



**Mayflower School District  
Elementary Handbook K-4  
General Information for Parents**

**2011-2012**

**Board Adopted: July 2011**

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**Message from the Principal:**

Dear Parents/Guardians,

Welcome to Mayflower Elementary School! The elementary years are such a vital time in one's life because of characteristics and habits that are formed. We at Mayflower Elementary, consider this great responsibility a window of opportunity to help guide and direct all students in a way that will help them become responsible adults. We will always strive to meet the needs of each child in all areas.

We have a well-qualified and competent faculty and staff. I feel very lucky to have such great people with which to work. Besides their competence in the classroom, our faculty and staff show a loving and caring attitude toward your child. We do not stop at nurturing our students academically, but strive to help them grow emotionally, physically, socially, and morally as well. Educating the whole child is our goal. Everything that we do, and every decision we make will be directed at the well-being of the students.

You are very important to the success of this school year. For your child to receive the best education possible, a positive relationship between the home and school must exist. Our children are our most precious and valuable investment, and anything less than our best would be failing them. By working together, we can make this the best school year yet!

Respectfully,  
Candie Watts  
Mayflower Elementary Principal

**Introduction**

This handbook is printed and distributed to help the students of Mayflower Elementary perform their assigned duties with better understanding of the rules and policies that have been established by the administration and approved by the Board of Education. We hope that the policies and regulations contained in this guide will assist us in setting the pattern for the program of education in our district.

Some items in this book, due to their nature, cannot be changed. Others will be revised from time to time as the need arises. This handbook will be an important tool in helping you become a better student and citizen. We encourage all students and parents to study the handbook carefully and keep it available for reference. This book is printed and distributed with the approval of the Superintendent and was adopted by the Mayflower Board of Education.

State law (80-1629.6-80-1629.8) requires documentation of student and parent receipt of student discipline policies. The student information/registration form includes a required signature as documentation of receipt of the handbook.

Parents are given a copy of the policies at the beginning of each school year. Parents of students who register during the year are given a copy upon registration. We ask that it be read carefully. Persons needing clarification of any of the items should contact the Principal.

It is the policy of the Mayflower School District to provide equal opportunities without regard to race, color, national origin, sex, age, qualified disability or veteran status in its educational programs and activities. This includes, but is not limited to, admissions, educational services, financial aid, and/or employment. Inquiries concerning application of this policy should be referred to: Equity Coordinator 15 Old Sandy Rd. Mayflower, AR 72106 501-470-0506

# MAYFLOWER ELEMENTARY HANDBOOK

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## **MAYFLOWER SCHOOL DISTRICT MISSION**

The Mayflower School District, in partnership with the community, will strive to ensure that each and every student is educated and prepared to succeed in life. This will be accomplished through:

- Promoting educational excellence
- Strong instructional leadership
- Utilization of excellent teaching strategies
- Nurturing the unique talents of each individual
- Excellent communication
- Providing and maintaining excellent facilities
- Ensuring a safe environment
- Embracing cultural diversity
- Developing responsible citizens
- Creating life-long learners

## **MAYFLOWER SCHOOL DISTRICT VISION**

### **A Vision Statement for Mayflower Schools A Collaborative Partnership for Student Success**

To ensure that the children of this community reap the benefits of an exemplary education, Mayflower School District must have a clear sense of its goals and what must be done to make them a reality. The following vision statement outlines the standards that Mayflower Schools will achieve and maintain.

#### **A. Leadership**

Exemplary school districts require effective leaders - leaders who are able to build a shared vision that serves as a bridge between the district's present and the future that it desires. In such a district, the leaders:

- a. Promote and protect the district's vision on a daily basis.
- b. Establish priorities and focus that provide a sense of direction for the district.
- c. Are committed to continuous improvement and providing the ongoing professional development essential to an improving school.
- d. Facilitate teacher participation in the decision-making process.
- e. Facilitate positive relationships between community members, parents, staff, students, and faculty.
- f. Pursue the district's vision with persistence, tenacity, and courageous patience.

#### **B. Staff**

An exemplary school district operates on the premise that a school can only be as good as the personnel that it employs. Therefore, it is committed to recruiting and retaining outstanding educators who can advance the district's vision. In such a district, all staff members:

- a. Are guided by shared goals and a sense of common purpose.
- b. Have high expectations for student achievement and accept responsibility or helping students meet those expectations.
- c. Collaborate with one another on a regular basis on curriculum, instruction, individual students, and school improvement initiatives.
- d. Model the importance of life-long learning by their commitment to their personal professional growth.

#### **C. Curriculum and Instruction**

An exemplary school district provides a diverse and balanced curriculum. This curriculum includes a core that specifies the knowledge and skills that all students are to attain. The district designs its curriculum and instruction to enable all students to acquire these outcomes through their student educational plan. In such a school district:

- a. Curriculum and instruction are guided by specific, clearly stated, challenging goals for each grade level and course.
- b. The scope (depth and breadth) and sequence (order or flow) of the curriculum are aligned from grade to grade and subject to subject so that teachers understand the relationship of their teaching assignment to the rest of the curriculum.
- c. The academic progress of each student is closely monitored and support is provided to meet each students' individual needs.
- d. Instructional strategies recognize individual learning styles, result in students who are actively engaged for the full class period, and promote independent learning.
- e. Systematic processes of analysis, goal setting, and implementation are in place to demonstrate the district's commitment to continuous improvement.

#### D. School Climate

An exemplary school district ensures that all of its schools provide an orderly yet inviting climate that is conducive to learning and protects instructional time. In the schools of such a district:

- a. Relationships are based upon mutual respect and consideration.
- b. There is a commitment to providing an emotionally and physically safe, supportive environment.
- c. School rules are based upon fundamental principles that provide clear guidelines for student behavior.
- d. The entire staff helps students understand the importance of the school rules by consistently enforcing those rules
- e. There is a conscious effort to recognize and celebrate the efforts and achievements of students and staff.

#### E. Community Support

An exemplary school district has created an effective partnership with its community. The district is committed to addressing the educational needs of the community and establishes effective two-way communication to keep residents informed of district policies and initiatives. The community provides the district with the support that is essential to an improving district.

- a. The community has helped to develop and has endorsed the district's vision of the schools it strives to provide.
- b. The community provides the resources - personnel, facilities, materials, equipment, and time - that enable the school district to offer exemplary programs.
- c. The community has ready access to the school's resources and facilities.
- d. Parents play an active role in the education of their children, monitor their children's academic performance, work with teachers to emphasize the importance of education, and model a commitment to lifelong learning.

#### F. Students

In the final analysis, the effectiveness of a school district is determined on the basis of the conduct, character, and achievement of its students. In an exemplary school district, students:

- a. Accept responsibility for their learning, decisions, and actions.
- b. Set challenging goals and give their best effort to achieve them.
- c. Believe in themselves and take pride in their achievements
- d. Demonstrate a desire to learn.
- e. Become actively involved in school activities.
- f. Conduct themselves in a way that contributes to a safe, orderly, positive school atmosphere and ensures the rights of others.
- g. Form partnerships with their teachers in working to realize their full potential.

### MAYFLOWER ELEMENTARY SCHOOL MOTTO

I believe . . .

I am loved,  
Responsible,  
Able to learn;  
And an important part of this world.

Our **Character Motto**: We all know what is right. We all know what is good. We will do the things we know we should.

### AIP REMEDIATION REQUIREMENTS AND BEFORE/AFTER SCHOOL TUTORING

Arkansas State Law A.C.A. 6-15-2009 (b) (3) (B)

Arkansas State Law requires that students in Arkansas successfully complete the Benchmark exam. This criterion reference test ranks students on their individual abilities. Each student must score *proficient or advanced* in order to be considered on grade level. Students who do not reach this proficiency level *MUST* participate in a remediation program. The law states that students who *do not* participate *will be retained*.

**Academic Improvement Plans (AIPs/IRIs) will be developed for all students who score below *proficient* on the required end-of-the-year state assessments.**

## K-2 Students

Using each child's end-of-the-year state assessment and ongoing formative assessments in the classroom throughout the year, remediation recommendations will be made to promote the academic success of each child. The following remediation practices will be utilized:

1. Identified students will be assessed on a bi-weekly basis in literacy until they reach the desired level of performance.
2. Identified students will receive small group and/or one-on-one instruction in literacy and/or math in the regular classroom setting.
3. Identified students will receive weekly literacy and/or math computer-assisted instruction.
4. Identified first and second grade students will attend our after school tutoring program for literacy and/or math.  
\*Students will attend one class per week in the deficient area.
5. In lieu of attending the after school tutoring program, parents may request tutoring through the parent center. Each request must be submitted to and approved by the building principal.

Academic Improvement plans and Intensive Reading Improvement Plans must be signed by the parents and the teachers in order to meet state laws. **Failure to participate in remediation will result in retention.**

## 3-4 Students

Using each child's end-of-the-year state assessment and ongoing formative assessments in the classroom throughout the year, remediation recommendations will be made to promote the academic success of each child. The following remediation practices will be utilized:

1. Identified students will receive small group and/or one-on-one instruction in literacy and/or math in the regular classroom setting.
2. Identified students will receive weekly literacy and/or math computer-assisted instruction.
3. Identified third and fourth grade students will attend our after school tutoring program for literacy and/or math.  
\*Students will attend one class per week in the deficient area.
4. In lieu of attending the after school tutoring program, parents may request tutoring through the parent center. Each request must be submitted to and approved by the building principal.

Legal References: A.C.A. § 6-15-402

A.C.A. § 6-15-1602

A.C.A. § 6-15-2001

A.C.A. § 6-15-2005

A.C.A. § 6-15-2009

State Board of Education: Standards of Accreditation 12.04.3

ADE Rules Governing the ACTAAP and the Academic Distress Program 7.02.7 -7.02.9, 7.03.7 - 7.03.7.3

## ARKANSAS CURRICULUM FRAMEWORKS/COMMON CORE STATE STANDARDS

The faculty and administration at Mayflower Elementary Public Schools are committed to the highest curriculum standards as required by the State of Arkansas. The Arkansas Curriculum Frameworks serves as our standard to teach all subject matter and as a guide for the selection of all textbooks and supplemental materials in grades 3 and 4. This year the Common Core State Standards will be implemented for grades K-2. By teaching the Frameworks and the Common Core State Standards, Mayflower Elementary School will meet or exceed the requirements established by the Arkansas Department of Education.

## ATTENDANCE/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.

## Excused Absences

Excused absences are those where the student was on official school business or when the absence was due to one of the following reasons and the student brings a written statement 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;
2. Death or serious illness in their immediate family;
3. Observance of recognized holidays observed by their faith;
4. Attendance at an appointment with a government agency;
5. Attendance at a medical appointment accompanied by a faxed excuse;
6. Exceptional circumstances with prior approval of the Principal; or
7. Participation in an official school or 4-H sanctioned activity.

When a student has accumulated four (4) absences for the semester, a letter regarding the absences will be sent to the parent/guardian.

When a student has accumulated seven (7) absences for the semester, his/her parents/guardian shall be notified by regular mail with a return address. Upon receipt of the second letter, the principal requests that a conference be held, either by phone or in person, with the student's parent/guardian to discuss the student's attendance.

**When a student has accumulated eleven (11) absences, a truancy petition may be filed with the Faulkner County Juvenile Court.**

A student who enrolls after the first day of school must have a valid excuse for late registration. Otherwise, any school days missed prior to enrollment will be counted as unexcused absences.

**Any days exceeding four (4) days will be considered excessive unless:**

1. A parent provides written documentation **from a medical or legal professional** within two (2) days of the absence.\*
2. A student is absent due to the death of a member of his/her immediate family. Parent, guardian, or person authorized as care giver must document these absences in loco parentis (in place of the parent) within two (2) days of the absence.

**\*Records of students who are absent in excess of 10 days may be sent to the court as required by law along with excuses turned in by parents.**

### NOTES:

If your District's penalties for absences include an impact on the student's grades, it is important to note that Act 1255 of 2005 prohibits the lowering of grades of foster children for absences due to 1) a change in the student's school enrollment; 2) the student's attendance at a court ordered dependency-neglect court proceeding; or 3) the student's attendance at a court-ordered counseling or treatment.

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. § 27-16-701

### MEDICAL APPOINTMENTS

Please try to arrange doctor or dentist appointments after school hours. However, sometimes these appointments can only be made during the school day. If so, please stop by the office and checkout your child. Please do not call ahead of time to have your child waiting. The secretary will call for your child when you arrive. It is helpful to send a note to the teacher, that morning, telling him/her about the appointment. Students who miss class for appointments are responsible for arranging make-up assignments with the teacher.

## MAKE-UP WORK

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

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

Generally children who are too sick to be at school are too sick to do work at home. These students will be allowed to make up work after they return to school. It is understandable for parents to not want their child to get behind academically, so please follow this procedure for extended illness. Homework will be sent home with the student on the day he/she returns to school. Following two consecutive days absent, parents may call the school office by 9:00 a.m. on the third day of absence to request assignments for the days missed. These assignments will be ready for parents to pick up at the office after 3:00 p.m. After a student has been absent for three consecutive days, parents can follow this procedure on a daily basis. Parents who call after 9:00 a.m. may not receive all assignments to be made up on the day they call. Unless other arrangements are made with the teacher, students are allowed one day to make up work for each day they miss.

We request that parents not come to school to pick up work without calling first. The office will not interrupt class instruction to get make-up work.

## TARDIES

Promptness is an important character trait that District staff is encouraged to model and help develop in our schools' students. At the same time, promptness is the responsibility of each student. Students who are late to class show a disregard for both the teacher and their classmates which compromises potential student achievement.

Tardiness to school in the morning is disruptive, and repeated tardiness cannot be tolerated. When excessive tardiness is a problem, a team of school officials and the student and parent will meet to develop a plan to alleviate the problem. Students checking in after 9:00 a.m. or checking out before 1:30 p.m. shall be given credit for one-half day of attendance in grades K-4.

Any student who arrives **after 8:00 a.m. (tardy cut off time)** will be counted as absent on an hourly basis. (Example: Student arrives at 9:30 a.m.--- They are credited with a two-hour absence.) Any student who checks out early will be counted absent on an hourly basis. (Example: Student is checked out at 2:45 p.m.---They will be credited with a one-hour absence.) Hours will accumulate throughout the semester. **Three late check-ins or early check-outs will be equal to a one day absence.**

## DAILY ATTENDANCE FOR PARTICIPATION

Students that miss any part of the regular school day are ineligible to participate in games, practices, performances, contests, or credited work programs unless the absence is cleared by the building principal.

## TRUANCY

Truancy shall be defined as any absence from school or class without prior parental knowledge and consent. To promote regular attendance, the school regards truancy as unacceptable. Truancy will result in disciplinary action.

## **RELEASE OF STUDENTS**

Definite procedures are followed to assure the safety of children when released from school either during or at the end of the school day.

1. Parental permission in writing or by telephone is required before a child will be allowed to leave during the day.
2. The parent (or other named adult in the note or telephone conversation) should come to the office and sign for the child. All children must be signed out in the office. Children will remain with the teacher until notified by the office that they have been checked out. Parents are asked to wait in the office while the student is called so that instruction is not interrupted.
3. If any person other than the parent or guardian is to pick up the child, the school must have a statement from the parent specifying necessary information and that person must have proper identification.
4. Your child must have a note from a parent giving permission for him/her to deviate from his/her normal transportation routine. (Example: walk home, ride a bike or ride a bus with a friend.)
5. Students should not be checked out early unless it is an emergency or an excused absence. Students who are checked out early without an excuse will carry the same penalties as tardies.

## **CLOSED CAMPUS**

All schools in the District shall operate closed campuses. Students are required to stay on campus from their arrival until dismissal at the end of the regular school day. Students may be given permission to leave the campus by a school official and must sign out in the office upon their departure.

## **CELL PHONES, BEEPERS, ETC./POSSESSION OF ELECTRONIC DEVICES**

Use and misuse of cell phones has become a serious problem that threatens the ability of the District's schools to properly and efficiently operate its education program. The school board believes it is necessary to restrict student use and possession of cell phones, other electronic communication devices, cameras, MP3 players, iPods, and other portable music devices so that the opportunity for learning in the District's schools may be enhanced.

From the time of the first bell until after the last bell, students are forbidden from having cell phones, any paging device, beeper, or similar electronic communication devices, cameras, MP 3 players, Ipods, or any other portable music devices. Such devices may be stored in the student's locker or vehicle so long as they are in a silent mode of operation. Exceptions may be made by the building Principal or his/her designee for health or other compelling reasons.

Before and after normal school hours, possession of cell phones, any paging device, beeper, or similar electronic communication devices, cameras, as well as MP3 players, Ipods, and other portable music devices are permitted on the school campus. The use of such devices at school sponsored functions outside the regular school day is permitted to the extent and within the limitations allowed by the event or activity the student is attending.

Students using cell phones or other electronic communication devices, cameras, MP3 players, Ipods, and other portable music 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 communication devices that have been confiscated.

Students who use a 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)

Note: Parents may not pick up cell phones until the end of the day.

## **CLOSING THE ACHIEVEMENT GAP**

It is the policy of the Mayflower School District to analyze individual differences in performance and develop strategies to address these achievement gaps among the groups identified in No Child Left Behind: Race, Special Education/Non-Special Education students, Participant/Non-Participant in Federal and Reduced Lunch Programs, Limited English Proficient/Non-Limited English Proficient. A District committee composed of required members will lead the analysis and development of strategies.

## **COMMUNITY ORGANIZATIONS**

Community organizations wishing to use students in speeches, programs, etc. shall make their requests known to the appropriate Principal in advance. These students will be excused only when the permission of the parent is given. The Principal shall insure that a minimum of classes will be missed by the student.

## **COMPLAINTS AND GRIEVANCES**

The Mayflower School District's grievance procedure, including steps to be followed by students to resolve a grievance is as follows.

1. The following procedures will be used for filing, processing and resolving alleged Title VI (race), Title IX (sex), Section 504 (handicap) and discrimination complaints of students.
2. Every student of the Mayflower School District is guaranteed the right to present his grievance, in accordance with the provisions of this policy, free from interference, coercion, restraint, discrimination or reprisal.
3. DEFINITIONS:
  - A. Discrimination Complaint: A complaint alleging any policy, procedure or practice which discriminates on the basis of race, color, national origin, sex, qualified handicap or age.
  - B. Student Grievant: A student of the Mayflower School District who submits a complaint alleging discrimination based on race, color, national origin, sex or qualified handicap.
  - C. Equity Coordinator: The person(s) designated to coordinate efforts to comply with and carry out responsibilities under the Civil Rights Laws and other State and Federal Laws addressing equal educational opportunity. The Coordinator is responsible for processing complaints.
  - D. Respondent: The person alleged to be responsible for the violation alleged in a complaint. The term may be used to designate persons with responsibility for a particular action or those persons with supervisor responsibility for procedures and policies in those areas covered in the complaint.
  - E. Day: Means a working day. The calculation of days shall exclude Saturdays, Sundays and holidays.
6. Filing and Processing Discrimination Complaints
  - A. Step I - The grievant submits complaint to the Equity Coordinator, stating name, nature and date of alleged violation; names of persons responsible (where known); and requested action. Complaint must be submitted within thirty (30) days of alleged violation. Complaint forms are available in the school office or the Equity Coordinator's office. The Equity Coordinator issues a decision to the student or employee. If the grievant or respondent is not satisfied with the decision, they must notify the Equity Coordinator and request a hearing with the Superintendent.
  - B. Step II - The Equity Coordinator schedules a hearing with the grievant and Superintendent. The Superintendent issues a decision following the hearing. If the grievant or respondent is not satisfied with the decision, they must notify the Equity Coordinator and request a hearing with the governing Board.
  - C. Step III - The Equity Coordinator notifies the governing Board after receiving the request. The Equity Coordinator schedules a hearing with the governing Board. A hearing is to be conducted within thirty (30) days from the date of notification to the governing Board. The governing Board issues a final written decision after the hearing regarding the validity of the grievance and any action to be taken.
7. General Provisions
  - A. Extension of Time: Any time limits set by these procedures may be extended by mutual consent of parties involved. The total number of days from the date that complaint is filed until complaint is resolved shall be no more than 180 days.
  - B. Access to Records and Regulations: The Mayflower School District shall provide copies of all regulations prohibiting discrimination on the basis of race, color, national origin, religion, sex, age, qualified handicap or veteran upon request. All parties to the grievance procedure shall have the right to examine any and all records relating to the complaint. For the purpose of confidentiality, names may be omitted.
  - C. Confidentiality of Records: Complaint records will remain confidential unless permission is given by the parties involved to release such information. No complaint record shall be entered in the permanent record file. Complaint records shall be maintained on file for three years after complaint resolution.

1. All parties will be provided with an appropriate amount of time, as established by the governing Board, for a general presentation of the situation;
2. Each party will be provided with the opportunity to provide witnesses and evidence and the right to question opposing witnesses concerning the situation;
3. Each party will have the right to be represented in whole or in part by a person of his/her own choosing; and
4. The grievant will have the right to a confidential or public grievance hearing.

## CORPORAL PUNISHMENT

The Mayflower School Board authorizes the use of corporal punishment to be administered in accordance with this policy by the principal or his/her designated staff members who are required to have a state-issued certificate as a condition of their employment.

Prior to the administration of corporal punishment, the student receiving the corporal punishment shall be given an explanation of the reasons for the punishment and be given an opportunity to refute the charges.

All corporal punishment shall be administered privately, i.e. out of the sight and hearing of other students, and shall be administered in the presence of another certified staff member as a witness, shall not be excessive, or administered with malice.

Refusal of corporal punishment subjects the student to alternative forms of discipline including suspension.

Legal Reference: A.C.A. § 6-18-505 (c) (1)

Corporal punishment will:

- Be administered only for cause, be reasonable, and follow a warning that the misbehavior will not be tolerated.
- Be administered by a school administrator or his or her designee, who shall be a certified teacher or administrator employed by the School District.
- Be witnessed by a certified staff member of the District.
- Be administered without malice.
- Be administered on the buttocks.
- Be administered only in the principal's Office.

**Parents will be notified prior to the administration of corporal punishment.**

**SEVERE CLAUSE:** If the administration deems it necessary, parents may be requested to pick up their child immediately. Parents who do not wish their child to receive corporal punishment must submit a request in writing to the classroom teacher and the office each year. These requests will be honored. **When a student who is not to receive corporal punishment misbehaves to the extent that other students would receive corporal punishment, the student will be removed from class and the parent will be contacted to pick up the child.** The number of days the student is to remain suspended from class will be determined at that time.

## CURRICULUM AND INSTRUCTION

### CHALLENGE OF INSTRUCTIONAL/SUPPLEMENTAL MATERIALS

Instructional and supplemental materials are selected for their compatibility with the District's educational program and their ability to help fulfill the District's educational goals and objectives. Individuals wishing to challenge or express concerns about instructional or supplemental materials may do so by filling out a *Challenge to Instructional Material* form available in the school's office.

The contesting individual may present a copy of the form to the Principal and request a conference be held at a time of mutual convenience. Prior to the conference, the Principal shall consult with the teacher regarding the contested material. In the conference, the Principal shall explain to the contesting individual the criteria used for the selection of the material and its relevancy to the educational program as well as any other pertinent information in support of the use of the material.

Following the conclusion of the meeting, the Principal shall have five (5) working days to submit a summary of the concerns expressed by the individual and the Principal's response to those concerns to the Superintendent.

If the contesting individual is not satisfied with the Principal's response, the individual may, after the five (5) working day period, request a meeting with the Superintendent where the individual shall present the same *Challenge to Instructional Material* form

previously presented to the Principal. The Superintendent shall explain to the contesting individual the criteria used for the selection of the material and its relevancy to the educational program as well as any other pertinent information in support of the use of the material.

Following the conclusion of the meeting, the Superintendent shall have five (5) working days to write a 5252 summary of the concerns expressed by the individual and the Superintendent's response to those concerns. The Superintendent shall create a file of his/her response along with a copy of the Principal's response and a copy of the contesting individual's *Challenge to Instructional Material* form.

If, after meeting with the Superintendent, the contesting individual is not satisfied with the Superintendent's response regarding the appropriateness of the instructional or supplemental material, he/she may appeal the Superintendent's decision to the Board. The Superintendent shall present the contesting individual's *Challenge to Instructional Material* form to the Board at the next regularly scheduled meeting along with the written responses to the challenge. The Board may elect, if it so chooses, to hear brief verbal presentations from the parties involved in the challenge.

The Board shall decide at that meeting or their next regularly scheduled meeting whether to retain the material, limit the availability of the material, or remove the material from the school. The Board's primary consideration in reaching its decision shall be the appropriateness of the material for its intended educational use.

### **SELECTION OF LIBRARY/MEDIA CENTER MATERIALS**

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

The purpose of the schools' libraries/media centers is to supplement and enrich the curriculum and instruction offered by the District. Promoting the dialogue characteristic of a healthy democracy necessitates the maintenance of a broad range of materials and information representing varied points of view on current and historical issues. In the selection of the materials and resources to be available in each library/media center consideration will be given to their age appropriateness. Materials should be available to challenge the different interests, learning styles, and reading levels of the school's students and that will help them attain the District's educational goals.

#### **Selection Criteria**

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

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

#### **Retention and Continuous Evaluation**

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

#### **Gifts**

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

## **Challenges**

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

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

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

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

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

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

Legal Reference: Act 1786 of 2003

A.C.A. § 6-25-101 et seq.

## **DISCIPLINE**

The Mayflower Board of Education has a responsibility to protect the health, safety, and welfare of the District's students and employees. To help maintain a safe environment conducive to high student achievement, the Board establishes policies necessary to regulate student behavior to promote an orderly school environment that is respectful of the rights of others and ensures the uniform enforcement of student discipline. Students are responsible for their conduct that occurs: at any time on the school grounds; off school grounds at a school sponsored function, activity, or event; going to and from school or a school activity.

The District's administrators may also take disciplinary action against a student for off-campus conduct occurring at any time that would have a detrimental impact on school discipline, the educational environment, or the welfare of the students and/or staff. A student who has committed a criminal act while off campus and whose presence on campus could cause a substantial disruption to school or endanger the welfare of other students or staff is subject to disciplinary action up to and including expulsion. Such acts could include, but are not limited to a felony or an act that would be considered a felony if committed by an adult, an assault or battery, drug law violations, or sexual misconduct of a serious nature. Any disciplinary action pursued by the District shall be in accordance with the student's appropriate due process rights.

The District's personnel policy committee shall review the student discipline policies annually and may recommend changes in the policies to the Mayflower School Board. The Board shall approve any changes to student discipline policies.

The District's student discipline policies shall be distributed to each student during the first week of school each year and to new students upon their enrollment. Each student's parent or legal guardian shall sign and return to the school an acknowledgment form documenting that they have received the policies.

It is required by law that the Principal or the person in charge reports to the police any incidents where a person has committed or threatened to commit an act of violence or any crime involving a deadly weapon on school property or while under school supervision.

**Minimum penalty** for student misconduct will be a verbal warning

**Maximum penalty** will be expulsion by the Board or legal action dependent upon the severity and frequency of the misconduct.

Legal Reference: A.C.A. § 6-18-502, A.C.A. § 6-17-113

## **DISCIPLINE OF DISABLED STUDENTS**

Disabled students will be subject to the same disciplinary procedures as regular students. The only differentiations will be those required by state or federal law. Disciplinary cases of magnitude involving disabled students will be coordinated with the Special Education Supervisor to make sure that the student's due process rights are preserved. Some individualized procedures may be necessary for students for whom normal discipline is inappropriate. Mayflower Public Schools reserves the right to choose other disciplinary methods that may be deemed appropriate corrective procedures.

## **BEHAVIOR CODE**

Mayflower School students are at all times expected to exhibit behavior that is appropriate for and conducive to a positive learning environment. It is impossible to list in this handbook all the rules and guidelines for student, staff, and parent use. Students are reminded; however, that punishment for the violation of a rule will occur for improper conduct which takes place during school hours, on campus at any time, off campus at any school-sponsored activity, function, or event, or en route to and from school.

Contained in this Behavior Code are infractions of proper conduct which could subject a student to disciplinary actions ranging from a simple reprimand to expulsion from school and/or notification of law enforcement officials. Though the Code is quite extensive, it may not cover all possible situations. School officials do have the authority to make administrative decisions regarding discipline for infractions which arise that are not addressed in this code. Disciplinary action for refractory conduct can take a wide variety of forms.

The staffs at Mayflower Elementary Schools are encouraged to explore all avenues available to effect a change in a student's undesirable behavior. Parents are encouraged to work with the school to ensure that appropriate behavior occurs at all times. Students should be aware that some of the avenues that have been approved by the Mayflower School Board of Education are:

1. Reprimand/warning
2. Parent contact-conferences
3. Revocation of privilege
4. Removal from activities/Time Out
5. In-School Suspension
6. Corporal Punishment
7. Out-of-School Suspension
8. Expulsion
9. Prosecution

Minimum and maximum disciplinary actions which may be administered have been listed. The gravity and severity of the rule infraction will be taken into account to determine the appropriate disciplinary action assigned in each case.

All students will be held accountable for their behavior on campus. Each staff member is responsible for the control and conduct of our students while the students are legally under the supervision of the school. Every student who is requested by a staff member to cease his/her inappropriate behavior will be expected to obey immediately and without any uncivil reply in words, attitude, or action. Students who display inappropriate behavior will receive corrective discipline action.

(Arkansas Law 6-18-502)

A teacher may remove from class a student:

1. Who has been documented by the teacher as repeatedly interfering with the teacher's ability to teach the students in the class or with the ability of the student's classmates to learn; or
2. Whose behavior the teacher determines is so unruly, disruptive, or abusive that it seriously interferes with the teacher's ability to teach the students in the class or with the ability of the classmates to learn. If a teacher removes a student from class in accordance with these guidelines, the Principal or his designee may place the student into another appropriate classroom, into in-school suspension, or into the District's alternative learning environment established in accordance with Act 6-18-508, so long as such placement is consistent with the school District's written student discipline policy, or the Principal or his designee may return the student to class, or take other appropriate action consistent with the School District's discipline policy, state law and federal law. If a teacher removes a student from class twice during any nine (9) week grading period, or its equivalent as determined by the Department of Education, the Principal or his designee may not return the student to the teacher's class unless a conference is held for purposes of determining the causes of the problem, and possible solutions, and with the following individuals present:
  - A. The principal or his/her designee.
  - B. The teacher.
  - C. The school counselor.
  - D. The parents, guardians, or persons in loco parentis.
  - E. The student, if appropriate.

The failure of the parents, guardians, or persons in loco parentis to attend the conference shall not prevent the conference from being held nor prevent any action being taken as a result of that conference. (Ark. Law 1281)

## CODE OF STUDENT CONDUCT

Mayflower Elementary Schools will operate fully within the framework of the following Code of Student Conduct. All rules and procedures will be reviewed thoroughly by staff to each student/teacher group.

### Class Conduct

1. Follow teacher's directions.
2. Keep hands, feet, and objects to yourself.
3. Have materials and supplies ready.
4. No put downs, cursing, or teasing.
5. Be in your seat on time, ready to work.

When classroom rule is repeatedly broken the following series of consequences will occur:

- 1<sup>st</sup> time-Warning
- 2<sup>nd</sup> time- Time Out/Loss of Privilege
- 3<sup>rd</sup> time-Parent Contact
- 4<sup>th</sup> time-Office Referral; principal determines consequences

**Severe Clause:** At any time a student engages in severe behavior such as fighting or insubordination, the above consequences are by-passed and the student is taken to the office for immediate action. The Principal determines the consequences. Behavior infractions outside the classroom will be handled by the duty teacher. The same consequences as listed above may be used for maintaining orderly behavior at all times. More severe behavior will be dealt with under the severe clause.

### Hall Conduct

In order to avoid injury inside the buildings, students must not run in the halls at any time.

1. Loitering or playing in the halls is not permitted. Students are to go to the restrooms, water fountains, and playgrounds as quickly and as quietly as possible.
2. In order for classroom instruction to begin on time, students are to report directly to their classes after the recess bell.
3. When students travel in the hallway they will proceed in traveling position.
4. Students will be accompanied to and from the activity classes and lunchroom by a faculty or staff member.

## **Playground Conduct**

1. Play in assigned areas.
2. Use playground equipment correctly.
3. Play together courteously.
4. **Keep hands and feet to self at all times.**

## **FIGHTING/VIOLENCE/THREATENING**

Fighting or any act of violence is an obvious disruption at school or at any school event or activity and will not be tolerated. Students will be deemed as fighting when blows are being exchanged with a display of anger being present. Any student who strikes or attempts to strike, cause physical injury, or behaves in such a way as could reasonably cause physical injury to another student is considered fighting or violent behavior. Fighting is defined as: Martial arts, wrestling, boxing, dangerously rough play (i.e. shoving back and forth), slamming, arranging and or cheering fighters are punishable under this rule. If a student is found to have not initiated the fight, alternative punishment may be applied with regard to actual involvement. In cases where premeditation or potential for serious injury exists, local law enforcement authorities will be notified. (Arkansas Law 5-71-207, Act 1108 of 1997) A student will not harass, threaten or attempt to cause injury or physical harm to another student, nor will a student strike or beat another student, nor direct verbal abuse toward another person. (Act 207 of 1997, Act 706 of 1997)

### **Consequences:**

1. Corporal punishment or 3 day suspension and parent contact
2. 3 to 5 day suspension and parent contact
3. 10 –day suspension
4. Recommendation for expulsion

## **ACADEMIC DISHONESTY/ CHEATING**

Academic dishonesty involves acts that take away or compromise the integrity of the educational process in the Mayflower School District. This includes, but is not limited to any act by which a student gains or attempts to gain an academic advantage for his/her or another by misrepresenting him/her or another's work or by interfering with the completion, submission, or evaluation of another's work. The following examples include, but are not limited to, accomplishing or attempting any of the following acts:

1. Changing of grades or office records
2. Using any materials that are not authorized by the instructor for use during an exam
3. Talking during exams
4. Copying from another student's paper during an exam
5. Collaborating during an exam with any other person by giving or receiving information without specific permission of the instructor
6. Stealing, buying, or otherwise obtaining information about the exam
7. Any collaboration on lab work, take home exam, homework, or other assigned work when instructed to work independently
8. Substituting for another person or permitting any other person to substitute for oneself to take an examination
9. Submitting as one's own any theme, report, term paper, essay, computer program, other written work, speech, painting, drawing,
10. sculpture, or other art work prepared totally or in part by another
11. Submitting, without specific permission of the instructor, work that has been previously offered for credit in another course
12. Plagiarizing, that is the offering as one's own work the words, ideas, or arguments of another person without appropriate attribution
13. by quotations, reference, footnote. Plagiarism occurs when the words of another are reproduced without acknowledgment or when
14. the ideas or arguments of another are plagiarized in such a way as to lead the reader to believe that they originated with the writer.
15. Sabotage of another student's work
16. Falsification or forgery on any high school form or document
17. Submitting altered or falsified data as experimental data from lab projects, science projects, survey research, or other field research
18. Any willful act or dishonesty that interferes with the operation of the academic process
19. Facilitation or assistance in any act of academic dishonesty

When a teacher determines or believes that a student in his/her class is guilty of academic dishonesty deserving of discipline, the instructor may follow one of these procedures:

**Consequences of Academic Dishonesty/Cheating:**

1. Zero on work, conference with Principal and parent contact
2. Zero on work, corporal punishment, and parent contact
3. Zero on work and suspension

**PROHIBITED CONDUCT**

Students and staff require a safe and orderly learning environment that is conducive to high student achievement. Certain student behaviors are unacceptable in such an environment and are hereby prohibited by the Board. Prohibited behaviors include, but shall not be limited to the following:

1. Disrespect for school employees and failing to comply with their reasonable directions or otherwise demonstrating insubordination;
2. Disruptive behavior that interferes with orderly school operations;
3. Willfully and intentionally assaulting or threatening to assault or physically abusing any student or school employee;
4. Possession of any weapon that can reasonably be considered capable of causing bodily harm to another individual;
5. Possession or use of tobacco in any form on any property owned or leased by any public school;
6. Willfully or intentionally damaging, destroying, or stealing school property;
7. Possession of any paging device, beeper, or similar electronic communication devices, cameras, MP 3 players, iPods, and other portable music devices on the school campus during normal school hours (unless stored in silent mode in the student's locker or vehicle) unless specifically exempted by the administration for health or other compelling reasons;
8. Possession, selling, distributing, or being under the influence of an alcoholic beverage, any illegal drug, unauthorized inhalants, or the inappropriate use or sharing of prescription or over the counter drugs, or other intoxicants, or anything represented to be a drug;
9. Inappropriate public displays of affection;
10. Cheating, copying, or claiming another person's work to be his/her own;
11. Gambling;
12. Inappropriate student dress;
13. Use of vulgar, profane, or obscene language or gestures;
14. Truancy;
15. Excessive tardiness;
16. Engaging in behavior designed to taunt, degrade, or ridicule another person on the basis of race, ethnicity, national origin, sex, or disability;
17. Hazing, or aiding in the hazing of another student;
18. Gangs or gang-related activities, including belonging to secret societies of any kind, are forbidden on school property. Gang insignias, clothing, "throwing signs" or other gestures associated with gangs are prohibited;
19. Sexual harassment; and
20. Bullying.

The Board directs each school in the District to develop implementation regulations for prohibited student conduct consistent with applicable Board policy, State and Federal laws, and judicial decisions.

Legal References: A.C.A. § 6-18-502

A.C.A. § 6-15-1005

A.C.A. § 6-21-609

A.C.A. § 6-18-506

A.C.A. § 6-18-222

A.C.A. § 6-5-201

A.C.A. § 6-180-514

## **DISRUPTION OF SCHOOL**

No student shall, by the use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct, intentionally cause the disruption of any lawful mission, process, or function of the school, or engage in any such conduct for the purpose of causing disruption or obstruction of any lawful mission, process, or function; nor shall any student encourage any other student to engage in such activities.

Disorderly activities by any student or group of students that adversely affect the school's orderly educational environment shall not be tolerated at any time on school grounds. Teachers may remove from class and send to the Principal or Principal's designee office a student whose behavior is so unruly, disruptive, or abusive that it seriously interferes with the teacher's ability to teach the students, the class, or with the ability of the student's classmates to learn. Students who refuse to leave the classroom voluntarily will be escorted from the classroom by the school administration.

Legal Reference: A.C.A. § 6-18-511

### **Consequences for Disruption of School:**

1. Conference/Warning and parent contact
2. Loss of privileges and parent contact
3. Corporal punishment and parent contact
4. Suspension not to exceed ten days
5. Recommendation for expulsion

### **DISRUPTION OF CLASS**

This policy is in accordance with Act 1281 of 1999. A teacher may remove a student from class and send him/her to the Principal's office in order to maintain effective discipline in the classroom.

Teacher may remove from class a student:

1. Who has been documented by the teacher as repeatedly interfering with the teacher's ability to teach the students in the class or with the ability of the student's classmates to learn; or
2. Whose behavior the teacher determines is so unruly, disruptive or abusive that it seriously interferes with the teacher's ability to teach the students in the class or with the ability of the student's classmates to learn.
3. If a teacher removes a student from class twice during any nine week period, the Principal or designee may not return the student to the teacher's class unless a conference is held with the following individuals: Principal, teacher, school counselor, parent/guardians, or person in loco parentis, for the purpose of determining the cause of the problem and possible solutions.

Students who continue to disrupt class may be subject to the following:

1. Setting up specific behavior plan for the student with increasingly more stringent penalties for disruption;
2. Student suspension or requiring the parent to attend class with the student;
3. Student suspension pending proof of independent counseling set up by parent; or
4. Recommendation for expulsion.

**Lack of parental support in handling behavior problems may result in the District filing a FINS (Family In Need of Services) Petition with the court.**

### **BOMB THREATS**

A student who calls in a bomb threat to a school will be referred to the legal authorities and will be recommended for expulsion

### **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 their dignity, detracts from the safe environment necessary to promote student learning, and will not be tolerated by the District School Board. Students who bully another person shall be held accountable for their actions whether they occur on the

school grounds; off school grounds at a school sponsored or approved function, activity, or event; or going to or from school or a school activity in a school vehicle or school bus; or at designated school bus stops.

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

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

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

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

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

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

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

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

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

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

#### **Consequence Bullying:**

1. Minimum—Reprimand by principal to include paddling or suspension
2. Maximum—Expulsion

#### **DAMAGE, DESTRUCTION, VANDALISM OR THEFT OF SCHOOL PROPERTY**

A student shall not cause or attempt to cause damage to school property or steal or attempt to steal school property or property of other students. Mayflower Elementary School will recover damages from the student destroying school property. Regardless of which disciplinary action, restitution will be made to the party from which the theft was made. Parents of minor students under the age of 18 will be liable for damage or theft caused by said minor.

#### **Consequences:**

1. Suspension not to exceed ten days and payment for damages
2. Recommendation for expulsion and payment for damages

#### **IMMORALITY AND VULGARITY**

Students shall abstain from indecent and immoral acts. This includes, but is not limited to: abusive, vulgar, profane or obscene language, acts or gestures, possessing any pornographic or obscene printed material, written or drawings, at school or at any school-sponsored event or activity or on school property.

#### **Consequences:**

1. Conference/ warning and parent contact
2. Corporal punishment and parent contact
3. Suspension and parent contact

#### **DISRESPECT/RUDENESS/DISCOURTESY**

This includes willful rudeness to classmates as well as staff. Under this rule, students may be punished for misconduct with food in the cafeteria (grabbing others' food, mixing messes, etc.), cutting in line, giving cuts, slamming objects in anger, refusing to respond to adults, pilfering classmates' or teachers' property, blocking passageways, doorways, water fountains, mimicking, etc.

#### **Consequences:**

1. Conference/ warning and parent contact
2. Corporal punishment and parent contact
3. Suspension and parent contact

#### **DISREGARD OF DIRECTIONS OR COMMANDS/INSUBORDINATION**

A student shall comply with reasonable directions or commands of teachers, student teachers, substitute teachers, teacher aides, administrative personnel, school bus drivers, school officers, and other authorized personnel. A student shall not refuse to respond

to adults or refuse to identify self to faculty or staff. A student shall not behave in a disrespectful manner to any school employee via behavior, speech, gestures, etc.

**Consequences:**

1. Conference/ Warning and parent contact
2. Corporal punishment and parent contact
3. Suspension and parent contact

**STUDENT ASSAULT OR BATTERY/FIGHTING**

A student shall not threaten, physically abuse, or attempt to physically abuse, or behave in such a way as to be perceived to threaten bodily harm to any other person (student, school employee, or school visitor). Any gestures, vulgar, abusive or insulting language, taunting, threatening, harassing, or intimidating remarks by a student toward another person that threatens their well-being is strictly forbidden. This includes, but is not limited to, fighting, racial, ethnic, religious, or sexual slurs. Furthermore, it is unlawful during regular school hours, and in a place where a public school employee is required to be in the course of his or her duties, for any person to address a public school employee using language which, in its common understanding, is calculated to: a) cause a breach of the peace; b) materially and substantially interfere with the operation of the school; c) arouse the person to whom it is addressed to anger, to the extent likely to cause imminent retaliation. Student's guilt of such an offense may be subject to legal proceedings in addition to student disciplinary measures.

Legal Reference: A.C.A. § 6-17-106 (a)

Fighting is defined as: Martial arts, wrestling, boxing, **intentionally dangerously** rough play (i.e. shoving back and forth), slamming. Arranging and or cheering fighters are punishable under this rule. If a student is found to have not initiated the fight, alternative punishment may be applied with regard to actual involvement. In cases where premeditation or potential for serious injury exists, local law enforcement authorities will be notified. (Arkansas Law 5-71-207, Act 1108 of 1997)

**Consequences for Assault or Battery:**

1. 3 day suspension or corporal punishment
2. 5 day suspension
3. Recommendation for expulsion

**LASER POINTERS**

Students shall not possess any hand held laser pointer while in school, on or about school property, before or after school, in attendance at school or any school-sponsored activity, en route to or from school or any school-sponsored activity, off the school grounds at any school bus stop or at any school-sponsored activity or event. School personnel shall seize any laser pointer from the student possessing it and the student may reclaim it at the close of the school year, or when the student is no longer enrolled in the District.

Legal References: A.C.A. § 6-18-512 A.C.A. § 5-60-122

**WEAPONS AND DANGEROUS INSTRUMENTS**

No student shall possess a weapon, display what appears to be a weapon, or threaten to use a weapon while in school, on or about school property, before or after school, in attendance at school or any school sponsored activity, en route to or from school or any school sponsored activity, off the school grounds at any school bus stop, or at any school sponsored activity or event.

A weapon is defined as any knife, gun, pistol, revolver, shotgun, BB gun, rifle, pellet gun, razor, ice pick, dirk, box cutter, numchucks, pepper spray or other noxious spray, explosive, or any other instrument or substance capable of causing bodily harm.

Possession means having a weapon, as defined in this policy, on the student's body or in an area under his/her control. If, prior to any questioning or search by any school personnel, a student discovers that he/she has accidentally brought a weapon to school including a weapon that is in a vehicle on school grounds, and the student informs the Principal or a staff person immediately, the student will not be considered to be in possession of a weapon. The weapon shall be confiscated and held in the office until such time as the student's parent/legal guardian shall pick up the weapon from the school's office. Repeated offenses are unacceptable and shall be grounds for disciplinary action against the student as otherwise provided for in this policy.

**Students found to be in possession on the school campus of a firearm shall be recommended for expulsion for a period of not less than one year.** The School Board shall have the discretion to modify such expulsion recommendation for a student on a case-by-case basis. Parents or legal guardians of students expelled under this policy shall be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a weapon on school property. Parents or legal guardians shall sign a statement acknowledging that they have read and understand said laws prior to readmitting the student. Parents or legal guardians of a student enrolling from another school after the expiration of an expulsion period for a weapons policy violation shall also be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a weapon on school property. The parents or legal guardians shall sign a statement acknowledging that they have read and understand said laws prior to the student being enrolled in school.

Legal References: A.C.A. § 6-18-502 (c) (2)(A)(B)

A.C.A. § 6-18-507 (e) (1)(2)

20 USCS § 8921

## **DRESS CODE/GROOMING**

The Mayflower Board of Education recognizes that dress can be a matter of personal taste and preference. At the same time, the District has a responsibility to promote an environment conducive to student learning. This requires limitations to student dress and grooming that could be disruptive to the educational process because they are immodest, disruptive, unsanitary, and unsafe, could cause property damage, or are offensive to common standards of decency.

### **Mayflower Elementary Dress Code**

Student dress, grooming and appearance should be the responsibility of the individual and his/her parents or guardians under the following guidelines:

- Dress and grooming should be clean and in keeping with health and sanitary practices.
- Students may not wear clothing or hairstyles that can be hazardous to them in their educational activities such as physical education, science lab, etc.
- Dress and grooming should not interrupt or disrupt the educational process.
- A student shall not wear or use emblems, insignias, badges or other symbols which cause interruption, disruption or interference with the operation of the school or classroom.
- No student shall wear clothing that advertises, promotes, or symbolizes drugs, alcohol, or tobacco in any form.
- Profane, suggestive, vulgar, or obscene language or reference to this type of language displayed on any clothing will not be allowed.
- Students shall not wear clothing which promotes violence of any kind.
- Students will not be permitted to wear transparent clothing, mesh shirts, half shirts, muscle shirts, strapless or spaghetti strap blouses (**thumb width straps allowed**), low cut revealing blouses, unbuttoned shirts, unfastened pants, pajama pants, sagging pants, clothing that displays bare midriffs, mini-skirts, spandex shorts, or unbuckled belts.
- 3<sup>rd</sup> and 4<sup>th</sup> grade students' shorts and skirts must end no more than five inches above the kneecap.
- Shoes or sandals must be worn at all times. House shoes are not allowed. Opened back shoes worn by Elementary students must have straps on them at all times. (**NO FLIP FLOPS**) Tennis shoes or gym shoes must be worn to participate in P.E.
- Students will not be allowed to wear caps, hats or other head dressing during school hours.
- Pants or jeans should not have any holes in them that are **above the kneecap**.
- Dress code will be in effect during regular school hours and during all hours of extra-curricular activities including sporting events.
- Elementary students play outside everyday during recess. They run and climb on equipment. Shoes and clothing should be appropriate to accomplish these activities.

The Principal or designee will have the authority to determine if clothing is appropriate for school wear. Students in violation of the dress code will face disciplinary action:

1. Warning/made to change clothes/copy of dress code sent home
2. Conference with parents/made to change clothes/copy of dress code signed
3. Three day suspension/made to change clothes/copy of dress code signed
4. Five day suspension/made to change clothes/copy of dress code signed

**All parents and volunteers attending school parties, field trips, volunteering, must adhere to the DRESS CODE ABOVE while on campus or interacting with students.**

## **DRUGS AND ALCOHOL**

An orderly and safe school environment that is conducive to promoting student achievement requires a student population free from the harmful effects of alcohol and drugs. Their use is illegal, disruptive to the educational environment, and diminishes the capacity of students to learn and function properly in our schools.

Therefore, no student in the Mayflower School District shall possess, attempt to possess, consume, use, distribute, sell, attempt to sell, give to any person, or be under the influence of any substance as defined in this policy, or what the student represents or believes to be any substance as defined in this policy. This policy applies to any student who; is on or about school property; is in attendance at school or any school sponsored activity; has left the school campus for any reason and returns to the campus; is en route to or from school or any school sponsored activity.

Prohibited substances shall include, but are not limited to, alcohol, or any alcoholic beverage, inhalants that alter a student's ability to act, think, or respond, LSD, or any other hallucinogen, marijuana, cocaine, heroin, or any other narcotic drug, PCP, amphetamines, steroids, "designer drugs," look-alike drugs, or any controlled substance.

Selling, distributing, or attempting to sell or distribute, or using over-the-counter or prescription drugs not in accordance with the recommended dosage is prohibited.

Students may be subject to drug testing if administration has reasonable cause to think that a student may be taking a controlled substance. Parents will be notified if possible.

### **Consequence of possession or use of Drugs or Alcohol at School:**

1. Suspension pending recommendation for expulsion/reported to legal authorities.

## **EMERGENCY DRILLS**

All schools in the District shall conduct fire drills at least monthly. Tornado drills shall also be conducted not 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 regularly or occasionally, shall also participate in emergency evacuation drills at least twice each school year.

Students who only ride buses occasionally, such as to go to and/or from a field trip will also have to participate in the evacuation drills.

Legal Reference: A.C.A. § 12-13-109; 6-10-121

Ark. Division of Academic Facilities and Transportation Rules Governing Maintenance and Operations of Arkansas Public School Buses and Physical Examinations of School Bus Drivers 4.03.1

### **FIRE DRILLS**

Fire drills are held at various monthly times throughout the school year to prepare students to exit the building in case of fire or other dangers. The following procedures must be followed to ensure maximum safety:

1. A fire evacuation plan is posted in every room. Students should become familiar with the plan for each room they are in when the fire alarm sounds.
2. Students must obey orders promptly and leave the building according to the evacuation plan.
3. The fire drill signal is a continuous series of blasts on the fire alarm.
4. Students are not to run, talk, pass others, or engage in any "horseplay" during drills or actual alerts.
5. Remain at least 100 feet from the building until the clear signal is given. The all-clear signal is a recess bell that will ring one time.

## **TORNADO DRILL**

The signal for any emergency, except fire, will be a continuous siren. When the alarm sounds:

1. Students move quickly to their assigned areas.
2. Sit down as closely to the walls as possible.
3. Lower head between knees and cover head with hands to help avert flying glass or debris.
4. Remain quiet throughout the drill so you can hear directions. Roll will be checked.
5. The all-clear signal will be given over the intercom.
6. Practice drills will be held prior to the tornado season.

Each teacher has a detailed set of drill instructions. Each teacher will go over this information with students at the beginning of each year and throughout the school year.

## **BOMB THREAT**

The regular fire drill evacuation routes will be followed in case of a bomb threat. Teachers will be notified when there is a bomb threat. A student who calls in a bomb threat and/or other threats to the health and safety of students and employees will be referred to the legal authorities and will be recommended for expulsion. (Act 567 of 2001)

## **EQUITY**

### **EQUAL EDUCATIONAL OPPORTUNITY**

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

### **STUDENT ORGANIZATIONS/EQUAL ACCESS**

Non-curriculum-related school student organizations wishing to conduct meetings on school premises during non-instructional time shall not be denied equal access on the basis of the religious, political, philosophical, or other content of the speech at such meetings. Such meetings must meet the following criteria.

1. The meeting is to be voluntary and student initiated;
2. There is no sponsorship of the meeting by the school, the government, or its agents or employees;
3. The meeting must occur during non-instructional time;
4. Employees or agents of the school are present at religious meetings only in a non-participatory capacity;
5. The meeting does not materially and substantially interfere with the orderly conduct of educational activities within the school; and
6. Nonschool persons may not direct, conduct, control, or regularly attend activities of student groups.

All meetings held on school premises must be scheduled and approved by the Principal. The school, its agents, and employees retain the authority to maintain order and discipline, to protect the well being of students and faculty, and to assure that attendance of students at meetings is voluntary.

Fraternities, sororities, and secret societies are forbidden in the District's schools. Membership to student organizations shall not be by a vote of the organization's members, nor be restricted by the student's race, religion, sex, national origin, or other arbitrary criteria.

Legal References: A.C.A. § 6-21-201 et seq.

20 U.S.C. 4071 Equal Access Act Board of Education of the Westside Community Schools v. Mergens, 496 U.S. 226 (1990)

A.C.A. § 6-18-601 et seq.

## **EXTRACURRICULAR ACTIVITIES**

The Board believes in providing opportunities for students to participate in extracurricular activities that can help enrich the student's educational experience. At the same time, the Board believes that a student's participation in extracurricular activities cannot come at the expense of his/her classroom academic achievement. Interruptions of instructional time in the classroom are to be minimal and absences from class to participate in extracurricular activities shall not exceed one per week per extracurricular activity (tournaments or other similar events excepted with approval of the Principal).

Any student, first enrolled or promoted, in grades K-6 is eligible for participation in extracurricular activities. Any student who is retained in grades K-6 may or may not be eligible for participation based on current academic performance. A student may lose his/her eligibility to participate in extracurricular activities when, in the opinion of the school's administration, the student's participation in such an activity may adversely jeopardize his/her academic achievement. Students may also be denied permission to participate in extracurricular activities as a consequence of disciplinary action taken by the administration for inappropriate behavior.

For the purposes of this policy, extracurricular activities are defined as: any school sponsored program where students from one or more schools meet, work, perform, practice under supervision outside of regular class time, or are competing for the purpose of receiving an award, rating, recognition, or criticism, or qualification for additional competition. Examples include, but are not limited to, interscholastic athletics, cheerleading, band, choral, math, or science competitions, and club activities.

Legal References: Arkansas Department of Education: Rules and Regulations Establishing the Academic Standards for Student Participation in Competitive Interscholastic Activities.

State Board of Education Standards for Accreditation 10.05 and 10.06

**Any student K-6 grades attending any extracurricular event must be accompanied by a parent or guardian.**

### **ELEMENTARY SCHOOL**

In general, all activities offered by the school will be open to all students. Eligibility to participate may be revoked, at the discretion of the principal, for any students in general whose behavior does not meet our standard of acceptable behavior.

### **GENERAL GUIDELINES**

All extracurricular activities should be considered an integral part of the school's total educational program and should be subject to the same evaluative procedures as those applied to curricular activities.

The maximum number of competitive activities or performances will be determined by the principal, in consultation with appropriate staff members. Extracurricular activities will be scheduled so that participant's absence from class is minimized.

Practice sessions will not be scheduled on Thanksgiving Day, Christmas Day, New Year's Day, or Sundays. Saturday practices are discouraged. Practices will not be held when school is dismissed for bad weather unless the practice is approved by the Principal.

Interscholastic activities will not be held on days school is dismissed for bad weather unless the activity is specifically approved by the Superintendent's office on the recommendation of the Principal.

Activities should be scheduled to avoid the need for overnight trips. Any overnight stay of a non-emergency nature must be approved in advance by the Superintendent's office. Overnight stays of emergency nature (due to bad weather, mechanical failure, etc.) may be scheduled at the discretion of the staff member in charge of the activity.

## **FOOD SERVICES**

The Mayflower School Food Services serves a nutritional school breakfast and lunch every day. Menus for the week are posted on our school web site and may be sent home by classroom teachers. Students are encouraged to bring breakfast and/or lunch money on Monday for the week. Breakfast costs \$1.50 per student. Lunches cost \$2.25 per student. Applications for free and reduced meals are sent home at the beginning of the school year and are available at any other time through the central office or online.

Breakfast will be served between 7:30 and 8:00

## **SCHOOL LUNCH PROGRAM**

The Mayflower Schools Child Nutrition Center provides a nutritional school breakfast and lunch each day for ALL students in the District. Menus for the week are posted on school web site and announced each morning. One carton of milk is furnished with the meal. Only those students with a written doctor's consent will be furnished with a milk alternative. No glass containers are allowed in the cafeteria for safety reasons.

Students who bring their lunch to school may buy milk (\$.50 per carton). **Other drinks in glass containers are not allowed. Carbonated drinks in ANY type of container are not allowed.** No carbonated beverages will be sold during lunch in the cafeteria.

Students may charge up to \$11.25 on their account. Once they reach the \$11.25 limit, the balance must be paid in full. They will not be allowed to charge until they have cleared the balance owed. All student charges must be paid in full by April 30<sup>th</sup>. Charges for school lunches are not permitted in the month of May.

All students will be given a special dietary need form in the registration folder. **The students will special dietary needs must have this form filled out by a physician and returned to the Cafeteria Manager within 2 weeks.** This form must be updated at the beginning of each school year. If you do not receive a form, please contact the Cafeteria Manager or Food Service Director and one will be sent home.

## **GANGS AND GANG ACTIVITY**

The Board is committed to ensuring a safe school environment conducive to promoting a learning environment where students and staff can excel. An orderly environment cannot exist where unlawful acts occur causing fear, intimidation, or physical harm to students or school staff. Gangs and their activities create such an atmosphere and shall not be allowed on school grounds or at school functions. The following actions are prohibited by students on school property or at school functions:

1. Wearing or possessing any clothing, bandanas, jewelry, symbol, or other sign associated with membership in, or representative of, any gang.
2. Engaging in any verbal or nonverbal act such as throwing signs, gestures, or handshakes representative of membership in a gang.
3. Recruiting, soliciting, or encouraging any person through duress or intimidation to become or remain a member of any gang; and/or
4. Extorting payment from any individual in return for protection from harm from any gang.

Students found to be in violation of this policy shall be subject to disciplinary action up to and including expulsion.

Students arrested for gang related activities occurring off school grounds shall be subject to the same disciplinary actions as if they had occurred on school grounds.

### **Consequence for Gang Related Activity:**

1. Minimum—Reprimand by Principal
2. Maximum—Expulsion

## **GENERAL INFORMATION FOR PARENTS**

### **PARENTAL INVOLVEMENT POLICY**

It is the goal of Mayflower School District to develop strong partnerships with the home. Parents and schools working as partners increase student achievement and develop positive attitudes about self and school.

The partnership between home and school will be supported by:

1. A District wide committee of parents, teachers, and administrators guide overall programs efforts and serve as a home-school partnership network. Parents shall be involved in an organized, ongoing, and timely way.
2. An annual meeting will be held to inform parents of their school's participation in Title I, to explain the requirements of Title I, and their right to be involved. Efforts shall be made to determine the most convenient time for parents of participating children to attend. The most reliable methods for ensuring that parents receive notice of the meeting will be used.
3. Parents will be provided:
  - A. Timely information about Title I programs.
  - B. School performance profiles required under section 1116(a)(3), where the LEA must assess annually the progress of each participating school.
  - C. Their child's individual student assessment results, including an interpretation of such results.
  - D. A description and explanation of the curriculum in use at the school, the forms of assessment used to measure student progress, and the proficiency levels students are expected to meet.
  - E. Opportunities for regular meetings to formulate suggestions, share experiences with other parents, and participate as appropriate in decisions relating to the education of their children if parents express a strong interest in doing so.
  - F. Timely responses to the suggestions made by parents that have been offered in meetings.
4. All Title I schools are required to develop jointly with the parents of participating children a school-parent compact.
5. Self-study of parental involvement practices by teams of parents, teachers, and the administrator in the following:
  - A. Each school will be included as part of the needs assessment conducted in each building.
  - B. Mayflower School District considers the following seven basic principles essential to home-school partnerships:
    1. Every aspect of the school climate is open, helpful and friendly.
    2. Communications with parents are frequent, clear and two-way.
    3. Parents are treated as collaborators in the educational process, with a strong complementary role to play in their children's school learning and behavior.
    4. Parents are encouraged, both formally and informally, to comment on school policies and to share in the decision making.
    5. The Principal and other school administrators actively express and promote the philosophy of partnership with all families.
    6. The school encourages volunteer participation from parents and the community at large.
    7. The school recognizes its responsibility to forge a partnership with all families in the school, not simply those most easily available.

## REPORTS TO PARENTS

1. Mid-nine weeks reports will be sent at the mid-point of each reporting period.
2. Report cards will be sent each nine-week period. **(THE FIRST REPORT CARD IS FREE. REPLACEMENT CARDS WILL BE \$.50.)**
3. Parent/Teacher Conference Days have been scheduled in the school calendar, which students and parents receive at the beginning of the school year. Parents are required to attend these conferences. Other conferences will be scheduled as needed. Teachers are pleased to discuss your child's progress with you, but will not be available for conference during class time.
4. Teachers will use various forms of communication to informally request or share information. Methods of communication may include phone calls, letters/notes, or email.
5. Notes sent to parents that need to be returned to school will include "Please sign and return," or a similar phrase.
6. Copies of all communications that the school or teacher sends home to parents concerning their children and problems they are having at school are kept in a file. **If the school does not receive cooperation from parents on solving these problems, a FINS (Family in Need of Services) petition may be filed in juvenile court.** If a FINS petition is filed, parents will receive a summons to court and parents and school personnel meet there to resolve the problem with the help of the juvenile judge.

### **Act #474 - Penalty for Failure to Attend Parent Conferences**

Establishes a penalty not to exceed \$50.00 plus court costs and reasonable fees for any parent that fails to attend a student conference to discuss his/her child's failure to achieve mastery level performance on a basic competency test at grade levels 3, 6, and 8. School must evaluate students that fail the MAT and develop an academic skills plan to assist the student in the failed subject areas. Once the plan is developed, a conference must be held within sixty (60) days with the student's parents, school Principal, the student's teacher, the student's counselor and other necessary persons to discuss the plan. The conference must be held at a reasonable time and location for the student's parents and the parents must be notified in writing by certified mail, return receipt requested. Failure on the part of the student's parents to attend the conference or to arrange another time for the conference subjects them to civil penalty. Districts must notify the prosecuting attorney of parents that fail to attend. The failure of a prosecuting attorney to prosecute a parent will subject the attorney to neglect of duty charges.

### **CHECK-IN AND CHECK-OUT OF STUDENTS**

A student is always checked-in or checked-out through the office for his/her protection and to avoid needless interruptions to the classroom. If your child is tardy or returns to school after being checked-out during the day, he/she should check-in through the office. A child must not leave the campus without being properly checked-out by an adult.

**Students must have a note from parents giving permission** for them to do anything after school other than their usual routine. (Ex. walk or ride home with a friend if he/she normally rides a bus.) Students who do not bring a note and whose parents cannot be reached by school officials, will be sent home by their usual means. Leaving school without proper checkout will be considered truancy. Students who are truant will be subject to punishment and will not be allowed to make up any work missed.

### **DROPPING OFF AND PICKING UP STUDENTS**

Students, whose parents choose to transport them to and from school, are to **arrive no earlier than 7:30** and will **be dismissed at 3:10**. Parents are required to have their children at school on time and make every effort not to check their children out early in order to avoid disruption of the instructional time in the classroom. Students who arrive late for class or check out early will have the time they miss added to their absences or tardies. (See previously listed policy on Tardies/Early checkout.) The principal has complete control over the flow of traffic throughout the building before, during and after school in order to insure student safety.

Parents of students who are picked up after school are requested to drive through the circle drive. Parents who choose not to drive through may park in the parent parking lot across from the school and walk over to the designated pick up area to get their child/children. Parents are not permitted to wait inside the building to eliminate as much congestion as possible during heavy student traffic of dismissal. Students are not allowed to walk by themselves between the traffic or cross the street for safety reasons. **Parents are not to leave cars parked on the circle in front of the school to come into the building to get their child/children before or after school.** This ties up the traffic and causes safety problems for children.

### **STUDENT INSURANCE**

Student insurance will be made available to parents at the beginning of each school year at a minimal cost. This is a voluntary program. Parents who do not wish to participate in this and who do not have a personal insurance policy to cover injuries of students while at school will be responsible for all medical expenses.

ARKids First provides health insurance to more than 160,000 Arkansas children. Eligibility for ARKids First is based on your family income and other factors. ARKids A offers low-income children a comprehensive package of benefits. ARKids B provides coverage for families with slightly higher incomes. Mayflower School District is working with the ARKids First program helping parents who work hard to make ends meet get low-cost or free health insurance for their children. To apply, fill out an easy to use application form, attach a copy of your child's birth certificate and mail to your local DHS office. Ask the school nurse for an application today!

### **CHANGE OF ADDRESS OR TELEPHONE NUMBER AND EMERGENCY**

Please notify the school office **immediately** if your address or telephone number changes. This can be very important if a child has an emergency or the school needs to communicate with the parents/guardians.

## **TELEPHONE USE**

**The telephone is a business phone and is to be used by students for emergencies only.** Please be sure your child knows what he/she is to do after school before leaving home in the morning. The phone may not be used to call home for forgotten assignments, books, projects, money (other than lunch), or other items.

## **RECESS**

Students will be required to go outside for recess when weather permits. In instances where a child must stay in, **a note from the parent** must be sent to the teacher. Wind chill and air temperature are checked before students are sent outside. Students are kept indoors if temperatures are below freezing or extremely hot. The school requests that parents check their child's clothing before they leave for school to make sure it is appropriate for the weather conditions. In the event a child arrives inappropriately dressed, all efforts will be made to contact parents to bring adequate clothing.

## **SEVERE WEATHER**

When weather conditions make it dangerous for buses to run, Little Rock television stations 4, 7, and 11 will announce school closings as early as possible. The School Reach Message System will send out calls as soon as a decision is reached. Many times it is impossible to predict the road conditions in advance, so the decision on bus operation may have to be made shortly before regular bus departure times. In case of sudden inclement weather after school begins, school-closing announcements will be made on the television stations listed above and on the School Reach System. Please plan ahead and make arrangements for your child in the event weather conditions should cause school to close and be sure your child's teacher is informed of these plans.

## **BICYCLES**

Bicycle racks, located by the gym, are provided for the parking of bicycles. The school cannot be responsible for the safekeeping of bicycles. Students are expected to obey safety rules when riding to and from school.

## **SCHOOL STORE**

Many of the supplies your child needs at school can be purchased in the school store. It is open daily from 7:45 – 8:00 a.m.

## **PERSONAL CHECKS**

No personal checks will be cashed in the office. Checks may be accepted for fund-raisers, lunch money, etc. Checks will not be accepted for field trips, school store, etc.

## **GUM AND CANDY**

Students are NOT permitted to chew gum at school. Gum and candy are not to be brought to school by students. We encourage you to send healthy snacks that foster the State's Plan for Physical Fitness.

## **DELIVERIES AND PARTIES**

Balloons and flowers for birthdays will be accepted in the school office. Balloons are not permitted on the school bus for safety reasons. There will be a class Christmas party and Valentine's Day party with the date and time set by the office. Homeroom parents are responsible for organizing these parties by the teacher's request. Adult attendees are expected to assist the teacher in serving students and cleaning up behind students following the party. Students from other classes or other campuses are not permitted to class parties. Refreshments for parties or birthdays will only be accepted on designated day of each month.

## BACKPACKS, PURSES, POUCHES AND POCKETS

Parents are expected to monitor what their child brings to school in backpacks, pouches, purses, and pockets. The following is a list of acceptable and unacceptable items to bring to school:

### ACCEPTABLE ITEMS

- school books
- supplies
- money needed for meals, fees, fines, pictures, etc.
- notes for teacher or principal
- assignments (phone use is restricted and may not be used to call for assignments, books, etc.)
- project due
- library book
- personal hygiene items
- chap stick, lip-gloss

### UNACCEPTABLE ITEMS

- comic books, magazines and other reading material not related to study
- more school supplies than needed (too many pencils used for breaking, for example)
- large amounts of cash
- notes to or about one's friends or enemies
- **collectible cards** or other collectibles
- personal grooming items (perfumes, nail polish, lipstick, hair spray, etc.) These will be confiscated.
- hard bats, any toy requiring protective gear when used in play
- toys or balls of any kind
- tape players and radios
- **cell phones**

Should a child bring any of these items, the school will not be responsible for them. School personnel will confiscate any item that causes disruption of the school's mission and hold that item for the parent to reclaim.

## VOLUNTEERS

Volunteers are always welcome and needed to help in the school in many different ways. Throughout the school year there will be many opportunities for volunteers to be utilized. Parents are encouraged to become a member of the PTO, as many volunteer opportunities are coordinated through this organization. Please check with the office, your classroom teacher, or the PTO to see how you may volunteer. All volunteers are asked to sign in at the office in order to log volunteer hours.

**We are asking for one homeroom parent to represent each classroom and attend monthly PTO meetings as well as be the room mom/dad/grandparent for that class.** This parent will organize a phone tree for the classroom and help with class parties or events.

## LOST AND FOUND

Any items found on campus should be placed in the lost and found area. **Unclaimed items will be donated to charities the second and fourth Fridays of each month.** The school will not be responsible for any personal items lost or stolen at school. This includes but is not limited to books, coats, jewelry, purses, money, or band instruments. **Student's first and last names need to be written inside all jackets, backpacks and lunchboxes.**

## STUDENT SERVICES

Technology: Computer Lab/Mobile Lab, Closed Circuit TV, Computerized Media Services, Networked Computers to Classrooms

Students are to use this technology as directed by the staff in conformity with the school curriculum. Students who use any technology in an inappropriate manner and/or not as directed by the school are in violation of school policy and subject to discipline, up to and including the loss of the right to use the technology. Students who violate the technology user agreements are also subject to the penalties outlined in the contract.

Special Services:

- Title I Tutors (reading, language arts, & math)
- Occupational & Physical Therapy & Special Education
- Gifted & Talented Programs
- Volunteer Tutors
- Resource Room (Inclusion Classes)
- Speech Therapy
- School Counselor
- 504
- Art
- Physical Education
- Music
- Active Volunteer Programs
- Before and After School Tutoring and Enrichment

## COUNSELING SERVICES

Mayflower School employs full-time counselors who serve all grades. The counselor's job is a multi-faceted position in which they strive to meet the social and academic needs of all the students. Some of the services provided by the counselor are:

1. Registering new students.
2. Pre-registering current students.
3. Administering, analyzing, and disseminating standardized tests.
4. Counseling individual students and/or groups of students to meet social and academic needs.

## PUPIL/CLASS ASSIGNMENTS

In order to provide heterogeneous class rosters for each teacher and ensure a balanced learning environment for each student, class placement will be made according to the following procedure.

Building administration is ultimately responsible for assigning students to classrooms. The principal works with teachers and parents to make decisions in the best interest of each child. Interested parents have an opportunity to complete a student learning inventory on their child to aid the principal in decision-making. As close as possible, each teacher has an equitable distribution of boys and girls, race, special needs, and students from each level of progress. Rosters are posted no earlier than three (3) days prior to the first day of school. **Final decisions regarding student placement are at the building level and are not subject to appeal.**

## PARENT CONFERENCES AND VISITS

All visitors, including parents, must enter and leave through the main lobby and check in and out through the office. Visitors to the school will be given a pass before going to the classrooms. This is for the safety and protection of our students, as well as to maintain order in the building.

School age children who are not enrolled in the school may not visit.

Students benefit from regular collaboration between the school and home, therefore, parental involvement in the child's education, including occasional classroom visitations, is encouraged upon approval by building administration and the classroom teacher.

Conferences between parents and school personnel should be arranged in advance.

Classroom visitation by a parent will be to observe his/her child's behavior and learning. Parent observers in classrooms will not participate in instructional activities; interfere with the learning environment established by the teacher, or draw attention to their presence in the classroom.

Parent questions and/or concerns that arise during the classroom visitation will be discussed in a follow-up conference.

Parents may walk their children to class the first week of school. Following the first week school, students will be dropped off at the front door and will need to walk themselves to class. This is not to discourage parental involvement but to provide a safe learning environment for your child and develop a sense of responsibility within your child. The mornings in an elementary building can be hectic with too many adults to keep up with. The easiest way to ensure the safety of your child is by having only employed adults on campus. If you have an emergency that cannot wait until your teacher's prep time, please stop by the office to sign in and get a pass. In order to minimize disruptions to instruction, parents/visitors may not go to the classrooms during instructional hours unless they are volunteering in the room or participating in a special event/project or have set up a conference with the teacher.

### **REFERRALS FOR SPECIAL SERVICES**

Under IDEA (Individuals with Disabilities Education Act), students are eligible for special education and related services (such as physical therapy) if they are within the age range specified by the state's plan for special education (usually age 3 through 21 years), meet the eligibility criteria for one of the 13 categories of disabilities specified by IDEA, and require special education and related services because of the disability.

The 13 categories are autism, deaf-blindness, deafness, hearing impairment, mental retardation, multiple disabilities, orthopedic impairments, other health impairment, serious emotional disturbance, specified learning disability, speech or language impairment, traumatic brain injury, and visual impairment including blindness (Sec. 300.7[c]).

For children aged 3-5 years, states and local agencies (LEA's) may choose to use the category of developmental delay, rather than label the child with a particular disability. Children must have a delay in one or more of the following areas: physical development, cognitive development, social or emotional development, or adaptive development, and because of the delay need special education and related services (Sec. 300.7[b]).

**If students' disabilities do not adversely affect their educational performance, they do not qualify for special education and related services under IDEA.**

Other students whose disabilities do not adversely affect their educational performance may qualify for services and civil rights protections under Section 504 and the Americans with Disabilities Act.

Students may be referred for special services such as Special Education, Resource, or 504 by their parent or teacher. After a referral is made a committee will be formed to evaluate the referral. The committee will consist of the referring agent, teacher(s), special education teacher, counselor and administrator. The committee will look at documentation, will discuss past history of the student and the needs that have been observed to determine if placement is appropriate with special services.

### **504 REFERRALS AND SPECIAL SERVICES**

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with a disability in any program receiving federal financial assistance. Section 504 defines a person with a disability as anyone who:

1. Has mental or physical impairment which substantially limits one or more major life activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working;
2. Has a record of such impairment; or
3. Is regarded as having such impairment.

No discrimination against any person with a disability shall knowingly be permitted in any program or practice in the school District.

Under Section 504, the school District has the responsibility to identify, evaluate, and if the student is determined to be eligible under Section 504, to afford access to appropriate educational services.

Students may be eligible for services under the provisions of Section 504 even though they do not require Special Education services.

If any person believes that the Mayflower School District or any of the District's staff has inadequately applied the principles and/or regulations of Section 504 of the Rehabilitation Act of 1973, he/she may bring forward a complaint, which shall be referred to as a grievance. The building administrator or the 504 Coordinator may be contacted for information regarding grievances.

### **TEXTBOOKS AND MEDIA CENTER MATERIALS**

Students must return books and materials to the school in good condition. If books (including leveled reading books) and/or materials are lost or damaged, it is the responsibility of the parent to pay for them. Report cards will be held until payment is received or books are returned and students will not be permitted to participate in field trips and after school activities.

## **GIFTED/TALENTED EDUCATION: IDENTIFICATION AND PROGRAMMING**

It shall be the policy of the Board of Education that:

1. The school District shall develop procedures to identify gifted and talented students in accordance with guidelines established by the State Department of Education.
2. The school District shall provide educational opportunities for students identified and talented appropriate to their ability.
3. Each school shall use procedures to evaluate the effectiveness of the provisions of these educational opportunities.
4. Criteria used includes teacher (or other) recommendation, grades, task commitment, creativity, and scores on standardized tests. When all subjective data is equal, in order to assure the most deserving students and opportunity to participate in the program and to eliminate the appearance of tracking, the criterion for the selection of talent pool students placed in Gifted/Talented classrooms is as follows: objective data and committee recommendation.

## **GRADING**

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

The evaluation of each student's performance on a regular basis serves to give the parents/guardians, students, and the school necessary information to help effect academic improvement. Students' grades shall reflect only the extent to which a student has achieved the expressed educational objectives of the course. The grading scale for all schools in the District shall be as follows:

A = 100 – 90  
B = 89 – 80  
C = 79 – 70

D = 69 – 60  
F = 59 and below

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

A = 4 points  
B = 3 points  
C = 2 points

D = 1 point  
F = 0 points

### **KINDERGARTEN AND FIRST GRADE REPORTING**

Kindergarten and first grade students will receive grade reporting aligned to the Common Core State Standards. Nine weeks report cards will reflect knowledge, skill, and disposition expectations of each quarter. The level of student performance will be indicated next to each expectation.

### **SECOND GRADE REPORTING**

Second grade students will receive grade reporting aligned to the Common Core State Standards. Nine weeks report cards will reflect an overall average in each core subject area, followed by knowledge, skill, and disposition expectations of each quarter. The level of student performance will be indicated next to each expectation.

### **THIRD AND FOURTH GRADE REPORTING**

Nine weeks report cards will reflect an overall average in each core subject area.

### **ACADEMIC AWARDS PROGRAM**

Students will be recognized for Academic Excellence throughout the year. At the end of the year we will have our Mayflower Elementary Awards Assembly. Each grade level will recognize students for their academic achievements. In addition to these grade level awards the following special awards will be given to students in grades two through four:

- Principal's Award: All As all year in all subjects and proficient or advanced performance in all areas of writing during the last quarter of the year (on grade level)
- A/B Honor Roll: As and Bs or all Bs all year in all subjects and proficient or advanced performance in all areas of writing during the last quarter of the year (on grade level)
- Most Improved Award: Most improved performance in math and/or literacy over the course of the year (reading level, TARGET tests, classroom grade performance, etc.)
- Citizenship Award: Exemplary character throughout the year (selected by teacher)

The names of students making semester Honor Roll (All A and A/B for both Nine Weeks) will be submitted to the Conway Log Cabin Democrat newspaper for publication.

## **HANDBOOK**

It shall be the policy of the Mayflower school District that the most recently adopted version of the Student Handbook be incorporated by reference into the policies of this District. In the event that there is a conflict between the student handbook and a general board policy or policies, the more recently adopted language will be considered binding and controlling on the matter provided the parent(s) of the student, or the student if 18 years of age or older have acknowledged receipt of the controlling language.

## **HEALTH SERVICES**

The Board believes that healthy children promote a better learning environment, are more capable of high student achievement, and will result in healthier, more productive adults. Therefore, the goal of the District's health services is to promote a healthy student body. This requires both the education of students concerning healthy behaviors, as well as providing health care services to pupils.

While the school nurse is under the supervision of the school Principal, the delegation of health care duties shall be in accordance with the Arkansas Nurse Practice Act and the Arkansas State Board of Nursing Rules and Regulations Chapter Five: Delegation of Nursing Care.

### **STUDENT HEALTH SERVICES**

The District shall provide a health service program under the direction of a licensed nurse. The program shall include screening, referral, and follow-up procedures for all students. Facilities, equipment and materials necessary for the operation of the program shall be provided at each school. Current health appraisal records for all students will be maintained in accordance with guidelines provided by the Arkansas Department of Education.

Legal References: Standards for Accreditation of Arkansas Public Schools, (XI)

### **STUDENT MEDICATION**

The school nurse may not dispense medication, prescription or non-prescription, without a DOCTOR'S ORDER. (Arkansas State Board of Nursing: School Nurse Roles and Responsibilities A, C.A. 6-18)

Prior to the administration of prescription or non-prescription medication to any student under the age of eighteen, a current valid doctor's order as well as a signed consent form from the student's parent/guardian must be on file.

Physicians shall provide written orders stating the medication should be given during school hours, name of the medication, the dosage, the time the medication is to be given, and possible side effects. Medications will only be discontinued upon the receipt of a physician's order. Medication dosage changes also require written physician orders.

1. The parent/guardian shall complete a consent form including authorization to administer the medication and relieve the Board and its employees of civil liability for damages or injuries resulting from the administration of medication to students in accordance with this policy. This form shall include the student's name and grade, name of medication to be given, time for administration, and recommended interval between doses. It should also include why the medication is being given and emergency numbers in case the student has a reaction to the medication.
2. All medications shall be in the ORIGINAL CONTAINER and dispensed directly from the original container. The PRESCRIPTION LABEL SHALL INCLUDE the student's name, current date, name of the medication, dosage and time to be given. (Pharmacists will provide a second container to send to school upon parent's request.) Medications shall not be mixed in container.
3. A separate consent form and doctor's order will be required for each medication administered. The consent shall include the possible side effects and a notation should be made that office personnel and teachers have been informed to the side effects.
4. Over-the-counter (OCT) non-prescription medication will not be given at school without a doctor's order on file. Only the school nurse or her designee will be allowed to give prescription and non prescription medication to students, as long as a doctor's order and parental consent form is on file.
5. Students are not allowed to carry ANY medications while at school. The parent or legal guardian shall bring the student's medication to the NURSE at 8:00 or in the absences of the nurse, to the principal's office. The student may bring the medication if accompanied by written authorization from the parent/legal guardian and the proper doctor's forms. Medications must be in the original container and be properly labeled with the student's name, the ordering provider's name, the name of the medication, the dosage, frequency, and instructions for administration of the medication (including dosage times). Additional information accompanying the medication shall state the purpose for the medication, it's possible side effects, and any other pertinent instructions (such as special storage requirements) or warnings.

### **Asthma Inhaler and Auto-Injectable Epinephrine Use In School**

1. Act 1694 of 2005 requires school districts to allow students to carry and use prescription asthma inhalers and auto-injectable epinephrine while in school, at on-site school sponsored activities, and at offsite school sponsored activities.
2. The parent/guardian of a student who needs to carry an asthma inhaler or auto injectable epinephrine, or both shall provide the school with a doctor's order for the student to self-medicate and carry the inhaler or epi-pen on his/her person for use while in school; and a plan of action/instructions to follow after administration of rescue med. The authorization and action plan shall be renewed yearly.
3. Student responsibility: The student is responsible for immediately reporting to the school nurse or school personnel following the use of asthma inhaler, epi-pen and any side effects or reactions for school documentation. Any student who does not demonstrate reliable behavior while carrying their emergency medication will lose this privilege and the medication will be kept in the nurse's office.

4. Option to choose to not self-administer: The parent/guardian may choose to not allow the student to self-administer his/her asthma inhaler and or epi-pen. In that instance, the inhaler and epi-pen shall remain in the nurse's office readily available in case of an emergency.

A student is prohibited from sharing, transferring or in any way diverting his/her own medication to any other student. Any student using an inhaler without authorization shall be subject to disciplinary measures according to the local board of education policies for drug abuse. "Medication" means drug defined by the federal Food, Drug and Cosmetic Act as in existences on January 1, 2005. "Medication" includes inhaled bronchodilators and epi-pens.

### **Dispensing of Medications**

The school nurse shall be the staff person responsible for the administration of medications. In the absence of the school nurse, the principal, in consultation with the school nurse, shall designate a person and alternate to dispense medications from the nurse's office. Unlicensed personnel shall not dispense medication at any time. Parents may be called to administer if no licensed person is available.

### **Security**

1. Prescription medication shall be stored in the nurse's office in a locked medicine cabinet. Access to the locked medication cabinet shall be under the authority of the school nurse.
2. It is the parent's responsibility to provide the appropriate medication, correctly labeled; to get the medication to school; and to provide an appropriate supply.
3. Disposal of medication – The school shall not keep outdated medications or any medications past the end of the school year. Parents shall be notified ten days in advance of the school's intention to dispose of any medication. Medication not picked up by the parents/guardians within the ten days shall be destroyed by the nurse with a witness present.

Reference: Arkansas State Board of Nursing: School Nurse Roles and Responsibilities A, C.A. 6-18-707

The elementary will have a nurse available on campus daily.

### **STUDENT ILLNESS/ACCIDENT**

If a student becomes too ill to remain in class and/or could be contagious to other students, the Principal or designee will attempt to notify the student's parent or legal guardian. The student below the age of 18 will remain in the school's health room or a place where he/she can be supervised until the end of the school day or until the parent/legal guardian can check the student out of school.

If a student becomes seriously ill or is injured while at school and the parent/legal guardian cannot be contacted, the failure to make such contact shall not unreasonably delay the school's expeditious transport of the student to an appropriate medical care facility. The school assumes no responsibility for treatment of the student. When available, current, and applicable, the student's emergency contact numbers and medical information will be utilized. Parents are strongly encouraged to keep this information up to date.

To return to school after an illness, your child must be free from fever, diarrhea, and vomiting for a period of 24 hours.

### **EMERGENCY HEALTH SERVICES**

The School has the services of a licensed nurse for routine health screening, hearing, vision, etc. She is available for emergencies at all times. Facilities for sick children are extremely limited. If your child becomes sick or is injured, the School will make every effort to notify you immediately so you can pick up your child or make arrangements for someone else to do so. Please make sure that you have listed on your child's enrollment form at least **two** other people who can pick up your child in an emergency. The student will remain in the school's health room until the end of the school day or until the parent or designee can check the student out of school. **If the injury or illness requires medical attention, School officials shall act to secure medical attention.**

## **PHYSICAL EXAMINATIONS OR SCREENINGS**

The Mayflower School District may provide from time to time for the administration of physical exams or screenings of its students. The intent of the exams or screenings shall be to detect contagious or infectious diseases or defects in hearing, vision, or other elements of health that would adversely affect the student's ability to achieve to their full potential.

The District shall notify parents, at least annually, of the specific or approximate dates of any non-emergency, non-invasive physical examination or screening that is:

1. Required as a condition of attendance;
2. Administered by the school and scheduled by the school in advance; and
3. Not necessary to protect the immediate health and safety of the student, or of other students.

For the purposes of this policy, "Invasive Physical Examination" is defined as any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

Except in instances where a student is suspected of having a contagious or infectious disease, parents shall have the right to opt their student out of the exams or screenings by using form 4.41F or by providing certification from a physician that he/she has recently examined the student.

A student may be required to pass a physical exam before being allowed to participate in certain extracurricular activities to help ensure they are physically capable of withstanding the rigors of the activity. It is understood that students who refuse to take such an exam will not be allowed to participate in the desired activity. The rights provided to parents under this policy transfer to the student when he/she turns 18 years old.

Legal Reference: A.C.A. § 6-18-701 (b), (c), (f)

20 USC § 1232h (c) [NCLB Act of 2001, Part F, Section 1061 (c) (1)(D), (2)(A)(i)(ii)(B)(C)(iii)(I)(II)(III), (4)(B)(ii), (5)(B), (6)(B)(C)]

## **BMI ACT OF 2003**

BMI ACT of 2003 requires schools to include as a part of a student health report to parents an annual body mass index percentile by age for each student and an explanation of possible health effects of body mass index, nutrition, and physical activity. The BMI will be conducted in a private setting and results will be given to them. Health concerns for student with high BMI include: 1) Excess body fat in childhood increases the risk of chronic illness later in life. 2) A high BMI is sometimes associated with less physical activity leading to less physical endurance. According to the Children's Nutrition Research Center, exercise builds strong muscles with promotes good posture and strong bones, and burns calories which reduces body fat and improves self-confidence and body image. Students should be encouraged to eat at least the minimum number of servings from the Food Guide Pyramid every day to ensure proper nutrition. Young students should be discouraged from dieting.

Note: A permission/informational letter will be sent home at the beginning of the year or given to new students upon registration.

## **HOME SCHOOLING**

Parents or legal guardians desiring to provide a home school for their children must give written notice to the Superintendent of their intent to do so and sign a waiver acknowledging that the State of Arkansas is not liable for the education of their children during the time the parents choose to home school. Notice shall be given:

1. At the beginning of each school year, but no later than August 15;
2. By December 15 for parents who decide to start home schooling at the beginning of the spring semester; or
3. Fourteen (14) calendar days prior to withdrawing the child (provided the student is not currently under disciplinary action for violation of any written school policy, including, but not limited to, excessive unexcused absences) and at the beginning of each school year thereafter.

The parents or legal guardians shall deliver written notice in person to the Superintendent the first time such notice is given and the notice must include:

1. The name, date of birth, grade level, and the name and address of the school last attended,
2. The location of the home school;
3. The basic core curriculum to be offered;
4. The proposed schedule of instruction; and
5. The qualifications of the parent-teacher.

To aid the District in providing a free and appropriate public education to students in need of special education services, the parents or legal guardians home-schooling their children shall provide information which might indicate the need for special education services.

Legal References: A.C.A. § 6-15-503

A.C.A. § 6-41-206

## **HOMEBOUND INSTRUCTION—SPECIAL INSTRUCTIONAL PROGRAM**

The District may provide homebound instruction for those students who are unable to attend regular school instruction. Need for such programs shall be based on individual student needs and shall be provided in accordance with appropriate rules and regulations.

## **HOMELESS STUDENTS**

The Mayflower School District will afford the same services and educational opportunities to homeless children as are afforded to non-homeless children. The Superintendent or his/her designee shall appoint an appropriate staff person to be the local educational liaison for homeless children and youth whose responsibilities shall include coordinating with the state educational liaison for homeless children and youth to ensure that homeless children are not stigmatized or segregated on the basis of their status as homeless and such other duties as are prescribed by law and this policy.

Notwithstanding Policy 4.1, homeless students living in the District are entitled to enroll in the District's school that non-homeless students who live in the same attendance area are eligible to attend. If there is a question concerning the enrollment of a homeless child due to a conflict with Policy 4.1 or 4.2, the child shall be immediately admitted to the school in which enrollment is sought pending resolution of the dispute. It is the responsibility of the District's local educational liaison for homeless children and youth to carry out the dispute resolution process.

The District shall act, according to the best interests of a homeless child and to the extent feasible do one of the following: (For the purposes of this policy "school of origin" means the school the child attended when permanently housed or the school in which the child was last enrolled.)

1. Continue educating the child who became homeless between academic years or during an academic year in their school of origin for the duration of their homelessness;
2. Continue educating the child in his/her school of origin who become permanently housed during an academic year for the remainder of the academic year; or
3. Enroll the homeless child in the school appropriate for the attendance zone where the child lives.

If the District elects to enroll a homeless child in a school other than their school of origin and such action is against the wishes of the child's parent or guardian, the District shall provide the parent or guardian with a written explanation of their reason for so doing which shall include a statement of the parent/guardian's right to appeal.

In any instance where the child is unaccompanied by a parent or guardian, the District's local educational liaison for homeless children and youth shall assist the child in determining his/her place of enrollment. The Liaison shall provide the child with a notice of his/her right to appeal the enrollment decision.

The District shall be responsible for providing transportation for a homeless child, at the request of the parent or guardian (or in the case of an unaccompanied youth, the Liaison), to and from the child's school of origin.\*

For the purposes of this policy, students shall be considered homeless if they lack a fixed, regular, and adequate nighttime residence and

- (a) are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;
- (b) have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
- (c) are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- (d) are migratory children who are living in circumstances described in clauses (a) through (c).

Legal References\*\*: 42 U.S.C. § 11431 et seq.

42 U.S.C. § 11431 (2)

42 U.S.C. § 11432(g)(1)(H)(I)

42 U.S.C. § 11432 (g)(1)(J)(i), (ii), (iii), (iii)(I), (iii)(II)

42 U.S.C. § 11432 (g)(3)(A), (A)(i), (A)(i)(I), (A)(i)(II), (A)(ii)

42 U.S.C. § 11432 (g)(3)(B)(i), (ii), (iii)

42 U.S.C. § 11432 (g)(3)(C)(i), (ii), (iii)

42 U.S.C. § 11432 (g)(3)(E)(i), (ii), (iii)

42 U.S.C. § 11432 (g)(3)(G)

42 U.S.C. § 11432 (g)(4) (A), (B), (C), (D), (E)

42 U.S.C. § 11434a

## HOMWORK

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

Teachers should be aware of the potential problem students may have completing assignments from multiple teachers and vary the amount of homework they give from day to day.

Parents shall be notified of this policy at the beginning of each school year.

Legal Reference: State Board of Education Rules & Regulations: Accreditation Standards 10.07

The Mayflower School District believes that homework is an important part of student learning and achievement. Students must be encouraged to become actively involved in learning and to accept responsibility for their own progress and achievement at home as well as at school. Assignments are a necessary part of the total instructional program, which allows students extended time to master basic skills, concepts, and learning objectives. Homework in the Mayflower School District will:

1. Extend the learning and curriculum of the classroom.
2. Relate directly to the current learning objectives that were thoroughly taught in the classroom.
3. Be on the appropriate level for the student.
4. Be explained by the teacher so that students understand.
5. Checked and monitored by teacher in a timely manner.
6. Encourage students to develop skills for life-long learning and independent study.

When homework is brought home, the following suggested time frames are to serve as guidelines. Studying for tests and special projects may require more time.

Kindergarten      10-15 minutes

Grade One	15-20 minutes
Grade Two	20-30 minutes
Grade Three	30-40 minutes
Grade Four	30- 40 minutes

Work that is assigned as a classroom assignment, and is unfinished during class time, may be assigned as homework at the teacher’s discretion.

A good way you can help your child in reading is:

1. Read to him/her.
2. Let him/her read to you or to someone else.
3. Let him/her see you read.

A good way to help your child in math is to be sure that he/she knows the basic facts of addition, subtraction, multiplication, and division. Let your child help you in the kitchen or your workshop. Cooking and building or repairing things is a great way to learn about measurement and fractions.

### **INTERNET USE AGREEMENT**

The Mayflower School District makes computers and/or computer Internet access available to students, to permit students to perform research and to allow students to learn how to use computer technology. Use of District computers is for educational and/or instructional purposes. It is the policy of this school District to equip each computer with Internet filtering software designed to prevent users from accessing material that is harmful to minors. No student will be granted Internet access until and unless a computer-use agreement, signed by both the student and the parent or legal guardian (if the student is under the age of eighteen [18]) is on file. The current version of the computer use agreement is incorporated by reference into board policy and is considered part of the student handbook.

Students are advised that they enjoy no expectation of privacy in any aspect of their computer use, including email, and that monitoring of student computer use is continuous. Students who misuse District-owned computers or Internet access in any way, including using computers except as directed or assigned by staff or teachers, using computers to violate any other policy or contrary to the computer use agreement, attempting to defeat or bypass Internet filtering software, or using the computers to access or create sexually explicit or pornographic text or graphics, will face disciplinary action, as specified in the student handbook and/or computer use agreement.

Legal References: 20 USC 6801 et seq. (Children’s Internet Protection Act; PL 106-554)  
A.C.A. § 6-21-107  
A.C.A. § 6-21-111

**Consequences for Violation of Computer Use Policy:**

1. Loss of computer use privileges for extended period of time and parent contact.
2. Permanent loss of computer use privileges and parent contact.

### **LICE/COMMUNICABLE DISEASES**

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.

The parents or legal guardians of students found to have live lice or nits will be asked to pick their child up at school. The parents or legal guardians will be given information concerning the eradication and control of head lice. Before students may be readmitted following an absence due to head lice, the school nurse or designee shall examine the student to make sure they are free of any lice or nits.

Each school may conduct screenings of students for head lice as needed. The screenings shall be conducted in a manner that respects the confidentiality of each student.

Students who come to school with contagious conditions (lice, scabies, ringworm) or come habitually unclean will be sent home by the office or nurse until the problem is resolved.

## **MARKETING OF PERSONAL INFORMATION**

The Mayflower School District shall not collect, disclose, or use personal information for the purpose of marketing or for selling that information or to otherwise provide that information to others for that purpose.

Personal information is defined, for the purposes of this policy only, as individually identifiable information including:

1. A student or parent's first and last name,
2. A home or other physical address (including street name and the name of the city or town),
3. Telephone number, and
4. Social security identification number.

The District may collect, disclose, or use personal information that is collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutional such as the following:

1. College or other post secondary education recruitment, or military recruitment;
2. Book clubs, magazines, and programs providing access to low cost literary products;
3. Curriculum and instructional materials used by elementary schools and secondary schools;
4. Tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments;
5. The sale by students of products or services to raise funds for school related or education related activities; and
6. Student recognition programs.

Legal Reference: 20 USC § 1232h (c) [NCLB Act of 2001, Part F, Section 1061 (c) (1)(E), (2)(A)(C)(i), (4)(A), (5)(A)(i)(B), (6)(C)(E)]

## **PERMANENT RECORDS**

Permanent school records, as required by the Arkansas Department of Education, shall be maintained for each student enrolled in the District until the student graduates or is beyond the age of compulsory school attendance. A copy of the student's permanent record shall be provided to the receiving school District upon the transfer of the student to another District.

## **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance shall be recited during the first class period of each school day. Those students choosing to participate shall do so by facing the flag with their right hands over their hearts, or in an appropriate salute if in uniform, while reciting the Pledge. Students choosing not to participate shall be quiet while either standing or sitting at their desks.

Students shall not be compelled to recite the Pledge, but students who choose not to recite the Pledge shall not disrupt those students choosing to recite the Pledge.

Students choosing not to recite the Pledge shall not be subject to any comments, retaliation, or disciplinary action.  
Legal Reference: A.C.A. 6-16-108

## **PRIVACY**

### **PRIVACY OF STUDENTS' RECORDS/DIRECTORY INFORMATION**

All students' educational records are available for inspection and copying by the parents of any student who is under the age of eighteen (18). At the age of eighteen (18), the right to inspect and copy a student's records transfers to the student. The District forwards education records, including disciplinary records, to schools that have requested them and in which the student seeks or intends to enroll.

The District shall receive written permission before releasing educational records to any agency or individual not authorized by law to receive and/or view the educational records without prior parental permission.

For purposes of this policy, the Mayflower School District does not distinguish between a custodial and noncustodial parent with respect to gaining access to a student's records. The fact of a person's status as parent or guardian, alone, enables that parent or guardian to review and copy his child's records.

If there exists a court order which directs that a parent not have access to a student or his records, the parent or guardian must present a file-marked copy of such order to the building Principal and the Superintendent. The school will make good-faith efforts to act in accordance with such court order, but the failure to do so does not impose legal liability upon the school. The actual responsibility for enforcement of such court orders rests with the parents or guardians, their attorneys and the court which issued the order.

A parent or guardian does not have the right to remove any material from a student's records, but such parent or guardian may challenge the accuracy of a record. The right to challenge the accuracy of a record does not include the right to dispute a grade, which must be done only through the appropriate teacher and/or administrator, the decision of whom is final. A challenge to the accuracy of material contained in a student file must be initiated with the building Principal, with an appeal available to the Superintendent or his designee. Any appeal above that level will be subject to the procedure set out in federal law and/or regulation.

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

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

Legal Reference: 20 U.S.C. § 1232g  
20 U.S.C. § 7908 (NCLB Section 9528)

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

Cross References: Policy 5.20 - District Web Site

Policy 5.20.1 - Web Site Privacy Policy

Policy 5.20F1 - Permission to Display Photo of student on Web Site

## PROMOTION/RETENTION

A disservice is done to students through social promotion and is prohibited by state law. The District shall, at a minimum, evaluate each student annually in an effort to help each student who is not performing at grade level. Parents or guardians shall be kept informed concerning the progress of their student(s).

Each child will be evaluated based on his/her individual performance abilities and circumstances before a recommendation of retention is made. Parents will be notified if their child is struggling to meet these minimum requirements, and an AIP will be put into place to help the child overcome their areas of concern. If a child is being considered for retention after the third nine weeks and improvement is not being made, the teacher will notify the parents at the spring conference of the possibility of retention. If the student still does not show improvement a retention conference will be held before the last four weeks of school to make a final decision with the building principal, teacher, and parent. The conference shall be held at a time and place that best accommodates those participating in the conference. The school shall document participation or non-participation in required conferences. If the conference attendees fail to agree concerning the student's placement, the final decision to promote or retain shall rest with the Principal.

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

Promotion/retention or graduation of students with an Individual Educational Plan (IEP) shall be based on their successful attainment of the goals set forth in their IEP.

The teacher will communicate IEP student progress at regular intervals as previously outlined. A teacher may recommend that a student be retained. The teacher will make the recommendation, and a committee will make a recommendation to the principal. The committee will include a parent, an administrator, a reading specialist, a special education teacher, the classroom teacher, and a teacher from the next grade level.

It is the responsibility of the students to apply consistent and sustained effort toward learning experiences that are assigned. Promotions from grade to grade should be based on the attainment of the academic standards for that grade level and a consideration of the best interest of the student concerned. Should a student be recommended for retention, the parent/guardian shall be informed of progress throughout the review process and shall be provided a conference prior to the final decision being made. Academic achievement, emotional and social maturity and other factors will be carefully considered when individual students are recommended for retention. Retention will be considered as a last resort option. **The final decision on retention or promotion shall be made by the building principal.**

## REQUIREMENTS FOR COMPULSORY ATTENDANCE

Every parent, guardian, or other person having custody or charge of any child age five (5) through seventeen (17) years on or before September 15 of that year who resides, as defined by policy (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 (HOME SCHOOLING) have been met.
3. The child will not be age six (6) on or before August 15, 2010 of that particular school year and the parent, guardian, or other person having custody or charge of the child elects not to have him/her attend kindergarten. A kindergarten waiver form prescribed by regulation of the Department of Education must be signed and on file with the District administrative office.
4. The child has received a high school diploma or its equivalent as determined by the State Board of Education.
5. The child is age sixteen (16) or above and is enrolled in a post-secondary vocational-technical institution, a community college, or a two-year or four-year institution of higher education.
6. The child is age sixteen (16) or seventeen (17) and has met the requirements to enroll in an adult education program as defined by A.C.A. § 6-18-201 (b).

Legal Reference: A.C.A. § 6-18-201

## REQUIREMENTS FOR ENTRANCE

To enroll in a school in the District, the child must be a resident of the District as defined in District **RESIDENCE REQUIREMENTS** policy, meet the criteria outlined in **HOMELESS STUDENTS** policy, be accepted as transfer student under the provisions of the district **STUDENT TRANSFERS** policy, 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 on or before August 1, 2011 for the 2011-12 school year. 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 September 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. 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; or
  - f. United States military identification
  - 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 (rubella) measles, rubella, and other diseases as designated by the State Board of Health, or have an exemption issued by the Arkansas State

Department of Health. Proof of immunization shall be by a certificate of a licensed physician or a public health department acknowledging the immunization.

<sup>1</sup>  
Note: Act 1255 of 2005 requires schools to “immediately” enroll foster children whether or not they can produce “required clothing or required records” noted in #2 and #4. ASBA does not believe this means schools are required to admit students currently under expulsion from their previous school. See policies 4.4 and 4.5.

Legal References: A.C.A. § 6-18-201 (c)

A.C.A. § 6-18-208

A.C.A. § 6-18-702

A.C.A. § 6-15-504 (f)

## REQUIREMENTS FOR RESIDENCE

### Definitions:

**“Reside”** means to be physically present and to maintain a permanent place of abode for an average of no fewer than four (4) calendar days and nights per week for a primary purpose other than school attendance.

**“Resident”** means a student whose parents, legal guardians, persons having legal, lawful control of the student under order of a court, or persons standing in loco parentis reside in the school district.

**“Residential address”** means the physical location where the student’s parents, legal guardians, persons having legal, lawful control of the student under order of a court, or persons standing in loco parentis reside. A student may use the residential address of a legal guardian, person having legal, lawful control of the student under order of a court, or person standing in loco parentis only if the student resides at the same residential address and if the guardianship or other legal authority is not granted solely for educational needs or school attendance purposes.

The schools of the District shall be open and free through the completion of the secondary program to all persons between the ages of five (5) and twenty-one (21) years whose parents, legal guardians, or other persons having lawful control of the person under an order of a court reside within the District and to all persons between those ages who have been legally transferred to the District for educational purposes.

Any person eighteen (18) years of age or older may establish a residence separate and apart from his or her parents or guardians for school attendance purposes.

In order for a person under the age of eighteen (18) years to establish a residence for the purpose of attending the District’s schools separate and apart from his or her parents, guardians, or other persons having lawful control of him or her under an order of a court, the person must actually reside in the District for a primary purpose other than that of school attendance. (See Note 1)

The children or wards of any person who is at least a half-time employee of this district but reside in another district are eligible to enroll in District schools.

Parents or legal guardians of new students (students not previously enrolled in the District) must, upon request from the school administration, show proof of the following:

1. Legal residence in the District
2. Proof of personal property assessment at legal residence of the District and/or
3. Certification from the County Clerk as a registered voter in the District, if a registered voter. No child will be permitted to remain in the District whose parents or legal guardian is found to be a registered voter in another School District except children covered otherwise.
4. Utilities/rent receipts or proof of purchase of dwellings.

Children of families maintaining a second residence in the School District for purpose of school attendance,(as determined by school officials) will not be permitted to enroll in or attend the schools. Note: Act 1255 of 2005 gives the Department of Human Services the authority to require a school district to waive the residency requirement for foster children unless a court determines it is not in the child’s best interest for the child to remain in his/her current school. The Act further provides that districts are “encouraged to work out a plan for transportation for the child to remain in the child’s current school.”

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

Foster Children in Mayflower School District will be entitled to the same opportunities to meet the academic achievement standards to which all children are held. They shall be assisted by a district appointed liaison, so that they are able to remain in their schools of current enrollment whenever possible, placed in the least restrictive educational placement, and shall have the same access to academic resources, services, and extracurricular enrichment activities as all other children. The district will recognize the rights of a foster parent to make education decisions for a foster child pursuant to the Individuals with Disabilities Education Act, if the foster parent is qualified. ACT 1255 of 2005 .

## **REQUIREMENTS FOR STUDENT TRANSFERS**

The Mayflower School District shall review and accept or reject requests for transfers, both into and out of the district, on a case by case basis.

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

Any student transferring from a school accredited by the Department of Education to a school in this district shall be placed into the same grade the student would have been in had the student remained at the former school.

Any student transferring from home school or a school that is not accredited by the Department of Education to a District school shall be evaluated by District staff to determine the student's appropriate grade placement.

The Board of Education reserves the right, after a hearing before the Board, not to allow any person who has been expelled from another district to enroll as a student until the time of the person's expulsion has expired.

The responsibility for transportation of any nonresident student admitted to a school in this District shall be borne by the student or the student's parents. The District and the resident district may enter into a written agreement with the student or student's parents to provide transportation to or from the District, or both.

All petitions for student transfers shall be presented to the Superintendent for consideration a minimum of four days prior to the next regularly scheduled school board meeting for consideration by the Mayflower School Board.

Note: Consult A.C.A. § 6-18-317 for restrictions on transfers where either the resident or the receiving district is under or has ever been under desegregation related court order.

Legal References: A.C.A. § 6-18-316

A.C.A. § 6-18-510

A.C.A. § 6-15-504 (f) State Board of Education Standards of Accreditation 12.05

## **SCHOOL CHOICE**

The Superintendent will consider all applications for School Choice postmarked no later than the July 1 preceding the fall semester the applicant would begin school in the District. The Superintendent shall notify the parent or guardian and the student's resident district, in writing, of the decision to accept or reject the application within 30 days of its receipt of the application.

The District shall advertise in appropriate print and broadcast media to inform students and parents in adjoining districts of the range of possible openings available under the School Choice program. The public pronouncements shall state the application deadline and the requirements and procedure for participation in the program. Such pronouncements shall be made in the spring, but in no case later than June 1.

When considering applications, priority will be given to applications from siblings or step siblings residing in the same residence or household of students already attending the District through school choice.

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

The Board of Directors reserves the right, after a hearing before the board, not to allow any person who is currently under expulsion from another district to enroll in a District school. Students admitted under this policy shall be entitled to continued enrollment until they graduate or are no longer eligible for enrollment in the District's School.

#### **Acceptance or Denial of Request for Choice.**

1. Acceptance - The Superintendent will accept petitions for school choice on a first come basis if all conditions of the choice law are met and if the enrollment of the choice student does not put the district in the position of adding resources should additional resident students enroll.
2. Denial -
  - A. The Superintendent will deny choice applications when that applicant would fill the last available slot in any section or grade on any campus in the District as established by standards. (Example: the Superintendent would deny an application to a kindergarten student if all sections of kindergarten in the District already contained 19 students or if the student became the 20<sup>th</sup> student in any section.)
  - B. Choice applications are to the District, therefore, the Superintendent will deny choice when the applicant declines attendance at the campus where space is available.

Applications for choice that go beyond this policy must be approved by the Board with the Board being appraised of the cost of the additional resources that may be required. Any student admitted to this District under the provisions of this policy who chooses to return to his/her resident District during the school year voids the transfer and must reapply for a school choice admission if desiring to return to this District in the future.

Legal References: A.C.A. § 6-18-206

A.C.A. § 6-18-510

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### **SCHOOL DAY**

- School begins at 7:50 and classes are dismissed at 3:10.
- **Students should not arrive at school earlier than 7:30 a.m. due to lack of supervision.**
- Students arriving before 7:45 will be required to wait in the cafeteria.
- Students are allowed to go to their classrooms at 7:45 a.m.
- The building will be quiet and ready for work at 7:50 a.m.
- If a student is to go home any way other than his/her usual way, a note or phone call from the parent or legal guardian must be received by the teacher or office no later than 2:30 p.m., or the STUDENT WILL BE SENT HOME HIS/HER REGULAR WAY.
- All visitors must sign in through the office and receive a pass before continuing through the building.

All of the above are for the safety and better education of your child. Please support us in these areas.

### **SCHOOL, HOME, AND COMMUNITY RELATIONS**

#### **VISITORS TO THE SCHOOLS**

Parents, grandparents, legal guardians, business, and community members are welcome and encouraged to visit District schools. To minimize the potential for disruption of the learning environment, visitors, for a purpose other than to attend an activity open to the general public, are required to first report to the school's main office. No one shall be exempt from this requirement.

Parents and legal guardians are encouraged to participate in regularly scheduled visitation events such as school open houses and parent/teacher conferences. Additional conferences are best when scheduled in advance. Conferences shall be scheduled at a time and place to accommodate those participating in the conference. Visits to individual classrooms during class time are permitted on a limited basis with the Principal's prior approval and the teacher's knowledge.

The District has the right to ask disruptive visitors to leave its school campuses. Principals are authorized to seek the assistance of law enforcement officers in removing any disruptive visitors who refuse to leave voluntarily.

## **FUND RAISING**

All fund raising activities held in the District or in the name of the District must be pre-approved in writing by the Superintendent and affected school Principal. Approval will be predicated on the potential for return relative to the time and energy to be invested in the fund raising. Fund raising that conflicts excessively with and/or detracts from student or teacher instructional time in either the planning or the execution of the activity will not be approved.

Neither an individual school nor the District shall be liable for any contract between clubs or organizations and third parties.

Student participation in any fund raising activity shall:

1. Be voluntary. Students who choose not to participate shall not forfeit any school privileges. It shall not be considered discriminatory to reward those who participate; and
2. Not influence or affect the student's grade.

## **COMPLAINTS**

It is a goal of the Board and the District to be responsive to the community it serves and to continuously improve the educational program offered in its schools. The Board or the District welcomes constructive criticism when it is offered with the intent of improving the quality of the system's educational program or the delivery of the District's services.

The Board formulates and adopts policies to achieve the District's vision and elects a Superintendent to implement its policies. The administrative functions of the District are delegated to the Superintendent who is responsible for the effective administration and supervision of the District. Individuals with complaints concerning personnel, curriculum, discipline, (including specific discipline policies), coaching, or the day to day management of the schools need to address those complaints according to the following sequence:

1. Teacher, coach, or other staff member against whom the complaint is directed
2. Principal
3. Superintendent

Other than in the few instances where statutorily allowed or required, student discipline and personnel matters may not be discussed in Board meetings. Individuals with complaints regarding such matters need to follow the sequence outlined above.

Unless authorized by the Board as a whole for a specific purpose, no individual Board member has any authority when acting alone. District constituents are reminded that the Board serves as jury in matters regarding student suspensions initiated by the Superintendent, expulsions, and personnel discipline.

## **DISTRIBUTION OF PRINTED MATERIALS**

The District shall devise and maintain a system for distributing District communications and other printed materials between the Administration and the schools. Use of the system by employees or employee organizations shall be with prior approval of the

Superintendent or his/her designee. Distribution of printed materials, flyers, photographs, or other visual or auditory materials not originating within District schools to students or staff shall have prior approval of the Superintendent or his/her designee.

## **SEARCH, SEIZURE, AND INTERROGATIONS**

The District respects the rights of its students against arbitrary intrusion of their person and property. At the same time, it is the responsibility of school officials to protect the health, safety, and welfare of all students enrolled in the District in order to promote an environment conducive to student learning. The Superintendent, Principals, and their designees have the right to inspect and search school property and equipment. They may also search students and their personal property in which the student has a reasonable expectation of privacy, when there is reasonable suspicion to believe such student or property contains illegal items or other items in violation of Board policy or dangerous to the school community. School authorities may seize evidence found in the search and disciplinary action may be taken. Evidence found which appears to be in violation of the law shall be reported to the appropriate authority.

School property shall include, but not be limited to, lockers, desks, and parking lots, as well as personal effects left there by students. When possible, prior notice will be given and the student will be allowed to be present along with an adult witness. However, searches may be done at any time with or without notice or the student's consent. A personal search must not be excessively intrusive in light of the age and sex of the student and the nature of the infraction.

The Superintendent, Principals, and their designees may request the assistance of law enforcement officials to help conduct searches. Such searches may include the use of specially trained dogs.

A school official of the same sex shall conduct personal searches with an adult witness of the same sex present.

State Law requires that Department of Human Services employees local law enforcement or agents of the Crimes Against Children Division of the Department of Arkansas State Police, may interview students without a court order for the purpose of investigating suspected child abuse. In instances where the interviewers deem it necessary, they may exercise a "72-hour hold" without first obtaining a court order. Other questioning of students by non-school personnel shall be granted only with a court order directing such questioning, with permission of the parents of a student (or the student if above eighteen [18] years of age), or in response to a subpoena or arrest warrant.

If the District makes a report to any law enforcement agency concerning student misconduct or if access to a student is granted to a law enforcement agency due to a court order, the Principal or the Principal's designee shall make a good faith effort to contact the student's parent, legal guardian, or other person having lawful control by court order, or person acting in loco parentis on student enrollment forms.

In instances other than those related to cases of suspected child abuse, Principals must release a student to either a police officer who presents a subpoena for the student, or a warrant for arrest, or to an agent of state social services or an agent of a court with jurisdiction over a child with a court order signed by a judge. Upon release of the student, the Principal or designee shall give the student's parent, legal guardian, or other person having lawful control by court order, or person acting in loco parentis notice that the student has been taken into custody by law enforcement personnel or a state's social services agency. If the Principal or designee is unable to reach the parent, he or she shall make a reasonable, good faith effort to get a message to the parent to call the Principal or designee, and leave both a day and an after hours telephone number.

Legal Reference: A.C.A. § 6-18-513

A.C.A. § 12-12-509, 510, and 516 A.C.A § 9-13-104

## **SEXUAL HARASSMENT**

The Mayflower School District is committed to having an academic environment in which all students are treated with respect and dignity. Student achievement is best attained in an atmosphere of equal educational opportunity that is free of discrimination.

Sexual harassment is a form of discrimination that undermines the integrity of the educational environment and will not be tolerated.

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

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

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

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

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

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

Students who believe they have been subjected to sexual harassment, or parents of a student who believes their child has been subjected to sexual harassment, are encouraged to file a complaint by contacting a counselor, teacher, Title IX coordinator, or administrator who will assist them in the complaint process. Under no circumstances shall a student be required to first report allegations of sexual harassment to a school contact person if that person is the individual who is accused of the harassment.

To the extent possible, complaints will be treated in a confidential manner. Limited disclosure may be necessary in order to complete a thorough investigation. Students who file a complaint of sexual harassment will not be subject to retaliation or reprisal in any form.

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

Individuals who withhold information, purposely provide inaccurate facts, or otherwise hinder an investigation of sexual harassment shall be subject to disciplinary action up to and including expulsion.

Legal References: Title IX of the Education Amendments of 1972, 20 USC 1681, et seq. A.C.A. § 6-15-1005 (b) (1)

**Consequence for Sexual Harassment:**

1. Minimum—Reprimand by Principal
2. Maximum—Expulsion

**SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS  
FOR THE CLASS OF 2010 AND CLASSES THEREAFTER**

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 an Informed Consent Form to not participate. 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. The signed Informed Consent Form shall be attached to the student's permanent transcript. Informed Consent Forms are required to be signed prior to registering for seventh grade classes, or if enrolling in the District for seventh through twelfth grade classes. 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 in grades nine through twelve (9-12) to be eligible for high school graduation are to be earned from the following categories. A minimum of 22.5 units are required for graduation for student participating in either the Smart Core or Core curriculum. There are some distinctions made between Smart Core units and Graduation units. Not all units earned toward graduation necessarily apply to Smart Core requirements.

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

English: four (4) units (years) – one in grades 9, 10, 11, and 12

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

Mathematics: four (4) units (years) (all students under Smart Core must take a mathematics course in grade 11 or 12)

- Algebra I or Algebra I-A & I-B\* which may be taken in grades 7-8 or 8-9
- Geometry or Investigating Geometry or Geometry A & B\*  
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 (years) with lab experience chosen from

- Physical Science
- Biology
- Chemistry
- Physics
- Environmental Science
- AP Biology
- Botany/Zoology

Social Studies: three and a half (3.5) units (years)

- Civics or American Government
- World History
- American History
- AP American History
- AP European History
- Economics

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

(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 (1/2 year)

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

**CAREER FOCUS: - six (6) units** – at least two of the Career Focus units must be of the same foreign language.

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) unit to graduate.

**CORE: Sixteen (16) units**

English: four (4) units (years) – one in grades 9, 10, 11, and 12

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

Mathematics: four (4) units (years)

- 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 (years)

- At least one (1) unit of biology
- One (1) unit of a physical science

Social Studies: three (3) units (years)

- 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 (1/2 year)

(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 (1/2 year)

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

**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.

(Technically, foreign language is not required under Smart Core, but it is required for eligibility for the Challenge Scholarship as well as being necessary for admission to many colleges. It is included in this policy under the Career Focus for those reasons.)

Students must an accumulative GPA of 2.0 to earn a diploma from Mayflower High School.

In addition to the school requirements, a student must attain GPA of 2.75 in order to receive the Arkansas Department of Education seal.

Cross Reference: Policy 5.16—GRADUATION REQUIREMENTS

Legal References: Standards of Accreditation 9.03 – 9.03.1.9, 14.03.1 – 14.03.3

ADE Guidelines for the Development of Smart Core Curriculum Policy

Smart Core Informed Consent Form

## **SOLICITATIONS - STUDENTS**

1. Outside organizations shall not be permitted to solicit, advertise, or sell goods or services through the schools of the District unless authorized by the Superintendent.
2. Participation in any fund raising or charity drive sponsored by the school or outside agency shall be entirely voluntary as far as each student is concerned. There shall be no cause for embarrassment to those who do not or cannot participate or contribute.
3. All fund raising and charity drives sponsored by a school must receive the approval of the Principal and the Superintendent. No approval will be given for such activities during the regular school day.

The following policies are applicable:

### **SOLICITATION-Prohibited**

1. Commercial solicitation of school employees or pupils during school hours by agents, solicitors or salesmen is prohibited. However, individual teachers may confer with them on business at times when they are not engaged in school duties, provided they have the approval of their Principals.
2. No employee of the school District is permitted to use his position in soliciting children or parents in projects which involve the expenditure of money for goods, services, summer camp attendance and the like.

### **ACTIVITIES REQUIRING WRITTEN APPROVAL BY THE SUPERINTENDENT OF SCHOOLS**

1. Taking pictures of school buildings or pupils for commercial purposes.
2. Soliciting for any purpose, which includes exhibiting and selling of any book, paper, map, globe, or other article.
3. Receiving contributions in any school building or on the school premises.

### **ADVERTISING IN THE SCHOOLS**

1. Commercial advertising, as such, shall in no way be allowed in the schools.
2. Lists of names and addresses of teachers, pupils and/or parents shall not be given to any commercial firms for advertising purposes except by direction from the Superintendent of Schools.

### **DISTRIBUTION OF MATERIALS AND LITERATURE THROUGH SCHOOLS**

1. Materials submitted by outside agencies are not to be distributed to the pupils or sent to the homes unless authorization of such distribution has come from the Superintendent.

### **EDUCATIONAL/CULTURAL OCCASIONS**

1. For occasions of an educational or cultural nature, with the approval of the Superintendent, it is the practice to extend cooperation of schools in the following ways:
  - A. To allow advertising posters of a size suitable for school bulletin boards to be placed in schools.
  - B. To allow announcements about the occasion to be made at an appropriate time to students during the school hours.

To allow Principals to excuse early from school a student whose school grades are satisfactory, who has a ticket, and who presents written permission or request by his parents, to attend such an educational affair.

## **SOLUTIONS TO ELIMINATE PROBLEM SITUATIONS (S.T.E.P.S.)**

**S.T.E.P.S.** refers to the Mayflower School District’s approach to resolving situations which occasionally cause Parents, Teachers and Students concern. Resolving these situations quickly to the satisfaction of all parties is beneficial to the educational program of the District.

1. **CONTACT THE APPROPRIATE STAFF MEMBER:** Talk directly with the teacher, coach, bus driver, etc. Most concerns can be resolved in this way.
2. **CONTACT THE CAMPUS PRINCIPAL:** The Principal can clarify, explain, and resolve most matters relating to campus operations.
3. **CONTACT THE APPROPRIATE CENTRAL ADMINISTRATION:** This step should be taken only after steps one and two have not resolved the concern.
4. **CONTACT THE SCHOOL BOARD:** After taking steps one through three above, a request in writing for a school board hearing is next. This written request is made through the Superintendent.

## **STUDENT PUBLICATIONS AND THE DISTRIBUTION OF LITERATURE**

### **STUDENT PUBLICATIONS**

All publications that are supported financially by the school or by use of school facilities, or are produced in conjunction with a class shall be considered school-sponsored publications. School publications do not provide a forum for public expression. Such publications, as well as the content of student expression in school-sponsored activities, shall be subject to the editorial control of the District’s administration whose actions shall be reasonably related to legitimate pedagogical concerns and adhere to the following limitations.

1. Advertising may be accepted for publications that does not condone or promote products that are inappropriate for the age and maturity of the audience or that endorse such things as tobacco, alcohol, or drugs.
2. Publications may be regulated to prohibit writings which are, in the opinion of the appropriate teacher and/or administrator, ungrammatical, poorly written, inadequately researched, biased or prejudiced, vulgar or profane, or unsuitable for immature audiences.
3. Publications may be regulated to refuse to publish material which might reasonably be perceived to advocate drug or alcohol use, irresponsible sex, or conduct otherwise inconsistent with the shared values of a civilized social order, or to associate the school with any position other than neutrality on matters of political controversy.
4. Prohibited publications include:
  - A. Those that are obscene as to minors;
  - B. Those that are libelous or slanderous, including material containing defamatory falsehoods about public figures or governmental officials, which are made with knowledge of their falsity or reckless disregard of the truth;
  - C. Those that constitute an unwarranted invasion of privacy as defined by state law,
  - D. Publications that suggest or urge the commission of unlawful acts on the school premises;
  - E. Publications which suggest or urge the violation of lawful school regulations;
  - F. Hate literature that scurrilously attacks ethnic, religious, or racial groups.

### **Student Publications on School Web Pages**

Student publications that are displayed on school web pages shall follow the same guidelines as listed above plus they shall:

1. Not contain any non-educational advertisements. Additionally, student web publications shall;
2. Not contain any personally identifying information, as defined by “Directory Information” in Policy 4.13 (Privacy of Student Records), without the written permission of the parent of the student or the student if over eighteen (18);
3. State that the views expressed are not necessarily those of the School Board or the employees of the District.

### **Student Distribution of Nonschool Literature, Publications, and Materials**

A student or group of students who distribute ten (10) or fewer copies of the same nonschool literature, publications, or materials (hereinafter “nonschool materials”), shall do so in a time, place, and manner that does not cause a substantial disruption of the

orderly education environment. A student or group of students wishing to distribute more than ten (10) copies of nonschool materials shall have school authorities review their nonschool materials at least three (3) school days in advance of their desired time of dissemination. The Superintendent or his designee shall review nonschool publications prior to their distribution and will bar from distribution those nonschool materials that are obscene, libelous, pervasively indecent, or advertise unlawful products or services. Material may also be barred if there is evidence that reasonably supports a forecast that a substantial disruption of the orderly operation of the school or educational environment will likely result from the disruption. Concerns related to any denial of distribution by the Principal shall be heard by the Superintendent, whose decision shall be final.

### **Distribution of Literature**

The school Principal or designee shall establish reasonable regulations governing the time, place, and manner of student distribution of nonschool materials. The regulations shall:

5. Be narrowly drawn to promote orderly administration of school activities by preventing disruption and may not be designed to stifle
6. expression;
7. Be uniformly applied to all forms of literature;
8. Allow no interference with classes or school activities;
9. Specify times, places, and manner where distribution may and may not occur; and
10. Not inhibit a person's right to accept or reject any literature distributed in accordance with the regulations.
11. Students shall be responsible for the removal of excess literature that is left at the distribution point for more than three days.

The Superintendent, along with the student publications advisors, shall develop administrative regulations for the implementation of this policy. The regulations shall include definitions of terms and timelines for the review of materials.

Legal References: A.C.A. § 6-18-1202, 1203, & 1204  
Tinker v. Des Moines ISD, 393 U.S. 503 (1969)  
Bethel School District No. 403 v. Fraser, 478 U.S. 675 (1986)  
Hazelwood School District v. Kuhlmeier, 484 U.S. 260 (1988)

## **SURVEYS/STUDENT PARTICIPATION**

**Section One:** No student shall be required to submit to a survey, analysis, or evaluation which is administered or distributed by a school, and is funded in whole or in part by any program administered by the U.S. Department of Education without the prior written consent of the parent/guardian that reveals information concerning the following:

1. political affiliations;
2. mental and psychological problems potentially embarrassing to the student or his family;
3. sex behavior and attitudes;
4. illegal, anti-social, self-incriminating, and demeaning behavior;
5. critical appraisals of other individuals with whom respondents have close family relationships;
6. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. religious practices, affiliations, or beliefs of the student or student's parent; or
8. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

**Section Two:** No surveys shall be administered without the prior approval of the school Principal. Any survey created by a third party, or funded, in whole or in part, as part of any US Department of Education administered program, containing one or more of the eight categories listed above shall be available to be inspected by a student's parent/guardian before the survey is administered or distributed by a school to a student. Parents/guardians shall have the right to deny permission for their child to participate in the taking of the survey. The school shall not penalize students whose parents/guardians exercise this option. The school shall take

reasonable precautions to protect students' privacy during their participation in the administration of any survey, analysis, or evaluation containing one or more of the eight categories listed above.

**Section Three:** Parents or guardians wishing to inspect a survey, analysis, or evaluation shall be able to do so in the administrative office of the administering school where the surveys shall be available for inspection for a period of ten (10) days (regular school days when school is in session) after the notice of intent to administer the survey is sent. Included in the notice shall be information regarding how the survey or questionnaire will be administered; how it will be utilized; and the person's entities that will have access to the results of the completed survey or questionnaire. Parents may refuse to allow their students to participate before or after receiving the survey or questionnaire.

The requirements of section one, two, and three of this policy do not apply to a survey administered to a student in accordance with the Individuals with Disabilities Education Act (IDEA).

**Section Four:** Prior written parental permission is required before any survey or questionnaire (not including tests mandated by state or Federal law or regulation and standardized scholastic achievement tests) is administered to a student the responses to which are to be provided to a person or entity other than another public school, school District, or any branch of the Federal Government and which requests or requires a student to provide any of the eight (8) categories of information listed above and/or the following:

1. A student's name;
2. The name of the student's parent or member of the student's family;
3. The address, telephone number, or email address of a student or a member of a student's family;
4. A personal identification number, such as a social security number, driver's license number, or student identification number of a student or a member of the student's family;
5. Any information, the disclosure of which is regulated, or prohibited by any other state or federal law or regulation.

The rights provided to parents under this policy transfer to the student when he/she turns 18 years old.

Note: This policy is to be developed in conjunction with parents. Parents must be "directly" notified of this policy, at least annually at the beginning of the school year, and within a reasonable period of time after any substantive change in the policy and include in the notice the specific or approximate dates (to the extent known) during the school year when these activities are scheduled. "Directly notified" in regard to this policy means by mail or email; inclusion in the student handbook does not meet the laws requirements.

Legal Reference: 20 USC § 1232h (a), (b), (c) [NCLB Act of 2001, Part F, Section 1061 (c)

(1)(A)(i)(ii)(B), (2)(A)(i)(ii)(B)(C)(ii), (5)(A)(ii)(B), (6)(C)(F)(G)] ACA § 6-18-1301 et seq

## **SUSPENSION/EXPULSION FROM SCHOOL**

### **SUSPENSION**

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

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

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

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

2. If the student denies the charges, he/she shall be given an explanation of the evidence against him/her and be allowed to present his/her version of the facts;
3. If the Principal finds the student guilty of the misconduct, he/she may be suspended.

When possible, notice of the suspension, its duration, and any stipulations for the student's readmittance to class will be given to the parent(s), legal guardian(s), or to the student if age 18 or older prior to the suspension. Such notice shall be handed to the parent(s), legal guardian(s), or to the student if age 18 or older or mailed to the last address reflected in the records of the school District.

Generally, notice and hearing should precede the student's removal from school, but if prior notice and hearing are not feasible, as where the student's presence endangers persons or property or threatens disruption of the academic process, thus justifying immediate removal from school, the necessary notice and hearing should follow as soon as possible.

It is the parents' or legal guardians' responsibility to provide current contact information to the District which the school shall use to immediately notify the parent or legal guardian upon the suspension of a student. The notification shall be by one of the following means, listed in order of priority:

- A primary call number (The contact may be by voice, voice mail, or text message.)
- An email address
- A regular first class letter to the last known mailing address

The District shall keep a log of contacts attempted and made to the parent or legal guardian.

Out-of-school suspensions shall be treated as unexcused absences and during the period of suspension students shall not be permitted on campus except to attend a student/parent/administrator conference.

In-school suspension shall be treated as if the student was present at school. The student shall not attend any school-sponsored activities during the imposed suspension nor shall the student participate in any school-sponsored activities.

Suspensions initiated by the Principal or his/her designee may be appealed to the Superintendent, but not to the Board.

Suspensions initiated by the Superintendent may be appealed to the Board.

Legal References: A.C.A. § 6-18-507  
Goss v Lopez , 419 U.S. 565 (1975)

## **EXPULSION**

The Board of Education may expel a student for a period longer than ten (10) school days for violation of the District's written discipline policies. The Superintendent may make a recommendation of expulsion to the Board of Education for student conduct deemed to be of such gravity that suspension would be inappropriate, or where the student's continued attendance at school would disrupt the orderly learning environment or would pose an unreasonable danger to the welfare of other students or staff.

The Superintendent or his/her designee shall give written notice to the parents or legal guardians (mailed to the address reflected on the District's records) that he/she will recommend to the Board of Education that the student be expelled for the specified length of time and state the reasons for the recommendation to expel. The notice shall give the date, hour, and place where the Board of Education will consider and dispose of the recommendation.

The hearing shall be conducted not later than ten (10) school days following the date of the notice, except that representatives of the Board and student may agree in writing to a date not conforming to this limitation.

The President of the Board, Hearing Officer, or other designated Board member shall preside at the hearing. The student may choose to be represented by legal counsel. The hearing shall be conducted in open session of the Board unless the parent, or

student if age 18 or older, requests that the hearing be conducted in executive session. Any action taken by the Board shall be in open session.

During the hearing, the Superintendent will present evidence, including the calling of witnesses that gave rise to the recommendation of expulsion. The student, or his/her representative, may then present evidence including statements from persons with personal knowledge of the events or circumstances relevant to the charges against the student. Formal cross-examination will not be permitted. However, any member of the Board, the Superintendent, or designee, the student, or his/her representative may question anyone making a statement and/or the student. The presiding officer shall decide questions concerning the appropriateness or relevance of any questions asked during the hearing.

The Superintendent shall recommend the expulsion of any student for a period of not less than one (1) year for possession of any firearm or other weapon prohibited on school campus by law. The Superintendent shall, however, have the discretion to modify the expulsion recommendation for a student on a case-by-case basis. Parents or legal guardians of a student enrolling from another school after the expiration of an expulsion period for a weapons policy violation shall be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a weapon on school property. The parents or legal guardians shall sign a statement acknowledging that they have read and understand said laws prior to the student being enrolled in school.

The Superintendent and the Board of Education shall complete the expulsion process of any student that was initiated because the student possessed a firearm or other prohibited weapon on school property regardless of the enrollment status of the student.

Legal Reference: A.C.A. § 6-18-507

## **TEXTBOOK SELECTION AND ADOPTION**

1. The selection of basal textbooks and supplementary instructional materials on the free textbook list shall be based on Arkansas Department of Education guidelines as established by state law and on procedures established by the School Administration. Final approval of textbooks shall be made by the Superintendent of Schools.
2. All textbooks used by pupils are the property of the Mayflower School District, and their use is under the strict supervision of the Principal and the teacher.
3. A local selection or adoption committee shall be appointed to make textbook selections. The committee shall work with the staff and individual teachers in making their recommendations to the Director of Curriculum, Instruction and Assessment. The Director of Curriculum, Instruction and Assessment shall make recommendations to the Superintendent of Schools as to the textbooks to be adopted.
4. Teachers shall keep records of all textbooks issued to pupils.
5. When school-owned books are damaged or destroyed, the person responsible for the damage or destruction must pay for the cost of repair or replacement. When charges are not paid, the student will not be permitted to participate in field trips, extra-curricular activities, or receive hard copy of report card.

## **TOBACCO AND TOBACCO PRODUCTS**

Tobacco is, and has been for many years recognized as the foremost preventable cause of premature death in the United States. Tobacco use also adversely affects student and staff attendance and performance. The District shall strive to eliminate tobacco use anywhere on District property in an effort to promote the general welfare and safety of individuals who study, work, and/or visit District facilities. Additionally, the District will help students, staff, and their families in their efforts to stop using tobacco products. For the purposes of this policy, tobacco is defined to include tobacco or tobacco products in any form including, but not limited to, cigarettes, cigars, chewing tobacco, and snuff.

### **Tobacco Policy to be Strictly Enforced**

Due to the serious health risks associated with tobacco, all aspects of this policy shall be strictly enforced.

### **Tobacco Use Prohibited**

Smoking or the use of tobacco or tobacco products by any individual in or on any property owned or leased by the District, including school buses or any other school vehicle is prohibited. This prohibition extends to anyone attending school sponsored events on campus and to students and staff attending school sponsored events off campus. The school Principal and his/her designee(s) shall be responsible for enforcing this policy.

### **Tobacco Advertising Prohibited**

This District, any school sponsored organizations, and any organization(s) choosing to use District facilities shall not advertise tobacco products in any manner in school buildings, in or on school vehicles, or in school publications or publications allowed to be distributed on school property or at school functions whether on or off school property.

Additional forms of advertising which are forbidden are promotional sponsorships and giveaways entered into in conjunction with the tobacco industry, tobacco-related gear or paraphernalia, and clothing promoting tobacco property. No student may wear clothing which promotes tobacco or tobacco products.

### **Promotion of Policy**

The Superintendent or his/her designee shall notify students, families, visitors, and District staff and contractors of this policy. Such notification shall be through student handbooks, newsletters, newspaper articles, and District postings as well as at PTA meetings and sports events. The District shall influence community opinion against tobacco use by utilizing local media. It is important that in communications concerning this policy, the District stress that policy will be strictly enforced.

### **Tobacco Prevention Education**

To help promote a tobacco free workplace and lifestyle for students and employees, the District shall establish a tobacco awareness program. Students and employees shall be informed of the addictive nature of tobacco and its hazards to the health of both the user and those individuals in the vicinity of the user.

Employees shall be informed of the dangers of tobacco at staff meetings (with the possible exception of those individuals responsible for teaching health education, this does not count towards professional development,) and be given sufficient information to be fully aware of the consequences of tobacco use.

Students shall be presented with tobacco prevention education in all grades at a level appropriate to their grade. The tobacco education program shall be integrated into the general health education program and be designed to:

- instruct about immediate and long-term undesirable physiologic, cosmetic and social consequences of tobacco use;
- decrease the social acceptability of tobacco use;
- address reasons why young people smoke;
- teach how to recognize and refute advertising and other social influences that promote tobacco use;
- develop students' skills for resisting social influences that promote tobacco use; and
- develop necessary assertiveness, communication, goal-setting, and problem-solving skills that may enable students to avoid tobacco use and other health-risk behaviors.

### **Tobacco Cessation Programs**

The District shall inform students, staff and family members about tobacco cessation programs available within the community and surrounding areas and provide information regarding how to contact such programs. School counselors and community agencies are encouraged to establish voluntary tobacco cessation programs at their schools.

### **Tobacco Policy Update and Review**

This policy shall be subject to periodic and formal review by the District board of directors in consultation with students, staff, and community members.

### **Violations**

Visitors found using tobacco products shall be informed of this policy and asked to cease their use of such products. Visitors who refuse shall be asked to leave the school campus or activity. Principals are authorized to seek the assistance of law enforcement officers in removing visitors who refuse to leave voluntarily.

Students who use tobacco in violation of this policy shall be subject to the following consequences: An oral reprimand, In-School-Suspension with an ultimate consequence for repeated violations, despite warnings, of expulsion.

Staff members who use tobacco in violation of this policy shall be subject to the following consequences: An oral reprimand, followed by a written reprimand, with an ultimate consequence for repeated violation, despite warnings, of termination or non-renewal of the employee's contract of employment.

Legal Reference: A.C.A. § 6-21-609

**Consequences of students with Tobacco Products or Using at School:**

1. Conference/warning and parent contact
2. Corporal punishment and parent contact
3. suspension

**TRANSPORTATION ELIGIBILITY/CONDUCT TO AND FROM SCHOOL**

Due to the high number of students riding the District's buses, prior approval by the Principal and Transportation Director must be made before allowing students to ride home with other students on other buses. This is to ensure the safe travel and not exceeding bus capacity for all students. We will drop students off only at their designated stops. In case of emergencies, parents will need to contact the Principal's office.

Students are subject to the same rules of conduct while traveling to and from school as they are while on school grounds. Appropriate disciplinary actions may be taken against commuting students who violate student code of conduct rules.

The preceding paragraph also applies to student conduct while on school buses. Students shall be instructed in safe riding practices. The driver of a school bus shall not operate the school bus until every passenger is seated. Disciplinary measures for problems related to bus behavior shall include suspension or expulsion from school, or suspending or terminating the student's bus transportation privileges. Transporting students to and from school who have lost their bus transportation privileges shall become the responsibility of the student's parent or legal guardian.

**Rules of Conduct on the School Bus:**

It should be regarded as a privilege to ride a school bus. Be at the bus stop before the bus is scheduled to arrive.

The District endeavors to see that students do not have to cross the road to enter the bus, however, when this is not possible, students should follow these guidelines:

1. Wait on the proper side of the road, even if you must cross the street or road to enter the bus.
2. Before crossing a street to enter the bus, wait until the bus has come to a complete stop and the driver has given you directions. Never PUSH or SHOVE while standing in line or loading.
3. Stand back at least ten (10) feet from the bus stop and do not approach the bus until it has come to a complete stop and the door is open.
4. Respect the property rights of others while waiting for the bus. Don't litter or make unnecessary noise. Don't gather under carpports, on porches or on lawns without permission.

**ENTERING AND LEAVING THE BUS**

Enter and leave the bus quickly and in an orderly manner. Do not enter or leave the bus by the back door except in the case of an emergency or unless directed to do so by the driver. If you must cross the street after leaving the bus in the afternoon, go to a point on the shoulder of the street ten (10) feet in front of the bus and wait until the driver has signaled for you to cross. If you drop any object (book, paper, pencil) while leaving the bus, do NOT attempt to pick it up until the bus has left the stop and the street is clear of other vehicles.

## **SCHOOL BUS RULES**

1. Follow directions the first time they are given.
2. Remain properly seated at all times - keep all parts of your body and all objects inside the bus.
3. Keep hands, feet, and objects to yourself.
4. Do not yell, swear, use rude gestures, or tease anyone on the bus.
5. Do not litter, write on, or damage the bus in any way.
6. No eating or drinking.
7. No tobacco products. (Prohibited by Arkansas Statutes, Act 728 of 1977)
8. No knives, firearms, sharp objects, clubs, or animals are allowed on the bus.
9. Cell phones are not allowed to be used on the bus.
10. Bullying will not be tolerated on the bus.

Violation of bus rules will result in disciplinary action ranging from a warning to loss of the privilege of riding a school bus. The District Transportation Director will be responsible for discipline of students who have violated the rules of conduct on the school bus.

### **Students are eligible to receive District bus transportation if they meet the following requirements:**

1. The Superintendent or his designee shall annually establish the routes and may modify them as needed.
2. Every student who resides on an established route is eligible to ride the bus to school.
3. The District will meet all federal requirements for students with disabilities.
4. Possible disciplinary measures will be taken into account when considering the student's eligibility to ride the bus.

Legal Reference: A.C.A. § 6-19-119 (b)

Ark. Division of Academic Facilities and Transportation Rules Governing Maintenance and Operations of Arkansas Public School Buses and Physical Examinations of School Bus Drivers 4.0

### **Consequences applied when a student chooses to break a bus rule include:**

1. Incidents such as loud talking, being out of seat, out windows, etc., will be subject to verbal warnings and/or corporal punishment with suspension possible.
2. Incidents such as fighting, throwing objects, disrespect to driver, etc., will result in suspension from the bus.
3. Destruction or damage to the bus will result in suspension from the bus and/or repayment for the cost of repairs.
4. In more severe incidents, the driver may call the transportation director and wait until the student is removed from the bus. The student will lose all bus privileges.

## **TRIPS**

### **FIELD TRIPS AND EXCURSIONS**

Field trips can be defined as a teaching technique involving an organized travel made primarily with an educational motive in mind.

1. Only local educational trips may be sponsored for the lower six grades or approved/cleared by the building Principal and Superintendent as a part of a unit being taught.
2. Parental consent **MUST BE OBTAINED IN WRITING** in order for the pupils to take a trip to a specific place, at a specific time, by a specific mode of travel.
3. Matters pertaining to the mode of transportation, finances and safety precautions shall be clearly understood before such a trip is undertaken.

Field trips are planned to extend learning. Learning objectives will be planned before the trip. After the field trip, activities will be used to extend the learning; therefore parents are encouraged to make other arrangements for younger siblings. Parents will be notified in advance when their child is scheduled to go on a field trip. Field trips requiring transportation from school will have a separate permission slip.

In order to promote parental involvement, parents are encouraged to attend designated field trips. We encourage parents to take an active role in assisting with all students. **STUDENTS FROM OTHER CLASSES OR OTHER CAMPUSES ARE NOT PERMITTED TO ATTEND GRADE SPECIFIC FIELD TRIPS.** Students on field trips are under the direct supervision of the classroom teacher and shall follow all instructions, stay with the group and adhere to all school rules and procedures, unless a parent has checked the student out.

Students who are transported to a school activity in vehicles furnished by the school are required to return from the activity in the school vehicle, unless approval of the building principal has been granted and the parent will then sign the student out with the teacher in charge before taking the student. Students on field trips are ambassadors of our school and must adhere to all rules and guidelines within the handbook. This includes, but is not limited to, the dress code. A student may be denied the privilege of attending field trips because of discipline, excessive unexcused tardies, and/or absences, or overdue excessive lunch charges.

### **SCHOOL SPONSORED TRIPS**

Because of the great responsibility involved in transporting and supervising the large number of students on trips, it is necessary to have definite policies to assure maximum safety and proper conduct. These policies include:

1. All students making the trip are required to travel in transportation furnished or authorized by the school.
2. Only those students authorized as members of the particular activity will be permitted to ride transportation furnished by the school. Parents may not ride the buses.
3. A form provided by the school must be completed and signed by the parent before a student is allowed to participate in a school-sponsored trip.

Students shall be permitted to return from school-sponsored events with parents upon request of the parents. The parent will sign out the student at the school event.

### **VIDEO SURVEILLANCE**

The Board has a responsibility 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. As part of fulfilling this responsibility, the Board authorizes the use of video/audio surveillance cameras in any District building, on District property, and in District buses and vehicles. Video recorder placements shall be based on the presumption and belief that students, staff, and visitors have no reasonable expectation of privacy in areas or at events that occur in plain view of other students, staff, or visitors.

Signs shall be posted on campus buildings and in District vehicles to notify students, staff, and visitors that video cameras may be in use. Parents and students shall also be notified through the student handbook that cameras may be in use in school buildings, on school grounds and in school vehicles. Students will be held responsible for any violations of school discipline rules caught by the cameras.

The District shall retain copies of video recordings for a minimum of two (2) weeks <sup>1</sup> before they are erased which may be accomplished by either deletion or copying over with a new recording.

Videos containing evidence of a violation of student conduct rules and/or state or federal law shall be retained until the issue of the misconduct has been settled. <sup>2</sup>

Students who vandalize, damage, disable, or render inoperable surveillance cameras and equipment shall be subject to appropriate disciplinary action and referral to appropriate law enforcement authorities.

Notes: While 34 CFR 99.3 exempts records of law enforcement units (which for the purposes of this policy would include SROs, 34 CFR 99.8(b) effectively negates that exemption in relation to this policy with the following language.

(2) Records of a law enforcement unit does not mean--

- (i) Records created by a law enforcement unit for a law enforcement purpose that are maintained by a component of the educational agency or institution other than the law enforcement unit; or
- (ii) Records created and maintained by a law enforcement unit exclusively for a non-law enforcement purpose, such as a disciplinary action or proceeding conducted by the educational agency or institution.

The law goes on to say that education records retain their status as such even when in the possession of a law enforcement unit and thus remain subject to the restrictions on the release of education records contained in FERPA. In short, you cannot deny access to the video recordings that may be used for student or staff disciplinary purposes by “hiding” them in your school’s law enforcement unit.

<sup>1</sup> You may select a time frame that works for your District, but you may not destroy any recordings as long as there is an outstanding request to inspect and review them (34 CFR 99.10). You must permit viewing of education records within a “reasonable” period of time, but in no case may it be longer than 45 days. (34 CFR 99.10)

<sup>2</sup> The issues involved in parental rights to viewing videos are complicated, but the Family Policy Compliance Office (FPCO) of the Family Educational and Right Act (FERPA), has recently simplified the matter. A video of, for example, a fight between two (or even several) students in which other students happen to have been incidentally included in the background of the video generates the following viewing conditions.

- a. Either or both of the students’ parents may view the video without first having to receive permission from the other student’s parent(s). None of the parents of the “incidental” students have to give their permission for the viewing of the video by the “involved” students’ parents.
- b. If a student’s parent lives beyond a reasonable distance to physically come to view the video, the District may mail the video to a “receiving” school near to the parent, where the parent may view the video and then the receiving school will mail the video back to your District. The personnel at the receiving school should not view the video, but merely arrange for the parent to view it by himself/herself.
- c. The District is not obligated to give a copy of the video to the parent or their lawyer. If, however, you choose to give the parent a video, you are obligated to go through all of the hoops that used to be the case for simple viewing of the video. Specifically, faces of the “involved” students other than that of the parent’s student must be redacted or else will have to receive written permission from the parents of the other involved students.
- d. Remember that the rights of the parents transfer to the students once the student turns 18.
- e. Once the video has been viewed by the parties requesting to view it, the law does not require you to keep the video. Common sense would suggest, however, retaining the video at least until the disciplinary process is completed.

Legal References: 20 USC 1232(g) 34 CFR 99.3, 4, 5, 7, 8, 10, 12, 31

## **VISITORS**

### **CONTACT WITH STUDENTS WHILE AT SCHOOL**

Parents wishing to visit their children during the school day shall register first with the office. If there is any question concerning the legal custody of the student, the parent shall present documentation to the Principal or his/her designee establishing the parent’s custody of the student or legal right of visitation. It shall be the responsibility of the custodial parent to make any visitation restrictions regarding the non-custodial parent known to the Principal by presenting a copy of a file-marked court order. Estranged parents may visit their child during school hours with the consent of the custodial parent.

Questioning of students by non-school personnel shall be granted only with a court order directing such questioning, with permission of the parents of a student (or the student if above eighteen [18] years of age), or in response to a subpoena or arrest warrant. If the District makes a report to any law enforcement agency concerning student misconduct or if access to a student is granted to a law enforcement agency due to a court order, the Principal or the Principal’s designee shall make a good faith effort to contact the student’s parent, legal guardian, or other person having lawful control by court order, or person acting in loco parentis on student enrollment forms.

Principals must release a student to either a police officer who presents a subpoena for the student or a warrant for arrest, or to an agent of the social services with a court order signed by a judge. Upon release of the student, the Principal or designee shall give the student’s parent, legal guardian, or other person having lawful control by court order, or person acting in loco parentis notice that the student has been taken into custody by law enforcement personnel or a social services agency. If the Principal or designee is unable to reach the parent, he or she shall make a reasonable, good faith effort to get a message to the parent to call the Principal or designee, and leave both a day and an after hours telephone number.

Legal Reference: A.C.A. § 6-18-513

## **STUDENT VISITORS**

Student visitors in the classroom can be disruptive to the educational process. Student visitation is strongly discouraged. Any visitation to the classroom shall be allowed only with the permission of the school Principal.

## **WEB SITE FOR SCHOOL DISTRICT**

The Mayflower School District shall maintain a web page to provide information about its schools, students, and activities to the community. This policy is adopted to promote continuity between the different pages on the District web site by establishing guidelines for their construction and operation.

The Mayflower School District web site shall be used for educational purposes only. It shall not create either a public or a limited public forum. Any link from any page on the District's site may only be to another educational site. The web site shall not use "cookies" to collect or retain identifying information about visitors to its web site nor shall any such information be given to "third parties." Any data collected shall be used solely for the purpose of monitoring site activity to help the District improve the usefulness of the site to its visitors.

Each school's web page shall be under the supervision of the school's Web Master and the District's web site shall be under the supervision of the District's Web Master. They shall have the responsibility for ensuring that web pages meet appropriate levels of academic standards and are in compliance with these guidelines and any additional administrative regulations. To this end the District and School Web Masters shall have the authority to review and edit any proposed changes to web pages to ensure their compliance with this policy. All such editing shall be viewpoint neutral.

District and school web pages shall also conform to the following guidelines.

1. All pages on the District's web site may contain advertising and links only to educational sources.
2. The District's home page shall contain links to existing individual school's web pages and the school home pages shall link back to the District's home page. The District's home page may also include links to educational extracurricular organization's web pages which shall also link back to the District's home page.
3. Photos along with the student's name shall only be posted on web pages after receiving written permission from the student or their parents if the student is under the age of eighteen.
4. The District's web server shall host the Mayflower District's web site.
5. No web page on the District web site may contain public message boards or chat rooms.
6. All web pages on the District web site shall be constructed to download in a reasonable length of time.
7. The District's home page shall contain a link to a privacy policy notice which must be placed in a clear and prominent place and manner.
8. With the exception of students who may retain the copyright of material they have created that is displayed on a District web page, all materials displayed on the District web site are owned by Mayflower School District.
9. Included on the District's web site shall be:
  - Minutes of regular and special meetings of the school board;
  - The budget for the ensuing year;
  - A financial breakdown of monthly expenditures of the District;
  - The salary schedule for all employees;
  - The District's yearly audit;
  - The annual statistical report of the District.

Legal References: A.C.A. § 6-13-620 (13)

20 U.S.C. § 1232 g

15 U.S.C. § 6501 (COPPA)

## **WEB SITE PRIVACY POLICY**

The Mayflower School District operates and maintains a web site for the purpose of informing the citizens of the District about its activities. The web site does not use "cookies" or ISP addresses to collect or retain personally identifying information about visitors to its web site nor is any such information given to "third parties." Any data collected is used solely for the purpose of monitoring site activity to help the District improve the usefulness of the site to its visitors.

The site serves no commercial purpose and does not collect any information from individuals for such purpose.

Photographs of students shall not be displayed on any page of the District's web site without the prior written consent of the parent (or the student if 18 or older).

The site provides for email communication between the District and individuals for the purpose of exchanging information regarding the District and its activities or between teachers and their students. The site may also provide for password protected communication between the District and its staff.

Legal References: 15 U.S.C. § 6501 (COPPA)

## **WELLNESS POLICY**

The health and physical well-being of our students directly affects their ability to learn. Childhood obesity increases the incidence of adult diseases occurring in children and adolescents such as heart disease, high blood pressure and diabetes. The increased risk carries forward into their adulthood. Research indicates that a healthy diet and regular physical activity can help prevent obesity and the diseases resulting from it. It is understood that the eating habits and exercise patterns of students cannot be magically changed overnight, but at the same time, the board of directors believes it is necessary to strive to create a culture in our schools that consistently promotes good nutrition and physical activity.

The problem of obesity and inactivity is a public health issue. The board is keenly aware that it has taken years for this problem to reach its present level and will similarly take years to correct. The responsibility for addressing the problem lies not only with the schools and the Department of Education, but with the community and its residents, organizations and agencies. Therefore, the District shall enlist the support of the larger community to find solutions which improve the health and physical activity of our students.

### **Goals**

In its efforts to improve the school nutrition environment, promote student health, and reduce childhood obesity, the District will adhere to the Arkansas Rules Governing Nutrition and Physical Activity Standards in Arkansas Public Schools. Adhering to these rules will include, but is not limited to District efforts to:

1. Appoint a District school health coordinator who shall be responsible for ensuring that each school fulfills the requirements of this policy;
2. Implement a grade appropriate nutrition education program that will develop an awareness of and appreciation for nutrition and physical activity throughout the curriculum;
3. Enforce existing physical education requirements and engage students in healthy levels of vigorous physical activity;
4. Strive to improve the quality of physical education curricula and increase the training of physical education teachers;
5. Follow the Arkansas Physical Education and Health Education Frameworks in grades K-12;
6. Not use food or beverages as rewards for academic, classroom, or sports performances;
7. Ensure that drinking water is available without charge to all students;
8. Establish class schedules, and bus routes that don't directly or indirectly restrict meal access;
9. Provide students with ample time to eat their meals in pleasant cafeteria and dining areas;
10. Establish no more than nine (9) school wide events which permit exceptions to the food and beverage limitations established by Rule. The schedule of the events shall be by school, and approved by the Principal;
11. Abide by the current allowable food and beverage portion standards;
12. Meet the more stringent of Arkansas' or the U.S. Department of Agriculture's Nutrition Standards for reimbursable meals and a la' carte foods served in the cafeteria;
13. Restrict access to vended foods, competitive foods, and foods of minimal nutritional value (FMNV) as required by law and Rule; (Mayflower High School will restrict access to vending machines when current contract expires in 2009. All other schools are in compliance.)
14. Conform new and/or renewed vending contracts to the content restrictions contained in the Rules and reduce District dependence on profits from the sale of FMNV;
15. Provide professional development to all District staff on the topics of nutrition and/or physical activity;
16. Utilize the School Health Index available from the Center for Disease Control (CDC) to assess how well the District is doing at implementing this wellness policy and at promoting a healthy environment for its students.

## **Advisory Committee**

To enhance the District's efforts to improve the health of our students, a School Nutrition and Physical Activity Advisory Committee (SNPAAC) shall be formed. It shall be structured in a way that ensures age-appropriate recommendations are made which correlate to our District's grade configurations. The SNPAAC shall have the powers and responsibilities delegated to it by statute and Rule. The overarching goal of the committee shall be to promote student wellness by monitoring how well the District is doing at implementing this policy. The SNPAAC shall use modules 1, 2, 3, 4, and 8 of the CDC's School Health Index as a basis for assessing each school's progress toward meeting the requirements of this policy. The results of the annual assessment shall be included in each school's ACSIP, provided to each school's Principal, and reported to the board.

Legal References: Richard B. Russell National School Lunch Act 42 U.S.C. § 1751 et seq.

Child Nutrition Act of 1966 42 U.S.C. § 1771 et seq.

A.C.A. §§ 20-17-133, 134, and 135

ADE Rules Governing Nutrition and Physical Activity Standards in Arkansas Public Schools

Allowable Competitive Foods/Beverages - Maximum Portion Size List for Middle, Junior High, and High School Nutrition Standards for Arkansas Public Schools (Commissioner's Memo FIN-06-106)

## **WITHDRAWAL FROM SCHOOL**

All students who withdraw from school will secure a withdrawal form from the Principal's office. All textbooks and library books must be returned. Lunch bills and any other unpaid bills must be paid before the student withdraws from school. The signature of a parent or guardian is required by the Mayflower School District in order to release school records to another district.

If you plan to move from the district, please notify the school secretary several days in advance so transfer records may be prepared. Classroom instruction will not be interrupted to get this information. Student records may not be transferred until books are returned and outstanding fines are cleared.

## MAYFLOWER ELEMENTARY SCHOOL Handbook Confirmation/Discipline Form

I have read the Mayflower Elementary School Handbook which includes policies for student resident requirements, attendance, conduct expectations, disciplinary consequences, remediation requirements, promotion/retention, and computer use. Although I may not personally agree with all of the regulations herein, it is understood that **the student must adhere to them while at school or in attendance at school-sponsored activities.**

Please sign below to acknowledge that you have received the Mayflower Elementary Handbook for the current school year. **You and your child (grades k-4) must sign this form and return it to the school within the first two weeks after enrollment.**

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

### CORPORAL PUNISHMENT

Mayflower Elementary may use corporal punishment as a consequence for undesirable behavior. If you **DO NOT** want your child to receive corporal punishment, please sign below:

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

\_\_\_\_\_  
Date

**When a child who is not to receive corporal punishment misbehaves to the extent that other students would receive corporal punishment, the child will be removed from class and the parent will be contacted to pick them up. The number of days the child is to be suspended from class will be determined at that time.**

\_\_\_\_\_  
Parent Name

\_\_\_\_\_ (phone number)

\_\_\_\_\_ (cell number)

### PERMISSION FOR THE PUBLICATION OF STUDENT WORK/PICTURES

I understand that, from time to time, the school may wish to publish examples of student projects, photographs of students, and other work on the Internet.

\_\_\_\_\_ My child's work may be published on the Internet and photographs of my child may be published.

\_\_\_\_\_ I would prefer that my child's work and photographs of my child not be published on the Internet.

Student Name (please print): \_\_\_\_\_

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

APPENDIX B

INTERNET POLICIES AGREEMENT

Students may have the opportunity to use a variety of technologies at school, including computers and the Internet. Students are to use this technology as directed by the staff in conformity with school curriculum. Students who use any technology in an inappropriate manner and/or not as directed by the school are in violation of school policy and subject to discipline, up to and including the loss of the right to use the technology.

Computer/Internet Use Contract

- 1. Students are responsible for good behavior on the Internet just as they are in the school building. General school rules for behavior and communications apply.
2. Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files will always be private.
3. The following are not permitted:
3.1 Sending or displaying offensive messages or pictures.
3.2 Using obscene language.
3.3 Harassing, insulting or attacking others.
3.4 Damaging computers, computer systems or computer networks.
3.5 Violating copyright laws.
3.6 Using another's password (without teacher supervision)
3.7 Trespassing in another's folders, work or files.
3.8 Intentionally wasting limited resources, including the use of chain letters and message broadcaster to a mailing list or an individual.
3.9 Employing the network for commercial purposes.
3.10 Revealing the personal address or phone number of yourself or any other person without permission from your teacher.
4. Violations may result in loss of access as well as other disciplinary or legal action, which are outlined in this contract.
5. Users will use the network in a moral and ethical manner at all times.
6. Violation of the Computer/Internet Use Policy will result in the following:
1st offense: 5 days loss of computer use
2nd offense: 10 days loss of computer use and parent/teacher conference.
3rd offense: 3 days suspension and loss of ALL computer privileges.

Repeated violations may result in the recommendation of long-term suspension or expulsion. Any violation that involves pornographic or offensive material may result in the penalties for the 2nd or 3rd offense or the recommendation for repeated violations.

Note: Giving someone your password will result in an assignment of one-day in-school suspension. Receiving and/or using someone's password will result in a score of zero for the work done.

I have read and agree to abide by the regulations set forth in the Mayflower Public Schools' Computer and Internet Acceptable Use Policy.

Student Signature: \_\_\_\_\_

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

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

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