

# **MAYFLOWER MIDDLE SCHOOL**

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**STUDENT/PARENT HANDBOOK  
2011-2012**

**MAYFLOWER MIDDLE SCHOOL**

**#18 EAGLE CIRCLE**

**MAYFLOWER, ARKANSAS 72106**

**501-470-2111**

**501-470-2116 (Fax)**

**<http://www.mayflowerschools.info>**

**Mr. John Gray**

**Superintendent**

**501-470-0506**

**[jgray@mayflowerschools.info](mailto:jgray@mayflowerschools.info)**

**Mr. John Pipkins**

**Principal**

**501-470-2111**

**[jpipkins@mayflowerschools.info](mailto:jpipkins@mayflowerschools.info)**

**Mayflower Middle School**  
**Mayflower, Arkansas**

Dear Parents/Guardians and Students:

Welcome Back! It is with great pleasure that I welcome you and your family to Mayflower Middle School. We are extremely proud of our school and the programs and activities we offer to our students. I encourage you to be active in our school and remember that it is a GREAT DAY to be an EAGLE.

Mayflower Middle School is designed specifically with the needs, interests, and learning styles of the young adolescent at heart.

The purpose of this handbook is to inform you about applicable policies and procedures that make Mayflower Middle School function as a high achieving middle level school.

In this handbook, you will find discipline policies, computer use policies, the school calendar, and much needed information regarding the daily operation of the school.

Parents and staff have worked hard to make this handbook informational and yet not be burdensome. The handbook will not answer all questions that may arise. It will be a valuable resource for parents and students. Parents are encouraged to maintain possession of this book for future reference.

At Mayflower Middle School, serving your child's educational needs is our only business. This mission is taken very seriously and the full support of the family unit will be solicited in order to reach the success that is desired.

Please take time to thoroughly review this handbook. Please contact the office of the principal if questions arise.

We look forward to the opportunity of working with your child. It is our belief that this will be a great year!

Sincerely,

John Pipkins, Principal  
Mayflower Middle School  
#18 Eagle Circle  
Mayflower, AR 72106

*[jpipkins@mayflowerschools.info](mailto:jpipkins@mayflowerschools.info)*

Phone 501-470-2111  
Fax 501-470-2116

In order for your child to be successful in school and learn to the very best of their ability, a strong voluntary commitment by each individual must be made. This pledge *is vital* for intra and interpersonal success.

**As A Student...I Promise To:**

- Attend school every day.
- Be on time.
- Bring pencil, paper, books, and be ready to learn.
- Complete and turn in assignments.
- Ask for help when I need it.
- Do my best work in school.
- Respect and cooperate with others.

**As a Parent/Guardian...I Promise To:**

- See that my child attends school every day.
- See that my child is on time.
- Praise and encourage my child each day.
- Help my child learn to respect the school staff and the cultural differences in others.
- Provide a quiet place for my child to study and read.
- Attend all parent/teacher conferences.

**As a Teacher/Staff Member/Administrator...I Promise To:**

- Show that I care about all students.
- Have high expectations for myself, students, teachers, and staff.
- Communicate and work with families to support student learning.
- Provide a safe environment for learning.
- Respect the cultural differences of students and their families.
- Encourage students and parents with regular student progress reports.
- Be patient and understanding.
- At Mayflower Middle School, we believe that success can be accomplished by parents, teachers, students, and the community working together to develop responsible citizens!

**Any policy changes voted by the Board of Education or laws passed by the legislature after the printing of this book will supersede the policies in this book.**

**MAYFLOWER EAGLES ARE BUILDING FOR SUCCESS!**

## **NONDISCRIMINATION POLICY AND EQUAL EDUCATIONAL OPPORTUNITY**

It is the policy of this educational institution to provide equal opportunity without regard to race, color, national origin, sex, age, qualified disability or veteran status in its educational programs and activities. This includes – but is not limited to – admissions, educational services, financial aid, and employment.

This educational institution will disseminate nondiscriminatory policies to students, parents, employees, and the general public prior to the beginning of each school year.

Committees will be selected in a fair and equitable manner and will reflect the diversity of the district in terms of sex, race, socio-economic level, disability, national origin, and other populations.

### **Miscellaneous Information**

Mayflower Middle School is an asbestos free environment.

Parents of students at MMS, a Title 1 eligible school, may request to be given information regarding the professional qualification of their child`s teachers.

- **ARKids First** Program/Wellness for All Children
- **ARKids First** is health care insurance for children. There are two types. **Type A** is Medicaid for children and **Type B** is for families who do not qualify for regular Medicaid but have no health insurance for children. Information on ARKids First will be made available by the school. Further information can be obtained from the county Department of Health and Human Services.

### **Video Surveillance**

The Board authorizes the use of video surveillance cameras in the buildings, district property, and busses. Signs are posted in each building to notify staff, patrons and visitors that cameras may be in use. Students will be held responsible for rule violations caught by the cameras.

### **Addressing a Concern**

This year we anticipate a great educational experience; however, it may be that parents or students have a concern or problem that needs to be addressed. If this situation presents itself, follow these simple steps:

1. Define the problem in the best way possible and determine exactly who can provide the information and direction needed to resolve the concern.
2. Arrange a meeting with the individual(s) that can aid in the solution of the

specific issue in question. Start with the person that will be most likely to provide help. This is usually the person closest to the problem. This may be a teacher, transportation director, principal or counselor, to name a few.

3. At the meeting, acknowledge the concern and attack problems and not people. There should be no winner or loser, just a solution. Please ask direct questions and provide accurate information concerning the conflict. When the problem is defined, a constructive proposal to solve the problem is now in order. Try to maintain a demeanor that will aid in finding a solution rather than escalate the concern. Agree at the start to work toward a solution since all parties involved have similar needs to resolve the conflict and maintain harmonious relationships.
4. If the initial meeting does not successfully resolve the problem, please contact the principal. If the problem still persists, ask the principal to schedule a conference with a third party.
5. Please remember to start the process by calling ahead and establishing a time to meet. According to school policy, *always* report to the office of the principal on any visit to the school.

### **2011-2012 School Year**

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

### **Student Handbook**

It shall be the policy of the Mayflower School District that the most recently adopted version of the Student Handbook be incorporated by reference into the policies of the District. The recently adopted student handbook will be considered binding and controlling in the event that there is a conflict between the student handbook and a general board policy or policies.

## **District Mission Statement**

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

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

### **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 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. Commit 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. Will collaborate with one another on a regular basis regarding curriculum, instruction, individual students, and school improvement initiatives.
- d. Will 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. Parent and 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. 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. Students in an ideal school district:

- a. Accept responsibility for their learning, decisions, and actions.
- b. Set challenging goals and give his/her best effort to achieve them.
- c. Believe in and take pride in personal 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 teachers in working to realize his/her full potential.

## BUILDING MISSION STATEMENT

The mission of Mayflower Middle School is to provide an academically **rigorous** education in a disciplined and caring environment.

Mayflower Middle School will achieve academic excellence by adhering to the best practice research that is **relevant** to the developmental challenges of early adolescents.

The Mayflower Middle School team will provide social equity by fostering **relationships** with parents and the community to equally assist all students in developing skills necessary to become successful, responsible, and contributing citizens.

## ANIMALS/PETS/INSECTS

Under no circumstances is an animal/pet/insect to be brought to school by a student. Teachers may bring or authorize adults to bring animals/pets/insects as part of a special activity. Animals/pets/insects of any type will never be permitted on the bus.

## ARRIVAL, DISMISSAL, TARDIES

Prompt arrival at school is expected of all students. Late arrivals disrupt classroom activities and cause loss of instructional time. The tardy bell rings at 7:50 a.m. All tardies are counted as unexcused unless the student has a note from the doctor/dentist, has attended a funeral of an immediate family member, has participated in a school sponsored event, or the bus was late or did not run. Students arriving to class after the tardy bell will be marked tardy. **Three unexcused tardies constitutes one unexcused absence.** The school day for students begins at 7:50 a.m. and ends at 3:20 p.m. Students should arrive at school no earlier than 7:30 a.m.

### **Early checkouts by parents will count as an absence.**

The administration will limit, to the extent possible, any extra-curricular interruptions to the school day. Absences from class to participate in extracurricular activities will be monitored and shall not be excessive. There are no pre-requisite obligations to participating in extra-curricular activities at MMS. Student participation in extracurricular activities is subject to the rules and regulations as outlined under the "Student Discipline" section of this handbook. A student may lose eligibility to participate in extracurricular activities when, in the opinion of the school

administration, said student participation in such activity may adversely affect academic achievement. Students may also be denied permission to participate in extracurricular activities as a consequence of disciplinary action taken by the administration for inappropriate behavior.

## **ASSEMBLIES**

Assemblies are planned periodically during the school day as special events on the school calendar. Student attendance is a requirement, not an option. Special attention to etiquette and good citizenship is expected of all students.

## **ATTENDANCE AND TARDIES**

Attendance and achievement go hand in hand. Students should be in school unless illness or extenuating circumstance justifies an absence. Please call the school at 470-2111 by 8:15 a.m. the morning of the absence and report the absence and reason to school officials. This is for safety reasons.

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. **If a student has thirteen or more absences during the semester they can lose credit for 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.

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.

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.

## EXCUSED ABSENCES

Excused absences are those where the student was on official school business or when the absence was due to one of the following reasons and the student brings a written statement upon returning to school from the doctor/parent or legal guardian stating such reason:

1. Illness of the student, or when attendance could jeopardize the health of other students;
2. Death or illness in the immediate family;
3. Observance of recognized holidays observed by their faith;
4. Attendance at an appointment with a government agency;
5. Attendance at a medical appointment;
6. Participation in a FFA, FHA, or 4-H sanctioned activity;
7. Exceptional circumstances with prior approval of the principal;
8. Students serving as pages for a member of the General Assembly are not reported as absent from school on such days.

## UNEXCUSED ABSENCES:

Absences not defined above or not having an accompanying note from the parent shall be considered unexcused. At the discretion of the principal after consultation with persons having knowledge of the circumstances of unexcused absences, the student may be denied promotion. Excessive absences shall not be a reason for expulsion of a student.

When a student has 2 unexcused absences, his/her parents, guardians, or person in loco parentis shall be notified. Notification shall be by telephone by the end of the school day in which the absence occurred or by regular mail with a return address sent no later than the following school day.

Whenever the student exceeds 4 unexcused absences in a semester, the District shall notify the prosecuting attorney and the parent, guardian, or person in loco parentis shall be subject to penalty as prescribed by law.

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

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

**Parent notes will be accepted as excused for up to 4 days per semester. All absences after 4 per semester must be explained by a signed and dated note from a professional agency (doctor, dentist, court) or it will be designated as unexcused.**

## AWARDS

Students receive special recognition at school through a variety of awards programs. These awards are intended to promote and recognize high academic standards and achievement, perfect attendance, good citizenship, and improvement.

A student may have no grade lower than “B” in any subject for Honor Roll recognition.

**In order to be eligible for perfect attendance in any nine weeks, students are required to be present from 7:50 a.m. to 3:20 p.m. each school day.** Students who arrive after the tardy bell or leave before the end of the school day will not be eligible for perfect attendance recognition for the nine weeks in which the incident occurs. Excessive late arrivals or early pick-ups will result in further action.

Students may also be recognized for excellence in the Accelerated Reader and Math programs, Character, Student Council, Fire Marshalls, NJHS, FBLA, Yearbook Staff, Subject Area Awards, and Physical Fitness.

## BULLYING POLICY

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.

Bullying is any pattern of behavior by a student, or group of students, that is intended to harass, intimidate, ridicule, humiliate, or instill fear in another child or group of children. Bullying behavior can be a threat of or actual physical harm, or it can be verbal abuse. Bullying is a series of recurring actions committed over a period of time directed toward one student, or successive actions directed against multiple students.

Examples of **bullying** may include, but are not limited to, a pattern of behavior involving one or more of the following:

- sarcastic comments about another student's personal appearance
- pointed questions intended to embarrass or humiliate mocking, taunting, or belittling
- non-verbal threats and/or intimidation such as "fronting" or "chesting" a person
- demeaning humor relating to a student's race, gender, ethnicity, or personal characteristics
- blackmail, extortion, demands for protection money or other involuntary donations or loans
- blocking access to school properties or facilities
- deliberate physical contact to or injury to a person or a person's property
- stealing or hiding another student's belongings
- threats or harm to student(s) or possessions

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 shall report the incident(s) to the principal. Parents/guardians may submit written reports of incidents that they feel 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.

**Bullying Consequences:**

- 1<sup>st</sup> offense .....conference/warning; parent contact
- 2<sup>nd</sup> offense .....1 day out of school suspension
- 3<sup>rd</sup> offense.....3 days out-of school suspension
- 4<sup>th</sup> offense.....out-of school suspension for up to 10 days with possible recommendation for expulsion

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.

**The administration reserves the right to bypass any level of the discipline policy based on the severity of an offense.**

The School District reserves the authority to punish behaviors that are not conducive to good order and discipline in the schools even though such behavior is not specified in the preceding rules. The school will also provide prevention, intervention, and conflict resolution as a means to prevent disciplinary issues from becoming reality. These provisions may come through, but are not limited to the resource officer, counselor, parental contact, School Based Mental Health, teachers, and the principal.

Also, all infractions of prohibited behaviors listed above and others not conducive to good order will be assessed as to level of disruption to the educational process and subjected to minimum and maximum punishments as described for each level of disruption.

**Level 1** Routine classroom or school disruption.

Minimum Punishment is a Verbal Warning and Maximum Punishment is Referral to the Principal for consultation.

**Level 2** Disruptions which are excessive in nature, consistent over time, incompatible with the educational process, or demeaning and threatening in nature.

Minimum Punishment is a Verbal Warning and Maximum Punishment is Out of School Suspension.

**Level 3** Extreme violation(s) of prohibitive behaviors include, but are not limited to, all of the above and/or excessive disruption of the educational process, fighting, alcohol, harassment,

tobacco, vandalism, pornography, weapons or drug violations, and any behaviors not conducive to good order in the school.

Minimum Punishment will be Contact of Parents and the Maximum Punishment is Recommendation for Expulsion and/or Contact of Civil Authorities.

Levels will be determined by school officials using all available information in a systematic and orderly manner to determine the severity and significance of the offense in question. Factors to be considered in level determination include but are not limited to the following: frequency and severity of the violations, amount of disruption to the educational process, potential dangers to students or staff, legal issues, nature and intent of the event and school safety issues.

## **BUS POLICIES AND PROCEDURES**

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

Boundary lines have been determined for all pupils who are eligible to ride school busses. Consult the transportation supervisor at 470-1344 for information regarding routes or pick-up and drop-off times.

Local radio, School Reach or local TV stations will carry school information related to schedule changes or closings due to inclement weather.

## **RULES OF CONDUCT FOR BUS TRANSPORTATION**

Students are under the supervision of the driver and must obey the driver at all times.

Students should be at the bus stop five minutes before the scheduled time of pick-up.

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.

Students should not play on or near the highway or road while waiting for the school bus. Should a student miss the bus, no attempt to walk or hitchhike to or from school should be initiated. Parents must supervise the delivery to or from school in these instances.

Students must board the bus quietly and orderly and be seated quickly. Students must remain seated until the bus arrives at school or at the approved stop.

Students will keep hands, feet, books, etc. to themselves. (No hitting, slapping, kicking, or throwing things)

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.

Students are expected to conduct themselves in such a manner that will not distract the attention of the driver or disturb other riders on the bus.

Students are not to tamper with any of the safety devices such as door latches, fire extinguishers, etc. Students are not permitted to put their hands, arms, or head out of the window.

Students are not to deface the school bus by writing on the bus or damaging the seats. 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.

**In the interest of safety, glass containers, inflated balloons, flowers/vases, or any items which block the vision of the driver will not be allowed on the bus.**

**Students are not allowed to bring knives, sharp objects, skateboards, fireworks, or firearms on the bus. Pets or other live animals are not permitted on the bus.**

**Students are only allowed to get off the bus at school and at their designated bus stop.**

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 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.

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. The notes should be approved in the morning for afternoon trips.

## **CONSEQUENCES FOR FAILURE TO FOLLOW RULES OF CONDUCT ON THE SCHOOL BUS**

Violations of any of these rules or safety guidelines will result in disciplinary action. Names of offenders will be submitted to the principal's office and will be dealt with according to the severity of the incident. The building principal will be responsible for the discipline of the student.

- 1<sup>st</sup> offense: Warning with Parent Notification
- 2<sup>nd</sup> offense: Corporal punishment or three day bus suspension.
- 3<sup>rd</sup> offense: Five day bus suspension.
- 4<sup>th</sup> offense: Ten day bus suspension.

Subsequent offenses will result in a thirty day bus suspension.

A severe offense such as fighting, threatening others, or cursing the bus driver may result in the immediate loss of bus riding privileges given by the driver or principal. The principal or the transportation supervisor will attempt to notify the parent/guardian on the day the severe offense occurs.

A student is not permitted to ride another bus while suspended from his/her bus and parents are responsible for transporting students to and from school during any period of bus suspension.

Discipline forms will be completed by the bus driver and distributed to the transportation supervisor, principal, and parent/guardian at the earliest date and time possible.

Students are not permitted on busses with glass vases or large balloons that are often gifts on St. Valentine's Day. Mayflower Middle School requests that such deliveries be made to the home. This allows for fewer opportunities for conflict with bus regulations and prevents classroom disruptions.

***Special note: The unauthorized entry on a school bus is a violation of state law. Persons with concerns regarding transportation should contact the transportation supervisor or the principal.***

## **CAFETERIA/FOOD SERVICES**

Mayflower Middle School serves two meals per day. All students are encouraged to eat in the cafeteria. Breakfast is served starting at 7:30 a.m. and concluding at 8:00. Lunch is served between 11:30 a.m. and 12:40 p.m. each day.

Information regarding the federal lunch program will be sent to parents on the first day of school or first day of enrollment. It is encouraged that these forms be completed and returned to school to determine immediate eligibility. **Application for the federal lunch program may be made at any time during the year if income situations change.**

Parents may elect to send lunches with their child if they so choose. Students should not share items brought from home that have limited nutritional value such as candy, soda, and water ices.

Menus for the week are printed in the local newspaper, available on the school district website and posted in the office of each building. Students are encouraged to bring breakfast and/or lunch money on Monday for the entire week. **Breakfast 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 30<sup>th</sup> and no charges will be allowed in May.

All students will be given a special dietary needs 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, contact the cafeteria manager or food services director. (Krista Stephens, 470-0387)

The same general rules for behavior apply in the cafeteria as in the classroom. Students can talk quietly in line, and are to keep hands and feet and food to themselves. Classes/teams/grade levels will sit together. Students may leave their table when excused. Parents are encouraged to come to

school and have lunch with their child. Parents must sign in at the office and get a visitor's badge before being escorted to the cafeteria with your student.

Students can choose NOT to get a tray because of Serve/Offer guidelines in our cafeteria. A note from the parent/guardian will be required telling your child's teacher that you are aware they are not getting a tray.

## **CANCELLATION OF SCHOOL/INCLEMENT WEATHER**

Cancellation of school takes place only during circumstances such as extreme weather, equipment failure, or public crisis. The School Board and administrators are aware of the hardship which can be caused by an abrupt cancellation. Therefore, school will not be cancelled unless a significant risk has been created by unusual circumstances.

Every practical means is used to notify parents of a cancellation. The following media will be notified: School Reach Message System. Television stations 4, 7, 11, and 16 will also be contacted if cancellation is unavoidable. Please do not call the school for information. In the unusual event that school must be cancelled during the school day, the school will work to ensure that all students have satisfactory transportation home before releasing them from school.

Please discuss with your student what to do if school dismisses early, such as: parent/guardian will come to school to pick them up, arrangements have been made for someone else to pick them up, or ride a different bus than usual.

## **CHANGE OF ADDRESS/TELEPHONE**

**It is very important that every student maintain an up-to-date address and telephone number in the school office. Parents/guardians should notify the school immediately if there is a name change, change of address, or telephone number during the school year.**

**If a student moves outside of the Mayflower School District, they must enroll in the district they reside in unless a legal transfer has been approved.**

## **CLASSROOM PARTIES**

Classroom parties will be planned for a variety of reasons. The organization of the party will be arranged by the classroom teacher. Please contact your student's teacher if you wish to help with parties during the year.

## **CONTACT WITH STUDENTS AT SCHOOL**

### **\*CONTACT BY PARENTS**

Parents wishing to speak to their children during the school day shall register first with the office.

### **\*CONTACT BY NON-CUSTODIAL PARENTS**

If there is any question concerning the legal custody of the student, the custodial parent shall present documentation to the principal or his/her designee establishing the parent's custody of

the student. It shall be the responsibility of the custodial parent to make any court ordered “no contact” or other restrictions regarding the non-custodial parent known to the principal by presenting a copy of a file-marked court order. Without such a court order on file, the school will release the child to either of his/her parents. Non-custodial parents who file with the principal a date-stamped copy of current court orders granting visitation may eat lunch, volunteer in their child’s classroom, or otherwise have contact with their child during school hours and the prior approval of the school’s principal.

Unless prior arrangements have been made with the school’s principal, Arkansas law provides that the transfer of a child between his/her custodial parent and non-custodial parent, when both parents are present, shall not take place on the school’s property on normal school days during normal hours of school operation.

### **\*CONTACT BY LAW ENFORCEMENT, SOCIAL SERVICES, OR BY COURT ORDER**

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

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

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

Legal References: A.C.A. § 6-18-513, A.C.A. § 12-12-509, 510, and 516  
A.C.A. § 9-13-104

### **CORPORAL PUNISHMENT**

Corporal punishment (paddling) is to be avoided if at all possible. However, should such punishment become necessary, it may be administered in the presence of the school principal or their designee to any pupil for disruptive or unmanageable conduct; insubordination; profane,

violent, vulgar, or insulting language; or any other conduct that would tend to disrupt the educational process.

The Board directs that corporal (physical) punishment, when deemed necessary, be administered according to the following requirements:

1. Except for those acts of misconduct which are so antisocial or disruptive in nature as to shock the conscience, corporal punishment shall not be administered unless an attempt has been made to modify the student's behavior by some other means.
2. It will be administered in the presence of at least one other certified witness who shall be advised in the presence of the student the reason for the punishment.
3. It will not be administered in the presence of other students, in a spirit of anger or malice, or by excessive means.
4. It will be administered to the lower posterior only.
5. Prior to the administration of corporal punishment, the student receiving the corporal punishment shall be given an explanation of the reasons for the punishment and be given an opportunity to refute the charges. In addition an attempt to contact the parent will be made.
6. Refusal to take corporal punishment may end in suspension from school.
7. The principal will be notified when corporal punishment is administered, and a written report signed by the employee administering the corporal punishment stating the reason for the punishment and the name of the witness will be placed on file in his/her office.

If a parent/guardian does not want their student to receive corporal punishment, they must fill out the form included in this handbook and return it to school by September 1<sup>st</sup>.

## **COUNSELOR**

Our school counselor is a full-time staff member. He assists students with social problems, crisis situations, study skills, etc. The counselor conducts small group and individual counseling sessions. He also teaches lessons in character development and conflict resolution in each classroom on a regular basis. Parents, teachers, administrators, and students can make referrals for counseling. The counselor is also available to meet with parents. His direct telephone line is 501-470-2111.

## **CYBERBULLYING**

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

## **DETENTION**

Students who are assigned detention will be required to serve that detention at 7:15 a.m. Transportation is the responsibility of the parent.

## **DISCIPLINE FOR HANDICAPPED STUDENTS**

Handicapped students who engage in conduct which is inappropriate or which violates the rules and regulations of the school district are subject to normal disciplinary procedures so long as such treatment does not abridge the right to a free and appropriate public education. The Individualized Education Plan (IEP) Team for each handicapped student will consider whether a particular discipline procedure should be adopted for that student and such procedures will be included in that student's IEP. Any discipline of a handicapped student will follow guidelines set forth in the Individuals with Disabilities Act.

If it is necessary to suspend a handicapped student from school, the principal suspending that student should immediately notify the head of that student's IEP team, so the team can meet to determine the cause and effect of the suspension with regard to assessing the effectiveness and appropriateness of the student's placement and to minimize the harm resulting from the exclusion. In no case a handicapped student be excluded for more than ten (10 days) in a school year unless it is so recommended by the IEP team. An alternative educational program for the student may be recommended.

## **DISRUPTION OF SCHOOL**

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

Disorderly activities by any student or group of students that adversely affect the school's orderly educational environment shall not be tolerated at any time on school grounds. Teachers may remove from class and send to the principal or designee's office a student whose behavior is so unruly, disruptive, or abusive that it seriously interferes with the teacher's ability to teach the students, the class, or with the ability of the student's classmates to learn. Students who refuse to leave the classroom voluntarily will be escorted from the classroom by the school administration. ASBA Reference: 4.20

## **DOCTOR AND DENTIST APPOINTMENTS**

Parents are expected to make every effort to schedule doctor and dentist appointments outside of school hours. However, when such scheduling is not possible, students will be excused for these special appointments, if written notice of the absence is provided within the allowed time frame. However, **the student will not be recognized for perfect attendance.**

## DRESS CODE

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

The administration at Mayflower Middle School will address issues of improper or indecent clothing with the parent in an effort to resolve any perceived conflict of school rules or disruption of the educational process. The Mayflower Middle School administration reserves authority to make decisions and take actions that promote an orderly educational climate as allowed by Board policy.

### 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 Middle School.

- **\*All shirts must have sleeves.**
- \*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.
- \*Shoes or sandals must be worn at all times. **House shoes are not allowed.**
- \*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.
- Pants and jeans should not have holes above the knee that reveal skin.
- **Hats, caps, hoods, or any other type of head apparel should not be worn on campus during the normal school day unless prior approval has been given by the teachers. Hats should remain in their locker.**
- **Shorts and dresses must end no more than five inches above the kneecap. Pajama pants, biking shorts, and spandex are prohibited.**
- Blouses, shirts, skirts, and pants should not be of the see-through variety. Shirts/blouses should not have plunging necklines.
- Bandanas should not be brought or worn to school.
- Pants should fit well and be fastened around the waist so as not to sag.
- 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.

Students generally conduct themselves in a manner similar to the way in which they dress and groom. Any type of dress or grooming, including unnatural hair color, which is disruptive, will

not be permitted. Shirts with inappropriate slogans or advertising (tobacco, alcohol, Austin 3:16, ripped, sarcastic or negative messages) or inappropriate shorts are not permitted. With the exception of ears, visible body piercing will not be allowed. Students will not be allowed to remain in the classroom if disruptive or inappropriate dress is worn. Parents will be asked to bring appropriate clothing for the student to change into or to take the student home. **Absences due to inappropriate dress will be unexcused.**

## **DRUG-FREE SCHOOL POLICY**

The Mayflower School District will strive to provide a drug-free and alcohol-free environment for all students. The unlawful use and possession of illicit drugs or alcohol is illegal and harmful. Discipline policies dealing with using, possessing, or being under the influence of illicit drugs and alcohol are stated in the student handbook. Compliance with the policies is mandatory and will be consistently enforced.

Any student who may have a drug or alcohol problem is encouraged to seek help from the school counselor, nurse, principal, or from a professional agency of their choice. The decision to seek counseling for the student and the cost of counseling/rehabilitation shall be the responsibility of the parent/guardian.

When it has been established that a student is in possession of paraphernalia expressly prohibited by federal, state, or local laws (Act 567 of 1995) or possesses or is under the influence of illegal drugs, alcohol, or any mind-altering non-prescribed substances while he/she is on school property, at a school function, or on official school business, he/she will be immediately suspended from school. The superintendent will be given written notification of the suspension, and the student will be reported to the legal authorities. The student will then be subject to suspension or expulsion.

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

Consequences: The principal may follow any or all of the steps listed below:

1. Report to legal authorities
2. Immediate suspension for up to ten (10) school days
3. Recommendation for expulsion
4. Due process hearing.

**First offenders** of this policy shall forfeit all rights and privileges to hold office, receive honors, and shall not be allowed to participate in any extracurricular activities or attend any school functions for a period of 30 school days following the date suspension/expulsion begins.

**Second offenders** of this policy shall forfeit all rights and privileges to hold office, receive honors, and shall not be allowed to participate in any extracurricular activities or attend any school functions for a period of one calendar year following the date suspension/expulsion begins.

**Third offenders** of this policy shall permanently forfeit all rights and privileges to hold office, receive honors, and shall not be allowed to participate in any extracurricular activities or attend any school functions. Students expelled permanently and/or those who quit school because of a

violation of this policy are not permitted on school property for any reason without prior administrator approval.

It is the desire of the Mayflower School Board, administration, and staff to have a safe and drug-free school environment. Therefore, the school board has approved the use of a drug dog to search for drugs in school. The primary purpose for using the dog is to serve as a deterrent against drugs being brought onto the school campus. All school property and vehicles parked on school property are subject to being searched for drugs by use of a drug dog. A school official will accompany the handler during the sniffing search of lockers and automobiles. Sniff search will take place while students are in class so that students will not be exposed to the dog, and the instructional program will not be disrupted.

Should a suspicious locker or automobile be identified, the affected student will be notified before a search is conducted. The student will be advised of his/her rights. Every effort will be made to protect students from embarrassment. If possible, the search of a locker or automobile will be conducted while other students are not present. The investigative interview will be conducted in the privacy of the school official's office with the school official present.

Periodic, unannounced visits to the school and school activities may be made by the dog and handler in an effort to prevent possession of drugs on the campuses. Students are responsible for the contents of their lockers and automobiles. Should contraband be located, the responsible student will be subject to school district policies, and local, state, and federal laws.

## **Drug Testing**

Students participating in interscholastic contests 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:

- 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.

- After re-entering any activity following a positive test result, the student will be tested for the next three months on a monthly basis.
- 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.
- 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.

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

## **EMERGENCY DRILLS**

Emergency drills are conducted in accordance with state law. Students are instructed and drilled on procedures to evacuate the building quickly and in a safe, quiet, orderly manner.

All schools in the district conduct fire drills at least monthly. Tornado drills shall also be conducted 4 times each year. Students who ride school busses will also participate in emergency evacuation drills at least twice each school year.

In the event of an emergency situation, the school district will provide information. **Please do not call the school.**

## **EMERGENCY INFORMATION**

In case of an emergency, each student is required to have on file at the school office the following information:

1. Parent/guardian name
2. Complete and up-to-date address
3. Home phone/work phone/cell phone for parent/guardian
4. Emergency phone number of friend/relative
5. Physician's name and phone number
6. Medical alert information

**It is very important that every student maintain an up-to-date address and telephone number in the school office.**

Parents should notify the school immediately if there is a change of address or telephone number during the school year. Please check your student's information sheet at each parent/teacher conference. This information is kept in the school office.

## **ENTRANCE REQUIREMENTS**

The schools of the Mayflower School District shall be open and free through the completion of the secondary program to all persons between the ages of five (5) and twenty-one (21) years

whose parents, legal guardians, or other persons having lawful control of the person under an order of a court reside within the District and to all persons between those ages who have been legally transferred to the District for educational purposes.

**Students enrolling in Kindergarten for the 2011-2012 school years must be five years old on or before August 1, 2011.**

Students who request admission when they are suspended or expelled from another school district will not be admitted until the period of the suspension or expulsion expires. This policy will also apply if a student has been recommended for suspension or expulsion, but has been allowed to withdraw from school prior to final action on the recommendation.

Every parent, guardian, or other person having custody or care of any child age five (5) through seventeen (17) years and resides, as defined by policy, within the District shall enroll and send the child to a District school with the following exceptions.

- 1) The child is enrolled in a private or parochial school.
- 2) The child is being home-schooled and the conditions of the home school policy have been met.

To enroll in a school in the District, the child must be a resident of the District as defined in District policies. The District shall make no attempt to ascertain the immigration status of any student.

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

**Prior to the child's admission to Mayflower Middle School:**

1. The parent, guardian, or other responsible person shall furnish the child's Social Security Number, or upon request, the District will assign the child a nine (9) digit number. The Social Security Number is not a requirement.
2. The parent, guardian, or other responsible person shall provide the District with one (1) of the following documents indicating the child's age:
  - a. A birth certificate;
  - b. A statement by the local registrar or a county recorder certifying the child's date of birth;
  - c. An attested baptismal certificate;
  - d. A passport;
  - e. An affidavit of the date and place of birth by the child's parent or guardian;
  - f. Previous school records;
  - g. Military records;
  - h. Foster children will be enrolled immediately regardless of required record's documentation.

3. The parent, guardian, or other responsible person shall indicate on school registration forms whether the child has been expelled from school in any other school district or is a party to an expulsion proceeding.
4. The child shall be age appropriately immunized from poliomyelitis, diphtheria, tetanus, pertussis, red (rubella) measles, rubella, and other diseases as designated by the State Board of Health, or have an exemption issued by the Arkansas State Department of Health. Proof of immunization shall be by a certificate of a licensed physician or a public health department acknowledging the immunization.
5. Act 1255 of 2005 requires schools to “immediately” enroll foster and homeless children whether or not they produce “required records” noted in #2 and #4 above. However, this does not apply to students currently under expulsion from their previous school.  
ASAB Reference: 4.2

## **EQUAL EDUCATION OPPORTUNITY**

No student in the Mayflower School District shall, on the grounds of race, color, religion, national origin, sex, age, or disability be excluded from participation in, or denied the benefits of, or subjected to discrimination under any educational program or activity sponsored by the District. ASBA Reference: 4.11

## **EXPULSION**

Expulsion means prohibiting a student from entering the school or school grounds (except for a prearranged conference with an administrator), with loss of academic credit, until the end of the semester, the end of the current school year, or permanently, depending upon the severity of the offense. This action will be taken by the Board of Education only.

If a student’s conduct is so serious as to make suspension inappropriate, the principal of a school may recommend to the Superintendent that a student be expelled from the school with loss of academic credit. This recommendation must be in writing and must include a statement of the charge or charges against the student. If the Superintendent agrees with the recommendation, he will schedule a hearing before the School Board. The School Board may expel a student for the remainder of the semester, for the remainder of the school year, or permanently, depending upon the seriousness of the offense. The conduct that may result in expulsion includes behavior that is disruptive to the educational program and/or behavior that is dangerous or a threat to other students, faculty, or school personnel.

The Superintendent or his/her designee will give written notice of the incident to the parent/guardian of minors and to the student himself/herself if he/she is 18 years old or older. The notice must be mailed within five (5) days of the incident, and it must state all charges in clear and concise terms. It must also state the names of witnesses who will appear against the student, and provide a brief statement concerning the nature of the testimony of the witnesses. A hearing will be conducted not earlier than three (3) days and no later than seven (7) days from the date of the notice unless the Superintendent, the student, and the student’s parent/guardian agree in writing to an alternate date. The student will be provided an opportunity to observe all evidence offered against him/her.

A student and/or his parent/guardian have the right to request a hearing. However, a hearing may be waived by a request in writing from the parent/guardian or the student himself/herself if he/she is 18 years or older. The president of the School Board or a designee selected by the Board will preside at all hearings regarding expulsion. A student is entitled to representation by a lawyer or legal counsel.

During the hearing, evidence, witnesses and statements of persons having personal knowledge of the events will be presented first by the Superintendent or his designee and then by the student or his representative. Formal cross-examination will not be permitted. If the Board determines that the credibility of any witness is an issue, then it will permit cross-examination of those witnesses to whom credibility is an issue. That examination will be limited to the question or questions concerning credibility. Board members may question any witness. The burden of proof will be on the School Board, which will open and close all hearings.

The Board will make a record of the evidence taken at hearing proceedings by either a court reporter or a tape recorder. If the student so desires, the record will be transcribed and a copy furnished to the student. Copies of all statements used as evidence will be included with the written record.

## **EXTRA-CURRICULAR AND NON-INSTRUCTIONAL 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:

- Those who do not meet the eligibility standards of the Arkansas Activities Association (in those activities governed by the AAA).
- Those who do not meet the eligibility standards of the recognized agency governing any particular activity.
- Those whose general behavior does not meet acceptable standards as determined by the principal.
- 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.

## **FIELD TRIPS**

Field trips within Mayflower and to nearby points of interest are scheduled by various classroom teachers throughout the school year. These trips are designed to supplement different aspects of the classroom curriculum and to introduce students to the resources of the community. Parents will receive notices of field trips well in advance of the scheduled trip date and will be asked to sign field trip permission forms. Use of the included district field trip form is required. A handwritten note or a phone call is not allowed. Sometimes a small amount of money may be requested from each student to help defray facility use costs. Parents/guardians may be asked to attend field trip outings with their children. Parents/guardians who are chaperoning the field trip can ride the bus with students or drive their own student to/from the field trip. No student will be allowed to ride in a personal car with anyone other than their parent/guardian. Arrangements are to be made with the teacher before leaving campus. It is our preference that when chaperoning a field trip, arrangements be made for younger siblings.

## **FUND RAISING**

All fund-raising must be approved by the building principal. All fund-raising projects will follow the guidelines listed below:

1. Student participation in fund-raising programs is voluntary.
2. Students who do not participate will not forfeit any school privileges.
3. Students may not participate in fund-raising programs without written permission. The permission form is to be returned to the school.
4. Middle school students are not allowed to go door-to-door or participate in any third party sales.
5. Unless the school provides supervision, parents must accept responsibility for appropriate adult supervision.

## **GANGS AND GANG ACTIVITY**

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

The following actions are prohibited by students on school property or at school functions:

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

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

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

ASBA Reference: 4.26

## **GRADES**

Parents or guardians shall be kept informed concerning the progress of their student. Parent-teacher conferences are encouraged and may be requested by parents, guardians, or teachers. If the progress of a student is unsatisfactory in a subject, the teachers shall attempt to schedule a parent-teacher conference. In the conference, a remediation plan will be developed to enhance the probability of student success. The school shall also send timely progress reports and issue grades for each nine-week grading period to keep parents/guardians informed of their student's progress. Parents may also check on their student's progress by using EdLine. Activation codes and passwords will be sent home at the beginning of the school year. Teachers are expected to keep EdLine updated weekly.

The evaluation of each student’s performance on a regular basis serves to give the parents/guardians, students, and the school necessary information to help affect academic improvement. Students’ grades shall reflect only the extent to which a student has achieved the expressed educational objectives of the course as is consistent with laws and regulations.

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

Percentage	Grade	Grade Point	I.B. or A.P. 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

### **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.

### **Music, physical education, and art will be graded.**

Parents will have access to their student’s grades at all times using their school issued EdLine password. EdLine is a great way for parents to stay involved in their child’s academic progress. Passwords will be sent home at the beginning of each school year. Please contact the school office if you have any questions or concerns about EdLine. Password information must be obtained by contacting the school office.

### **GRIEVANCES AND COMPLAINTS**

If a parent/guardian has a complaint or grievance concerning a policy of Mayflower Middle School, the following procedure should be followed:

**STEP 1:** A parent/guardian who feels that he/she has a grievance should present the matter orally or in writing to the individual staff member. A conference should be scheduled between the two parties.

**STEP 2:** If the parent/guardian feels the complaint or grievance is unresolved after the first step, the parent/guardian may request a meeting with the building principal.

**STEP 3:** If the parent/guardian feels the complaint or grievance is unresolved after the second step, the parent/guardian may request a meeting with the Superintendent.

**STEP 4:** If the parent/guardian feels the complaint or grievance is unresolved after the third step, the parent/guardian may request a meeting with the Board of Education. This request must be made in writing to the Superintendent a minimum of one (1) week prior to the scheduled Board meeting. The request must state the reason(s) for the meeting. The request to meet with the School Board shall be considered by the Superintendent and the president of the School Board. The president of the School Board shall make the decision as to whether or not the matter is placed on the School Board agenda. The president is under no obligation to place the matter on the School Board agenda. The decision of the Board of Education shall be final.

Citizen complaints involving school personnel may not be presented to the School Board, due to the fact that presentations to the Board concerning personnel are closely governed by state and constitutional law.

Any patron who has a complaint about an employee should first attempt to resolve any such issues with the employee. If no satisfactory result is obtained, or if the nature of the complaint would render such an approach to the employee futile, the patron may present the complaint to the employee's immediate supervisor (usually the Principal).

If no satisfactory result is obtained from the immediate supervisor, the patron may then present the complaint to the next level of supervision (usually the Superintendent). The Superintendent is the final authority in such matters, unless some employment action is justified which would require action by the School Board on the recommendation of the Superintendent. In such a circumstance, the Superintendent has the sole discretion in deciding whether to make such a recommendation.

The disciplinary action, if any, taken against the employee may not be revealed to the patron bringing the complaint, since to do so could violate statutory and constitutional prohibitions.

## **HEALTH SERVICES**

### **\*COMMUNICABLE DISEASES**

The School Board reserves the right to remove or exclude any student whose physical condition interferes with his ability to learn or expose other students to communicable diseases.

Communicable diseases control procedures regarding removal from school and readmission will be maintained in cooperation with the Arkansas Department of Health and the Faulkner County Department of Health. The Disease Control Guide for schools, prepared by the Arkansas Department of Education, will be available in all health rooms.

For diseases not referred to in the Guide, and in cases where proof of treatment cannot be clearly verified, the Board reserves the right to require a physician's statement for readmission to school. Similarly, the Board will recognize physician authorization for earlier re-admission than called for in the Guide when the physician deems it appropriate.

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

## **\*DISTRICT WELLNESS POLICY**

The Mayflower School District, in accordance with Act 1220 of 2003, has an established wellness policy filed with the Arkansas State Department of Education. The school district has adopted objectives for improving the school nutrition environment, promoting student health, and reducing childhood obesity (Public Law 108-265, Section 204).

The school district can only allow non-healthy items to be brought to school nine days per year for such things as class parties or special events. Those days will be decided by the administration and faculty of each building in accordance with the Arkansas Department of Education Rule 5.02.4.

Snacks may be provided or distributed by the school as part of the planned instructional program.

Snacks can be provided by parents as long as they meet the United States Department of Agriculture Snack Patterns.

This policy does not restrict what parents may provide for their own child's lunch or snacks. Parents may provide foods of minimal nutritional value or candy items for their child's own consumption, but they may not provide restricted items to other children at school.

## **HEAD LICE**

Mayflower Middle School has a "no nit" head lice policy. Students are checked on a regular basis for head lice. Parents/guardians will be contacted by the nurse to come pick up their student if the student has lice or nits. Students must be treated and nits removed before the student will be allowed to return to school. Parents must bring their student back to school with proof of treatment and receive permission from the nurse or principal for that student to return to class.

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

## **ILLNESS OR INJURY**

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

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

## MEDICATIONS

### **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.

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.

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.

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.

**Over-the-counter (OTC) non-prescription medication** will not be given at school without a **doctor's order** on file. Only the school nurse or her designee will be allowed to give prescription and non prescription medication to students, as long as a doctor's order and parental consent form is on file.

**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, it's possible side effects, and any other pertinent instructions (such as special storage requirements) or warnings.

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

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.

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.

**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.

**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 parent or legal guardian shall bring any required medication to the nurse, or in the absence of the nurse, to the principal's office. Medications, including those for self-medication, 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, 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.

The school shall not keep outdated medications or any medications past the end of the school year. Parents shall be notified ten (10) days in advance of the school's intention to dispose of any medication. Medications not picked up by the parents or legal guardians within the ten (10) day period shall be destroyed by the nurse with a witness present.

### **NURSE**

The school nurse's office is located in Room # 13E at the Mayflower Middle School. The nurse is responsible for the maintenance of health records, routine health checks, contacting parents concerning health problems, care of minor injuries, teaching healthy living and vision and

hearing screening. If a child is absent from school due to a communicable disease, notify the school nurse immediately so precautions may be taken to protect other students. Chronic visits to the nurse will be turned over to the principal. The principal will contact parents to determine if a medical problem exists.

Children that are sent to the nurse and have an elevated temperature of 101 degrees or higher, have to be picked up from school and cannot return until 24 hours free of the elevated temperature. This helps break the chain of infecting other students with bacterial and/or viral infections.

If a child appears to have pink eye they will need to see a doctor to confirm and treat the diagnosis. Children must remain out of school one (1) day from the time that they see the doctor and begin taking medication.

A child that has been up a few times during the night vomiting, but doesn't have an elevated temperature, has or has not vomited since they woke up, may need to stay home that day. Rest is a big part of getting well and your child may be unproductive in class due to lack of sleep the night before.

If your child has injured a part of his/her body at home and you are unsure if a bone is broken, please have it looked at by a doctor. The nurse may not be able to tell if it is broken, thus postponing treatment.

If your child becomes a regular visitor to the nurse's office, you will be notified with a letter concerning his/her behavior. The nurses try to educate children that the nurse's office is only a first aid health office. They encourage parents to speak with their children about excessive use of the nurse's office. Little bumps and bruises are not an emergency.

Due to many 5th/6th grade girls beginning their menstrual cycles in the middle school years, the school nurse, counselor or classroom teachers will be presenting a program during the school year concerning hygiene during the 5th grade year. This will be very structured with only hygiene and basic knowledge of the menstrual cycle explained. 5th grade boys will also participate in a program focusing on growth and development. Parents will be notified two (2) weeks prior to these 2 programs being presented.

## **HOME SCHOOLING**

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

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

not limited to, excessive unexcused absences) and at the beginning of each school year thereafter.

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

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

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

## **HOMELESS STUDENTS**

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

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

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

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

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

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

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

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

(a) Are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement

(b) Have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings

(c) Are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and includes

(d) Any migratory children who are living in circumstances described in clauses (a) - (c)  
ASAB Reference: 4.40 29

## **HOMEWORK**

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

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

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

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

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

1. Extend the learning and curriculum of the classroom.

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

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

## **HONOR ROLL/PRINCIPALS HONOR ROLL**

MMS has an Honor Roll designed to recognize academic excellence. This consists of an A/B Honor Roll (3.5-3.99) and an All A Honor Roll. (4.0) Any parent or student who does not want to have the student identified as an honor student shall submit a written request to the principal stating that the student not be identified. This request needs to be submitted one week prior to the end of the grading period.

## **INSURANCE**

The Mayflower School District does not provide accident or medical insurance for its students. Student insurance is available, however, to all students through the school at a group rate. Although presented through the school, neither this school nor the school district realizes any compensation from this situation and will not act as an agent for the company. It is offered strictly as a service to the students and the patrons of the school district.

## **LASER POINTERS**

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

ASBA Reference: 4.28

## **LOST AND FOUND**

All lost and found items will be placed in a designated area of the school. Money, jewelry or any other articles of value are turned into the office. Students may claim lost items after proper identification. **Parents are urged to place their child's name on all personal items, especially coats and jackets.** Unclaimed articles will be used in the nurse's office or donated to a local charity.

## **MAKE-UP WORK**

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

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

Work may not be made up for credit for unexcused absences. Out-of-school suspensions are unexcused.

## **MEDIA CENTER**

Mayflower Middle School has a free flow library system, as well as, weekly scheduled classes. During that time, books may be checked out. Along with this, all other students are allowed to come to the Media Center to return and check out books each day. Each student is allowed to check out three books per week. There is no fine for overdue books, but lost or damaged books must be paid for. A student owing for one lost or damaged book will be allowed to check out one book. A student owing for two lost or damaged books will not have any check out privileges.

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

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

## **Selection Criteria**

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

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

## **Retention and Continuous Evaluation**

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

## **Gifts**

Gifts to the media centers shall be evaluated to determine their appropriateness before they are placed in any media center. The evaluation shall use the same criteria as for all other materials considered for inclusion in the media centers. Any items determined to be unacceptable shall be returned to the donor or disposed of at the discretion of the media specialist.

## **Challenges**

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

Before any formal challenge can be filed, the individual contesting (hereinafter complainant) the appropriateness of the specified item shall request a conference with the principal and the licensed media center employee in the building. The complainant shall be given a copy of this policy and the Request for Formal Reconsideration Form prior to the conference. The meeting shall take place at the earliest possible time of mutual convenience, but in no case later than five (5) working days from the date of the request unless it is by the choice of the complainant. In the meeting, the principal or media specialist shall explain the selection criteria and how the challenged material fits the criteria. The complainant shall explain his/her reasons for objecting to the selected material. If, at the completion of the meeting, the complainant wishes to make a formal challenge to the selected material, he/she may do so by completing the Request for Formal Reconsideration Form and submitting it to the principal's office.

To review the contested media, the principal shall select a committee of five (5) or seven (7) licensed personnel consisting of the principal as chair, director of instruction, and the building media specialist. The remaining committee members shall be personnel with curriculum knowledge appropriate for the material being contested and representative of diverse viewpoints.

The task of the committee shall be to determine if the challenged material meets the criteria of selection. No material shall be withdrawn solely for the viewpoints expressed within it and shall be reviewed on its entirety and not selected portions taken out of context.

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

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

ASBA Reference: 5.7

## **NEWSLETTER**

A school newsletter containing items of interest to students and parents will be distributed monthly. The newsletter will feature timely information about the school and special events. Classroom and individual notices and reminders will be sent home periodically. School news is also available on the MMS web page: <http://www.mayflowerschools.info>.

## **PARENT/TEACHER COMMUNICATION**

The School Board recognizes the importance of communication between teachers and parents/legal guardians. To help promote positive communication, parent/teacher conferences shall be held once each semester. Parent-teacher conferences are encouraged and may be requested by parents or guardians anytime they need to discuss their child's progress with his/her teacher. (Act 603).

Parents shall be notified by letter prior to each parent/teacher conference, and local news media shall be used to make public announcements of the conferences. Provisions shall be made to accommodate working parents.

Middle school, elementary school, and kindergarten teachers shall meet with the parent(s) or guardian(s) of each student at least once a semester through a parent-teacher conference, telephone conferences, or a home visit. (ADE Standard 12.04.2)

All grade level conferences with parent(s) or guardian(s) shall be scheduled at a time and place to best accommodate those participating in the conference. The school shall document participation or nonparticipation in required conferences. (ADE Standard 12.04.3)

If a student is to be retained at any grade level, notice of retention and the reasons for retention shall be communicated promptly in a personal conference. (ADE Standard 12.04.3)

Progress reports will be sent to parents every four and one-half (4.5) weeks to alert parents of possible problems, and other contact will be made as needed to monitor student behavior and/or progress.

Any employee who needs to make a home visit for any reason shall discuss the need for the visit with the building principal. After the building principal has given approval for scheduling a visit, the employee shall call the parent or guardian of the student to make an appointment for a visit.

The principal may require the employee to be accompanied by another school employee during the home visit. At the request of the employee, an administrator shall accompany the employee on the home visit. If a parent or guardian is not home at the time of the visit, the school employee(s) are not to enter the home. If the home visit is performed, the employee is to report the outcome of the visit to the building principal.

### **PARENT/TEACHER ORGANIZATION (P.T.O.)**

Mayflower Middle School's Parent/Teacher Organization (P.T.O.) is an important segment of our school community. All parents and teachers are urged to become members and to actively participate. Meetings are generally scheduled once a month during the school year. They are announced several days in advance.

### **PICTURES**

Individual student pictures (Fall and Spring), class, and special group pictures are taken each year.

### **PLACEMENT AND/OR SCHEDULING OF FORMER HOME SCHOOL STUDENTS AND/OR STUDENTS FROM NON-ACCREDITED SCHOOLS (SCHOOLS NOT ACCREDITED BY THE STATE DEPARTMENT OF EDUCATION IN THE STATE WHERE THE STUDENTS RECEIVED INSTRUCTION):**

The Mayflower School District shall have the authority to assess any home school student and/or any student enrolling from a non-accredited school that enrolls or re-enrolls in the district in order to determine proper educational placement. It is the sole responsibility of the school district to determine the method by which credits are earned in order to receive a high school diploma. There is no requirement that the school honor the credits from home schooling and/or a non-accredited school.

If the student has taken any achievement test(s) as required by law, a copy of the results must be provided to the school by the parent. The parent shall also provide a copy of the student's transcript and all records required for enrollment in the Mayflower Public Schools. The school district shall utilize, among other means of assessment, the norm-referenced test approved by the state board to assess the student and shall determine placement in the appropriate grade level. Students enrolling in kindergarten through the eighth grade will be tested one time on an exam covering the year long objectives for the classes in the last grade the student was enrolled in. The grades will be utilized to help determine grade placement.

Students in grades 9-12 desiring to count courses from home schooling or non-accredited schools will be tested in each subject the student desires to count as credit toward graduation. The student will be given a test that covers the objectives found in a year-long class for the course.

The student will be allowed to take the test one time and must make a passing grade on the test or he/she will be required to successfully complete the course at an accredited school to receive credit. Credit/non-credit will be awarded and recorded on the student's permanent record based on the current percentage required for passing on the District's grading scale.

Following all tests and other data collection a placement conference will be held on all students transferring from home school or a non-accredited school. Conference participants shall include an administrator, a counselor, and parent(s)/guardian(s), and other personnel designated by the building principal. Based on data and current test scores presented during the conference, the school administrator will determine class and grade placement. The administrator will notify the parent of his/her decision. The Mayflower School District will retain the option to reconsider placement at any time during the school year.

The maximum credits that will be accepted for each year in attendance at home schooling or a non-accredited school will not exceed the number of credits earned by a student enrolled in the Mayflower School District.

Students who transfer grades from home schooling or non-accredited schools will not have grades entered on their permanent record cards. When they enroll, "Home Schooling" or "Non-Accredited School" will be written in the attendance and grade sections of the card. Rank in class and grade point average will be determined only for students who attend an accredited school in grades 9-12. Summer school may not be substituted for a regular semester.

A student must meet all graduation and attendance requirements for the Mayflower School District to receive a diploma. The grade point requirement for graduation will be determined by the scores made on the test taken to receive course credit(s) and course(s) taken at an accredited school.

Any home school student who enrolls or re-enrolls in the Mayflower School District must attend classes for at least nine (9) months immediately prior to graduation before the student can become eligible to receive a high school diploma from the district.

## **POSSESSION AND USE OF ELECTRONIC EQUIPMENT (CELL PHONES, GAMES, ETC.)**

Use and misuse of cell phones has become a serious problem that threatens the ability of the district's schools to properly and efficiently operate its education program. The school board believes it is necessary to restrict student use and possession of cell phones, other electronic communication devices, cameras, video games, MP 3 players, I-pods, and other portable electronic devices so that the opportunity for learning in the district's schools may be enhanced.

For the purpose of this policy, the use of a cell phone or other communication device includes any incoming call, text message, message waiting, or any other audible sound coming from the phone or device.

The student and/or the student's parents or guardians expressly assume any risk associated with students owning or possessing technology equipment.

Students at Mayflower Middle School are allowed to bring cell phones to school only if they are not seen or heard. Anytime a cell phone is visible or creates any type of sound the phone will be taken and the student will be suspended. The phone will be returned to the parent at the discretion of the principal. Other electronic communication devices, cameras, video games, MP 3 players, I-pods, and other portable electronic devices are not allowed at school.

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

All student educational records are available for inspection and copying by the parents of any student who is under the age of eighteen (18). At the age of eighteen (18), the right to inspect and copy a student's records transfers to the student. For purposes of this policy, the Mayflower School District does not distinguish between a custodial and non-custodial parent with respect to gaining access to a student's records. The fact of a person's status as parent/guardian alone enables that parent/guardian to review and copy his child's records.

If a court order exists which directs that a parent not have access to a student or his records, the parent/guardian must present a file-marked copy of such order to the building principal. The school will make good-faith efforts to act in accordance with such court order, but the failure to do so does not impose legal liability upon the school. The actual responsibility for enforcement of such court orders rests with the parents/guardians, their attorneys and the court which issued the order. A parent/guardian does not have the right to remove any material from a student's records, but such parent/guardian may challenge the accuracy of a record. The right to challenge the accuracy of a record does not include the right to dispute a grade, which must be done only through the appropriate teacher and/or administration, the decision of whom is final. A challenge to the accuracy of material contained in a student file must be initiated with the building principal, with an appeal available to the Superintendent or his designee.

Unless the parent/guardian of a student (or student, if above the age of eighteen) objects, directory information about a student may be made available to the public, military recruiters, pose secondary educational institutions, prospective employers of those students, as well as school publications such as annual yearbooks, and graduation announcements. "Directory information" includes, but is not limited to, a student's name, address, telephone number, electronic mail address, photograph, date and place of birth, classes in which he/she is enrolled,

his/her placement on the honor role (or the receipt of other types of honors), as well as his/her participation in school clubs and extracurricular activities, among others. If the student participates in inherently public activities (for example, basketball, football, or other interscholastic activities), the publication of such information will be beyond the control of the District. A student's name when associated with their physical address, email address, telephone number, or photograph will only be displayed on the district or school's Web page after receiving the written permission of the student's parent or the student if over the age of eighteen (18). The form for objecting to making directory information available is located in the back of the student handbook and must be completed and signed by the parent or age-eligible student and filed with the building principal's office not later than ten (10) school days after the beginning of each school year. Failure to file an objection by that time is considered a specific grant of permission.

ASBA Reference: 4.13 39

## **PROHIBITED CONDUCT**

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

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

It is a privilege for the Mayflower Public School District to serve in the educational growth of your child. One of the goals of our school system is to provide an atmosphere that encourages learning in a safe environment. Teachers have the authority and responsibility to maintain discipline in the classroom and at school events on or off campus. School discipline policies will be consistently enforced. When a student is having a problem the teacher may do one or more of the following: conference with the student, conference with the parent, use classroom disciplinary procedures, or refer the student directly to the building principal.

All teachers are responsible for the supervision of the behavior of all students in the school. This includes not only students who are regularly assigned to the teacher, but all students with whom he/she comes in contact. Students are to follow the request of any teacher or staff member.

Behavior expected from students at school is a combination of common courtesy, safety considerations and abiding by the rules and regulations established by the Board of Education and Mayflower Middle School.

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

1. Defiance/disrespect for school employees and failing to comply with their reasonable directions or otherwise demonstrating insubordination.
2. Disruptive behavior that interferes with orderly school operations.
3. Fighting/willfully and intentionally assaulting or threatening to assault or physically abusing any student or school employee.
4. Possession of any weapon that can reasonably be considered capable of causing bodily harm to another individual.
5. Possession or use of tobacco in any form on any property owned or leased by any public school.
6. Willfully or intentionally damaging, destroying, or stealing school property or any student's personal property.
7. Possession of any paging device, beeper, cell phone, or similar electronic communication device on the school campus during normal school hours unless specifically exempted by the administration for health or other compelling reasons.
8. Possession, selling, distributing, or being under the influence of an alcoholic beverage, any illegal drug, or the inappropriate use or sharing of prescription or over the counter drugs, or other intoxicants, or anything represented to be a drug.
9. Inappropriate public displays of affection.
10. Cheating, copying, or claiming another person's work to be his/her own.
11. Gambling.
12. Inappropriate student dress.
13. Use of vulgar, profane, or obscene language or gestures.
14. Truancy.
15. Excessive tardiness.
16. Engaging in behavior designed to taunt, degrade, or ridicule another person on the basis of race, ethnicity, national origin, sex, or disability.
17. Hazing or aiding in the hazing of another student.
18. Gangs or gang-related activities, including belonging to secret societies of any kind, are forbidden on school property. Gang insignias, clothing, "throwing signs" or other gestures associated with gangs are prohibited.
19. Indecent exposure/sexual harassment.
20. Bullying.
21. Lying.
22. Refusal to prepare assignments or to participate in class.
23. Leaving school grounds without permission.
24. Persistent disregard for school rules.
25. Repeated aggressive behavior/threatening others.

Students are not allowed to chew gum in school buildings, on school grounds, or on school busses. Food and drinks are not allowed on school transportation.

The above are considered serious infractions of proper conduct and will subject the student to disciplinary action including, but not limited to, corporal punishment, in-school or out-of-school suspension, or expulsion.

Fighting is strictly forbidden on school property, on the bus, at bus stops, and at school events off campus. Breaking this rule can result in immediate suspension from school or the school bus, and a conference with the student's parents will be scheduled.

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

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

The Mayflower School District and Mayflower Middle School reserve the right to pursue legal or disciplinary action for behavior which is subversive to good order and discipline in the school even though such behavior may not be specified in this handbook.

A student shall not threaten, physically abuse, or attempt to physically abuse, or behave in such a way as to be perceived to threaten bodily harm to any other person (student, school employee, or school visitor). Any gestures, vulgar, abusive or insulting language, taunting, threatening, harassing, or intimidating remarks by a student toward another person that threatens their well-being is strictly forbidden. This includes, but is not limited to, fighting, racial, ethnic, religious, or sexual slurs.

Furthermore, it is unlawful, during regular school hours, and in a place where a public school employee is required to be in the course of his or her duties, for any person to address a public school employee using language which, in its common understanding, is calculated to: a) cause a breach of the peace; b) materially and substantially interfere with the operation of the school; c) arouse the person to whom it is addressed to anger, to the extent likely to cause imminent retaliation. Students guilty of such an offense may be subject to legal proceedings in addition to student disciplinary measures.

Mayflower Middle School and school equipment is public property. Willfully damaging or destroying this property is cause of immediate suspension and possible expulsion. The school requires that vandal damage be paid for before a student is allowed to return to class. If he/she accidentally causes damage, he/she should report it to their teacher immediately, so that the damage is not misconstrued as vandalism. When a principal or other person in charge of a public school has personal knowledge or has received information leading to a reasonable belief that any person has committed or has threatened to commit an act of violence or any crime involving a deadly weapon on school property or while under school supervision, the principal or the person in charge shall immediately report the incident or threat to the superintendent of the school district and the appropriate local law enforcement agency. The report shall be by

telephone or in person immediately after the incident or threat and shall be followed by a written report within three (3) business days.

ASBA Reference: 4.17, 4.18, 4.20, 4.21

## **PROMOTIONS /RETENTIONS /REMEDICATION**

Parents will be informed when there is a possibility that the continuation of current academic achievement levels may result in student retention at grade level. The parents will then work with school staff to develop an Academic Support Plan to prevent retention and promote success. The final decision regarding promotion/retention will take into consideration multiple factors which include grades, ACTAAP test data, IEP goal attainment if appropriate, staff and parental input. The principal has the final decision regarding promotion/retention. If retention is recommended, notice and the reason for the retention will be promptly communicated to parents in a personal conference.

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 that 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 shall not be retained in accordance with state law.

## **RECESS (PHYSICAL ACTIVITY)**

Weather permitting, students have recess each day. Decisions to have outside recess during cold weather depend upon the temperature and the wind chill factor. Students should always dress for outside recess. All students must be on the playground during outside recess. Students with a doctor's note will be allowed to remain in the building during scheduled outside breaks. In order to promote a safe and orderly school environment, the playground is only accessible to students, school employees, and related school officials during the school day.

## **REMEDICATION/ACADEMIC IMPROVEMENT PLAN (AIP)**

In accordance with Act 35 of the 2nd Extraordinary Session of 2003, students in grades kindergarten through twelve (K-12) who do not demonstrate proficiency on the Arkansas Comprehensive Assessment Program exams, including those who are not present for testing, shall participate in an intense remediation program. The building principal and the director of instruction will determine the length and type of remediation. Credit will not be given for the remediation course. Any student failing to achieve at the proficient level on the State mandated CRT shall be evaluated by school personnel, who shall jointly develop, with the student's parents, a student Academic Improvement Plan (AIP) to assist the student in achieving the expected standard in subject area(s) where performance is deficient. The AIP shall describe the parent's role and responsibilities as well as the consequences for the student's failure to participate in the plan. Parents will sign and be provided a copy of the student's AIP.

All testing is to be taken seriously by students. Students are expected to do their best in order to avoid remediation. Sixth and seventh grade students who do not score proficient or advanced on the Benchmark tests will lose schedule options as a 7<sup>th</sup> and 8<sup>th</sup> grader. Remediation classes are taught in the place of electives. 5<sup>th</sup> and 6<sup>th</sup> grade students will be remediated during the regular school day.

Participation in the testing and remediation program is mandatory. Beginning in the 2005-2006 school year, students in grades one through eight, identified for an AIP who do not participate in the remediation program will be retained. Beginning in the 2005-2006 school year, students not proficient on the End-of-Course tests or on the Grade 11 Literacy test shall participate in a remediation program to receive credit for the corresponding course.  
Legal Reference: Act 35 of the 2nd Extraordinary Session of 2003

## **RESIDENCE REQUIREMENTS**

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

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

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

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

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

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

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

**Note: 1** Act 1255 of 2005 gives the Department of Human Services the authority to require a school district to waive the residency requirement for foster children unless a court determines it is not in the child’s best interest for the child to remain in his/her current school. The Act further provides that districts are “encouraged to work out a plan for transportation for the child to remain in the child’s current school.”

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

## **SCHOOL CHOICE**

The Superintendent will consider all applications for School Choice postmarked no later than July 1 preceding the fall semester the applicant would begin school in the District. The Superintendent shall notify the parent or guardian and the student's resident district, in writing, of the decision to accept or reject the application within 30 days of its receipt of the application. The District shall advertise in appropriate print and broadcast media to inform students and parents in adjoining districts of the availability of the School Choice program. The public pronouncements shall state the application deadline and the requirements and procedures for participation in the program. Such pronouncements shall be made in the spring, but in no case later than June first.

**Students who request admission at a time when they are suspended or expelled from another school district will not be admitted until the period of the suspension or expulsion expires. This policy will also apply if a student has been recommended for suspension or expulsion, but has been allowed to withdraw from school prior to final action on the recommendation.**

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

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

Students admitted under this policy shall be entitled to continued enrollment until they graduate or are no longer eligible for enrollment in the District's schools.

## **SCHOOL SUPPLIES**

Each teacher will furnish his/her students with an exact list of supplies needed for the school year. Some items are available daily through our school store. Planners/agendas will be purchased at school. A list of school supplies is also available on the school's web site: <http://www.mayflowerschools.info>

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

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

found in the search and disciplinary action may be taken. Evidence found which appears to be in violation of the law shall be reported to the appropriate authority.

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

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

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

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

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

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

Legal Reference: A.C.A. § 6-18-513

A.C.A. § 12-12-509, 510, and 516

A.C.A. § 9-13-104

## **SELECT CHOIR**

The 5<sup>th</sup> and 6<sup>th</sup> Grade Select Choir is under the direction of the MMS music teacher. Students who are interested in being part of the choir are selected through tryouts. Students in the choir must be willing to meet weekly and follow the behavior and attendance guidelines set by the music teacher.

## **SEMESTER EXAMS**

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

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

**THERE WILL BE NO DISTINCTION AS TO WHETHER AN ABSENCE IS EXCUSED OR UNEXCUSED FOR THE PURPOSE OF DETERMNING SEMESTER EXAM EXEMPTIONS. ABSENCES ARE COUNTED UP TO THE FINAL NON-TEST DAY.**

**SCHOOL APPROVED ACTIVITIES WILL NOT COUNT TOWARDS ABSENCES.**

- A student must have not been assigned 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 qualifies for exemption and chooses to take the final test, his/her grade will not be reduced as a result of the exam.

## **SEXUAL HARRASSMENT**

The Mayflower School District is committed to having an academic environment in which all students are treated with respect and dignity. Student achievement is best attained in an atmosphere of equal educational opportunity that is free of discrimination. Sexual harassment is a form of discrimination that undermines the integrity of the educational environment and will not be tolerated.

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

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

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

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

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

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

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

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

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

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

ASBA Reference: 4.27 49

## **SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS**

All students are required to participate in the Smart Core curriculum unless their parents or guardians, or the students if they are 18 years of age or older, sign and *Informed Consent Form* to not participate<sup>1</sup>. Those students not participating in the Smart Core curriculum will be required to fulfill the Core curriculum or the requirements of their IEP (when applicable) to be eligible for graduation. The signed *Informed Consent Form* shall be attached to the student's permanent transcript. *Informed Consent Forms* are required to be signed prior to registering for seventh grade classes, or if enrolling in the district for seventh through twelfth grade classes.<sup>2</sup> counseling by trained personnel shall be available to students and

their parents or legal guardians prior to the time they are required to sign the consent forms.

While there are similarities between the two curriculums, following the Core curriculum may not qualify students for some scholarships and admission to certain colleges could be jeopardized. Students initially choosing the Core curriculum may subsequently change to the Smart Core curriculum **providing** they would be able to complete the required course of study by the end of their senior year.<sup>3</sup> Students wishing to change their choice of curriculums must consult with their counselor to determine the feasibility of changing.

This policy, the Smart Core curriculum, and the courses necessary for graduation shall be reviewed by staff, students, and parents at least every other year<sup>4</sup> to determine if changes need to be made to better serve the needs of the district's students. The superintendent, or his/her designee, shall select the composition of the review panel.

Sufficient information relating to Smart Core and the district's graduation requirements shall be communicated to parents and students to ensure their informed understanding of each. This may be accomplished through any or all of the following means.<sup>5</sup>

- Inclusion in the student handbook<sup>6</sup> of the Smart Core curriculum and graduation requirements;
- Discussion of the Smart Core curriculum and graduation requirements at the school's annual public meeting, PTA meetings, or a meeting held specifically for the purpose of informing the public on this matter;
- Discussions held by the school's counselors with students and their parents; and/or
- Distribution of a newsletter(s) to parents or guardians of the district's students.

The first year of this policy's implementation all employees required to be certified as a condition of their employment shall receive training regarding this policy so that they will be able to help successfully implement it. In subsequent years, administrators, or their designees, shall train newly hired employees, required to be certified as a condition of their employment, regarding this policy. The district's annual professional development shall include the training required by this paragraph.<sup>7</sup>

## **GRADUATION REQUIREMENTS**

The number of units students must earn in grades nine through twelve (9-12) to be eligible for high school graduation is to be earned from the following categories. A minimum of 22 1/2 units<sup>8</sup> is required for graduation for students participating in either the Smart Core or Core curriculum. There are some distinctions made between Smart Core units and Graduation units. Not all units earned toward graduation necessarily apply to Smart Core requirements.

Unless exempted by a student's IEP, all students must successfully pass all end-of-course (EOC) assessments they are required to take or meet the remediation required for the EOC assessment to receive academic credit for the applicable course and be eligible to graduate from high school.<sup>9</sup>

### **SMART CORE: Sixteen (16 1/2) units**

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

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

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

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

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

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

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

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

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

Social Studies: three and a half (3 1/2) units (years)

- Civics or Civics/American Government
- World History
- American History
- Semester of Economics

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

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

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

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

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

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

The Smart Core and career focus units must total at least twenty-two (22) units<sup>8</sup> to graduate.

**CORE: Sixteen (22 1/2) units**

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

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

Mathematics: four (4) units (years)

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

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

Science: three (3) units (years)

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

Social Studies: three and a half (3 1/2) units (years)

- Civics or Civics/American Government
- World History
- American History
- Semester of Economics

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

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

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

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

### **CAREER FOCUS: - Six (6) units**

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

### **STUDENT COUNCIL**

The MMS Student Council is the student government body of our school. The Student Council consists of the following elected positions: President/8th Grader, Vice-President/7th Grader, Secretary/6th, Reporter/5th Grader, and Team Representatives/all grades. Several members of the MMS faculty act as advisors to the members of the Student Council. MMS Student Council is dedicated to serving in our school and community. The Student Council is committed to listening to the ideas and concerns of MMS students. The Student Council sponsors several activities during the school year. Through these activities, Student Council members gain a greater understanding of working with and for others, as well as, learning the importance of leadership, unity, responsibility, and integrity.

## **STUDENT HANDBOOK**

It shall be the policy of the Mayflower School District that the most recently adopted version of the Student Policies be incorporated by reference into the policies of this district. In the event that there is a conflict between the student handbook and a general board policy or policies, and the student handbook is more recently adopted than the general board policy, the student handbook will be considered binding and controlling on the matter. The policies in the student handbooks are intended to be severable in nature. If any part(s) are determined to be in conflict with any Arkansas/Federal statute or regulation, then, without affecting the validity of the remainder of the policy, the invalid part will be null and void.

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

### **Student Publications**

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

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

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

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

1. Not contain any non-educational advertisements. Additionally, student web publications shall; 2. Not contain any personally identifying information, as defined by “Directory Information” in policy (Privacy of Student Records), without the written permission of the parent of the student or the student if over eighteen (18). 3. State that the views expressed are not necessarily those of the School Board or the employees of the district.
- Non-school Publications** The school principal or his designee shall review non-school publications prior to their distribution and will bar from distribution those materials that are obscene, libelous, pervasively indecent, or advertise unlawful products or services. Material may also be barred from distribution if there is evidence that reasonably supports a forecast that disruption will likely result from the distribution.
- Distribution of Literature** The school principal or designee shall establish reasonable regulations governing the time, place, and manner of student distribution of literature. The regulations shall:
1. Be narrowly drawn to promote orderly administration of school activities by preventing disruption and may not be designed to stifle expression.
  2. Be uniformly applied to all forms of literature.
  3. Allow no interference with classes or school activities.
  4. Specify times and places where distribution may and may not occur.
  5. Not inhibit a person’s right to accept or reject any literature distributed in accordance with the regulations.

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

ASBA Reference: 4.14 52

## **STUDENT RECORDS**

Specific records are kept on each student. There are four different records which parents may need to refer at some time during the school year. The records include the student’s permanent academic record, report cards, record of lunch and miscellaneous fees owed, and a daily attendance record. Parents may call the school and request this information.

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

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

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

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

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

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

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

## **STUDY SKILLS**

Specific skills and techniques can make learning easier and more enjoyable. The following are student guidelines for achieving good study habits:

1. Come to class prepared with pencil, paper, and other necessary materials.
2. Be an active participant in class. Listen well and take part in class.
3. Ask questions to clarify questions or for understanding.
4. Plan your day and schedule time for homework.
5. Use what is learned and apply it to new situations.
6. Strive to do the very best work possible. Just "getting by" is not a worthwhile goal.

## **SUBSTITUTE TEACHERS**

Every student will periodically be taught by a substitute teacher. The most common reason for using substitute teachers occurs when the regular teacher is ill. However, substitutes are also used when regular teachers are on leave for personal business, professional training, or family

emergency. Students are expected to be extra courteous to substitute teachers. Any misconduct in the classroom will be dealt with immediately.

## **SUPERVISION OF STUDENTS**

School staff will supervise the playground/building all times between 7:30 a.m. and 3:40 p.m. Students are expected to arrive at school and leave after dismissal in accordance with this time schedule unless they are under the supervision of an adult.

## **SUSPENSION FROM SCHOOL**

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

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

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

1. The student shall be given written notice or advised orally of the charges against him/her
2. If the student denies the charges, he/she shall be given an explanation of the evidence against him/her and be allowed to present his/her version of the facts
3. If the principal finds the student guilty of the misconduct, he/she may be suspended.

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

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

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

In-school suspension shall be treated as if the student was present at school. The school shall not attend any school-sponsored activities during the imposed suspension not shall the student participate in any school-sponsored activities.

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

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

Students will not be allowed on any district campus during their suspension. Out-of-school suspension is the prohibition of a student from entering the school or school grounds (except for a prearranged conference with an administrator) for a period of time set by the principal of the school or the Superintendent. Suspensions normally will not be longer than ten (10) school days, including the day on which the offense occurred. Suspensions from school are given by the principal for the very worst infractions or repeated infractions of school rules and policy. Suspensions cannot be given by teacher. Parents may be asked to meet with the principal before a student can be reinstated in school. Suspensions are given only as a last resort. It signifies that the student's behavior has been so disruptive that the only reasonable way to deal with the situation is to remove the student from the school environment. For actions that place other students or teachers in physical danger, suspension with a recommendation for expulsion may be given by the principal.

**Make-up work will not be allowed for out-of-school suspension. Students will receive an unexcused absence for each day of out-of-school suspension. A student will receive a zero (0) for each test and/or assignment missed.**

## **TECHNOLOGY INTERNET/INTRANET USE AGREEMENT**

Developed by the Mayflower School District and the Arkansas Department of Education, the computer network provides each Mayflower High School student with Internet/Intranet access and an e-mail account. Each junior high, middle, and elementary school student will have Internet/Intranet access only. A student must apply for a computer account at the beginning of each school year or at the time of enrollment. The network administrator in the Mayflower School District, along with the Department of Information Service (DIS), has taken available precautions to restrict access to controversial materials on the Internet; however, due to the global nature of the Internet, it is impossible to control access to all materials that might be considered offensive. Nevertheless, the administration, faculty, and staff at Mayflower Schools believe that the valuable information and interaction available on this worldwide network far outweigh the possibility that a user may obtain material that is not consistent with the mission statement of Mayflower School District. The Mayflower School District agrees to allow the student identified below to use the district's technology to access the Internet/Intranet under the following terms and conditions:

**Conditional Privilege:** The student's use of the district's access to the Internet/Intranet is a privilege conditioned on the student's abiding by this agreement. No student may use the

district's access to the Internet/Intranet unless the student and his/her parent or guardian have read and signed this agreement.

**Acceptable Use:** The student agrees that he/she will use the district's Internet/Intranet access for educational purposes only. In using the Internet/Intranet, the student agrees to obey all federal and state laws and regulations. The student also agrees to abide by any Internet/Intranet use rules instituted at the student's school or in the student's class, whether those rules are written or oral. Since the student may use the school's computers in various classrooms, in labs, or in the library, it is his/her responsibility to know and understand the specific computer use rules applicable in each location. Additionally, the student agrees to keep his/her password private and take advantage of account protection measures like changing his/her password periodically, not using obvious passwords, and logging out correctly.

**Penalties for Improper Use:** If the student violates this agreement and misuses the Internet/Intranet, the student shall be subject to disciplinary action. The principal may use any or all of the disciplinary measures but is not limited to the following: 1. Report to the legal authorities. 2. Suspend the student's computer access for a minimum of one(1) school day up to a maximum of ten (10) consecutive school days. 3. Revoke the student's access privileges. 4. Assign the student to in-school suspension for a minimum of three (3) consecutive school days.

Suspend the student from school for up to ten (10) consecutive school days. 6. Recommend expulsion.

**Unacceptable Use: Misuse of the District access to the Internet/Intranet includes, but is not limited to, the following:** a. using the Internet/Intranet for other than educational purposes; b. gaining intentional access or maintaining access to materials which are "harmful to minors" as defined by Arkansas law; c. using the Internet/Intranet for any illegal activity, including computer hacking, violation of federal, state, or local statutes, or violation of copyright or intellectual property law; d. making unauthorized copies of computer software; e. using the Internet/Intranet to engage in sending numerous, unsolicited electronic mail messages at the same time or participate in chain letters which can degrade the performance of the network; or accessing "chat lines" unless authorized by the instructor for a class activity directly supervised by a staff member; f. using abusive, obscene, sexually explicit, threatening, or profane language or expressions regarding bigotry, racism, or hate in private messages on the system; or using the system to harass, insult, or verbally attack others; g. posting anonymous messages on the system; h. using encryption software; i. wasting limited resources provided by the school including paper; j. causing congestion of the network through lengthy downloads of files; or failing to delete old e-mail or other files which take up excessive space; k. vandalizing data of another user; or attempting to access or copy another user's files; l. obtaining or sending information which could be used to make destructive devices such as guns, weapons, bombs, explosives, or fireworks; m. gaining or attempting to gain unauthorized access to resources or files; n. identifying oneself with another person's name or password; or using an account or password of another user without proper authorization; o. invading the privacy of individuals; p. divulging personally identifying information (full name, address, and phone number) about oneself or anyone else either on the Internet/Intranet or in an email; q. using the network for financial or commercial gain without district permission. (The student may not buy or sell products or services through the system without prior permission from the network administrator.); r. stealing or vandalizing data, equipment, or intellectual property; s. attempting to gain access or gaining access to student records, grades, or files; t. introducing a virus to or otherwise

improperly tampering with the system; u. degrading or disrupting equipment or system performance; v. creating a Web page or associating a Web page with the school or school district without proper authorization; w. providing access to the district's Internet/Intranet access to unauthorized individuals; x. failing to obey school or classroom Internet/Intranet use rules; y. taking part in any activity related to Internet/Intranet use which creates a clear and present danger of the substantial disruption of the orderly operation of the district or any of its schools. z. installing or downloading software on district computers without prior approval of the network administrator or his/her designee. aa. accessing web sites that contain obscene, derogatory, or inflammatory material. (If the student accidentally accesses this type of information, he/she should immediately notify his/her teacher.);bb. using Instant Messenger, Novell Messenger, or any other messenger program to send messages to other users on the network or in other buildings; cc. accessing or playing online games, unless instructed to do so by the teacher, or instructor.

**Liability for debts:** The students and his/her cosigners shall be liable for any and all costs (debts) incurred through the student's use of the computers or the Internet/Intranet including penalties for copyright violations. Mayflower School District makes no warranties of any kind for the services it provides and will not be responsible for loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions. In addition, it denies any responsibility for the accuracy or quality of information obtained through its services.

**No Expectation of Privacy:** The student and parent/guardian signing below agree that if the student uses the Internet/Intranet through the district's access, the student waives any right to privacy the student may have for such use. The student and the parent/guardian agree that the district may monitor the student's use of the district's Internet/Intranet access and may also examine all system activities in which the student participates including, but not limited to, e-mail, voice, and video transmissions to ensure proper use of the system. The district may share such transmissions with the student's parents/guardians.

**No Guarantees:** The district will make good faith efforts to protect children from improper or harmful matter which may be on the Internet. At the same time, in signing this agreement, the parent/guardian and student recognize that the district makes no guarantees about preventing improper access to such materials on the part of the student.

**Mayflower School District Web Pages:** The network administrator or his/her designee will be responsible for the creation of web pages or the association of web pages to the district's home page. On occasion, a student's name and/or picture may appear on a school web page; however, a student's picture will not be identified with his/her name.

## **COMPUTER USE**

The Mayflower School District makes computers and/or computer Internet access available to students, to permit students to perform research and to allow students to learn how to use computer technology. Use of district computers is for educational and/or instructional purposes only. Each student at the Mayflower High School, Middle School and elementary shall have available Internet access and an e-mail account. Students are reminded that being able to access the network is considered a privilege and not a right. It is the policy of this School District, along with the Department of Information Services (DIS), to equip our Internet access with Internet filtering software designed to prevent users from accessing material that is harmful to minors,

however, it is impossible to control access to all materials that might be considered offensive. Nevertheless, the administration, faculty, and staff at Mayflower Schools believe that the valuable information and interaction available on the World Wide Network far outweigh the possibility that a user may obtain material that is not consistent with the mission statement of the Mayflower School District. (1) In order for a student to use the computer network at Mayflower High School and Middle School, a computer-use agreement, signed by both the student and the parent or legal guardian (if the student is under the age of eighteen [18]) must be on file. The current version of the computer use agreement is incorporated by reference into board policy and is considered part of the student handbook. In addition, the signature(s) at the end of the Student Internet/Intranet Use Agreement is (are) legally binding and indicate(s) the party(parties) who signed has(have) read this Acceptable Use Policy carefully and understand(s) its significance. Students are advised that they enjoy no expectation of privacy in any aspect of their computer use, including email, and that monitoring of student computer use is continuous. Students who misuse district-owned computers or Internet access in any way, including using computers except as directed or assigned by staff or teachers, using computers to violate any other policy or contrary to the computer use agreement, attempting to defeat or bypass Internet filtering software, or using the computers to access or create sexually explicit or pornographic text or graphics, will face disciplinary action as specified in the student handbook and/or computer use agreement.

Mayflower School District makes no warranties of any kind for the services it provides, and will not be responsible for loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions. In addition, it denies any responsibility for the accuracy or quality of information obtained through its services.

(1)The designated District Technology Coordinator or designee may authorize some disabling of the filter to enable access by an adult for a bona fide research or other lawful purpose.

Legal References: 20 USC 6801 et seq. (Children’s Internet Protection Act; PL 106-554)

A.C.A. § 6-21-107

A.C.A. § 6-21-111 61

## **TEXTBOOKS**

Textbooks and workbooks are furnished to students by the school. If a book is lost, misused, or damaged beyond reasonable wear, the student and parent are responsible for replacing the book. Some of our textbooks are also available on-line. You may access these through our school district Web site: [www.mayflowerschools.info](http://www.mayflowerschools.info).

## **THREATENING MESSAGES**

Persons identified as having conveyed a bomb threat or other message threatening students and employees will be prosecuted to the full extent of the law. Students identified as being involved in sending such messages will be suspended immediately, recommended for expulsion, and referred to legal authorities. Every threat will receive immediate, total, and serious attention by school officials.

## **TOBACCO PRODUCTS**

The use of any tobacco products on school property is forbidden by law. Smoking or use of tobacco products in any form, including but not limited to cigarettes, cigars, chewing tobacco

and snuff on any property owned or leased by a public school district, including school buses, is prohibited. Any person violating the provisions of the act shall be guilty of a misdemeanor and, upon conviction thereof, shall be punished by a fine of not less than \$10.00 nor more than \$100.00

## **VIDEO SURVEILLANCE**

The board has a responsibility to maintain discipline, protect the safety, security, and welfare of its students, staff, and visitors while at the same time safeguarding district facilities, vehicles, and equipment. As part of fulfilling this responsibility, the board authorizes the use of video/audio surveillance cameras in any district building, on district property, and in district buses and vehicles. Video recorder placements shall be based on the presumption and belief that students, staff, and visitors have no reasonable expectation of privacy in areas or at events that occur in plain view of other students, staff, or visitors.

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

The district shall retain copies of video recordings until they are erased which may be accomplished by either deletion or copying over with a new recording.

Videos containing evidence of a violation of student conduct rules and/or state or federal law shall be retained until the administration determines that the issue of the misconduct has been settled; any release or viewing of such records shall be in accordance with current law. Students who vandalize, damage, disable, or render inoperable surveillance cameras and equipment shall be subject to appropriate disciplinary action and referral to appropriate law enforcement authorities.

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

## **VISITORS**

Parents are welcome and are encouraged to visit the school. All visitors, however, are required to report to the school office upon entering the building. All visitors to the building must wear a visible visitor badge while in the building.

If you would like to visit with your child's teacher, please call ahead to make an appointment.

The office will not interrupt the teaching/learning process in the classroom unless an emergency exists.

## **VOLUNTEERS/RESOURCES**

Mayflower Middle School considers volunteers a very special resource. Volunteers are encouraged to help in all classrooms, programs, and extracurricular activities. Parents should contact the school Volunteer Coordinator if they have time and/or skills they can share to make our schools a better place for students to learn and grow. The Parent Resource Center is located on the Elementary Campus. Parents may come in to check out books, videos, tapes, magazines,

etc. to assist them with parenting issues, helping their child be successful in school, etc. The Parent Resource Center is open every day .

## **WEAPONS AND DANGEROUS INSTRUMENTS**

No student shall possess a weapon, display what appears to be a weapon, or threaten to use a weapon while in school, on or about school property, before or after school, in attendance at school or any school sponsored activity, en route to or from school or any school sponsored activity, off the school grounds at any school bus stop, or at any school sponsored activity or event. Military personnel, such as ROTC cadets, acting in the course of their official duties are excepted.

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

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

Except as permitted in this policy, students found to be in possession on the school campus of a firearm<sup>1</sup> shall be recommended for expulsion for a period of not less than one year. The superintendent shall have the discretion to modify such expulsion recommendation for a student on a case-by-case basis.<sup>2</sup> Parents or legal guardians of students expelled under this policy shall be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a weapon on school property.<sup>3</sup> Parents or legal guardians shall sign a statement acknowledging that they have read and understand said laws prior to readmitting the student. Parents or legal guardians of a student enrolling from another school after the expiration of an expulsion period for a weapons policy violation shall also be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a weapon on school property. The parents or legal guardians shall sign a statement acknowledging that they have read and understand said laws prior to the student being enrolled in school.

The mandatory expulsion requirement for possession of a firearm does not apply to a firearm visibly stored inside a locked vehicle on school property nor to activities approved and authorized by the district that include the use of firearms. Such activities may include ROTC programs, hunting safety or military education, or before- or after-school hunting or rifle clubs. An occasional firearm inadvertently brought to school by a student will be permitted, but school property is not the place for firearms. Therefore, repeated "inadvertent firearms" will not be tolerated and shall be grounds for disciplinary action against the student as otherwise provided for in this policy.

The district shall report any student who brings a firearm to school to the criminal justice system or juvenile delinquency system by notifying local law enforcement.

Notes: The changes made to this policy are allowed by the new guidance issued by the federal Department of Education and are designed to help avoid the mandatory expulsion for the

student who legitimately brings a rifle to school by mistake. The changes don't prohibit expulsion for weapons violations, but merely makes expulsion optional.

<sup>1</sup> For the purposes of the Gun Free Schools Act as it relates to the required expulsion for possession of a firearm, "firearm" is defined in Section 921(a) of Title 18 of the United States Code.

According to Section 921(a), the following are included within the definition:

--any explosive, incendiary, or poison gas, including a

(1) bomb,

(2) grenade,

(3) rocket having a propellant charge of more than four ounces,

(4) missile having an explosive or incendiary charge of more than one-quarter ounce,

(5) mine, or

(6) similar device

(b) any weapon that will, or that may be readily converted to, expel a projectile by the action of an explosive or other propellant, and that has any barrel with a bore of more than one-half inch in diameter

(c) any combination or parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.

The definition does not include antique firearms or Class-C common fireworks.

<sup>2</sup> To be eligible for ESEA funds, the federal Department of Education requires an assurance that the district

(1) is in compliance with the State law requiring the one-year expulsion; and

(2) a description of the circumstances surrounding expulsions imposed under the one-year expulsion requirement, including:

(A) the name of the school concerned;

(B) the number of students expelled from the school; and

(C) the type of firearms concerned.

This requirement applies even in the instances where the district exercised its option to modify the expulsion requirement on a case-by-case basis. The DOE Guidance on the Gun Free Schools Act prohibits the use of the case-by-case option to avoid "over-all compliance with the one-year expulsion requirement."

## **WITHDRAWALS**

An application for withdrawal should be completed by the parents of any student who is withdrawing from Mayflower Middle School. Teachers and staff will summarize the student's progress and prepare the student's file for forwarding to their next school of enrollment. Records will not be released until all school property, fines and/or fees have been cleared through the office.

**MAYFLOWER SCHOOL DISTRICT**  
**Mayflower, Arkansas**

**PARENT/GUARDIAN**  
**RECEIPT VERIFICATION**

I have received a copy of the Mayflower Middle School Handbook for students and parents. This handbook contains disciplinary policies, bus transportation policies, operational information, the school calendar, the District's non-discrimination policy and the Smart Core policy for students in grades 7-12.

I understand that corporal punishment is a part of the school discipline policy. Please select one of the following options.

\_\_\_\_\_ My child may receive corporal punishment as outlined in the handbook.

\_\_\_\_\_ I request that my child NOT receive corporal punishment. In the event that my child reaches this point on the discipline chart they are to be suspended. In addition I understand that suspension days are unexcused absences and students will receive a zero for all work assigned during their suspension.

---

Signature of Parent/Guardian

---

Signature of Student

---

Grade

Teacher

Date

**(Please detach and return to your child's teacher immediately.)**

### **STUDENT INTERNET USE AGREEMENT**

Student's Name (Please Print) \_\_\_\_\_ Grade Level \_\_\_\_\_

School \_\_\_\_\_ Date \_\_\_\_\_

The Mayflower School District agrees to allow the student identified above ("Student") to use the district's technology to access the Internet under the following terms and conditions:

1. Conditional Privilege: The Student's use of the district's access to the Internet is a privilege conditioned on the Student's abiding to this agreement. No student may use the district's access to the Internet unless the Student and his/her parent or guardian have read and signed this agreement.
2. Acceptable Use: The Student agrees that he/she will use the District's Internet access for educational purposes only. In using the Internet, the Student agrees to obey all federal and state laws and regulations. The Student also agrees to abide by any Internet use rules instituted at the Student's school or class, whether those rules are written or oral.
3. Penalties for Improper Use: If the Student violates this agreement and misuses the Internet, the Student shall be subject to disciplinary action.
4. "Misuse of the District's access to the Internet" includes, but is not limited to, the following:
  - a. using the Internet for other than educational purposes;
  - b. gaining intentional access or maintaining access to materials which are "harmful to minors" as defined by Arkansas law;
  - c. using the Internet for any illegal activity, including computer hacking and copyright or intellectual property law violations;

- d. making unauthorized copies of computer software;
  - e. accessing “chat lines” unless authorized by the instructor for a class activity directly supervised by a staff member;
  - f. using abusive or profane language in private messages on the system; or using the system to harass, insult, or verbally attack others;
  - g. posting anonymous messages on the system;
  - h. using encryption software;
  - i. wasteful use of limited resources provided by the school including paper;
  - j. causing congestion of the network through lengthy downloads of files;
  - k. vandalizing data of another user;
  - l. obtaining or sending information which could be used to make destructive devices such as guns, weapons, bombs, explosives, or fireworks;
  - m. gaining or attempting to gain unauthorized access to resources or files;
  - n. identifying oneself with another person’s name or password or using an account or password of another user without proper authorization;
  - o. invading the privacy of individuals;
  - p. divulging personally identifying information about himself/herself or anyone else either on the Internet or in an email. Personally identifying information includes full names, address, and phone number;
  - q. using the network for financial or commercial gain without district permission;
  - r. theft or vandalism of data, equipment, or intellectual property;
  - s. attempting to gain access or gaining access to student records, grades, or files;
  - t. introducing a virus to, or otherwise improperly tampering with the system;
  - u. degrading or disrupting equipment or system performance;
  - v. creating a web page or associating a web page with the school or school district without proper authorization;
  - w. providing access to the District’s Internet Access to unauthorized individuals;
  - x. failing to obey school or classroom Internet use rules, Acceptable Computer Use and Internet Safety Policy;
  - y. taking part in any activity related to Internet use which creates a clear and present danger of the substantial disruption of the orderly operation of the district or any of its schools; and
  - z. installing or downloading software on district computers without prior approval of technology director or his/her designee.
5. Liability for debts: Students and their cosigners shall be liable for any and all costs (debts) incurred through the student’s use of the computers or the Internet including penalties for copyright violations.
6. No Expectation of Privacy: The Student and parent/guardian signing below agree that if the Student uses the Internet through the District’s access, that the Student waives any right to privacy the Student may have for such use. The Student and the parent/guardian agree that the district may monitor the Student’s use of the District’s Internet Access and may also examine all system activities the Student participates in, including but not limited to e-mail, voice, and video transmissions, to ensure proper use of the system. The District may share such transmissions with the Student’s parents/guardians.
7. No Guarantees: The District will make good faith efforts to protect children from improper or harmful matter which may be on the Internet. At the same time, in signing this agreement, the parent and Student recognize that the District makes no guarantees about preventing improper access to such materials on the part of the Student.

8. Signatures: We, the persons who have signed below, have read this agreement and agree to be bound by the terms and conditions of this agreement.

Student's Signature: \_\_\_\_\_ Date \_\_\_\_\_

Parent/Legal Guardian Signature: \_\_\_\_\_ Date \_\_\_\_\_

**OBJECTION TO PUBLICATION OF DIRECTORY INFORMATION**  
**(Not to be filed if the parent/student has no objection)**

I, the undersigned, being a parent of a student, or a student eighteen ( 18) years of age or older, hereby note my objection to disclosure or publication by the Mayflower School District of directory information, as defined in Policy No. 4.10 (Privacy of Students' Records), concerning the student named below.

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

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

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

\_\_\_\_\_Military recruiters

\_\_\_\_\_Institutions of postsecondary education

\_\_\_\_\_Potential employers

\_\_\_\_\_All public and school sources

\_\_\_\_\_All public sources

\_\_\_\_\_  
Name of student (printed)

\_\_\_\_\_  
Signature of parent

**PERMISSION TO DISPLAY PHOTO OF STUDENT ON WEB SITE**

I hereby grant permission to the Mayflower School District to display the photograph or video clip of me/my student (if student is under the age of eighteen (18) on the District's web site, including any page on the site, or in other District publications without further notice. Also grant the Mayflower School District the right to edit the photograph or video clip at its discretion.

The student's first name may be used in conjunction with the photograph or video clip. It is understood, however, that once the photograph or video clip is displayed on a web site, the District has no control over how the photograph or video clip is used or misused by persons with computers accessing the District's web site.

\_\_\_\_\_  
Name of student (printed)

\_\_\_\_\_  
Signature of student (only necessary if student is over 18)

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Signature of parent (required if student is not 18)

Date \_\_\_\_\_

Please detach and return to child`s teacher.

