

**Mayflower  
High School**



**Home of the Eagles**

**2011-2012  
Student Handbook**

## A MESSAGE TO STUDENTS AND THEIR PARENTS

This booklet has been compiled as an aid to students and parents in preparing for the new school year. Information in this booklet is designed to help students and parents better understand procedures, rules and regulations necessary for the school to run efficiently and effectively.

Each staff member in the Mayflower Schools is dedicated to providing a rigorous and rich learning environment for every child. However, the learning experience of any student, to be truly meaningful, must be a cooperative effort between school and home. It is each parent's responsibility to see that his/her child has access to a quality education. It is the school's responsibility to provide a quality education for every student.

We in the Mayflower system look forward to a relationship of understanding and cooperation between the school and the home. We want parents to feel free to visit or call the school at any time concerning the educational needs of their children.

You have received, along with this letter, a copy of the policies that apply to your child's school. We feel that you want to work with the school district to ensure appropriate behavior at all times, and this copy of these policies will help you to help us.

**In order for us to know that you have received a copy of the policies and to satisfy legal requirements, we ask you to complete the back section of this sheet, sign, and return it to the school your child attends within a week after you have received it.**

Please feel free to call your child's principal if you have any questions about these policies. We would like to take this opportunity to wish each of you a most satisfying and profitable education experience during the school year.

Please sign below to acknowledge that you have received a 2011-2012 Mayflower High School handbook including Attendance policies. This page needs to be returned to the student's first period teacher.

\_\_\_\_\_  
**Student Signature/Grade**

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

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

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

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 and photograph CAN be published on the Internet**

\_\_\_\_\_ **My child's work and photograph CANNOT be published on the Internet**

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

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

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**

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## **ADMINISTRATION AND STAFF**

Mr. John Gray                      Superintendent  
Mr. Jason Lawrence              High School Principal  
Ms. Karen Holcomb              High School Counselor  
Ms. Joy Ann Brown              High School Secretary

## **BOARD OF EDUCATION**

Ms. Jennifer Barnhill  
Mr. Tony Woodham  
Mr. Terry Jones  
Mr. Brent Dycus  
**Mr. Terry Turner**

This handbook was reviewed and revised by a committee of educators and students in May 2011 and approved at the **July 11, 2010** meeting of the Mayflower Board of Education.

### **Bell Schedule**

1st bell rings ..... 7:50  
1st period ..... 7:55-8:55  
2nd period..... 9:00-9:50  
3rd period ..... 9:55-10:45  
4th period..... 10:50-11:40  
Lunch..... 11:40-12:35  
5th period..... 12:40-1:30  
6th period..... 1:35-2:25  
7th period..... 2:30-3:20

## **GENERAL INFORMATION**

### **District Mission Statement**

The Mayflower School District, in partnership with the community, will strive to ensure that each and every student is educated and prepares 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

## **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 provide 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 for helping students meet those expectations.
- c. Collaborate with one another on a regular basis regarding 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 student's 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.
- 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.

#### **Student Enrollment and Transfer**

Students enrolling or transferring into the Mayflower School District must have the following items before they can be registered:

1. Birth Certificate or acceptable alternative (statement by the local registrar or county recorder certifying the child's date of birth, an attested baptismal certificate, a passport, an affidavit of the child's date and place of birth by the child's parent or guardian, previous school records, or United States military identification)
2. Updated immunization record
3. Social Security card (a request may be made that the district assign an alternate nine digit number to be used for identification purposes)
4. Expulsion records if applicable

A student wishing to enroll or transfer into the Mayflower School District must meet the following requirements of residency:

1. "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.
2. "Resident" means a student whose parents, legal guardians, or persons having lawful control of the student under order of a court reside in the school district.
3. "Residential address" means the physical location where the student's parents, legal guardians, or persons having lawful control of the student under order of a court reside. A student may use the above address only if the student resides at the same residential address and if the guardianship or other legal authority is not granted solely for the educational needs or school attendance purposes.
4. 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 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.
5. 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.

A student transferring into Mayflower School District from a State Department of Education accredited school will be placed into the same grade the student would have been in had the student remained at the former school.

A student transferring into Mayflower School District from a non- accredited or home school will be administered a norm-reference exam, a writing assessment, and/or any other tests deemed necessary to assist in determining appropriate grade level placement.

It is the policy of the district that when a student eligible for enrollment is currently under an order of expulsion from the last district he/she attended, a hearing will be held with the school board before the student may be enrolled. This hearing may be closed at the request of the student's parent pursuant to Arkansas Code Annotated 6-18-510. Prior to the hearing, the superintendent will obtain a full report from the former district concerning the expulsion. At the hearing, the board shall review the report and have an opportunity to question the student and his/her parent or guardian concerning the alleged misconduct. The board may rule that the student may not enroll until the student's expulsion from the former district has expired.

**Attendance** (Arkansas Code Annotated 6-18-201)

Every parent, guardian, or other person residing within the state of Arkansas having custody or charge of any child five (5) through seventeen (17) years of age on or before August 15, 2010 of that year shall enroll and send the child to a public, private, or parochial school; or provide a home school for the child with the following exceptions:

1. Students who have received a high school diploma or its equivalent as determined by the State Board of Education.
2. Any child age sixteen (16) or above enrolled in a post- secondary vocational/technical institution, a community college, or a two or four year institution of higher education; an adult education program or in the National Guard Youth Challenge Program; or enrolled in an adult education program prior to June 13, 1994, under a waiver granted by the local school district, and currently attending the program is not subject to the attendance requirement.

**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 the 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 continuous instruction which results in higher student achievement.

Excused absences are those when the student is absent due to one of the following reasons and upon returning to school brings official documentation to the office verifying the absence:

1. The student's illness or when attendance could jeopardize the health of other students
2. Attendance at a medical appointment
3. Death or serious illness in the immediate family
4. Observance of recognized holidays observed by their faith
5. Attendance at an appointment with a government agency
6. Participation in an FFA, FCCLA, or 4-H sanctioned activity
7. Exceptional circumstances with prior approval of the principal

**A parent note is NOT an acceptable form of documentation.**

Absences not defined above or not having appropriate official documentation shall be considered as unexcused absences. Students with thirteen (13) unexcused absences in a course in a semester shall not receive credit for that course. At the discretion of the principal, after consultation with persons having knowledge of the circumstances of the unexcused absences; the student may be denied promotion or graduation.

When a student has four (4) absences, his/her parents, guardians, or persons in loco parentis shall be notified by regular mail with a return address sent no later than the following school day.

When a student has seven (7) absences, his/her parents, guardians, or persons in loco parentis shall be notified by regular mail with a return address sent no later than the following day. 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) unexcused absences in a semester, the school shall notify the Faulkner County prosecuting attorney and the parent, guardian, or person in loco parentis shall be subject to a civil penalty as prescribed by law.

A student who misses more than fifteen (15) minutes or more of a class period will be considered absent from that class.

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

Seniors will be allowed one day per year to visit a college or other post-secondary institution. These visits must be scheduled in advance, and the student must provide proper documentation upon their return.

Records regarding attendance are kept by the office and by each teacher. Students are also expected to keep track of the number of absences they have accumulated.

## Attendance Requirements for Driver's License

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

## ACADEMICS

As the faculty and administration constantly strive to improve academic standards at Mayflower High School, the cooperation of students and parents/guardians is essential. Students must take responsibility for their own education and realize that their achievements reflect their efforts both in and out of the classroom. Parents and guardians can support such efforts by making sure students are doing their homework, studying to the best of their ability, and staying in contact with teachers. Together, we can help each student reach his/her highest potential.

### Schedule Changes

No schedule will be changed after five (5) days in each semester.

Students enrolled in a full-year course will remain in that course for the full year. Only exception to drop a full year course at semester will be a student having a failing 1st semester grade. (Teacher discretion for athletics.)

### Grading

Grades are indicative of a student's achievement and should therefore reflect the extent to which a student has met the academic objectives and standards of a course. Students should always put forth their best effort, so the grades will reflect their true abilities. The semester grades will be recorded on the student's transcript, used to calculate the student's grade point average, and determines whether a student passes or fails each semester of a course. A passing semester grade earns 1/2 credit in a course. The scale below is used to determine both letter grades and grade point average.

Percentage	Grade	Grade Point	A.P. and IB Grade Point
90-100	A-Excellent	4.0	5.0
80-89	B-Above Average	3.0	4.0
70- 79	C-Average	2.0	3.0
60-69	D-Below Average	1.0	2.0
0-59	F-Failure	0.0	0.0

A 5 point "A" grading scale will be used for ADE approved Honors courses, IB, and AP courses. In order to receive weighted credit in AP courses students must take the AP test at the end of the year.

### Class Credit

Students must be in compliance with the attendance policy, meet all requirements for a course, and receive a passing grade (at least 60%) to receive credit for a course. All course work will be included in the calculation of the GPA including all grades if classes are repeated.

Class credit may also be earned for community service work. A student may receive one credit to apply toward graduation for seventy-five (75) hours of community service work accumulated in grades 9-12. Only one credit may be earned in this fashion. The community service work must meet State Department of Education guidelines, and must be documented by the agency or organization for which the service is done. This documentation will be kept

on file in the school counselor's office.

It is also possible for students to earn class credit for college courses. Mayflower High School students may enroll in college courses, at their own expense, and receive both college and high school credit upon successful completion of such courses. Interested students should contact the Office of Admissions at the college of their choice for information regarding admission requirements.

A student may earn a maximum of two credits through correspondence courses. The school counselor will set an appropriate completion date for a student to complete his/her correspondence course. It is the responsibility of the student to monitor his/her progress towards the completion of any correspondence course.

### **Semester Exams**

As a reward for good attendance and academic performance some students may be exempted from semester exams provided the following criteria are met.

- Students have and “A” semester average in a particular class and no more than three (3) absences per semester for that class.
  - Students have and “B” semester average in a particular class and no more than two (2) absences per semester for that class.
- OR
- Students have and “C” semester average in a particular class and no more than one (1) absences per semester for that class.

**There will be no distinction as to whether an absence is excused (documented) or unexcused (undocumented) for the purpose of determining semester exam exemptions. Absences are counted up to the final non-test day. SCHOOL APPROVED ACTIVITIES WILL NOT COUNT TOWARDS ABSENCES.**

- A student must not have been assigned to Out of School Suspension or Saturday School during the semester to receive exemption.
- An exempted student will not be required to take the semester test in order to establish the final semester grade. If a student who is qualified for exemption chooses to take the final test, his/her grade will not be reduced as a result of the exam grade.

### **Classification of Students**

Freshman-fewer than five (5) credits completed  
Sophomore-must have earned five (5) or more credits  
Junior-must have earned eleven (11) or more credits  
Senior-must have earned seventeen (17) or more credits

### **Graduation Requirements**

To receive a high school diploma from the Mayflower School District, a student must complete twenty-two and one half (22 1/2) credits that meet the State of Arkansas’ Core Curricula and take full class schedule (7 periods). The ½ credit for all students that will fulfill the graduation requirement of Economics for the Class of 2014. For the Classes of 2011, 2012, and 2013, that ½ credit will be in a career focus area. Those credits will be divided as follows:

Smart Core (Graduation Class of 2011, 2012 and 2013)

## **Smart Core Curriculum**

### **English – 4 Units**

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

### **Mathematics – 4 Units**

- Algebra I or Algebra A&B (Grades 7-8 or 8-9)

- Geometry or Investigation Geometry A & B (Grades 8-9 or 9-10)
- Algebra II
- Fourth Math – Choice of Transition to College Math, Pre-Calculus, Trigonometry, Statistics, Computer Math, Algebra III or an Advanced Placement mathematics.  
(Comparable concurrent credit college courses may be substituted where applicable.)

**Natural Science** – 3 Units with lab experience chosen from:

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

**Social Studies** – 3 Units

- Civics or Civics/American Government --1 Unit
- World History – 1 unit
- U.S. History – 1 unit

**Oral Communications** – ½ unit

**Physical Education** – ½ unit

**Health and Safety** – ½ unit

**Fine Arts** – ½ unit

**Career Focus** – 6 units

Core (Graduation Class of 2011, 2012 and 2013)

### CORE CURRICULUM

**English** – 4 Units

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

**Mathematics** – 4 Units

- Algebra I or its equivalent
- Geometry or its equivalent
- All math units must build on the base of Algebra and Geometry knowledge and skills.

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

**Science** – 3 Units

- At least one unit of Biology
- At least one unit of Physical Science

**Social Studies** – 3 Units

- Civics – ½ Unit
- World History – 1 unit
- U.S. History – 1 unit

**Oral Communications** – ½ unit

**Physical Education** – ½ unit

**Health and Safety** – ½ unit

**Fine Arts** – ½ unit

**Career Focus** – 6 units

### Smart Core

(Graduation Class of 2014 and After)

**English** – 4 Units

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

**Mathematics** – 4 Units

- Algebra I or Algebra A&B (Grades 7-8 or 8-9)
- Geometry or Investigation Geometry A & B (Grades 8-9 or 9-10)

- Algebra II
- Fourth Math – Choice of Transition to College Math, Pre-Calculus, Trigonometry, Statistics, Computer Math, Algebra III or an Advanced Placement mathematics.  
(Comparable concurrent credit college courses may be substituted where applicable.)

**Natural Science** – 3 Units with lab experience chosen from:

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

**Social Studies** – 3 Units

- Civics or Civics/American Government --1 Unit
- World History – 1 unit
- U.S. History – 1 unit

**Oral Communications** – ½ unit

**Physical Education** – ½ unit

**Health and Safety** – ½ unit

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

**Fine Arts** – ½ unit

**Career Focus** – 6 units

### **Core (Graduation Class of 2014 and After)**

**English** – 4 Units

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

**Mathematics** – 4 Units

- Algebra I or its equivalent
- Geometry or its equivalent
- All math units must build on the base of Algebra and Geometry knowledge and skills.

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

**Science** – 3 Units

- At least one unit of Biology
- At least one unit of Physical Science

**Social Studies** – 3 Units

- Civics – ½ Unit
- World History – 1 unit
- U.S. History – 1 unit

**Oral Communications** – ½ unit

**Physical Education** – ½ unit

**Health and Safety** – ½ unit

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

**Fine Arts** – ½ unit

**Career Focus** – 6 units

In order to participate in the Mayflower School District graduation ceremonies, a student must earn 21 ½ of the 22 1/2 credits necessary to graduate and have no outstanding fines owed to the school.

Once a student has fulfilled the minimum core requirements set by the Arkansas State Board of Education and has achieved the necessary number of credits required by Mayflower High School, he/she will be eligible to receive his/her diploma. However, written consent from a parent or guardian is necessary for this to occur before the end of the student's senior year. A formal letter is used for this purpose, and signatures are required from the principal, the counselor and at least one parent or guardian.

To insure unconditional admission to an institution of higher education, a student must complete the above requirements with one exception. Four (4) credits of mathematics must be completed including Algebra I (or its equivalent), Algebra II, Geometry, and an advanced mathematics course.

To be classified as an Honor Graduate from Mayflower High School, a student must meet the following requirements:

**Honor Graduate Requirements:**

- Meet Graduation Requirements following the Smart Core Curriculum (listed on next sheet)
- Take at least 2 Advanced Placement, IB, or Concurrent Credit classes
- Have at least a 3.50 Grade Point average

**Valedictorian and Salutatorian Eligibility**

- Must meet Honor Graduate requirement
- Valedictorian - Have the highest GPA in graduating class (to the one hundredth place)
- Salutatorian – have the 2nd highest GPA in the graduating class (to the one hundredth place)
- Ties will be awarded.

**Class Rank**

Class rank will be determined by grade point averages ranked in numerical order of the official office computer except in cases of students who have all A's with the same number of state-mandated weighted classes. Students who have all A's in both non-weighted classes and the same number of weighted classes will have the same rank regardless of the total number of credits. For example, a student who has 2 weighted credits and 25 non-weighted credits will not be ranked above a student who has 2 weighted credits and 27 non-weighted credits.

Example:	Student A	Student B
	27 total credits	29 total credits
	4 x 25 = 100	4 x 27 = 108
	5 x 2 = 10	5 x 2 = 10
	110/27 = 4.074	118/29 = 4.068

Student A and B will have the same rank

A preliminary ranking will be determined by the seven-semester transcript for the purposes of scholarships, awards, honor banquets, etc. The eight-semester transcript will be used for determining final class rankings.

**AIP Remediation**

Students that are identified for an Academic Improvement Plan by past performance on the most recent Benchmark Examination who refuses to participate in the remediation program will be retained at the grade level in accordance with state statute. Any student that has an Academic Improvement Plan and fails to accept remediation, but scores Proficient on the Criterion Referenced Benchmark Test or End of Course Test shall not be retained in Accordance with state law.

**Smart Core/Core Curriculum**

Beginning with the seventh grade class of the 2004-2005 academic year, the Smart Core Curriculum and Core Curriculum as established by the Arkansas Department of Education will be a standard component of the required course of study for graduation from Arkansas Public Schools. Unless a parent or guardian requests a waiver, students will follow the Smart Core Curriculum. In the case of a waiver, the student will be required to participate in the Core Curriculum.

Each year, beginning with the sixth grade, parents will be notified through open houses, newsletters, counselor's meetings, parent/teacher conferences, PTO meetings, student handbooks, etc. of the Smart Core Curriculum and graduation requirements. Parents will be required to sign an informed consent document indicating their understanding of the Smart Core Curriculum and the courses necessary for graduation. An informed consent form may be reversed if the new required course of study can be completed by the end of a student's senior year. The informed consent document will be attached to the student's permanent transcript and maintained in his/her permanent file. In the event a student transfers to another district, the informed consent form will be forwarded with all other permanent records.

The middle school counselor, in conjunction with the high school counselor, will schedule a meeting during the fourth nine weeks grading period to review the Smart Core Curriculum and course of study for graduation with all

eighth grade students and their parents/guardians. During this meeting, a four-year plan of study will also be developed. This four-year plan of study, part of the student's career portfolio, will be updated annually with the help of the school counselor.

### **Academic Records**

A transcript of student records will be sent only at the written request of the student, if the student is eighteen years of age or older, or at the written request of a parent or guardian if the student is less than eighteen years of age.

Under Act 363 of 1993, a student's permanent record must contain, but is not limited to, a birth certificate and the social security number of the student. This act also states that prior to a student's admission to an Arkansas public school, a school district shall request that the student's social security number, birth certificate, health records, and academic records be provided by the student's parent or guardian.

### **Report Cards and Progress Reports**

Students will receive report cards at the end of each nine weeks. Mid nine-week reports will be sent home each grading period.

### **Parent-Teacher Conferences**

Parent-teacher conferences are desirable for various reasons and purposes. Conferences are scheduled one per semester and as needed. Parents in need of additional conferences should schedule them through each school's office. At no time is a parent to interrupt a teacher during his/her teaching periods. The principal may or may not be present at the conference. Documentation of parent/guardian/teacher contact concerning progress and performance reports shall be maintained by each teacher and the school. The school will make every effort to contact parents who do not attend the annual conferences to reschedule another time to attend. Frequent communications with parents or guardians of students not performing at grade level will be made by phone calls, progress reports, letters and conferences.

### **Concurrent Credit**

A ninth through twelfth grade student who successfully completes a college course(s) from an institution approved by the Arkansas Department of Education shall be given credit toward high school grades and graduation at the rate of one-half (1/2) high school credit for each three (3) semester hours of college credit. Unless approved by the school's principal, prior to enrolling for the course, the concurrent credit shall be applied toward the student's graduation requirements as an elective.

Students will retain credit applied toward a course required for high school graduation from a previously attended, accredited, public school.

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

### **Right to Inspect Records**

Under the Freedom of Information Act, parents/guardians are hereby notified of the following rights in regard to student records. The rights accorded to a parent/guardian become exclusively those of the student upon his/her eighteenth birthday, graduation from secondary school, marriage, or entry into military service.

1. Parents may request to inspect records and to copy them. Such request must be addressed to the guidance counselor.
2. Access to and copies of records will be given only upon written request of the parent or guardian.
3. Records may be released with the request of parents to the following:
  - a. another school in which the student has enrolled (parents will be notified)
  - b. a person authorized or required by state or federal law (parents will be notified)
  - c. an employee of the school district or the Board of Education if he/she has demonstrable interest in the student
  - d. for certain statistical studies and research provided that no student or parent could be identified
  - e. in certain emergency situations to protect the health or safety of the student or others
4. Parents have the right to challenge the contents of a record on the basis of accuracy, relevance and/or propriety.

### **Homework**

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 that allows students extended time to master basic skills, concepts and learning objectives.

Homework in the Mayflower School District will extend the learning and curriculum of the classroom, relate directly to the current learning objectives, be on the appropriate level for the student, be explained by the teacher so that students understand and encourage students to develop skills for life-long learning and independent study. Homework on the high school level may take up to thirty (30) minutes per subject. Students enrolled in Advanced Placement courses can expect extensive out of class assignments. Also, studying for tests and work on special projects may take more time. Work that is assigned during class, and is unfinished during class time, may be assigned as homework at the teacher's discretion.

### **Make-up Work**

The student is responsible for any work missed when absent and must take the initiative to ask each teacher, at an appropriate time, what assignments were missed. The teacher will determine the work to be made up. Students will be given one day for each day missed to complete the assignments. Following two (2) consecutive absences, a parent may call the school office by 9:00 a.m. on the third day to request assignments. Those assignments will be available to pick up in the office by 3:20.

## **STUDENT ISSUES**

Any well-organized school has certain regulations that are necessary for the efficient work, safety, and convenience of all who are affected by the school environment. Conduct at school must be conducive to educational achievement. Disruptive behavior will not be tolerated. Students are expected to show proper respect to staff members, other students, visitors, and all with whom they come in contact with during school and school related functions.

### **Insubordination**

A student shall comply with the school laws of Arkansas and obey the reasonable rules, regulations and instructions of district personnel. Students will show respect for authority in school buildings, on school grounds and at school sponsored events.

### **Damage or Destruction of School Property**

A student shall not cause or attempt to cause damage to school property. In addition to disciplinary measures for such actions, the school district will attempt to recover damages from a student destroying school property.

### **Theft**

A student shall not steal or attempt to steal property belonging to the school or any other public or private property while under the jurisdiction of the school. Students shall make restitution for any property stolen and be subject to other disciplinary measures.

### **Controlled Substances**

The Mayflower School District, in accordance with state law, strictly prohibits the possession of any controlled substance on school property or at any school function. A student who violates this policy will be subject to suspension with recommendation for expulsion. A student who is found to be under the influence, but not in possession of a controlled substance will be suspended from school for a maximum of ten (10) days. Repeat offenses may result in a recommendation for expulsion. Law enforcement will be contacted.

### **Alcohol**

The use or possession of alcoholic beverages is prohibited at school or any school function. Violation of this policy will result in an automatic ten (10) day suspension from school. Repeat offenses may result in long-term suspension or recommendation for expulsion.

### **Tobacco**

The use or possession of tobacco products of any form is prohibited at school or any school function. Possession of tobacco will result in three (3) days suspension for the first offense. Repeat offenses may result in long-term suspension or recommendation for expulsion.

### **Firearms/Weapons**

A student will not possess, use, handle or transmit a firearm or other object that can be considered a weapon or dangerous instrument while on school property or at any school sponsored event. A student in violation of this policy will be recommended for expulsion.

**Leaving Class**

Students are not to leave the classroom during instructional time unless there is an emergency. If the student must leave the classroom, he/she must have a pass from the teacher and the teacher will sign the students "Tardy Card".

**Leaving School**

Students entering the jurisdiction of the school authority, *whether* riding a bus or arriving on the school campus by other means may not leave the school without permission from the office. Students will not be allowed to check out for lunch. Parents checking his/her child out for lunch must be transported by the parent. No student will be allowed to leave for lunch in his/her vehicle.

**Immorality**

Students shall abstain from obscene, indecent or immoral acts.

**Public Display of Affection**

Students will not make any contact of a close nature (kissing, hugging, cuddling, etc.) while at school or any school function.

**Fireworks**

A student shall not possess, handle or store fireworks, explosive devices or ammunition on school property or at school functions.

**Gambling**

A student shall not participate in any activity that may be termed as gambling or wagering.

**Electronic Devices**

The use and/or visibility any paging device, beeper, or similar communication device on the school campus is forbidden during normal school hours. Students who use one of these devices without specific authorization will have them confiscated. Confiscated devices may be picked up in the principal's office by the student's parent/guardian. Subsequent offenses will be treated as acts of insubordination. Radios, tape/CD players, IPODS, cameras or other electronic equipment may not be brought to school without special permission from the office.

**Cell Phones**

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 devices so that the opportunity for learning in the district's schools may be enhanced.

The use and/or visibility of any cell phone device on school campus is forbidden during normal school hours and will be confiscated. It is preferred that such devices be stored in the student's vehicle in a silent mode of operation. 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. Violation of this policy will result in the following:

- 1<sup>st</sup> offense ..... 2 days after school Detention
- 2<sup>nd</sup> offense ..... 1 day Saturday School
- 3<sup>rd</sup> offense ..... 2 days Saturday School
- 4<sup>th</sup> offense ..... 1 day out of school Suspension

**Laser Pointers**

Students will not possess or use hand held laser pointers at school or school activities.

**Pledge of Allegiance**

Students will stop, stand, and recite the Pledge of Allegiance daily no matter if in the classroom, hallway, or outside the building. Parents objecting to their children reciting the pledge for religious or other reasons, must submit their objection in writing. Students exempt from saying the pledge are required to remain quietly standing at their desks while others recite the Pledge of Allegiance.

**Academic Dishonesty**

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 his/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, sculpture, or other art work prepared totally or in part by another
10. Submitting, without specific permission of the instructor, work that has been previously offered for credit in another course
11. Plagiarism, that is the offering as one's own work the words, ideas, or arguments of another person without appropriate attribution by quotations, reference, footnote. Plagiarism occurs when the words of another are reproduced without acknowledgment or when 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.
12. Sabotage of another student's work
13. Falsification or forgery on any high school form or document.
14. Submitting altered or falsified data as experimental data from lab projects, science projects, survey research, or other field research
15. Any willful act or dishonesty that interferes with the operation of the academic process.
16. 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 student will be subject to disciplinary action ranging from no credit on the assignment to suspension.**

### **Sexual Harassment**

Sexual harassment is sex discrimination under Title IX. It is the policy of the Mayflower School District to maintain a learning and working environment that is free from sex discrimination, including sexual harassment. It shall be a violation of the policy for any member of the district's staff to harass a student through conduct or communications of a sexual nature as defined below. It shall also be a violation of this policy for students to harass other students or members of the district staff through conduct or communications of a sexual nature defined on the following page.

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

1. Submission to such conduct is made either explicit 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; or
3. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive academic environment.

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

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

Any person who alleges sex discrimination or sexual harassment by any staff member or student may use the District's equity complaint procedure (detailed below) or may complain directly to the building principal, guidance counselor, campus equity coordinator, or the district's equity coordinator (the individual designated to hear such complaints). Filing of a complaint or otherwise reporting sexual harassment or sex discrimination will not reflect upon the individual's status nor will it affect future employment, grades, or work assignments. Use of the provided reporting forms is optional.

Upon receipt of a report of sexual harassment, the staff member shall put the report in writing and forward it to the building principal, or district equity coordinator within 24 hours. Failure to report any sexual harassment report or complaint as provided will result in disciplinary action taken against that employee.

School officials will immediately investigate the allegations. The investigation may consist of personal interviews with the person filing the complaint, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident or circumstances surrounding the complaint. In addition, the district may take immediate steps, at its discretion, to protect the person filing the complaint, students and employees pending the completion of the investigation.

Upon receipt of a recommendation that the complaint is valid, the District will take such action as appropriate based on the results of the investigation. If the harasser is a student, disciplinary action may include suspension or expulsion. If the harasser is an employee, disciplinary action may include dismissal or non-renewal.

The result of the investigation of each complaint filed under these procedures will be reported in writing to the person filing the complaint by the District to the extent permitted by law.

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

### **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, 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.

### **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 Board of Education. Students who bully another person shall be held accountable for their actions whether it occurs on the school grounds; off school grounds at a school sponsored

activity 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.

**Definitions:**

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

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

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

Electronic acts of bullying are prohibited whether or not the electronic act originated on school property or with school equipment, if the electronic act is directed specifically at students or school personnel and maliciously intended for the purpose of disrupting school, and has a high likelihood of succeeding in the 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, substantially 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 properties or facilities,
8. Deliberate physical contact to or injury to a person or a person's property,
9. Stealing or hiding another student's belongings, and/or
10. Threats or harm to student(s), possessions, or others.

Students are encouraged to report behavior they consider 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 that 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 that 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 prohibitions against bullying, and the consequences for students who bully shall be posted in every classroom, cafeteria, restroom, gym, auditorium, and school bus. Parents, students, school volunteers and employees shall be given copies of the notice.

### **Truancy**

A student is truant if he or she fails to show up for class without an acceptable excuse. Students should not miss assigned classes or leave campus during the school day without permission from the office. The consequence for the first offense of truancy will be one (1) session of Saturday school. Subsequent offenses will result in out of school suspension. Students who exhibit excessive truancy are subject to long term suspension or recommendation for expulsion.

### **Gangs and Gang Related Activity**

The Mayflower School District recognizes both the potential and real dangers involved when dealing with gangs. To minimize the influence of such gangs and to protect the educational environment within our schools, the Board of Education prohibits any type of hat, cap, or other headgear on campus during the normal school day. Also, any type of recognized signs, symbols, or colors (i.e. bandannas) are prohibited at school or at school events. The above policies apply when the act(s) take place at school, on school grounds, on school buses and/or any school sponsored event during or after regular school hours. Suspension and/or recommendation for expulsion may be made if the situation seems to be sufficiently grave. Students arrested for gang related activity occurring off school grounds shall be subject to the same disciplinary actions as if they had occurred on school grounds.

### **Fighting**

Fighting shall not be tolerated at Mayflower High School. It is not only disruptive to the entire school, but also dangerous to the participants and anyone else who may be nearby. Students who fight at school, bus stop, or at a school activity may be arrested by law enforcement officers in addition to school consequences.

1. Any student initiation a fight verbal or physical shall receive a five (5) day out of school suspension.
2. Any student retaliating in a fight shall receive a two (2) day out of school suspension at a cooling off period.
3. Suspension may be lengthened based on the following:
  - Use of any object as a weapon that results in injury shall receive an automatic eight (8) day suspension.
  - Any involvement in any gang or group fight (more than 2) shall result in a 4-5 day extension.
  - One extra day shall be added if a fight participant has to be physically restrained by a teacher or other personnel.
  - An extra day will be added to any assignment where a participant does not stop fighting at the verbal command of a teacher or other adult.
4. One or more extra days will be added to any assignment for any continued vulgar language, disrespectful or insubordinate conduct after the fight has been stopped.

Fighting is a confrontation between opposing individuals in which each attempts to harm or gain power over the other, as with bodily force or weapons.

### **Physical Abuse of Students or Staff**

Students shall not engage in violent, abusive or hostile acts. A student shall not cause or attempt to cause physical injury to a teacher, student or other individual. Threatening to fight, challenging to fight or encouraging others to fight will not be tolerated. Fighting will result in a five (5) day suspension from school, and a report will be filed with local law enforcement authorities.

### **Terroristic Threatening**

Threatening to kill or seriously injure another person or another person's property is strictly prohibited. Threatening to cause injury to or damage to the property of a teacher or other school employee acting in the line of duty is prohibited. Terroristic threatening is a serious criminal act, and may result in criminal charges in addition to any sanctions imposed by the school.

**Behavior Not Covered**

The Mayflower School District reserves the right to punish a student for behavior which is not conducive to good order and discipline in the school even though such behavior is not specified in the written rules. Any behavior, dress, or acts that disrupt the educational process or present health or safety hazards are grounds for disciplinary action. Student conduct not permitted is subject to minimum disciplinary action of a conference with the building principal to a maximum disciplinary act of expulsion. Other disciplinary actions may include afternoon detention, corporal punishment, Saturday school and out of school suspension.

<b>Offense</b>	<b>Minimum</b>	<b>Maximum</b>
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**DISCIPLINE POLICIES**

Students who engage in undesirable behavior at school or school sponsored activities are subject to discipline measures consistent with the laws of the state of Arkansas and the policies of the Mayflower School District. Incidents involving students from different campuses will result in the same disciplinary action for both students. Such disciplinary action will be decided on by the principals of both schools and will be consistent with district policy. Students who exhibit excessive behavior problems are subject to having a Family in Need of Services (FINS) petition filed with the juvenile court of Faulkner County.

Academic Dishonesty / Cheating	"0" on assignment	Suspension
Bullying (includes verbal, written, and electronic acts)	Warning with reflective assignment	Long Term Suspension and Expulsion based on repeat offenses
Cell Phones / Electronic Devices / Laser Pointers	2 Days Afterschool Detention	Suspension
Cursing, vulgar gesturing	Warning – Detention	Suspension
Damage to School Property / Littering	Paying for Damages/ Clean up duty / Suspension	Recommendation for Expulsion for repeat offenses
<b>Disregard of Directions</b>	<b>Warning / After school Detention</b>	<b>Suspension</b>
Dress Code	Warning – Change Clothes	Suspension
Fighting (Initiation of fight – Verbal or Physical)	5 day Suspension (days may be added in cases that involve more than one participant, if participant does not stop upon command, or if student has to be restrained)	Expulsion for repeat offenses
Fighting (retaliation)	2 day suspension for "cooling off period"	Same as above with initiation
Fireworks	Suspension (3 Days)	Suspension (10 Days)
Immorality (Obscene, indecent or immoral acts)	Suspension	Expulsion based on the severity of the offense
Insubordination	Warning- Corporal Punishment	Recommendation for expulsion for repeat offenses
<b>Assault / Physical Abuse of Staff</b>	<b>No Minimum</b>	<b>Recommendation for expulsion and law enforcement notified.</b>
Possession of Alcohol	10 day suspension	Recommendation for expulsion for repeat offenses
Possession of Controlled Substances	No Minimum	Recommendation for expulsion and law enforcement notified
Public Display of Affection	Warning – Parent Contact – Detention	Suspension (3 Days)
Terroristic Threatening	Suspension	Expulsion
Theft	Restitution for property stolen / Suspension	Recommendation for Expulsion for repeat offenses
Tobacco Products	3 Day Suspension / Reflective assignment	Long term suspension for repeat
Truancy / Leaving Class / Not in assigned location	Saturday School	Long Term Suspension / Recommendation for expulsion
Under the Influence of Controlled Substances	10 Day Suspension	Recommendation for Expulsion for repeat offenses / Report to law enforcement
Verbal Abuse of Faculty	Saturday School	Suspension
Weapons (not limited to Guns and Knives)	Long Term Suspension – Report to Police	Expulsion – Report to Police

### Mayflower High School Discipline Chart

Discipline Consequences will range from a minimum – warning to a maximum – expulsion.

Afternoon detention will be held from 3:25-4:00. Students who are assigned to afternoon detention will report to the detention room with work of an academic nature to complete during the detention time. Students who are removed

from the detention room for misbehavior or who do not attend an assigned detention are subject to other disciplinary measures. All assigned detentions must be served within one (1) week. Failure to attend detention will result in Saturday School.

### **Corporal Punishment**

In accordance with the School Discipline Act (ACA 6-18-505), the Mayflower School District authorizes the use of corporal punishment based on the following guidelines:

1. be administered only for cause, be reasonable, and follow a warning that the misbehavior will not be tolerated
2. be administered by a teacher or school administrator or his/her designee who shall be a certified teacher or administrator employed by the school district
3. be witnessed by a certified teacher or administrator employed by the school district
4. be administered without malice
5. be administered on the buttocks
6. parents will be notified following the administration of corporal punishment

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/guardian will be contacted to pick him/her up from school. The number of days the student is to remain suspended from school will be determined at that time.

### **Saturday School**

The Saturday Suspension School is an alternative for the students and parents in place of out-of-school suspensions. Class time is disrupted as little as possible. Saturday School will be offered each Saturday, as needed, during the school year excluding holiday weekends.

All sessions will begin at 8:00 a.m. Those students assigned to session will be released at 12:00 noon.

One session constitutes a 1-day assignment or suspension. There will be two 10-minute breaks per session (9:20-9:30 a.m. and 10:50-11:00 a.m.)

### **RULES FOR SATURDAY SCHOOL**

1. At least one parent must bring the student to Saturday School and check the student in. Parents and students will enter through an assigned door. There must be an emergency phone number left with the supervisor before the parent leaves. **Under no circumstances will students be allowed to come to Saturday School alone.**
2. Upon checking in, each student must have all materials present (NO MAGAZINES OR NEWSPAPERS WILL BE ALLOWED). Students will not be allowed to go to the classroom for materials. This must be taken care of before entering the building.
3. Appropriate school clothing must be worn. The school dress code will be strictly enforced.
4. A Saturday School assignment must be attended on the date assigned unless prior arrangements have been made with the principal. If the student does not attend as required, the school has no choice but to assume that the parents disagree with this system of corrective measures. When this occurs, the student will be suspended for one (1) day. (THE STUDENT WILL RECEIVE NO CREDIT FOR WORK MISSED).
5. Each session begins at 8:00 a.m. Doors will be locked at this time, and no one will be permitted to enter late.
6. Assignments will be given to all students for each session. Students will not be permitted to sleep or lay their heads on the desk. Students will receive additional assignments from the supervisor if necessary.
7. If a student attends Saturday School and does not work as required or creates a disturbance, the student will be assigned an additional date. On this second date, it will be requested that a parent, grandparent or guardian accompany the student during this assignment.

### **Suspension**

The principal (or his/her designee) is authorized to suspend a student from school for up to ten consecutive days. Prior to such suspension, the student shall be informed to the nature of his/her infraction and the basis of the accusation against him/her. No credit will be given for any assignments, tests, or projects due during the days the student is suspended. A student who is suspended from school may not participate in or attend any school-sponsored function or be present on school property during the term of any suspension. A student may be suspended by the Board of Education for longer than ten consecutive days. Such long-term suspension may occur only after the student has been given opportunity for a hearing before the board. In the hearing, the student has the same procedural rights as he/she would have in the case of an expulsion hearing.

## **Expulsion**

The Board of Education has the authority to expel a student from school, if an offense is serious enough to warrant such action. The board may expel a student for the remainder of the semester, the remainder of the year, a calendar year, or permanently for conduct it deems to be of such seriousness as to make a suspension inappropriate, or where it finds that the student's continued attendance at school would be unacceptably disruptive to the educational program or would be attended with unreasonable danger to other students or faculty members. Permanent expulsion shall be appropriate only for those instances in which serious bodily harm occurred or reasonably could have been expected to occur to another person.

An expulsion may occur after the principal has recommended in writing to the superintendent that a student should be expelled. Said recommendation shall include a written statement of the charge(s) against the student. If the superintendent concurs with the recommendation, he/she shall schedule a hearing before the board. The board hearing, relative to expulsion, as well as preliminary steps concerning said hearing, shall fully comply with applicable due process criteria. The school shall notify, in writing, the parent/guardian of action taken by the board.

## **Disruption of Class**

A teacher may remove a student from class and send him/her to the principal's office (or that of his designee) in order to maintain effective discipline in the classroom. This may happen under either of these circumstances:

1. the student has been documented by the teacher as repeatedly interfering with teaching and/or learning in the classroom
2. the student's behavior is so disruptive or abusive that, in the judgment of the teacher, severe interference with teaching and/or learning makes immediate removal necessary

If a teacher removes a student from class for either of the above reasons, the principal (or his designee) shall take appropriate action based on the school's discipline policies. If a teacher removes a particular student from class twice during a quarter, neither the principal nor his designee shall return the student to said teacher's class until a conference has been held to analyze and resolve the problem. This conference shall include the principal (or his designee), the teacher, the school counselor, the student's parent/guardian, and, if appropriate, the student.

## **Statement of Jurisdiction**

A student may be suspended or recommended for expulsion for immorality, refractory conduct, insubordination, infectious disease or other conduct which would tend to impair the discipline of the school or harm other students regardless of whether the student's conduct occurs on or off campus, occurs during or between school terms, and/or is specifically prohibited by the provisions of this handbook.

## **Discipline of Students with Disabilities**

Students with disabilities who misbehave are subject to standard school disciplinary rules and procedures so long as such treatment does not abridge their right to a free and appropriate public education. When necessary, the Individualized Education Plan (IEP) teams for students with disabilities should consider whether alternate disciplinary procedures should be adopted for particular students. If so, such information is to be included in the student's IEP.

Students with disabilities may be excluded from school only for just cause and only in emergency situations. Any such exclusion may only last as long as the emergency situation lasts. In no case should a student with disabilities be excluded for more than ten days during a school year. In the event that an emergency suspension is imposed on a student with disabilities, the student's IEP team is to meet at the earliest opportunity to determine both the cause and likely effects of the suspension. The IEP team is also to assess the effectiveness and appropriateness of the placement and work toward minimizing any harm that may result from the student's exclusion from school. For the duration of any exclusion from school, a suspended student with disabilities is to be offered an alternate means by which to continue his/her education.

## **Discipline Complaints**

If a student and/or parent/guardian of a student involved in a disciplinary ruling wishes to contest the decision or a condition of circumstance imposed by a teacher or school administrator, the procedure that follows should be used by the person filing the complaint. Complaints may be made orally; however, any party to a complaint may request that it be made in writing.

The complaint must be directed to the person who originally took the action on which the complaint is based. The

person shall reconsider his/her action and give his/her decision to the complainant.

If the complainant is not satisfied with the decision, the complaint must be directed to the immediate superior of the person who took the original action. The superior (or his/her designee) shall review the original action that was taken and render a decision or suggest a solution that might be mutually satisfactory to all parties.

If the complainant is not satisfied with this decision, the complaint may be directed to the superintendent. The superintendent shall review the complaint and issue a decision regarding the complaint. Any further appeal must be made to the Board of Education through the regular procedure for appearing before the board.

Only the Board of Education may expel a student from school on concurrence of the superintendent with the principal's recommendation and only through due process proceeding. The Board of Education may expel a student for the remainder of the semester, the remainder of the school year, a calendar year, or permanently.

### **Student Due Process Rights**

The constitutional rights of individuals assure the protection of due process of law; therefore, this system of constitutionally and legally sound procedure is approved with regard to the administration of discipline in Mayflower Public Schools.

1. Disciplinary authority shall be exercised with fairness.
2. Every effort shall be made by administrators and faculty members to resolve problems through effective use of district resources in cooperation with the student and his/her parent or guardian.
3. Teachers and other school personnel have the authority to give reasonable instructions to students while under school jurisdiction and the responsibility for reporting any violations of a school regulation by a student.
4. A teacher has the authority to remove a student from class. The teacher shall send the student to the office of the principal and shall file with the principal a written statement of reasons for the student's removal from class. The principal shall determine whether to return the student to class, to reassign the student to another class, or to take other disciplinary action.
5. The principal, or his/her designee in charge, is authorized to temporarily suspend a student from school for a period not to exceed ten (10) school days and to require a student/parent/principal conference as a condition for considering reinstatement.
6. When a student is suspended from school, parents/guardians will be notified. The student may be required to leave the school grounds immediately. A conference may be required for a student to return to school.
7. The principal may make and retain a record of the conference. If in the conference a decision is reached for the student to be reinstated, then no further action is necessary at that time.
8. If in the hearing no decision for reinstatement for the student is made or if the parent/guardian expresses the feeling that the principal is unfair, then the principal shall extend the suspension of the student and furnish the superintendent with a full report on the situation.
9. If the superintendent is unable to resolve the difficulty, the parent will be invited to refer the complaint to the Board of Education.
10. The superintendent shall schedule, within five days, a hearing before the Board of Education and shall notify the student and his/her parent/guardian in writing as to the time, place, and purpose of the hearing. The following guidelines will be used in the hearing procedure:
  - a. The charges against the student shall be stated in clear concise terms in writing.
  - b. A parent or guardian of the student shall be present at the hearing.
  - c. The student shall be given an opportunity to present his/her version of the facts and their implications. The student shall be allowed to offer the testimony of other evidence. In the event third party persons are called to offer testimony, they shall not be permitted to be present during the testimony of other witnesses.
  - d. The student shall be allowed to observe all evidence against him/her.
  - e. A record may be kept of the hearing.
  - f. The hearing authority shall state, within a reasonable time after the hearing, its findings as to whether or not the disciplinary action should be revoked, affirmed, or altered.
11. When the principal decides to recommend that a student be expelled, he/she shall make such recommendations to the superintendent along with a written statement of the charge(s) against the student. The superintendent shall then schedule a hearing before the Board of Education and notify parents as provided in #10 above. The student and his/her parent/guardian may waive a hearing scheduled for this purpose.

### **STUDENT SERVICES**

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### **Counseling**

Mayflower High School employs a full-time counselor for grades 9-12. The counselor's job is multi-faceted, and the counselor strives to meet the social and academic needs of all students. The counselor is in charge of the registration and scheduling of students, the administration of all standardized exams and assisting students with school and career planning. The school counselor is also available to counsel with individuals and groups of students to meet social and academic needs. The school counselor can be contacted at 470-4850.

### **Food Services**

The Mayflower School District food services department provides a nutritional breakfast and lunch every day. Menus for the week are printed in the local newspaper. Students are encouraged to bring breakfast and/or lunch money on Monday for the entire week. Breakfast is served from 7:30 to 7:55 a.m. and costs \$1.50 per student, and lunch costs \$2.50 for students. Students who bring their lunch to school may buy milk for \$.50 per carton.

Students may charge up to \$5.00 on their account. Once a student reaches this limit, the balance must be paid in full or an alternate lunch will be provided. The student will not be allowed to charge until they have cleared the balance on his/her account. All student charges must be paid in full by April 30th, and no charges will be allowed in May.

All students will be given a special dietary need form in their registration folder. Students with special dietary needs must have this form filled out by a physician and returned to the cafeteria manager within two weeks of the beginning of school. This form must be updated at the beginning of each school year. If a student does not receive a form, please contact the cafeteria manager or food services director.

The breakfast and lunch program allows for free and reduced price meals. Applications for free and reduced meals are sent home at the beginning of the school year and are available in the school office throughout the school year.

### **Media Center**

Students who incur late fees due to over due books will be charged \$.25 per school day accumulating up to \$15 or the price of the book. Please note books can be rechecked out with a normal two (2) week term.

### **Referrals for Special Services**

Under the Individuals with Disabilities Education Act (IDEA), 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 three through twenty-one years), meet the eligibility criteria for one of the thirteen categories of disabilities specified by IDEA, and require special education and/or related services because of the disability.

The thirteen 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]).

Attention Deficit Disorder and Attention Deficit Hyperactivity Disorder are addressed under the category of other health impairment (Sec. 300.7 [c][9]).

If a student's disability(es) does/do not adversely affect their educational performance, he/she does 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 by their parent or teacher. After a referral is made, a committee will be formed to evaluate the referral. The committee may consist of the referring agent, teacher(s), special education teacher, counselor, and/or administrator. The committee will look at documentation, discuss past history of the student, and discuss the need that has been observed. The committee will then decide the most appropriate means of evaluation to be done in order to help the child get into the program that best fits his/her needs.

### **504 Referrals and 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: has mental or physical impairment that substantially limits one or more major life activities such as caring for one's self,

performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, or working; has a record of such impairment; or is regarded as having such an 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 services pursuant to the Education of the Handicapped Act P.L. 94-142.

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 that shall be referred to as a grievance. The building administrator or the 504 coordinator may be contacted for information regarding grievances.

## **Health Services**

### **Medication Policy**

#### **The school nurse may not dispense medication, prescription or non prescription, without a DOCTORS' 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 doctors' 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, and the time the medication is to be given, and possible side effects. Medications will only be **discontinued** upon 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 a container.
3. A separate consent form and doctors' 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 (OTC) non-prescription medication** will not be given at school without a **doctors' 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 doctors' 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, or in the absence of the nurse, to the principal's office. The student may bring the medication if accompanied by a written authorization from the parent or legal guardian. 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 the administration of the medication (including times). Additional information accompanying the medication shall state the purpose for the medication, its possible side effects, and any other pertinent instructions (such as special storage requirements) or warnings.

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### **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 off-site school sponsored activities.

2. The parent or guardian of a student who needs to carry an asthma inhaler or auto injectable epinephrine, or both, shall provide the school with **a doctors' 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 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 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 a drug defined by the federal Food, Drug, and Cosmetic Act as in existence 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 an alternate to dispense medications from the nurse's office. Unlicensed personnel shall not dispense medication at any time.

### 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 and, in the nurse's absence, the school principal.
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 or legal guardians within the ten day period 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

### **Insurance**

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 children from low income families 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 to make ends meet receive 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. Forms are available from the school nurse.

### **Accelerated Reader**

Good reading skills are essential for all academic disciplines. In order to improve reading skills, Mayflower High School has implemented an Accelerated Reader (AR) program. Students read AR books on their reading level and take quizzes over those books in the computer lab. Students receive points for quizzes they pass. As an added incentive, students can earn rewards based on their number of points. Individual teachers have discretion regarding whether or not to make participation in the AR program mandatory as well as how AR quizzes factor into a student's grade.

### Other School Policies

**“Tardy Card”**

A card will be given to each student at the beginning of each semester. When a student comes to class late or needs to leave class for any reason, the teacher will sign the card. When seven (7) tardies have accumulated the student will be assigned Saturday School and be given a new card.

If a student does not have their “Tardy Card” when needing to leave class or when tardy they will be assigned Saturday School.

**Tardies**

A student will be considered tardy if he or she is not at designated work station when the bell has stopped ringing. Students who are tardy to first period will not be admitted to class without a pass from the office. Students who are late for 1st period more than five (5) days may have driving privileges revoked.

**Materials**

A student will be required to bring all necessary materials to class.

**Lockers**

Lockers and locks are assigned to students for a fee of \$5.00. Students are required to use the school lock provided at all times and return it at the end of the year. The fee for a lost lock is \$10.00. All students must rent their own locker.

**Telephone Use**

Students may make phone calls in the office only in case of an emergency. Permission to use the phone must be granted by the secretary or principal. Students will not be called out of class to receive or make a call unless there is a medical emergency. However, messages will be delivered to students.

**Deliveries**

Deliveries for students are discouraged in order to minimize disruptions to the educational process. Valentine's Day deliveries will not be accepted. Balloons and flowers for birthdays will be accepted only for students who do not ride a school bus. All deliveries will be kept in the school office until the end of the day.

**Fundraising**

All fundraising activities, whether school related or not, must be approved through the principal's office. No students will participate in any door to door sales fundraisers through a school organization.

**Personal Checks**

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

**Travel Policy**

Students are required to ride to all school functions (athletic events, field trips, band contests, etc.) on the school bus unless prior arrangements have been made with the sponsor or coach and approved by the principal. A student will be allowed to ride home with his/her parent/guardian after the event when the parent/guardian has signed the student out with the sponsor or coach. Any special travel arrangements must be approved by the principal prior to the event.

**Search, Seizure, and Interrogation**

The Mayflower School District respects the rights of students to privacy and security against arbitrary invasion of their person.

School officials do have the right, however, to search students and their property in the interest of the overall welfare of other students and/or when necessary to preserve order and discipline in the school.

School authorities may conduct searches of student lockers, desks and automobiles anytime with or without permission of the student and with or without suspicion. School officials may seize contraband, illegal items or substances, weapons or stolen property found in any search undertaken pursuant to any portion of this policy.

The search of a student may be conducted only if school officials have a reasonable suspicion that a student's clothing, purse, backpack, or other container contains stolen items or other items or substances prohibited by law or district policy. Such personal searches shall be conducted by a member of the same sex as the student being searched with an adult witness of the same sex present. Items of clothing, other than such outer garments as

overcoats, jackets, sport coats, shoes, socks, may not be requested to be removed. Pat-down searches and/or metal detector searches may be conducted upon reasonable suspicion.

Canine searches of automobiles, lockers, backpacks, and the school campus as a whole may occur any time during the school year.

The school will confiscate any item that causes disruption of the school's mission and hold that item for the parent to reclaim.

Interrogations by law enforcement authorities may be conducted in private with the school principal or his/her designee present, and efforts shall be made to have a parent or guardian present. In the event that a parent or guardian cannot be present within a reasonable time, law enforcement authorities may be permitted to proceed with questioning.

### **Checking Out of School**

Students will not be allowed to check out of school without permission from a parent/guardian and the school office. In case of emergency, the parent/guardian will be contacted by phone by the school office before the student will be allowed to leave campus. No student will be allowed to leave with anyone who is not listed on their enrollment sheet as person authorized to check the student out. If a student needs to leave school with another student, both sets of parents/guardians will need to be contacted.

Parents who wish to check students out for lunch will be required to sign student in and out in the office and the student will be required to leave and return with parent. If a lunch is to be dropped off for a student it must be left in the office. Mayflower Public School is to be a **Closed Campus**.

### **Married Students/Students who are Eighteen**

Students who are married and/or are eighteen will be afforded no special privileges by the district. All school policies still apply in full including attendance and checking out of school.

### **Parent Conferences and Visits**

All visitors, including parents, must enter and leave through the main entrance and check in and out through the office. Visitors to the school will be given a pass before leaving the office. 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 Mayflower School District will not be allowed to visit the school.

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

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

Classroom visitation by a parent will be to observe his/her child's behavior and involvement in the educational process. Parent observers in the classroom 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 visit will be discussed in a follow-up conference.

### **Field Trips**

Field trips are planned to extend learning. Learning objectives will be planned before the trip. After the trip, activities will be used to extend the learning. Field trips requiring transportation from school will have a separate permission slip that is to be signed by the parent/guardian and returned before the trip. Students will follow the normal school travel policy when attending field trips.

In order to promote parental involvement, parents are encouraged to attend all field trips. We encourage parents to take an active role in assisting with all students.

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.

### **School Facilities, Textbooks, and Property**

Students are expected to assist with maintaining a safe and attractive school environment by treating school facilities and property well. This includes throwing all trash in trash cans, keeping feet off walls and seats, wearing approved shoes on the gym floor, and not marking on desks, buildings, etc.

A student shall not cause or attempt to cause damage to or loss of the property of others. Parents of any student may be liable for damages or loss caused by their student. It must be remembered that textbooks, uniforms, and other items have been loaned to students and should be cared for properly. Textbooks must last five years, and fines may be assessed to a student who does not care for a textbook properly. Any textbook that has been lost, damaged, or defaced beyond use will be replaced with the cost being incurred by the student to whom the book was issued. Students will pay the full cost for a replacement textbook.

### **Use of Vehicles on or Near School Grounds**

Uncontrolled use of automobiles on school grounds would present a serious safety hazard. For this reason, rules regarding vehicle use must be strictly observed.

Any student who operates a motor vehicle on campus is required to register it in the office the first day the vehicle is brought to school. Students who drive must produce a valid driver's license, proof of insurance, and a school permit. Permits are available for purchase in the school office for \$10.00 and must be displayed on the rear-view mirror of the vehicle.

Vehicles must be parked in their assigned space as soon as students arrive to school in the morning. Students must leave their vehicles immediately and not return to them or the parking lot until school is dismissed without permission from the office. Students must operate their vehicles in a safe manner and observe the posted directions for entering and leaving the parking lot. **Reckless Driving, Failure to Park in Assigned Spot, Excessive Acceleration, and habitual need to go to car during school hours could result in the loss of parking privileges.**

Please be aware that use of a cell phone while operating a vehicle in a school zone is now prohibited by Arkansas State Law.

### **Title IX**

It is the intent of the Board of Education and the administration to comply with Title IX regulations prohibiting racial and/or sexual discrimination in any educational activity or program that receives federal funding. To that end, the Mayflower Public Schools have adopted the following policies:

1. No student shall, on the basis of sex or race, be excluded from participation in, be denied benefits from, or be subjected to discrimination under any educational program or activity that receives federal assistance.
2. Students will be eligible, without discrimination on the basis of sex or race, for benefits, services, and financial aid.
3. Discipline policies will be established and implemented in a non-discriminatory manner. Grievances regarding this policy will be provided through the grievance officer for Title IX.

Membership on the basis of sex may be restricted only for those organizations entitled to Title IX exemption under the Bayh Amendment. Such organizations include those that are voluntary youth service organizations, tax-exempt under section 501 (a) of the 1954 Internal Revenue codes (religious and charitable organizations), single sex in nature, and/or principally composed of members under the age of nineteen (19).

The Board of Education has designated the superintendent as the coordinator of the district's efforts to comply with and carry out the district's responsibility to implement the requirements of Title IX. He/She is the person responsible for investigating and complaints of non-compliance that may be reported to the school.

### **Appearance and Dress**

Appearance and dress must present neither health/safety hazards nor disruption of class. Students dress, grooming, and appearance are the responsibility of the individual and his/her parents/guardians. The following guidelines apply to dress and appearance at Mayflower High School.

1. All shirts must have sleeves.

2. Shirts or tops must be long enough to cover the waistband of the pants, shorts, or skirt being worn. If there is not waistband, then the top must be long enough to adequately cover the midriff when seated.
3. Shoes or sandals must be worn at all times. House shoes are not allowed.
4. A student should not wear any clothing that contains advertising for tobacco products, alcoholic beverages, or other inappropriate products or activities. Students should also not wear any clothing that is considered offensive, inflammatory, or derogatory to any person or group.
5. Hats, caps, hoods, or any other type of head apparel should not be worn inside the building during the normal school day.
6. Pants and jeans should not have any holes in them that are above the knee that reveal skin.
7. Shorts and dresses must end no more than five inches above the kneecap. Pajama pants, biking shorts, and spandex are prohibited.
8. Blouses, shirts, skirts, and pants should not be of the see-through variety. Shirts/blouses should not have plunging necklines.
9. Bandanas should not be brought or worn to school.
10. Pants should fit well and be fastened around the waist so as not to sag.
11. Shirts that do not allow a student's pockets to be visible must be tucked in.

A student in violation of the dress code will be provided with apparel or will be sent home to correct the problem. Repeated dress violations will be subject to other disciplinary measures including suspension. The building principal will have the final decision on whether or not clothing or apparel is school appropriate.

### **Prom**

Only students in grades 11-12 enrolled in Mayflower High School can attend and invite others to the Junior-Senior Prom. Juniors in High school to twenty (20) years of age may be included on the guest list with invitation, parental notification, and approval by the principal.

Students from grades 11 and 12 whose date is not a student enrolled in Mayflower High School must complete the appropriate form with signatures from parents, dates parents, and administration. All requests must be turned in no later than one week prior to the prom. The prom will be held on Mayflower School property unless a request for an alternative location is approved by the school board.

Students with outstanding class dues will not be allowed to attend the prom. Students with six (6) or more days of out-of-school suspension per school or three (3) Saturday Schools per school year will not be permitted to attend the prom.

### **Extracurricular Activities**

The Mayflower School District will offer curricular and extracurricular activities appropriate for a wide range of student interests and abilities. Extracurricular activities are defined as those activities that take place in competition with students from other schools, for an audience of non-school personnel, and/or for a purpose clearly unrelated to regular classroom activities.

Examples of extracurricular activities would include, but are not limited to, Odyssey of the Mind, math and literacy competitions involving other schools, music performances and contests, interscholastic athletic contests (including participation by cheerleaders, drill teams, and music groups), vocational contests involving other schools, student council, and school clubs not related to classroom activities.

Participation in such activities will be encouraged by the school district. However, the school district reserves the right to deny participation to any student under the guidelines established in the section that follows:

1. Those who do not meet the eligibility standards of the Arkansas Activities Association (in those activities governed by the AAA).
2. Those who do not meet the eligibility standards of the recognized agency governing any particular activity.
3. Those whose general behavior does not meet acceptable standards as determined by the principal.
4. Those who do not meet the approved guidelines established by the staff member in charge of a particular activity.

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.

Ninth graders will be eligible to participate at the high school level in any athletic activity not offered in the junior

high or at such time that their age makes them ineligible for junior high athletics. In rare instances, an athlete may be declared to participate at the high school level at the conclusion of a junior high season. This will be done only after special consideration is given to the physical and emotional maturity of the student and only after consultation among the athletic director, principal, and the student's parent is held. The athletic director will have the final authority to declare the student eligible and will make "the good of the student" the chief criterion in making the decision.

Extracurricular activities will be scheduled so that a participant's absence from class is minimized.

Practice sessions will not be held on Thanksgiving Day, Christmas Day, New Year's Day, or Sundays. Saturday practices are discouraged.

Practices will not be held on days school is dismissed for inclement weather unless the practice is specifically approved by the principal.

Interscholastic activities will not be held on days school is dismissed for inclement 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 an emergency nature may be scheduled at the discretion of the staff member in charge of the activity.

To participate in an activity, the student must be present for at least four classes on the date of the activity unless other arrangements have been made in advance with the principal or his designee.

Activities of a non-instructional nature (pep rallies, assemblies, etc.) will be held only after approval by the building principal. The frequency and duration of such activities will be limited so that interference with the regular instructional program is minimized.

### **Drug Testing**

Students participating in interscholastic contests (included but not limited to Athletics, Band, BETA, Choir, FCCLA and FBLA) may be subjected to drug screening tests following the guidelines listed below.

A form certifying the consent of the student's parent/guardian to drug testing of the student must be signed and submitted to the school before the student will be permitted to participate in interscholastic contests.

Drug test results and related correspondence are considered confidential. Access to such information is limited to the school district, the drug testing company, the student, and his/her parent/guardian.

Urinalysis tests will be administered as part of each annual required physical. Also, twenty-five percent of the total number of students involved in interscholastic contests will be randomly selected for testing each quarter.

Testing based on reasonable suspicion may be conducted at the discretion of the administration and the specific coach or sponsor of an activity.

Testing will be administered by guidelines and standards prescribed by the Federal Motor Carrier Safety Regulations.

In the event of a positive test result, the following procedures will be followed:

1. The student will be immediately suspended from participation in interscholastic contests. To be reinstated, he/she must complete a drug counseling or rehabilitation program that is recognized and accepted by the school district. The student must also obtain a negative result at the end of the program. The student is responsible for the costs of treatment and re-testing.
2. After re-entering any activity following a positive test result, the student will be tested for the next three months on a monthly basis.
3. A second positive test will result in immediate suspension from activities for a full calendar year. To be reinstated the following year, the student must complete another treatment program followed by a negative test result.
4. In the event of a third positive test, the student will be immediately suspended from all activities. The student is to

appear before the Board of Education at the earliest opportunity. The board will then decide what further action is appropriate.

Students who fail drug testing may have parking privileges revoked.

**Administration reserves the right to drug test any student with reasonable cause.**

### **Emergency Drills**

Fire drills are held at various 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 insure 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 during the day.
2. When the fire alarm sounds, 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. All persons will remain at least 100 feet from the building until the clear signal is given. The all-clear signal is the sounding of the normal school bell.

In case of a bomb threat, the regular fire drill evacuation routes will be followed. Teachers will be notified when there is a bomb threat.

The signal for a tornado drill will be a continuous siren. When this alarm sounds, the following procedures are to be observed.

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

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.

### **Freedom of Expression and Assembly**

Students have the right to express opinions and support causes without interference from school authorities except when such actions are unlawful or disruptive to learning.

Students are entitled to verbally express their personal opinions provided that such expressions do not interfere with the rights of others, the conduct of the classroom or the educational process. The use of profanities is prohibited.

All student meetings in school buildings or on school grounds may function only as part of the educational process or as otherwise authorized by the principal.

Students have the right to assemble peacefully. There are appropriate times and places for such assembly as well as for the expression of opinions and beliefs. Conducting or participating in demonstrations or written petitions that interfere with the operations of the school or classroom is prohibited.

### **Freedom to Publish**

Students are entitled to express their opinions in writing. The distribution of handwritten, duplicated, or printed material on school premises requires prior consent of the principal and may not interfere with the educational process. Written expressions that are distributed at school must be signed by their authors.

A student who wishes to distribute written material on campus must present it to the principal with a written statement of purpose for distribution at least 48 hours prior to the planned distribution. The principal shall then, within 24 hours, either accept or reject said material in writing. Should it be rejected, the principal shall state in writing the reason(s) for the rejection. If the student then wishes to appeal such a decision to the superintendent, he or she may do so. Such an appeal should include copies of the material, the purpose, and the statement of the rejection. The superintendent shall, within 48 hours, either approve or reject the distribution of the material. If the student is dissatisfied with the decision of the superintendent, the student may present such material to the school

board at its next regular meeting and request that the board review the decisions of the principal and superintendent to reject the distribution of the material in question.

Libelous and obscene material is prohibited in all publications.

Unauthorized commercial solicitation on school property is prohibited.

### **Computer and Internet Acceptable Use Policy**

The Mayflower School District feels that proper instruction in and use of computers technology is vital to the education of our students. In a world that is increasingly finding computers in many areas of our lives, students will be unprepared for their future without these skills. Therefore, our school district is committed to providing this instruction to our students and faculty members.

Through a partnership with the Arkansas Public School Computer Network, students and staff have access to the Internet. The district recognizes that to insure that the uses of the vast resources of the Internet are utilized to accomplish its educational goals, it is necessary that all users behave in a responsible, efficient, ethical and legal manner.

#### **1. Acceptable Use**

- Use the technology only with permission of a teacher or designated adult.
- Abide by all district, local, state, and federal regulations and laws.
- Use the technology only for legitimate educational pursuits as directed by a teacher or designated adult.

#### **2. Unacceptable Use**

- Inappropriate access to material.
  - Students will not use the system to access material that is profane or obscene (pornography), that advocates illegal acts or that advocates violence or discrimination towards other people (i.e., hate literature).
  - Students who mistakenly access inappropriate information should immediately tell their teacher or another school employee. This will protect them against a claim that they intentionally violated this guideline.
- Vandalism and harassment
  - Vandalism is defined as any malicious attempt to harm, modify, and destroy data of another user, Internet or connected network. This includes, but is not limited to, the uploading or creating of computer viruses.
  - Harassment is defined as the persistent annoyance of another user, or the interference of another user's work. Harassment includes, but is not limited to, the sending of unwanted mail.
  - Students will not knowingly or recklessly post false or defamatory information about a person or organization.
- Plagiarism and copyright infringement
  - Students will not plagiarize works that they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were the student's original thoughts or words.
  - Students will respect the rights of copyright owners. Copyright infringement occurs when a person inappropriately reproduces a work that is protected by a copyright.
- Wasting of limited resources
  - Students will use the system only for educational and career development activities.
  - Students will not download large files unless absolutely necessary.
  - Students will not post chain letters or engage in "spamming". "Spamming" is sending an annoying or unnecessary message to a large number of people.
- Inappropriate access
  - Students will not trespass in another's folders, work or files.
  - Students will not divulge to anyone their network password.
  - Students will not allow use of their computer account to another individual.
- Actions endangering personal safety
  - Students will not post personal contact information about themselves or other people. Personal contact information includes address, telephone, school address, work addresses, etc.
- Violations Not Covered Above
  - Computer misuse, which is not covered above, will be considered on the basis of the severity of the situation, and appropriate consequences will be assessed against the student involved at the discretion of the building principal and/or the superintendent.

The use of the district computer network and Internet is a privilege, not a right. Depending on the severity of the policy violation, the building principal and/or the superintendent may take one or more of the following disciplinary actions:

- Verbal or written warning
- Computer resource use privilege suspension
- Temporary access denial (account locked)
- Permanent access revocation
- Disciplinary school suspension
- Alternative, disciplinary action not involving access or usage restrictions
- If warranted, case will be referred to an appropriate local, national, or federal authority for further disposition
- 

Demonstrated intent to violate policy will be considered the same as an actual policy violation. Demonstrated intent means evidence of actions that if successful or if carried out as intended, would result in a policy violation.

The Mayflower School District reserves the right to modify this acceptable use policy, including consequences for misuse, without notice to parents or students as necessary, to protect the resources and programs of the district.

The network and Internet access is provided as a tool for your education. The Mayflower School District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All information files shall be and remain the property of the Mayflower School District and no user shall have any expectation of privacy regarding such materials.

## **SCHOOL TRANSPORTATION**

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

It should be regarded as a privilege to ride a school bus.

1. While riding the bus, students are under the supervision of the driver and must obey the driver at all times.
2. Students should be at the bus stop five minutes before the scheduled time. Students should stand back at least 10 feet from the bus stop and wait until the door is opened before attempting to board the bus. Playing on the highway or road while waiting for the school bus is prohibited. If a student misses the bus, do not attempt to walk or hitchhike to or from school.
3. Students must board the bus quietly and orderly and be seated quickly. Students must remain seated until the bus arrives at school or at their approved stop.
4. Students will keep their hands, feet, books, etc. to themselves. (No hitting, slapping, kicking, or throwing things).
5. Students are not permitted to yell or talk loud, use vulgar language, tease other students, use rude gestures, or put down others while riding the school bus.
6. Students are expected to conduct themselves in such a manner that they will not distract the attention of the driver or disturb other riders on the bus.
7. Students are not to tamper with any of the safety devices such as door latches, fire extinguishers, etc.
8. Students are not permitted to put their hands, arms or heads out the window.
9. Students are not to deface the school bus by writing on the bus or damaging the seats.
10. Students are not allowed to eat, drink, chew gum or use tobacco while riding the bus. Aisles should be kept clear of books, lunches, coats, feet, etc. Students are encouraged to keep the bus clean at all times by not throwing paper or other objects on the floor of the bus.
11. In the interest of safety, glass containers, inflated balloons, flowers/vases, or anything which could block the vision of the driver will not be allowed on the bus.
12. Students are not allowed to bring knives, sharp objects, skateboards, fire-works, or firearms on the bus. Pets or other live animals are not permitted on the bus.
13. Students are only allowed to get off the bus at school and at their designated bus stops.
14. Students who must cross the road or highway to enter the bus must wait until the bus has come to a complete stop and the driver has signaled for you to cross in front of the bus. Students who must cross the road after leaving the bus must go to a point on the shoulder of the road ten feet in front of the bus and cross the road only after the driver has signaled them to cross.
15. Students cannot ride any bus except their assigned bus unless they present the driver with a note signed by a parent/guardian and endorsed by a school official.
16. **Students that lose their bus riding privileges from one bus cannot ride any bus in the Mayflower School District until the bus riding privileges have been reinstated.**
17. **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 Principal will be responsible for the 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. Disciplinary measures will be taken into account when considering students eligibility to ride the bus.

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

- 1st Offense..... Warning with parent notification
  - 2nd Offense ..... Corporal punishment or three day bus suspension
  - 3rd Offense ..... Five day bus suspension
  - 4th Offense ..... Ten day bus suspension
- Subsequent offenses will result in a thirty day bus suspension.

**Emergency Evacuation Procedures**

In an emergency, students should remain calm and quiet and listen for instructions from the bus driver. If the driver is unable to conduct emergency measures, students should follow these procedures for exiting the bus:

1. If the exit is through the front door, students sitting in the front seat should exit first.
2. If the exit is through the rear emergency door, those sitting near the rear of the bus will exit first.
3. If a rapid exit is necessary and it is possible to exit through both doors, students in the rear half of the bus should move out the back door and those in the front half should move out the front door.
4. In the event of an accident resulting in injury, only medical personnel should move injured persons.
5. If the bus is overturned, students should evacuate through windows or either door.

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## MAYFLOWER ALMA MATER

Oh, Mayflower High, we will be all for you

Each time we gather to display:

Our honor, courage, and our spirit, too

Our Alma Mater we obey.

It stands for all and then together,

Each thing we conquer one by one.

Oh, Mayflower High, we'll work and strive for thee,

Until each foe we overcome.