 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. The school's network will be used only for approved educational purposes. An adult will be in the room at all times when students are using computer equipment. The adult will monitor student computer use and will take appropriate action if they detect misuse of the equipment.
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.
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 or desktop computers, external storage devices, including USB drives, flash drives or any wireless devices to school, nor may they access the school network from any computer 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. Students will promptly disclose to the 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:

##### 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, neither their own nor any other individual's personal site 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 screening.
- 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, and 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. The technology will not be used in any immoral or unethical manner. 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. Users will not post information that could cause damage or a danger of disruption to the district network or systems.
- f. Students may not visit chat rooms, message or bulletin boards, or use instant messaging services while on the school network.
- g. 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.
- h. Users will not knowingly or recklessly post false or defamatory information about a person or group.
- i. 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.
- j. 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 a part of the operating system or utility software may be 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.

#### **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
- c. should follow the expressed requirements. If you are unsure whether or not you can use a work, you should request permission from the copyright owner. Copyright law can be very confusing. If you have questions, ask a teacher.
- d. 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 circumstances.

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

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

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

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

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

*This policy will be periodically reviewed/revise as deemed necessary by the Mountain Home School District Technology Committee.*

## **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 be subject to discrimination under any education program or activity receiving Federal financial assistance.

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

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

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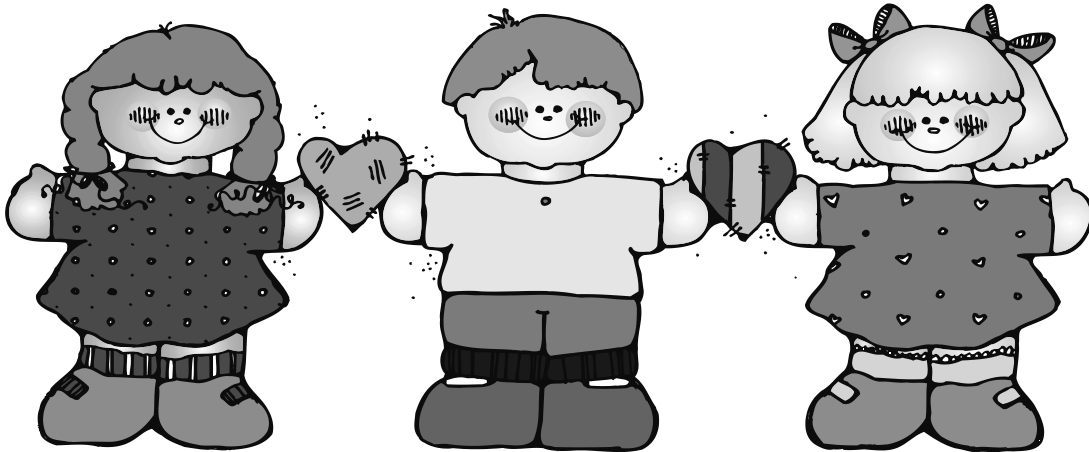
## **Student School Records and Educational Records**

1. The Family Education Rights and Privacy Act of 1974 (Public Law 93-380) states in part that “all academic and personal records pertaining to individual students are confidential and can only be inspected by students, parents, and school officials.”
2. Parents of students may inspect these records and challenge any records that may be misleading, inaccurate or otherwise inappropriate.

3. Personally identifiable data concerning a student may only be released with his/her parent's written permission unless required by state or federal law. Requests to release records or to give personal information over the phone cannot be honored by law. For the protection of the student, a person receiving records may be required to sign a form before the school will release the information.
4. Other school officials within the same school or officials of other schools or school systems in which the student has enrolled may request and receive a student's record.
5. When any student has reached the age of 18 or is attending an institution or post secondary education, the law states that "the rights accorded to and the consent required of the parent of the student shall thereafter only be accorded to and required of the eligible student".
6. Student records include files, documents, tapes, films, etc., which contain personally identifiable information directly related to a student.
7. Records that are given to the school by students/parents are unofficial. Official records can only be obtained between school districts.

## Parents, Some Disabilities Can Be Seen-Some Cannot

If you suspect that your child has a physical, mental, or emotional disability, your local school district would like to help you provide him/her with a program to meet his/her needs. Call your child's school principal and ask for help.



**Snack Guidelines for Mountain Home Public Schools  
(Serving size to be followed)**

<i>Food Components</i>	<i>Serving size</i>	<i>Some examples of snacks</i>	<i>Examples of snacks continued...</i>
<b>1 milk</b> fluid milk	1/2 cup		Regular Milk Chocolate Milk Strawberry Milk
<b>1 fruit/vegetable</b> juice, <sup>2</sup> fruit and/or vegetable	1/2 cup	Any raw vegetable: carrots, celery, & broccoli  Cantaloupe slices	Apple slices Orange slices Banana Strawberries Sliced watermelon 100% Fruit juice
<b>1 grains/bread<sup>3</sup></b> bread or  cornbread or biscuit or roll or muffin or  cold dry cereal or  hot cooked cereal or  pasta or noodles or grains	1/2 slice  1/2 serving  1/3 cup  1/4 cup  1/4 cup	1/2 slice of whole wheat bread  Popcorn  granola bar  cereal bar  dry cereal (whole grain)  animal crackers	Saltine crackers  Graham cracker  Pretzels  cheese type crackers  Ritz crackers  Mini Muffin  Croissant
<b>1 meat/meat alternate</b> meat or poultry or fish <sup>4</sup> or alternate protein product or  cheese or  egg <sup>5</sup> or  cooked dry beans or peas or  peanut or other nut or seed butters or  nuts and/or seeds or  yogurt <sup>6</sup>	1/2 oz.  1/2 oz.  1/2 oz.  1/2  1/8 cup  1 Tbsp.  1/2 oz.  2 oz.	    Cheese Cubes  Yogurt  Peanut Butter  Almonds  Pecans  Walnuts	String Cheese  Ham Spread  Slices of Ham  Slices of Turkey  Beef Jerky  Beef Stick  Hot dog

<sup>2</sup> Fruit or vegetable juice must be full-strength. Juice cannot be served when milk is the only other snack component.

<sup>3</sup> Breads and grains must be made from whole-grain or enriched meal or flour. Cereal must be whole-grain or enriched or fortified.

<sup>4</sup> A serving consists of the edible portion of cooked lean meat or poultry or fish.

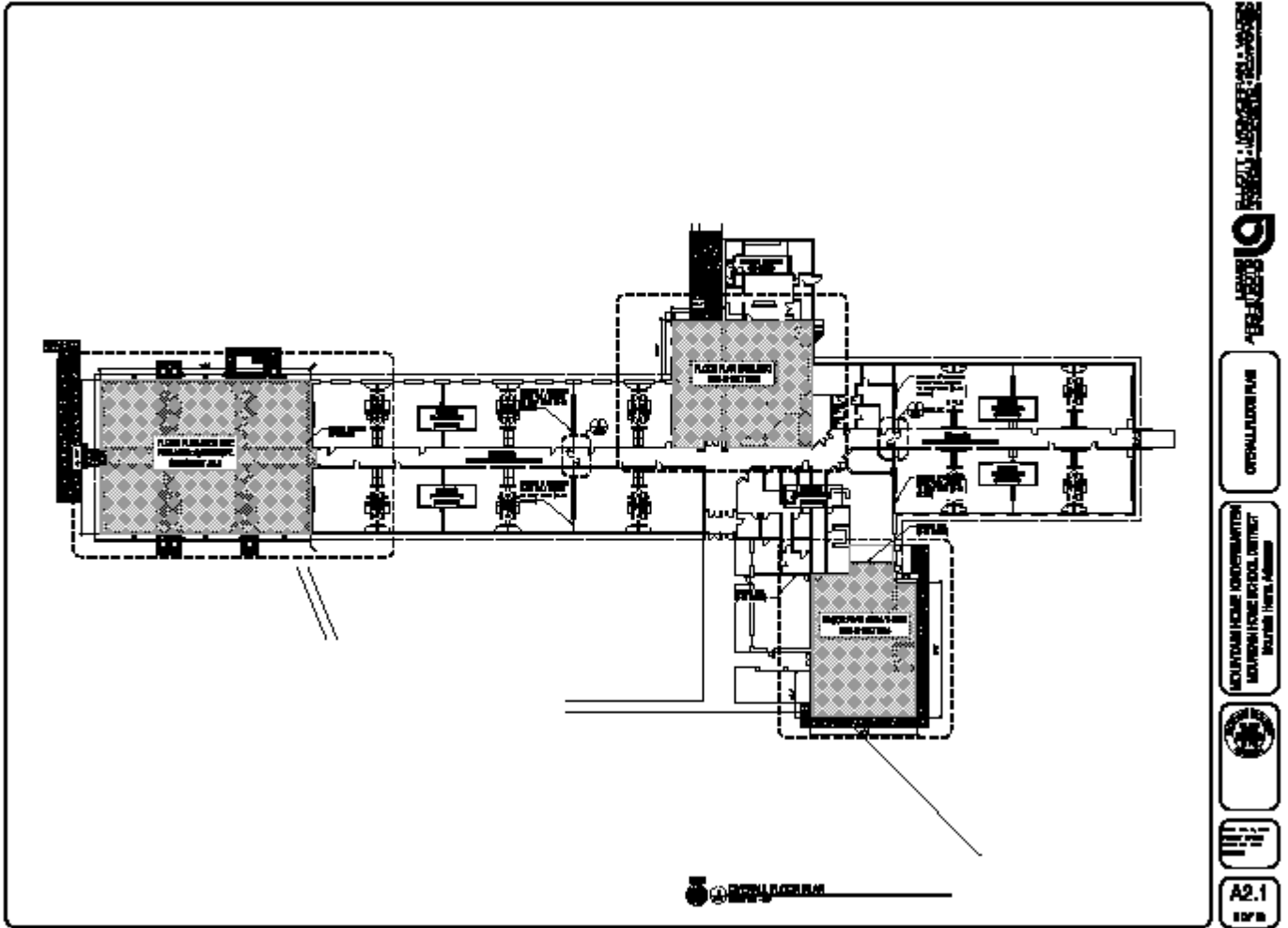
<sup>5</sup> One-half egg meets the required minimum amount (one ounce or less) of meat alternate.

<sup>6</sup> Yogurt may be plain or flavored, unsweetened or sweetened.



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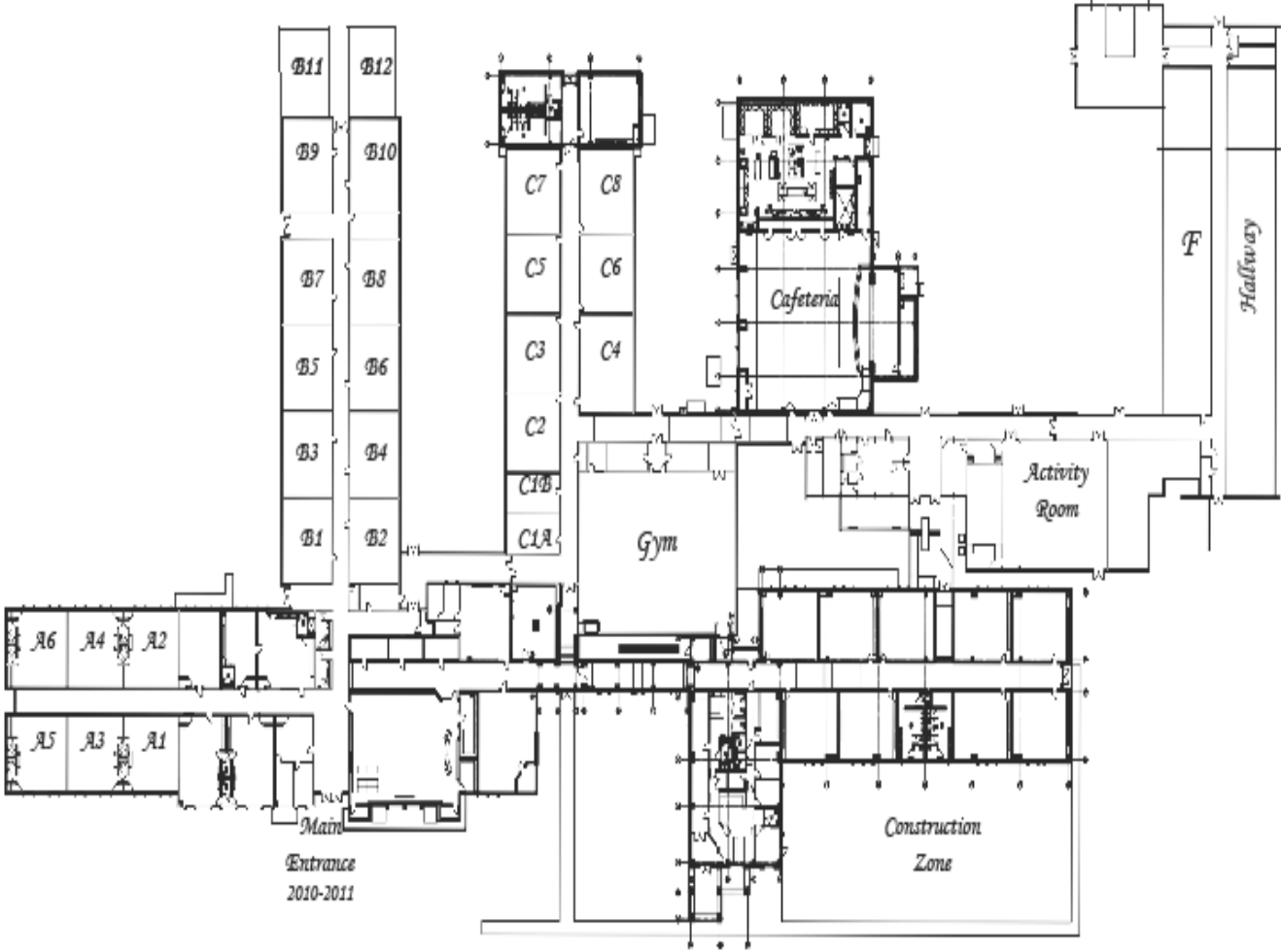
# Kindergarten School Map



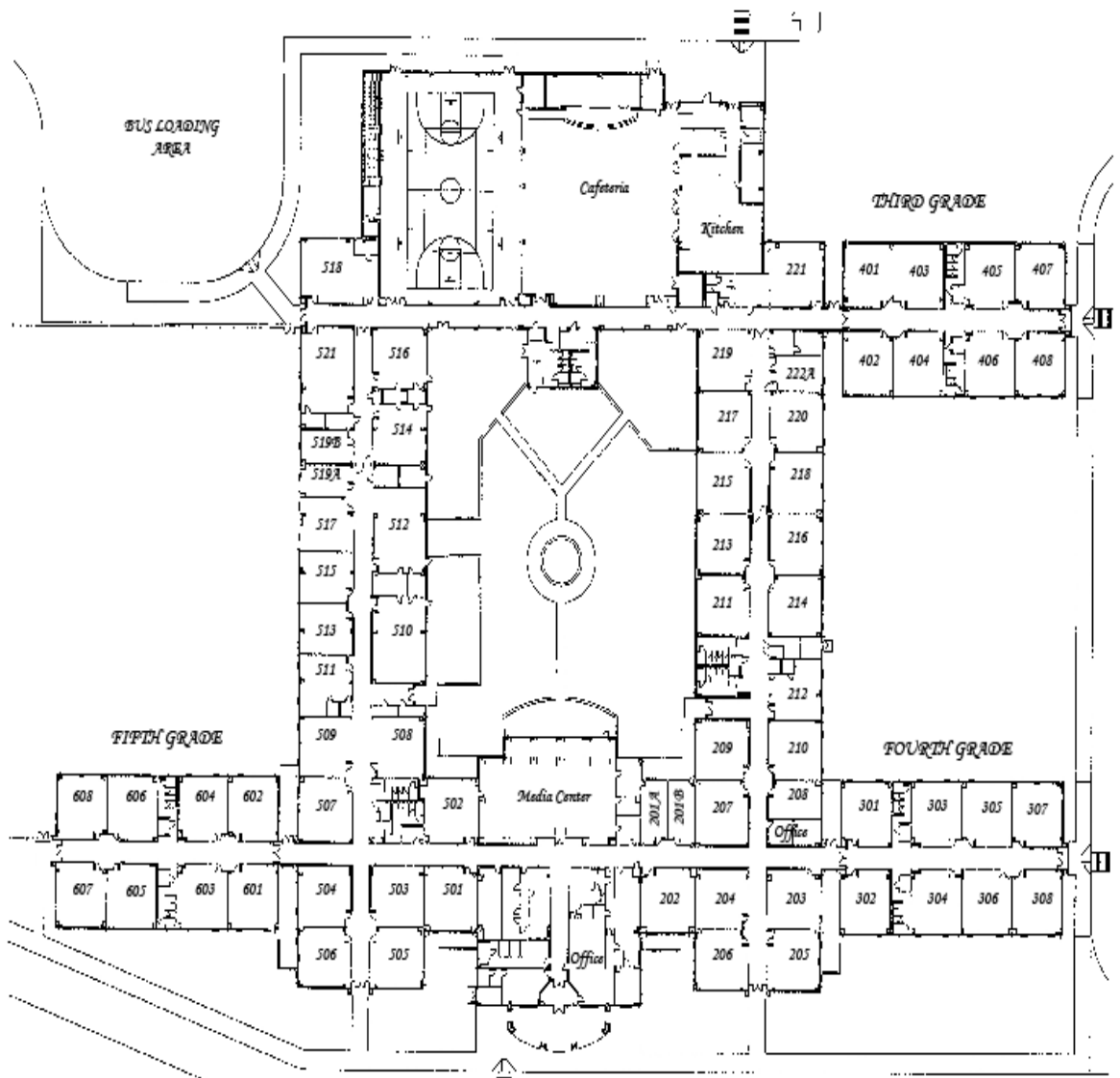


# Nelson Wilks Herron Elementary School Map

(Upon Completion of Renovations)



# HACKLER INTERMEDIATE SCHOOL MAP



**FOR COMPLETION FOR KINDERGARTEN AND NELSON-WILKS-HERRON ONLY**  
**PLEASE FILL OUT AND RETURN TO YOUR CHILD'S SCHOOL**

\_\_\_\_\_  
STUDENT NAME

\_\_\_\_\_  
DATE

\_\_\_\_\_  
TEACHER

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

**Check one**

\_\_\_\_\_ Mountain Home Kindergarten

\_\_\_\_\_ Nelson-Wilks-Herron Elementary

2. I have been provided the opportunity to purchase student health insurance.

\_\_\_\_\_  
Yes

\_\_\_\_\_  
No

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

\_\_\_\_\_  
Yes

\_\_\_\_\_  
No

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

\_\_\_\_\_  
Yes

\_\_\_\_\_  
No

5. 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

6. I have received the Mountain Home School District Computer and Network Appropriate Use Policy for computer usage and agree that my child will abide by the policy.

\_\_\_\_\_  
Yes

\_\_\_\_\_  
No

I, \_\_\_\_\_, will abide by the district policy as directed by my teacher.  
(Student Signature)

\_\_\_\_\_  
Parent Signature

Blank

**Mountain Home School District  
2011-2012 School Calendar**

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

**First Quarter- 43 Days**  
4 Teacher In-Service Days  
1 Teacher Workday

178 Instruction  
8 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 4<sup>th</sup>**

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

(HS and Kindergarten flex days do NOT include May 4<sup>th</sup>)