MISSION STATEMENT:
The mission of the Ozark School District is to provide educational opportunities that promote lifelong learning. Our focus is preparing every person to be a productive and responsible citizen. We believe it is our duty and responsibility to provide a safe orderly environment where learning can take place. We strive to teach not only basic skills, but also skills of critical thinking, self-expression, creativity and decision making. We firmly believe that each student is important and that everyone can learn.

“WHATEVER IT TAKES TO GO FROM GOOD TO GREAT”
SCHOOL CREED:
I am an OZARK HILLBILLY. I am a bright individual. I am unique and special. There is no one I’d rather be than me. Today I have the courage to be the best that I can be. I am responsible for my own actions. I have a brain. I can learn. I am loved. I will succeed. I can because I know I can! Success begins with me.

HPRD . . .HILLBILLY PRIDE RUNS DEEP!

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

Arkansas State Law requires that each student and parent be provided a copy of the school’s handbook each year. Our handbook contains information that we feel is necessary for the school to continue to provide a quality education for your child. The Law also requires each school district to develop procedures for written notification and documentation of the receipt of such policies by all parents and students. Please take time to read and discuss the handbook with your child and sign the signature sheets which are contained on the next few pages and return them to your child’s teacher as soon as possible. Your signature will indicate receipt of these policies.

For the policies, standards and school compact addressed on these signature pages, please refer to the back of the handbook in the sections labeled P-1 through P-4, standards and compact. The discipline policy/procedure is listed in the table of contents as well as all other pertinent information.

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(return this portion to your school as soon as possible)

My child and I have received the Ozark School District Student Handbook.

As a parent, I accept responsibility for ensuring that my child obeys the rules, procedures and/or regulations as they are written.

_______________________________________         ______________________

Parent’s Signature         Date

As a student in the Ozark School District, I accept responsibility for my behavior and agree to follow all rules and regulations, including the transportation regulations and the Student Acceptable Use Technology Policies that govern student expectations/behavior at my school, in my classroom and in the District.

_______________________________________         ______________________

Student’s Signature         Date

Class Assignment: ____________

Bus Assignment: ____________
Please read the following checklist and sign to acknowledge receipt of the following:

( ) Student Acceptable Use Policy Authorization (parent and student)

( ) Technology Usage Denial Form (only if denying permission to listed activities)

( ) Medication Administration Release Form

( ) Parent Consent to Release of Person Identifiable Information (insurance/Medicaid/ARKids, etc.)

( ) Compact for Success: Parent/Teacher/Principal/Student

_______________________________________________________
Parent Signature                                      Date

_______________________________________________________
Student Signature                                     Date

_______________________________________________________
Teacher Signature                                      Date

_______________________________________________________
Principal Signature                                    Date

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

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

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

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

Notes: New Smart Core Consent and Smart Core Waiver Forms will become effective in July 2013. They are available on the ADE website and on the ASBA policy update website. While 9.03.1.8 of the Standards and the Smart Core Guidance both require parents to sign one of the forms, there’s not much you can do if they don’t. Either way, the default option is Smart Core.

The Department’s Guidelines stipulate completion by the end of the senior year. We believe this is not in agreement with Arkansas code 6-18-202(b)(1) which requires public schools to be open through the completion of the secondary program to students between the ages of 5 and 21. Therefore, we suggest that students be allowed to switch from Core to Smart Core if they could successfully complete its requirements by the time they attained their twenty first birthday. Acceptance of a diploma negates a student’s right to switch programs.

The Standards require a review, but do not stipulate its frequency. Select an interval to insert here (never is not an option). Standards require the inclusion of students, parents, and staff in the formulation and review of this policy. Schools are required to retain documentation procedures and methods used.

The Guidelines require the policy to include the training “procedure.” If you prefer a different procedure than inclusion in your district’s annual professional development process, change this sentence accordingly.

The Standards of Accreditation Unit has objected to the policy’s previous implication (if you substituted a number greater than 22) that the ADE was requiring more than 22 units to graduate. Therefore, this sentence is necessary if your district requires more than 22 units. If you have specific requirements for the additional units, change the new sentence’s wording to reflect those requirements.

The Rules specify the option is dependent upon the licensure of the teacher. Specifically, if the course is taught by a licensed social studies teacher, both options exist. If the course is taught by a licensed business education teacher, the credit must be applied toward the career focus requirement.
Health and Safety: one-half (1/2) unit

Economics – one half (½) unit – dependent upon the licensure of the teacher teaching the course, this can count toward the required three (3) social studies credits or the six (6) required Career Focus elective credits.*

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

CAREER FOCUS: - Six (6) units
All career focus unit requirements shall be established through guidance and counseling based on the student’s contemplated work aspirations. Career focus courses shall conform to the curriculum policy of the district and reflect state curriculum frameworks through course sequencing and career course concentrations where appropriate.

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

CORE: Sixteen (16) units
English: four (4) units – 9, 10, 11, and 12
Oral Communications: one-half (1/2) unit
Mathematics: four (4) units
• Algebra or its equivalent* - 1 unit
• Geometry or its equivalent* - 1 unit
• All math units must build on the base of algebra and geometry knowledge and skills.
• (Comparable concurrent credit college courses may be substituted where applicable)*
A two-year algebra equivalent or a two-year geometry equivalent may each be counted as two units of the four (4) unit requirement.

Science: three (3) units
• at least one (1) unit of biology or its equivalent
• one (1) unit of a physical science

Social Studies: three (3) units
• Civics one-half (1/2) unit
• World history, one (1) unit
• American History, one (1) unit

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

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

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

Economics – one half (½) unit – dependent upon the licensure of the teacher teaching the course, this can count toward the required three (3) social studies credits or the six (6) required Career Focus elective credits.*
TECHNOLOGY USAGE/DENIAL FORM

Student’s Name: ____________________________________________  (please print)

I give permission for the activities below in accordance with Ozark School District’s Internet Publishing Standards:

- Video taping of my child in an educational environment
- Publication of my child’s written and/or art work within the school, on the school’s website or on media outlets
- Use of my child’s first name
- Use of my child’s last name
- Use of my child’s full name
- Use of my child’s picture
- Permission to have computer access and to use the internet for instructional purposes

_____________________________________        ________________________
Parent/Guardian Signature                      Date

_____________________________________        ________________________
Student’s Signature                           Date

I deny permission for the checked activities below:

☐ Video taping of my child
☐ Publication of my child’s written and/or art work within the school, on the school’s website, or on media outlets
☐ Use of my child’s first name
☐ Use of my child’s last name
☐ Use of my child’s full name
☐ Use of my child’s picture
☐ Permission to have computer access and to use the internet for instructional purposes*

_____________________________________        ________________________
Parent/Guardian Signature                      Date

_____________________________________        ________________________
Student’s Signature                           Date

*I understand that denial of privileges to computer access and to use the internet means that my student will not be allowed to complete any of his/her schoolwork on any school computers. They will still be responsible for the completion of this work.

SMART CORE/CORE CURRICULUM (continued)

GRADUATION REQUIREMENTS

The number of units students must earn to be eligible for high school graduation is to be earned from the categories listed below. A minimum of 22 units is required for graduation for a student participating in either the Smart Core or Core curriculum. In addition to the 22 units required for graduation by the Arkansas Department of Education, the district requires an additional __ units to graduate for a total of __ units. The additional required units may be taken from any electives offered by the district. There are some distinctions made between Smart Core units and Graduation units. Not all units earned toward graduation necessarily apply to Smart Core requirements.

SMART CORE: Sixteen (16) units

English: four (4) units – 9th, 10th, 11th, and 12th Oral Communications: one-half (1/2) unit
Mathematics: four (4) units (all students under Smart Core must take a mathematics course in grade 11 or 12 and complete Algebra II.)
- Algebra I or Algebra A & B* which may be taken in grades 7-8 or 8-9
- Geometry or Investigating Geometry or Geometry A & B* which may be taken in grades 8-9 or 9-10  *A two-year algebra equivalent or a two-year geometry equivalent may each be counted as two units of the four-unit requirement for the purpose of meeting the graduation requirement, but only serve as one unit each toward fulfilling the Smart Core requirement.
- Algebra II
- Beyond Algebra II: this can include Pre-Calculus, Calculus, AP Statistics Algebra III, Advanced Topic and Modeling in Mathematics, Mathematical Applications and Algorithms, Linear Systems and Statistics, or any of several IB or Advanced Placement math courses (Comparable concurrent credit college courses may be substituted where applicable)

Natural Science: a total of three (3) units with lab experience chosen from One unit of Biology; and Two units chosen from the following three categories (there are acceptable options listed by the ADE for each)
- Physical Science
- Chemistry
- Physics or Principles of Technology I & II or PIC Physics

Social Studies: three (3) units
- Civics one-half (½) unit
- World History - one unit
- American History - one unit

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

Note: While one-half (1/2) unit is required for graduation, no more than one (1) unit may be applied toward fulfilling the necessary units to graduate.
SMART CORE/CORE CURRICULUM
All students are required to participate in the Smart Core curriculum unless their parents or guardians, or the students if they are 18 years of age or older, sign a Smart Core Waiver Form to not participate. While Smart Core is the default option, both a Smart Core Informed Consent Form and a Smart Core Waiver Form will be sent home with students prior to their enrolling in seventh grade, or when a 7-12 grade student enrolls in the district for the first time and there is not a signed form in the student’s permanent record. Parents must sign one of the forms and return it to the school so it can be placed in the students’ permanent records. This policy is to be included in student handbooks for grades 6-12 and both students and parents must sign an acknowledgement they have received the policy. Those students not participating in the Smart Core curriculum will be required to fulfill the Core curriculum or the requirements of their IEP (when applicable) to be eligible for graduation. Counseling by trained personnel shall be available to students and their parents or legal guardians prior to the time they are required to sign the consent forms.

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

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

Sufficient information relating to Smart Core and the district’s graduation requirements shall be communicated to parents and students to ensure their informed understanding of each. This may be accomplished through any or all of the following means.
- Inclusion in the student handbook of the Smart Core curriculum and graduation requirements;
- Discussion of the Smart Core curriculum and graduation requirements at the school’s annual public meeting, PTA meetings, or a meeting held specifically for the purpose of informing the public on this matter;
- Discussions held by the school’s counselors with students and their parents; and/or
- Distribution of a newsletter(s) to parents or guardians of the district’s students.

The first year of this policy’s implementation all employees required to be licensed 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 licensed as a condition of their employment, regarding this policy. The district’s annual professional development shall include the training required by this paragraph.

MEDICATION ADMINISTRATION RELEASE FORM
Please complete the information requested on this sheet and have your child turn it in to the office if it is necessary for him/her to receive medication during the school day.

GUIDELINES FOR ADMINISTRATION OF MEDICATION AT SCHOOL
Prescription medication and Epi-Pen must be in the original container appropriately labeled by the physician or pharmacist.

Over the counter drugs to be given at school must also be in the original container.

Handwritten notes on anything other than this release form are not acceptable

Permission for long-term medication must be renewed at the beginning of each semester.

I request that you give medication to my child during the school day in accordance with the school policy. You are authorized to delegate this authority to another school staff member who has been trained to follow the school policy in the administration of medication during school hours.

I agree to pay for ambulance service if used to transport my child from school to the doctor or hospital should he/she have a reaction to the medication.

Student Name ___________________________ Grade __________
Name of Medication ____________________ Dosage ________
Time to be given __________________________
For the treatment of ______________________
Possible reactions _________________________
In case of emergency call ___________________ Phone # __________
Doctor to be called _____________________ Phone # __________
Parent/Guardian Signature _______________ Date __________
RELEASE OF PERSONAL IDENTIFIABLE INFORMATION

Student Name: ____________________________________________

Student Social Security: ___________________________________

Primary Care Physician Name: _________________________________

Medical Information:
Is your child covered by Medicaid:              Yes                           No
If yes, please list the corresponding number: _____________________________
***When the child was enrolled in the Medicaid Program, parental consent to bill
for services was received from the parent/guardian***

Parental Permission Information for Release of
Personal Identifiable Information

Under the Family Education Rights and Privacy Act (FERPA), parental permission is required in order to release student personal identifiable information to agencies not identified in the Act. This permission grants Elgin B. Milton Elementary School (local educational agency) the ability to release these records for the purposes of billing Medicaid. The information that may be released includes: student’s name, student’s date of birth, student social security number, student evaluation and referral information, IEP goals, and progress notes. The parent has the right to revoke this permission at any time.

Please check the following that apply:
A. I give permission to the local education agency to access Medicaid to receive reimbursement for healthcare services delivered to my child in the school. The local education agency can release education records each time they access Medicaid for the purpose(s) of determining eligibility, billing for services, and/or completing audit/review requests.
B. I do not give my permission for the local education agency to access Medicaid for healthcare services delivered to my child in the school.
C. My child is not covered by private insurance.
D. My child is covered by private insurance. (please see next page)

Signature of Parent/Guardian ________________________ Local Agency Official ________________________

Date ________________________ Date ________________________

Personal Web Pages (continued)

This webpage is maintained by <your name here> to support the mission of the Ozark School District. Any views or opinions expressed are those of the individual maintaining this page, and are not necessarily those of the Ozark School District, its board, or employees.

Failure to maintain Internet content in compliance with this document may result in loss of authoring privileges or other more stringent disciplinary measures.

Ozark Public School’s Statement on Copyright and the Internet

It is the policy of Ozark Public Schools to respect the intellectual property rights of all creators of original works as embodied in the U.S. Copyright Laws. With that in mind, the following facts should be kept in mind when creating content for the Internet:

⇒ Every person who writes a paper, draws a picture, takes a photograph, creates a document for a web page, or even sends an electronic mail, owns the copyright to their creative work.
⇒ Publishing a multimedia resource on the Internet does not place it in the “Public Domain”. Proper permission must be obtained before using resources from another website on your own.
⇒ Web-based material is copyrighted just as other forms of communication are and notification of copyright status is not required. Websites must have the proper rights for the graphics, designs, logos, and photos you use. Permission must be gained not only from the photographer, but also from any recognizable person in the photograph.
⇒ “Fair Use” is an often misused and misunderstood concept. If there is any question about the ownership or right to use material that may be copyrighted, the publisher, author, or owner of the work should be contacted for explicit permission.
⇒ An administrator who knowingly or unknowingly allows copyright infringement to occur is likely to be named among the defendants in any legal action. Penalties can be stiff. The administrator need not actually participate in the infringement to be considered responsible, at least in part, for the violation.

UNLESS THERE IS CLEAR STATEMENT THAT ART, PHOTOS, AND TEXT ARE “PUBLIC DOMAIN” AND AVAILABLE FOR FREE USE, ONE SHOULD ASSUME THAT THEY ARE COPYRIGHTED. This material should not be used for replication on a local area network, and wide area network, a website, or any other fashion unless permission is granted from the owner.
Protection of Student Information
1. No full names, images, work or other information on about specific students shall be published on the Internet if the legal guardian has filled out the Technology Usage Denial Form and specifies these activities are denied.
2. No student medical information of any kind shall be published on the Internet.
3. Nothing indicating the physical location of the student shall be published, other than attendance at a particular school, or participation in a specific activity.
4. Student grades, performance, attendance and conduct shall not be published on the Internet except through the District’s Gradebook Application.
5. Documents may not include student’s phone number, email-address, mailing or street address, names of other family members, or names of friends.
6. If any photograph, video, or other published image contains individually identifiable students, the individual wanting to use the media must make sure there are not any Technology Usage Denial Forms on file for any of the students in the media. If so, then those students must be removed or made unidentifiable.
7. Each school should maintain a file of Technology Usage Denial Forms. It is the responsibility of the person publishing the content to check these forms for any denial requests from the parent/legal guardian of the student(s).
8. No website shall contain links to any site not maintained by the District that reveals personal information about its students.

Personal Web Pages
1. The District may choose to allow individual teachers and staff to create personal web pages that provide information that supports their professional activities within the District.
2. Employees must complete the Ozark School District Internet Publishing Agreement and have it approved by their building principal or departmental supervisor.
3. Personal web pages must comply with all of the standards described in this document.
4. Personal web pages may not be used to promote political positions, personal agendas, non-educational outside activities, or other uses deemed inappropriate by the District administration and School Board.
5. Personal web pages must clearly state the name of the person maintaining their site and their school or department.
6. Material on personal web pages reflects an individual’s thoughts, interests, and activities. Such web pages do not, in any way, represent individual schools or the Ozark School District, nor are they endorsed or sanctioned by the individual school or District. Concern about the content of any such page(s) should be directed to the employee’s principal or supervisor.

RELEASE OF PERSONAL IDENTIFIABLE INFORMATION
THIRD PARTY LIABILITY SECTION
This section should only be completed if section D of the previous page is checked and if the student is covered by private insurance.

Information Related to Billing Third Party Insurance:
Title 42 Code of Federal Regulations (CFR), Part 433, Subpart D, Third Party Liability requires that all third party sources must be utilized before reimbursement can be made by Medicaid. Part B of the Individuals with Disabilities Education ACT (IDEA) prohibits a public agency from requiring parents, where they would incur a financial cost, to use insurance proceeds to pay for services that must be provided to a child with disabilities under the “free appropriate public education” requirements of these statues. IDEA does not create exceptions to Title 42 CFF, Part 433, Subpart D. All Medicaid providers should attempt to exhaust third party liability prior to making claims to Medicaid, including school districts and education service cooperatives (ESC).

Private Insurance Information:
Insurance Company: _________________________________________
Address: _____________________________ Phone: _______________
Name of Policy Holder:_______________________________________
Policy Holder Date of Birth: ________Social Security #:_____________
Policy Number: ___________________ Group #: __________________
Please circle one below:
Yes      No    I give permission to the local education agency to bill my private insurance for healthcare services delivered in the school.
_________________________           ____________________________
Signature of Parent/Guardian                             Local Agency Official
_________________________          ___________________________
Date                                                                      Date
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**General Guidelines (continued)**
9. No information about, or works by, individual students shall be made available via the Internet if a Technology Usage Denial Form had been filled out by the Student’s Parent/Legal Guardian.
10. All applicable copyright shall be respected and appropriate credit given to the creator and/or license holder for any copyrighted work.
11. Sites, pages, and/or other material that have not been actively maintained for 6 months may be removed without notice.
12. Access to any Web Page or other information hosted by District computers may be revoked without notice if it is felt to violate any of these standards, local, state or federal laws, or other District Policies.

**Content Standards**
1. All web sites hosted by the District must contain certain elements prominently on each site, preferably at the bottom of each page, that will provide general consistency:
   a. A link to the main page for the site and/or the building or District’s official home page
   b. An acknowledgement of the district’s web standards and copyright notice, similar to:
      Maintained according to OSD Website Standards
   c. A way to contact someone responsible for maintaining the site or page
2. Information published will not contain advertising, sponsored links, or the endorsement of any products or services without the express written approval of the Assistant Superintendent or Superintendent.
3. The only email addresses published for faculty and staff shall be those officially provided by the District; no email addresses shall be published for students.
4. Sites may not contain discussion forums or surveys where responses are gathered from the general public unless the person responsible for maintaining the site actively reviews and edits the content gathered before it is published.
5. Credits for photographs must be given if done by a professional photographer.
6. All copyrights of material used on a page shall be respected, including the rights of original works created by students and other district employees.
7. Scripts, flash, applets and other executables may be used subject to review for security, load time and other issues. If a specific player is required, a download link can and should be provided.
8. The district technology staff may review published content for excessively large graphics, audio files, or other content that negatively impacts the performance of the site or servers, and recommend changes to sites or make sites unavailable until needed changes are implemented.

The district may develop additional consistency and content standards as the need arises.
INTERNET PUBLISHING STANDARDS

The Internet provides an unprecedented opportunity for staff and students to provide the world with information about school curriculum, instructions, school-authorized activities, and other general information relating to our schools and Ozark School District’s mission.

In order to protect our District’s image, the privacy of our students, the integrity of our network, and the rights of others, certain policies and standards have been put in place.

These standards should apply to all information published on the Internet by the District and its employees, including, but not limited to web pages, mailing lists, ftp sites, audio and video services and other Internet delivery methods that may become available.

Any information published via the Internet by an employee about the District, its activities or students is expected to adhere to these standards – even if it is not hosted on the District network or computers or maintained outside of work hours.

If you choose to create content to publish on the Internet, it is your responsibility to become familiar with these standards and responsibilities. Failing to do so may result in the loss of authoring privileges or other more stringent disciplinary measures.

**General Guidelines**

1. Only authorized District Employees can use District resources to publish on the Internet.
2. Only computers officially designated by a District Technology Department Member shall be used to host content for the Internet of the District’s internal network.
3. All content shall be educationally sound and related to the mission of the District.
4. Sites may not contain links to any questionable material or anything that can be deemed to be in violation of the OSD Internet Publishing Standards or any other District policy.
5. Student may not use any district computer to publish information; however, authorized certified teachers may review and publish content created by students with appropriate permission.
6. The District Employee publishing content is responsible for ensuring that it is accurate, up-to-date, and conforms to these standards.
7. The District Technology Department may remove any sites, pages, or other materials that are found to be in violation if District policies without notice.
8. Responsibility for maintaining official District, Building, Departmental or Program information on the Internet shall be assigned by the appropriate district administrator, building principal or supervisor.

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11
OZARK SCHOOL DISTRICT
SCHOOL CALENDAR
2013-2014

August 19  First Day of School
September 2  Labor Day
September 19  Parent/Teacher Conferences
(Grades 8th-12th)
October 18  End of 1st Nine Weeks
October 24  Parent/Teacher Conferences
(Grades K-7th)
October 25  No Classes
November 27-29  Thanksgiving Break
December 20  End of 2nd Nine Weeks
December 23-January 3  Christmas Break
January 6  Classes Begin 2nd Semester
January 20  Professional Development
February 14-17  Winter Break (no classes)
March 14  End of 3rd Nine Weeks
March 20  Parent/Teacher Conferences
March 21-28  Spring Break
April 18-21  Easter Break (no classes)
May 26  Memorial Day
May 30  Last Day of Classes

**Potential Snow Make-up Days (prioritized)
February 14, February 17, March 21, April 18, April 21

Spring Break is mandated by the State and cannot be changed.

POLICIES FOR STUDENTS RIDING OZARK SCHOOL BUSES
1. Be at the bus stop at the scheduled time. Stand back about ten feet from the bus stop and wait until the door is opened before moving closer to the bus. Do not play on the highway or road. If you miss the bus, do not attempt to hitch-hike a ride or walk to and from the school.
2. While loading or unloading, enter and leave the bus in an orderly fashion and as quickly as possible.
3. While riding the bus, students are under supervision of the driver and must obey the driver at all times. The driver has the authority to temporarily suspend a student.
4. Do not make unnecessary or distracting noises. Conversation should be held in normal tones. Shouting, screaming, whistling, etc., are unnecessary and endanger the entire bus by distracting the driver.
5. No knives or sharp objects of any kind are allowed – neither firearms, weapons of any kind, pets, or other living animals, etc.
6. Do not tamper with any of the safety devices such as door latches, fire extinguishers, etc. Pupils must remain seated while the bus is in motion and must not move while it is stopped except as the driver directs. Pupils are not to put their hands, arms, heads, or bodies out of the windows. Do not yell at anyone outside the bus.
7. Students are not to deface the bus or any school property. Do not write on the bus or damage seats, etc. Do not throw paper or other objects on the floor of the bus nor drink or eat on the bus. There will be no use of tobacco while riding the bus. Keep the aisle of the bus clear from books, lunches, coats, etc. Do not put feet in the aisle.
8. Do not ask the driver to let you off the bus uptown, at the store, or any place except your stop. Only students of Ozarks School District and school employees may ride the bus. Parents attending to school business may ride only if the driver is notified by the administration. Any student suspended from the school will not be allowed on the bus.
9. If you must cross the road or highway to enter the bus, always try to be on the right side of the road waiting on the bus. If you should arrive at the stop just as the bus approaches the stop, wait until the bus has come to a complete stop and the driver has signaled for you to cross in front of the bus.
10. Pupils who must cross the road after leaving the bus in the afternoon must go to a point on the shoulder of the road ten feet in front of the bus. Cross the road only after the driver signaled you to do so.
11. Pupils may not ride the bus except their own. Students who are getting off the bus at a stop other than their own or who will be visiting another student or relative will be required to present a note with permission from the parent or principal.
12. This is not intended to cover all the “do’s” and “don’ts”, but it is a very specific guide. The driver may find it necessary to interpret these policies in light of his or her own bus needs.
13. The bus driver or the administration will have the authority to determine a stop where there is more than one family in a relatively short distance.

IT SHOULD BE REGARDED AS A PRIVILEGE TO RIDE TO SCHOOL ON A BUS
TECHNOLOGY USAGE POLICY (continued)

c. District approved virus software must be running and up-to-date on all personal computers.
d. Computers must join district domain for centralized management.
e. Financial restitution will be required when due care is not followed and the infrastructure, State or District, is harmed.
f. If a computer is found on the school network that has not been approved by the Technology Department, then it may be taken without notice and investigated to see its contents.
g. An approved network card is required before connection to system
h. An approved IP address must be obtained from the District Technology Department.

IX. All violations will be handled as any other infraction of school board policy. Disciplinary actions may include:
   a. Revocation of computer access
   b. Financial restitutions
   c. Students: suspension, expulsion, academic failure due to lack of course completion or other penalties may be appropriate.
   d. Employees: up to and including termination of employment.
   e. Possible referral for prosecution.

X. Ozark Public Schools uses a variety of methods to communicate with students, parents, and community members about our building entities and the accomplishments of our students, including school-related websites and media outlets. The following could be seen:
   a. Publication on the Internet of my child’s written and/or art works
   b. Use of my child’s name in school Internet publications.
   c. Use of my child’s picture in school Internet publications.

XI. The following guidelines will be applied to any picture or information published as Ozark School media:
   a. In group photos posted on the web, should names appear, they will not be in any order.
   b. Under no circumstances will a child’s home address or phone number be published on the Internet.
   c. This form does not necessarily mean that your child’s work/image will definitely be featured on the Internet or in a video-tape production.

XII. Any student enrolled in Ozark Public Schools may have his/her written and/or art work on a school’s website or on media outlets.

XIII. By attending and being a member of Ozark Public Schools a student, parent, or employee agrees to abide by the Technology Usage Policy. All violations will be handled as any other infractions of school board policy. Disciplinary actions may include, but are not limited to the following:
   a. Revocations of computer access
   b. Financial restitution
   c. Students: suspension, expulsion, academic failure due to lack of course completions, or other penalties may be appropriate
   d. Employees: up to and including termination of employment
   e. Possible referral for prosecution
TECHNOLOGY USAGE POLICY

A parent can deny permission for any of the following scenarios:

a. Video taping of student  
b. Publication of a student’s written and/or art work within a school, on a school website, or on media outlets  
c. Use of student’s name (first, last, or full)  
d. Use of student’s picture  
e. Access to computers and the use of Internet for instructional purposes

To deny permission, the parent or guardian must fill out the “Technology Usage Denial Form”, also in this handbook. This form should be taken to the school in which the student is enrolled.

I. The Ozark Public School District is committed to promoting ethical and responsible use of computer and network resources and will not tolerate their misuse. The use of the internet resources is a privilege, not a right, and should be treated as such.

II. Access to the Internet provided to students, teachers, administrators, and other school personnel involved in the educational process. Anyone using the Internet system is responsible for its proper use. Proper use is defined as accessing the Internet for educational purposes which include: research, dissemination of information, resource sharing, collaborative projects, debate of current issues, curriculum development, and electronic mail for administrative purposes.

III. The Ozark School District does not condone the use of inappropriate material that may be obscene, abusive, offensive, inaccurate, etc. and does not permit the use or such material in the school environment.

IV. Proper supervision of students using the Internet is required to monitor the appropriate use of the Internet system.

V. The district is not responsible for any losses, including lost revenues, or for any claims or demands against the user by any other party.

VI. Improper use of the Internet by any individual will result in immediate termination of that individual’s access to the Internet via Ozark School District resources. Also, anyone in violation of this policy will be subject to disciplinary actions up to and including termination of employment for employees, expulsion for students, and possible referral for prosecution.

VII. The Ozark School District reserves the right to monitor or log all network activity with or without notice, including email and all website communications, therefore; users should have no reasonable expectation of privacy in the use of these resources on school premises. In addition, email or electronic documents stored on Ozark Public School servers can be subject to open records law.

VIII. Normally personal computers are NOT allowed to be connected to the school’s network. However, on the case an exception must be made the computer(s) must be checked and approved by the District Technology Department. All Technology Usage Policy requirements must be followed in addition to the following requirements:

a. Legal license is required for all software  
b. District insurance will not cover any expenses associated with loss or destruction of personal computers.
3. **Computer Ethics-related infractions:**
   - Attempting to access systems or files for unauthorized purposes.
   - Using or attempting to use unauthorized passwords – system security passwords or other individual’s passwords.
   - Failure to keep personal passwords secure and private.
   - Usage of computer for harassment (sexual, racial, personal, bullying etc.)
   - Usage of computer for illegal or unethical activities including plagiarism, copyright violations.
   - Usage of computer to convey or access any objectionable materials including topics where are: obscene, racially slurred, vulgar, sexually explicit, violent, etc.
   - Excessive time usage when others are waiting.

4. **Internet/email related infractions:**
   - Unauthorized posting of information/graphics pertaining to Ozark School District, its employees, or students.
   - Visiting improper or inappropriate websites.
   - Use of Proxy Sites or Proxy Applications.
   - Use of chat rooms, cyber cafes, etc.
   - Inappropriate email:
     - Inappropriate mailings to large groups or entire school.
     - Non-essential messages including jokes, thoughts of the day, chain emails, political announcements, etc.
   - Confidentiality – No email is confidential, personal, or private. All or part of an email can be sent to hundreds of people with just a few mouse clicks. In addition, emails can be subject to open records law. Persons should not post email messages containing inappropriate language or content.

**Disciplinary Actions:**
All violations will be handled as any other infraction of school board policy. Disciplinary actions may include:
- Revocation of computer access.
- Financial restitution.
- Suspension, expulsion, academic failure due to lack of course completion, or other penalties as may be appropriate.
- Possible referral for prosecution.
EXCUSING PUPILS DURING SCHOOL HOURS

CLOSED CAMPUS
1. The high school, junior high, and elementary campuses are closed during school days. The term “closed campus” means once a student is on campus, he/she will not be allowed to leave without permission from the building principal or his/her designee.
2. Before excusing students to leave school, the principal should make every effort to contact the parents. When this is not possible, the principal should check on any written excuse or phone calls to be certain they are authentic.
3. A student may not be interviewed by strangers or an estranged parent except in the presence of the principal or designee. The principal or his/her designee will make an effort to contact the student’s parent or legal guardian.

ARRIVAL AND DEPARTURE OF STUDENTS
A change in routine arrival or departure of students must be accompanied by written notice or parent call to the homeroom teacher. This is note should include specific instructions and directions as necessary. Failure to receive written instructions will result in your child being put on their regular bus or departing in their regular manner. A note from both sets of parents are required if one child is going home with another.

VISITORS TO SCHOOL PROPERTY
Arkansas law requires that parents and visitors to school premises shall check in at the school office upon arrival. Visitors must obtain a “Visitor Pass” from the office before they can pick up a child from the classroom. This pass signifies that individuals have gone through proper channels and are authorized to pick up a child. Parents and visitors are not to go directly to the classroom.

TARDINESS
If your child comes to school after 8:00 a.m., he or she must be checked in at the office and will be considered tardy. If a child checks in after 9:00 a.m., he or she will be considered absent ½ day. Parents are asked to sign in late students or sign out students leaving early in the office. If a child checks out before 2:00 p.m., he or she will be considered absent for ½ day. If your child leaves between 2:00 and 3:10 p.m., he or she will be considered tardy. If a student checks out in the middle of the day and is gone two hours or more, he/she will be counted absent. Three tardies in the a.m. or three early checkouts in the p.m. will equal one absence.

ATTENDANCE
Compulsory Attendance Requirements
Every parent, guardian or other person having custody or care of any child age 5 through 17 years on or before August 1 for the 2013-2014 school year who 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 private or parochial school
2. The child is being home schooled and the conditions of the home school policy have been met.

⇒ Inappropriate email:
⇒ Inappropriate mailings to large groups or entire school.
⇒ Non-essential messages including jokes, thoughts of the day, chain emails, political announcements, etc.
⇒ Confidentiality – No email is confidential, personal, or private. All or part of an email can be sent to hundreds of people with just a few mouse clicks. In addition, emails can be subject to open records law. Persons should not post email messages containing inappropriate language or content.

STUDENT ACCEPTABLE USE POLICY—AUP
The Ozark School District is committed to promoting ethical and responsible use of computer and network resources and will not tolerate their misuse. The use of technology resources is a privilege, not a right, and should be treated as such. Access to the Internet and technology is provided for professional, managerial, and educational purposes. Any person using district technology is responsible for its proper use. By accessing and using technology, users acknowledge that inappropriate use is prohibited and may result in disciplinary action. The Ozark School District reserves the right to monitor or log all network activity with or without notice, including email, instant messaging, and all web site communications, therefore, users should have no reasonable expectation of privacy when using those resources.

Technology infractions include but are not limited to:
1. Hardware-related infractions:
⇒ Vandalize, deface, destroy or remove computer equipment, parts, cables, accessories, etc.
⇒ Unauthorized dismantling, disconnecting, or removing computer equipment, cables, or peripherals.
⇒ Misuse of computer hardware that results in temporary or permanent damage or possible damage to equipment.
2. Software-related infractions:
⇒ Unauthorized changing of settings on computers including modification or removal or software, operating systems, security programs, configuration files, etc.
⇒ Intentional introduction of a virus or other destructive elements
⇒ Installation of unauthorized and/or unlicensed software (on-site documentation required).
⇒ Inappropriate use of files including:
⇒ Unauthorized copying of software programs
⇒ Unauthorized usage of files or disks
⇒ Unauthorized downloading of files
FACULTY/VISITOR ACCEPTABLE USE POLICY

The Ozark School District is committed to promoting ethical and responsible use of computer and network resources and will not tolerate their misuse. The use of technology resources is a privilege, not a right, and should be treated as such. Access to the Internet and technology is provided for professional, managerial, and educational purposes. Any person using district technology is responsible for its proper use. By accessing and using technology, users acknowledge that inappropriate use is prohibited and may result in disciplinary action. The Ozark School District reserves the right to monitor or log all network activity with or without notice, including email, instant messaging, and all web site communications, therefore, users should have no reasonable expectation of privacy in the use of those resources.

Technology infractions include but are not limited to:

Hardware-related infractions:
- Vandalize, deface, destroy or remove computer equipment, parts, cables, accessories, etc.
- Unauthorized dismantling, disconnecting, or removing computer equipment, cables, or peripherals.
- Misuse of computer hardware that results in temporary or permanent damage or possible damage to equipment.

Software-related infractions:
- Unauthorized changing of settings on computers including modification or removal of software, operating systems, security programs, configuration files, etc.
- Intentional introduction of a virus or other destructive elements
- Installation of unauthorized and/or unlicensed software (on-site documentation required).
- Inappropriate use of files including:
  - Unauthorized copying of software programs
  - Unauthorized usage of files or disks
  - Unauthorized downloading of files

Computer Ethics-related infractions:
- Attempting to access systems or files for unauthorized purposes.
- Using or attempting to use unauthorized passwords – system security passwords or other individual’s passwords
- Failure to keep personal passwords secure and private

Internet/email related infractions:
- Unauthorized posting of information/graphics pertaining to Ozark School District, its employees, or students
- Visiting improper or inappropriate websites
- Use of Proxy Sites or Proxy Applications
- Use of chat rooms, cyber cafes, etc.

ATTENDANCE (continued)

3. The child will not be age 6 on or before August 1 for the 2013-2014 school year and the parent, guardian or other person having custody or charge of the child elects not to have him/her attend kindergarten. A kindergarten waiver form prescribed by regulations of the Department of Education must be signed and on file with the District administrative office.

4. The child has received a high school diploma or its equivalent as determined by the State Board of Education.

5. The child is age 16 or above and is enrolled in a post-secondary vocational technical institution, a community college or a two-year or four-year institution of higher education.

6. The child is age 16 or 17 and has met the requirements to enroll in an adult education program as defined by A.C.A. 6-18-201 (B).

The number of absent days will be reported to parents by each teacher at the end of each grading period. The principal’s office will notify parents by mail on the 6th and 10th day a student is absent in the same semester. In compliance with state law, the city attorney’s office will be notified on the 13th day a student is absent.

If any student’s Individual Education Program (IEP) or 504 Plan conflicts with this policy, the requirements of the student’s IEP or 504 Plan take precedence.

Education is more than the grades students receive in their courses. Important as that is, students’ regular attendance at school is essential to their social and cultural development and helps prepare them to accept responsibilities they will face as an adult. Interactions with other students and participation in the instruction within the classroom enrich the learning environment and promote a continuity of instruction which results in higher student achievement.

Excused Absences

Excused absences are those where the student was on official school business or when the absence was due to one of the following reasons and the student brings a written statement to the principal or designee upon his/her return to school from the parent or legal guardian stating such reason. A written statement presented for an absence having occurred more than five (5) school days prior to its presentation will not be accepted.

1. The student’s illness or when attendance could jeopardize the health of other students. A maximum of six (6) such days are allowed per semester unless the condition(s) causing such absences is of a chronic or recurring nature, is medically documented, and approved by the principal.¹

2. Death or serious illness in their immediate family;²

3. Observance of recognized holidays observed by the student’s faith;

4. Attendance at an appointment with a government agency;

5. Attendance at a medical appointment;

6. Exceptional circumstances with prior approval of the principal; or

7. Participation in an FFA, FHA, or 4-H sanctioned activity;

8. Participation in the election poll workers program for high school students.

¹ According to the attendance policy, a maximum of five absences due to illness are allowed per semester.
² The specific rule for illness or death in the immediate family may vary depending on state laws and district policies.
10. Absences granted, at the Superintendent’s discretion, to seventeen (17) year-old students who join the Arkansas National Guard while in eleventh grade to complete basic combat training between grades eleven (11) and (12).

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

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

**Unexcused Absences**

Absences not defined above or not having an accompanying note from the parent or legal guardian, presented in the timeline required by this policy, shall be considered as unexcused absences. Students with six (6) unexcused absences in a course in a semester shall not receive credit for that course. At the discretion of the principal after consultation with persons having knowledge of the circumstances of the unexcused absences, the student may be denied promotion or graduation. Excessive absences shall not be a reason for expulsion or dismissal of a student.

**When a student has three (3) unexcused absences, his/her parents, guardians, or persons in loco parentis shall be notified.** Notification shall be by telephone by the end of the school day in which such absence occurred or by regular mail with a return address sent no later than the following school day.

**Whenever a student exceeds six (6) unexcused absences in a semester, the District shall notify the prosecuting authority and the parent, guardian, or persons in loco parentis shall be subject to a civil penalty as prescribed by law**

At any time prior to when a student exceeds the number of unexcused absences permitted by this policy, the student, or his/her parent, guardian, or person in loco parentis may petition the school or district’s administration for special arrangements to address the student’s unexcused absences. If formal arrangements are granted, they shall be formalized into a written agreement which will include the conditions of the agreement and the consequences for failing to fulfill the agreement’s requirements. The agreement shall be signed by the student, the student’s parent, guardian, or person in loco parentis, and the school or district administrator or designee.

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

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

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D. The following rules are to be used for guidelines of student conduct while riding the bus:
1. Be at the bus stop five minutes before the bus is scheduled to arrive.
2. Wait for the bus in a safe place off the roadway.
3. Enter the bus in an orderly manner, and remain in your assigned seat.
4. Follow the instructions of your school bus driver at all times.
5. Keep your head and arms inside the bus at all times.
6. Keep aisles clear at all times.
7. Remain quiet and orderly, be courteous to your driver and fellow passengers.
8. Wait for the driver’s signal before crossing the road.
9. Always cross at least ten feet in front of the bus.
10. Never crawl under the school bus.

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**GANGS, SECRET SOCIETIES, AND SEXUAL HARASSMENT**

**A.** Gangs, Secret Societies, or other similar groups, whether organized in the community or in other settings, are prohibited on the school grounds and campus at any school-sponsored activity. Gang-related activity (whether genuine or a pretense) that is identified by school officials is prohibited. Gang-related activities include, but not limited to such activities are as follows: Wearing apparel associated with gangs, displaying gang insignia, “throwing signs” or other gestures of language (however expressed) associated with gangs, intimidation, and threats.

**B.** Sexual Harassment

1. Improper sexual advances toward another person at school or at school sponsored activities is prohibited. Sexual harassment may include, but is not limited to, the following:
   - Verbal harassment or abuse.
   - Pressure for sexual activity.
   - Repeated remarks or gestures that suggest or demand sexual involvement.
   - Implied or explicit threats that suggest or demand sexual involvement.
   - Intentional brushing against another person’s body.
   - Any sexually motivated, unwelcomed touching.

2. Any person who alleges sexual harassment may report it directly to the building principal or guidance counselor. Any report or sexual harassment will be investigated.

3. The district will discipline any individual who retaliates against any person who reports alleged sexual harassment or who retaliates against any person who testifies, assists, or participates in an investigation proceeding related to a sexual harassment complaint.

Retaliation includes, but is not limited to any form of intimidation, reprisal, or harassment.

4. Anyone in violation of this policy may receive disciplinary action ranging from a minimum of a verbal reprimand to a maximum of expulsion and/or prosecution.
DISTRIBUTION OF PRINTED MATERIAL

A. A student is entitled to express his/her personal opinions in writing. Howev-
er, the distribution of handwritten, duplicated, or printed material (including
advertisements) on school premises must be approved by the faculty sponsor
and/or principal. Written expression to be distributed must be signed by its
author. A student who edits, publishes, or distributes handwritten, printed, or
duplicated matter among his/her fellow students within the schools must
assume responsibility for the consent of such publication. Material that is
libelous, obscene, or slanderous; material that constitutes an unwarranted
invasion of privacy; or material that would interfere with or disrupt the edu-
cation process* is prohibited in all publications. Student publications
(annual, newspaper, newsletters, posters, etc.) must be approved by a faculty
sponsor and/or the principal prior to publication. A student who changes
material without approval will receive disciplinary action appropriate to
the nature of the offense.

B. A student who wishes to distribute written material on school premises must
present the material to the principal at least forty-eight (48) hours before the
planned time of distribution. Within twenty-four (24) hours, the principal
will give the student written notice accepting or rejecting the material for
distribution. If the student’s material is rejected by the principal, he/she may
appeal the decision to the superintendent. The student must supply a copy of
the material to be distributed, or his/her explanation of the purpose of the
distribution, and of the principal’s rejection notice. Within forty-eight (48)
hours, the superintendent will accept or reject the material. If the student is
dissatisfied with the superintendent’s decision, he/she has the right to pre-
sent the material to the School Board for its review at its next regular meet-
ing.

* Incite students to commit unlawful acts on school premises, or incite students to
violate lawful school regulations.

TRANSPORTATION

A. The school board has established policies and regulations governing the
behavior of the students riding the buses and established policies for the
drivers. At the beginning of each school year, policies for students riding
school buses are sent home by every student who rides the bus. The parents
sign a statement that acknowledges that they have read the policies. This
statement is returned to the student’s homeroom teacher. The bus drivers are
responsible for order and discipline on their buses. The drivers will work
closely with the building principal in the area of discipline.

B. Buses stop only at scheduled stops that have been selected for safety and
convenience. Children should be transported to school and home. They are
to get off the bus only at the designated stop. Any problem or question that
arises concerning bus drivers, bus stops, or bus route extensions are to be
referred to the superintendent.

C. Whenever a bus is used for school activities, the teacher in charge of that
group is responsible of the behavior of the students during the trip.

The District shall notify the Department of Finance and Administration whenev-
er a student fourteen (14) years of age or older is no longer in school. The De-
partment of Finance and Administration is required to suspend the former stu-
dent’s operator’s license unless he/she meets certain requirements specified in
the statute.

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

Notes: If your district’s penalties for absences include an impact on the stu-
dent’s grades, it is important to note that A.C.A. § 9-28-113(f) prohibits
the lowering of grades of foster children for absences due to 1) a
change in the student’s school enrollment; 2) the student’s attendance
at a court ordered dependency-neglect court proceeding; or 3) the stu-
dent’s attendance at a court-ordered counseling or treatment.

1 Limiting the number of excused absences for illness is an option
which you can choose to include or not include. The number of absenc-
es can be changed as you feel appropriate.

2 Your board may want to define the meaning of “immediate family.”
One source for a definition is A.C.A. § 6-17-1202.

3 Statutorily, the day the student serves as a page cannot be counted as
an absence, but the school may grant additional days (such as for travel
time) in conjunction with the day as a page which would also not be
counted as absences. The choice is up to the district.

4 A.C.A. § 6-18-222(a)(1)(A)(i) requires school boards to adopt an
attendance policy that includes a “certain number” of excessive unex-
cused absences. The code leaves the specific number up to the
individual board’s discretion. The number your board chooses deter-
mines the number of absences that triggers the notices being sent to the
student’s parents.

5 4 If your district has a Community Truancy Board as defined in A.C.A.
§ 6-18-225 & 226, notification will also need to be sent to the chair-
man of the truancy board. The truancy board will then need to proceed
as defined by A.C.A. § 6-18-222(a)(4)(A).

6 Students are specifically permitted to initiate the agreement on their
own; their parents may be unavailable or unwilling to meet with the
administration.
The statutes are silent on whether suspensions shall count as absences. You can choose to amend this sentence and make either or both forms of suspension count as absences. In making your decision, we suggest you consider the number of days of allowable absences you have chosen for this policy, the lower the number, the greater the consequences for including a suspension as an absence. A.C.A. § 6-18-507(g) requires districts to note on each student's attendance record if the student's absence was due to an out-of-school suspension.

Legal References: A.C.A. § 6-4-302
A.C.A. § 6-18-209
A.C.A. § 6-18-220
A.C.A. § 6-18-222
A.C.A. § 6-18-229
A.C.A. § 6-18-231
A.C.A. § 6-18-507(g)
A.C.A. § 7-4-116
A.C.A. § 9-28-113(f)
A.C.A. § 27-16-701

REQUIRE A PERIOD OF SILENCE AT THE BEGINNING
OF EACH SCHOOL DAY
In compliance with Act 576 of 2013, a public school in this state shall observe a one (1) minute period of silence at the beginning of school each day. During the period of silence a student may, without interfering with or distracting another student: (1) reflect; (2) pray; or (3) engage in a silent activity. A teacher or school employee in charge of a public school classroom ensure that all students remain silent and do not interfere with or distract another student during the period of silence.

Arkansas Code § 6-10-115

PLEDGE OF ALLEGIANCE
In compliance with Act 1333 of 2003, it is mandatory for students and staff of Arkansas Public Schools to participate in a daily recitation of the Pledge of Allegiance to the American flag during the first class of each school day. If a student or a student’s parent or legal guardian objects to the student participating in the pledge due to religious, philosophical, or other grounds, the student will be expected to quietly stand by his/her seat while others recite the pledge. If a student or staff member is unable to physically comply with the procedures described in this section, they will be excused by the principal.

ANTI-BULLING POLICY (continued)
School employees who witness or have reliable information that a pupil has been a victim of bullying shall report the incident to the principal. A school principal or his/her designee who receives a credible report or complaint of bullying shall promptly investigate the complaint or report and make a record of the investigation and any action taken as a result of the investigation. A school employee who has reported violations under the school district’s policy shall be immune from any tort liability that may arise from the failure to remedy the reported incident. Any person or persons who file a complaint will not be subject to retaliation or reprisal in any form.

Minimum penalty: Reprind
Maximum penalty: Expulsion


Cyberbullying of School Employees is expressly prohibited and includes, but is not limited to:

a. Building a fake profile or website of the employee;
b. Posting or encouraging others to post on the Internet private, personal, or sexual information pertaining to a school employee;
c. Posting an original or edited image of the school employee on the Internet;
d. Accessing, altering, or erasing any computer network, computer data program, or computer software, including breaking into a password-protected account or stealing or otherwise accessing passwords of a school employee; making repeated, continuing, or sustained electronic communications, including electronic mail or transmission, to a school employee;
e. Making, or causing to be made, and disseminating an unauthorized copy of data pertaining to a school employee in any form, including without limitation the printed or electronic form of computer data, computer programs, or computer software residing in, communicated by, or produced by a computer or computer network;
f. Signing up a school employee for a pornographic Internet site; or
g. Without authorization of the school employee, signing up a school employee for electronic mailing lists or to receive junk electronic messages and instant messages.
ANTI-BULLYING POLICY

Bullying of a public school student or a public school employee is prohibited by students while in school, on school equipment or property, in school vehicles, on school buses, at designated school bus stops, at school sponsored activities, or at school sanctioned events or by an electronic act that results in the substantial disruption of the orderly operation of the school or educational environment.

Bullying means the intentional harassment, intimidation, humiliation, ridicule, defamation or threat or incitement of violence by a student against another student or public school employee by a written, verbal, electronic or physical act that may address an attribute of the other student, public school employee or person with whom the other student or public school employee is associated and that causes or creates actual or reasonably foreseeable:

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

Attribute means an actual or perceived personal characteristic including without limitation race, color, religion, ancestry, national origin, socioeconomic status, academic status, disability, gender, gender identity, physical appearance, health condition or sexual orientation.

Electronic act means a communication image transmitted by means of an electronic device, including act, whether or not the electronic act originated on school property or with school equipment, if the electronic act is directed specifically at students or school personnel and maliciously intended for the purpose of disrupting school and has a high likelihood of succeeding in that purpose.

Harassment means a pattern of unwelcome verbal or physical conduct that causes or reasonably should be expected to cause substantial interference with the other’s performance in the school environment. Substantial disruption means that any one or more of the following occur:

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

LIMITED CONTACT REQUESTS

Parent and/or Guardians who desire limited access to any student in our school should inform the principal in writing as to such limitations.

BUILDING USE

1. The building will open at 7:30 a.m. Upon arrival, all students will go to the playground, unless they are eating breakfast. In the event of bad weather, kindergarten students will go to the music room, 1st-3rd students will go to the cafeteria, and 4th-5th students will go to the Upper Elementary.
2. There will be no running in or around buildings. This includes classrooms, hallways, restrooms, lunchrooms, and sidewalks. Students lingering in the halls or restrooms will be disciplined appropriately.
3. When you enter the classroom in the morning or after a recess, you should put your jacket or coat away and then go directly to your seat.
4. There will be no pushing, shoving, thumping or hitting, or general horseplay in the building or on the playground. (see bullying policy.)
5. There will be no loitering or playing in the restrooms. Do not take pencils, pens, or crayons to the restrooms.
6. There will be no littering.-- paper, food, or other articles -- in the buildings or on the sidewalks or playgrounds.
7. There will be no inappropriate language or rude gestures.
8. At recess on rainy or cold days, students will be supervised inside the building under the direction of the teacher.
9. Students will help the teacher maintain a neat and orderly room by:
   a. putting reference books and other materials and games in their proper storage places
   b. keeping your own desk clean and neat
   c. cleaning mud and sand from your shoes before entering the building.
10. When school is dismissed in the afternoon, students are to go directly to the bus or home. Students should not return to buildings without the teacher being present or without the teacher’s permission.

PARTIES AT SCHOOL

Parties are limited to three during the school year: Fall Festival, Christmas, and Valentine’s Day. We ask that there be no birthday parties at school. Please do not send birthday party invitations to school with your child due to the disruption to the learning environment. No snacks are to be sent to school unless the teacher requests them. Due to food allergies, all snacks need to be store-bought to include the ingredient label.

WELLNESS POLICY

New Policy Required by the State

Each building shall establish no more than nine school-wide events which permit exceptions to the food and beverage limitations established by the Federal Wellness Laws. The schedule of events shall be by school, approved by the principal, and shall be part of the annual school calendar. When parents send food for these events, the food must be commercially made.

When bringing a sack lunch from home, parents have the right to send food of their choice to school with their children.
EMERGENCY DRILLS
Fire and tornado drills are held periodically throughout the year so that students are reminded of what to do should a disaster occur.

The fire alarm will be sounded for a fire drill. One long ring of the bell will indicate a tornado drill. Student fire marshals selected from the fifth grade will monitor the drills to see they are properly carried out. They will also make periodic inspections of the building for any hazards.

All schools in the District shall conduct fire drills at least monthly. Tornado drills shall also be conducted not fewer than three (3) times per year with at least one each in the months of September, October, January, and February. Students who ride school buses, shall also participate in emergency evacuation drills at least twice each school year.

For school-year 2013-14, an annual active shooter drill and school safety assessment may be conducted for all District schools in collaboration, when possible, with local law enforcement and emergency management personnel. Students will be included in the drills to the extent that is developmentally appropriate to the age of both the students and grade configuration of the school.

Drills may be conducted during the instructional day or during non-instructional time periods.

Other types of emergency drills may also be conducted to test the implementation of the District's emergency plans in the event of an earthquake or terrorist attack that might include the use of biological or chemical agents. Students shall be included in the drills to the extent practicable.

Notes: 1 Students who only ride buses occasionally, such as to go to and/or from a field trip will also have to participate in the evacuation drills.
2 Act 484 of 2013 requires the drills beginning next school-year. However, there was supposed to be funding appropriated to help pay for the training of school personnel, but the funding didn't happen. There is no provision in the act, however, that removes the requirement if funding is not appropriated. Consequently, next year, the drills will be mandatory.
3 Student involvement will need to be worked out school by school and determined relative to grade and age considerations in conjunction with the actual content of the drill. There may be a drill conducted that don't include any students due to the explicit nature of the drill and the age of the students while a drill in another school would include students.

Legal References: A.C.A. § 12-13-109
A.C.A. § 6-10-110
A.C.A. § 6-10-121
A.C.A. § 6-15-1302
A.C.A. § 6-15-1303

FIELD TRIPS
Only local educational field trips may be sponsored for the grades. A local trip is defined as one in the near vicinity of Ozark. Such trips must be educational in nature and be approved by the principal. Students who are not in attendance at school on the day of the scheduled field trip will not be allowed to participate.

HOME SCHOOLING POLICY
Act 1117 of 1999 requires a parent to submit a written notice of intent to home school to the superintendent at the beginning of school or not later than August 15 or 14 calendar days prior to withdrawing the child from school. The superintendent or local school board may waive the 14 day waiting period.

An exception to the 14 day notification process is made for students under disciplinary action for violation of any written school policy. Students who are under such disciplinary action are not eligible for home school unless the superintendent or local school board allows the child to enroll in home school, the disciplinary action has been completed, the semester ends, or the student had been expelled.

The local school district has authority to assess any home school student, who enrolls or re-enrolls in the district, in order to determine educational placement.

MOVIES AT SCHOOL
Showing of movies at school is discouraged except for educational value or as a reward. (Teachers are to complete a documentation form that explains what will be shown, when it will be shown, and why it will be shown. The form should be given to the principal for his/her approval.)

VOLUNTEERS
The Ozark Elementary School has a very active volunteer program. Teachers and the PTO will send out invitations to parents requesting help with school activities. We encourage and appreciate your participation.

COMPUTER USAGE
All students who use computer equipment with Internet capabilities must sign an agreement concerning usage of the equipment and to use the technology in a moral and ethical manner.

Students violating the agreement will forfeit the privileges of computer access for one month. Repeat offenses will result in loss of privileges for the remainder of the year.
LUNCHROOM USE
The school cafeteria is operated for the pupils’ convenience. Students will find food at the lowest cost possible. Pupils who bring their lunches are expected to eat them in the cafeteria. Milk may be purchased or the student may get a glass of water or juice (with a doctor’s note only). Free and reduced lunches are available to those students who qualify. If you would like to apply please come the office and fill out an application. Emphasis is regularly stressed to the students about a quiet and orderly cafeteria. Good table manners are expected from everyone.

Lunchroom rules:
1. Walk to the lunchroom quietly.
2. Talking will be permitted as long as tones remain at an acceptable level.
3. If one throws or spills food or paper items on the table or floor, he/she is responsible for cleaning the area.
4. Students may not go behind the serving line into the kitchen.
5. Breaking line is not permitted.
6. Students are not to leave the cafeteria until dismissed by the duty teacher.
7. Do not skip seats or save seats.
8. Students who bring lunches are asked to sit down and not remain in line.
9. Place paper items in trash barrels.
10. Keep hands and feet to oneself
11. A student can accumulate up to 5 charges for breakfast and/or lunch.
12. Students may only bring drinks when bringing a lunch from home. Students may purchase extra milk for 35 cents. Carbonated beverages will not be allowed.

PARKING YOUR BICYCLES
Use the rack that is provided and do not ride on the sidewalks.

ACTIVITIES
The student activity program shall be under the overall supervision of the building principal and under the direct supervision of the classroom teacher. The teacher and principal shall have the authority to set up eligibility requirements for student participation. Eligibility will be based on school attendance, academic grades, and behavior. Activities will be limited to control interruptions of instructional time and students absences.

USE OF TELEPHONE
Elementary students may not use the telephone to ask parents to come for them, to call for forgotten papers, books, notes, or to make after school arrangements, etc. If an emergency arises, school personnel will contact parents.

RESPECT FOR SCHOOL PROPERTY
All of us concerned with the school are expected to have respect for our equipment, buildings, and grounds. Willfully or intentionally damaging, destroying, or stealing school property will result in financial liability of the parties involved.

USE OF SCHOOL FACILITIES
Use of school facilities may be scheduled upon agreement with the principal when time is not in conflict with the school’s primary purposes. Arrangements may be made for clean-up with the school-custodial services by notifying the building principal.

PARENT/NONCUSTODIAL PARENT CONTACT
Parents wishing to speak to their children during the school day shall register with the office. Please do not go directly in the classroom areas. 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. Class time is important and reserved for instructional purpose; therefore, parent conferences cannot be held during class time.

PTO
Our school has a very active PTO. Parents will be notified of meetings and activities by radio or note.

SCHOOL SUPPLIES
Each student is responsible for furnishing his or her own school supplies. Supply lists are available in the school office and at Wal-Mart. Some items may be purchased from the school store during the year if it is inconvenient for one to purchase the items elsewhere.

PUBLIC DISPLAY OF AFFECTION
Public display of affection (PDA) is not appropriate behavior at school. Failure to comply with the reasonable expectations of the school staff will lead to disciplinary action.
Report cards will be issued four times during the school year. Students are to take them home to their parents or guardians for their observation and signature. The report card should be returned to the teacher within two days after it is received. Students will also receive progress reports.

Standardized test results will be sent to parents each year. Students at Ozark take achievement tests in the spring. Third, fourth and fifth graders will take the Benchmark exam in April.

The Kindergarten Center and the E.B Milton Primary School will use standards based report cards in literacy for the 2013-2014 school year.

A Advanced
P Proficient
B Basic
BB Below Basic

The following grading scale is used in the Ozark School District:
A 100-90 E Excellent
B 89-80 S Satisfactory
C 79-70 N Needs Improvement
D 69-60 U Unsatisfactory
F Below 60

Grading policies will be provided to the parents upon request. Grades assigned to students reflect mastery of educational objectives.

PROMOTION AND RETENTION

Kindergarten through 2nd Grade
Students performing below the minimum required benchmark scores on the DIBELS assessment (Dynamic Indicator of Basic Literacy Skills) at the end of school will be recommended for retention. Minimum scores per grade level are as follows: Kindergarten, LNF (Letter Naming Fluency) 40+, PSF (Phoneme Segmentation Fluency) 35+, & NWF (Nonsense Word Fluency) 25+; 1st grade, PSF 35+, NWF 50+; ORF (Oral Reading Fluency) 40+; 2nd grade, ORF 90+.

Kindergarten students are also expected to be reading on a level C.

3rd Grade through 5th Grade
Students in grade 3rd-5th will be identified for retention primarily on the basis of their level of proficiency in reading. Students in 3rd grade will be assessed in fluency and comprehension with the DRA (Developmental Reading Assessment). Minimum oral reading fluency benchmarks are 110 WPM for 3rd grade. State test results will be used for all 3rd-5th students as well as TLI test results.

If a student is identified as performing below minimum standard for promotion, the student will be retained in his/her current grade level unless the regular classroom teacher determines that retention is not the appropriate intervention for the student’s academic deficiencies.

PLAYGROUND USE

Playground areas will be assigned to each elementary division at the beginning of the school year. There will be a playground teacher or aide on the grounds at each recess. Be aware that this person takes over your homeroom supervising teacher during recess and becomes responsible for your well being and your discipline. Once you go to the playground, you will not be allowed to enter the classroom or building without the duty person’s permission.

Some playground safety rules to remember:
A. For playing on the swings:
   - No double swings.
   - Sit down in the swings.
   - No twisting in the swings.
   - No jumping from swings.
   - Do not wrap swings around the top bar.
   - No pushing others from the front of the swings.

B. For playing on the slide:
   - Come down the slide feet first.
   - When you slide to the bottom, move to the back of the slide for your next turn.
   - Do not put objects or gravel on the slide.
   - Do not swing from the bars at the top.
   - Do not climb on top of the slide.

C. For playing on the see-saws:
   - Sit on the see-saws; do not run up or down the see-saws.
   - Tell your partner when you are ready to get off the see-saws.
   - Do not “bump” your partner.
   - Two at a time only (do not sit in the middle of the see-saws).

D. No Playing tag on the equipment.

E. For playing on the parallel bars:
   - No cherry drops.
   - No hanging by legs.

F. Students are to stay away from the fence on the south side of the campus.
   - Please do not throw rocks, sand or other hard or sharp objects.
   - No tackle football, dodge ball, or any contact games such as King-of-the-Mountain and riding on each other’s backs, No wrestling.
   - Because of limited play space and for your safety, please do not bring the following items to school: hardballs, or baseballs, skate boards, footballs, or hard frisbees.

   - Do not wear items that could cause bodily injury on play equipment (heavy jewelry, decorative items on clothing).

   NO USING VULGAR OR FOUL LANGUAGE OR CURSING.

When the bell rings:
1. Stop your games or activities immediately.
2. Walk to your classroom. Do not run, get drinks and use restroom (upper only).
3. No bouncing or throwing balls when walking to the room.
ALCOHOL
Alcohol is strictly prohibited at all times on school grounds, school property, or at school sponsored events at home or away. Using, offering for sale, or selling beer, alcoholic beverages or other illicit drugs will result in an immediate suspension for a period of up to nine (9) days.

TOBACCO POLICY
Since it is generally understood that tobacco use can be harmful to one’s health, it shall be the policy of the Ozark Board of Education that all students shall be aware of the physical/mental effects of the use of tobacco and tobacco products.

Students shall be informed of state laws and regulations regarding the use and purchase of such substances as well as the harmful aspects of the use of such substances. Teachers shall be well informed of this subject matter and use the best instructional material available when teaching about tobacco prevention. Smoking or use of tobacco or products containing tobacco in any form (including, but not limited to, cigarettes, cigars, chewing tobacco, and snuff) in or on any real property owned or leased by the District, including school buses owned or leased by the District, is prohibited. Students who violate this policy may be subject to legal proceedings in addition to student disciplinary measures.

With the exception of recognized tobacco cessation products, this policy’s prohibition includes any tobacco or nicotine delivery system or product. Specifically, the prohibition includes any product that is manufactured, distributed, marketed, or sold as e-cigarettes, e-cigars, e-pips, or under any other name or descriptor.

Note: The statute requires the statute's posting "...in a conspicuous location at every entrance to each building owned or leased by a public school district and every school bus used to transport students"

Act 1555 of 1999 states: Smoking or use of tobacco in any form on any property owned or leased by a public school district is prohibited. Upon conviction, a violator shall be guilty if a misdemeanor and be subject if a fine of not less than $10.00 or more than $100.00.

Minimum penalty: One hour of tobacco education provided by the counselor or designee.
Maximum penalty: Suspension

PARENTS MAKE THE DIFFERENCE CONFERENCES
Communication between school and home is critical to the success of the child. Two days are provided for parent-teacher conferences during the school year. Parents are encouraged to attend both conferences. Parents not attending will be contacted by phone, school note, or home visit. If parents wish to request a conference, they may call the school office to schedule an appointment at: Primary, 479.667.4745; Upper, 479.667.3464; Kindergarten, 479.667.3021.

HOMEWORK
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. If the student is too young to ask, the parent may write a note requesting the work.
2. Students are required to ask, or provided a note from their parent asking for their assignment on their first day back at school or their first class day they return. Students are allowed one (1) day for each day of absence (not including weekend) to make-up work.
3. Make-up work which is not turned in within the make-up schedule for that assignment shall receive a “zero”.

It shall be the policy of the Board of Education to delegate the responsibility of assigning homework for students K–12 to professional staff in accordance with the following principles and guidelines:

1. The purpose of the homework assignment will be provided either practice for skill or concept recently learned or practiced to maximize retention of a skill or concept learned earlier.
2. Homework assignments, in order to provide meaningful instruction, should be graded and returned to students to provide feedback as soon as possible after its completion.
3. Care is given to see that the quantity of homework is not so great as to have the effect of causing students to lose whatever degree of positive regard they hold for the subject matter.
4. The following schedule of frequency is to be regarded not as a minimum or maximum but rather as a guideline to follow.

Grades: K – 1
Frequency of Assignments: 2-3 days per week.

Grades: 2-3
Frequency of Assignments: 2-3 days per week.

Grades: 4-5
Frequency of Assignments: 3-4 days per week.

Adopted: November 18, 1986
CRITERIA/PROCEDURE FOR ENROLLMENT

To enroll in kindergarten, a student must be five years old on or before August 1st for the school year in which he/she enrolls. Enrollment of kindergarten students will take place in April. To register, students will need the following:

1. Proof of age and date of birth
   a. Birth certificate
   b. Statement by county recorded certifying date of birth
   c. Attested baptismal certificate
   d. Passport
   e. Affidavit of date and place of birth signed by parent
   f. Previous school records
   g. Military ID

2. Social security number or request that a nine digit number be assigned to your child.

3. Up-to-date immunization or an exempt based on:
   a. Presentation of a certificate from an Arkansas health authority stating vaccination is not required due to physical disability.
   b. Parent’s religious tenets object to vaccination.
   c. Child or child’s siblings have had a serious adverse reaction to pertussis antigen which resulted in permanent disability.

As a result of actions of the state Board of Education, all enrolling kindergarten students shall have a comprehensive preschool medical examination. The examination may be administered by a licensed physician or a registered nurse qualified to conduct screening examinations. The check-up will consist of:

1. A Health History Form
2. A well child physical exam must be performed by your personal primary care physician. The form must be returned to school and will be kept in the child’s permanent school health record.

If problems are found, if further treatment is needed or if the child needs any immunizations the responsible parent or guardian will be informed.

Any pupil may be excused from the examination on presentation of a certificate from a physician that he has recently examined the pupil or on presentation of a written statement of the pupil’s parent or guardian that he objects to the examination of his child or ward. This provision will not be applicable in case of the pupil suspected of having a contagious or infectious disease.

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

Uniformed Services Member's Children

For the purposes of this policy, "active duty members of the uniformed services" includes members of the National Guard and Reserve on active duty orders pursuant to 10 U.S.C. Section 1209 and 1211; "uniformed services" means the Army, Navy, Air Force, Marine Corps, Coast Guard as well as the Commissioned Corps of the National Oceanic and Atmospheric Administration, and Public Health Services; "veteran" means: a person who served in the uniformed services and who was discharged or released there from under conditions other than dishonorable.

EXPULSION

A. The superintendent of schools may recommend the expulsion of a student for more than ten (10) days for violation of the district’s written discipline policies, subject to appeal to the Ozark Board of Education and to requirements of the Federal Individuals with Disabilities Education Act. If the principal feels a student’s behavior and/or actions warrants expulsion, then the principal will make a written recommendation to the superintendent. If the superintendent agrees with the recommendation, then he or his designee will give written notice of the incident to the parent or guardian. The notice will be mailed within five (5) school days of the incident and will state the charges against the student, the duration of the expulsion, right to request a hearing with the school board, and the right for legal counsel.

B. A written notice of appeal from the parent, guardian or student must be submitted to the superintendent within three (3) days after receipt of the notice before a hearing will be conducted. A hearing will be scheduled within ten (10) days after the superintendent receives the notice.

C. All school district board meetings entertaining such appeals shall be conducted in executive session if requested by the parent or guardian of the student, provided that after hearing all testimony and debate, the board of directors shall conclude the executive session and reconvene in regular session to vote on such appeal.

GROUP 1 INFRACTIONS

Drugs. Any student enrolled in the Ozark School District who is caught using, offering for sale or selling beer, alcoholic beverages, or other illicit drugs while on school property or at school sponsored events will be immediately suspended for a period of up to nine (9) days and may be recommended for expulsion.

Weapons, Dangerous Instruments, and Contraband. Any student who possesses, handles, or transmits a knife (including pocket knife), razor, ice pick, explosives, firearms, or any other object which might reasonably be considered a weapon or dangerous instrument of any contraband materials will be suspended for a period of up to nine (9) days and may be recommended for expulsion.

Treatment of school personnel. A student who willfully and intentionally assaults or threatens or abuse any teacher or school employee will be suspended for a period of up to nine (9) days and may be recommended for expulsion.

Bomb Threats. A student who calls in a bomb threat and/or any other threat to the health and safety of students and employees will be referred to the legal authorities and will be recommended for expulsion.
CORPORAL PUNISHMENT
Reasonable discipline may include the administration of corporal punishment to at student in the exercise of sound discretion by a certified employee, provided that corporal punishment shall not be excessive or unduly severe. Corporal punishment will only be administered for cause and only after the student had been given warning that the misbehavior will not be tolerated.

Corporal punishment can be administered according to the following suggested procedures:

1. It may be used after other alternatives, including but not limited to counseling, have failed or in unusual circumstances (fighting).
2. It will be administered in the presence of at least one certified employee in addition to the person dispensing it.
3. It will not be administered in the presence of other students, with malice or anger or in excess.
4. Before corporal punishment is administered, the student should be advised of the rule and infraction for which the student is being punished in the presence of the witness. If the student claims innocence, the certified employee will permit the student to state his/her position.
5. Refusal to take corporal punishment may result in suspension or other disciplinary measures.

The principal will be notified when corporal punishment is administered, and a written report shall be filed in the principal’s office.

SUSPENSION
A. The Ozark Board of Education authorizes the principal or his/her designee to suspend any student for a maximum of ten (10) school days for violation of the school district’s written discipline policies, subject to appeal to the superintendent or his designee. Prior to suspension, the principal or designee shall inform the student whether orally or in writing about the infraction. The student shall be permitted to tell his/her side of the story. If suspension is warranted, the principal/designee will notify parent(s) or legal guardian of the incident and the duration of the suspension.
B. When a student is suspended, he/she is prohibited from entering the school or the school grounds (except for a prearranged conference with an administrator) for a time period set by the principal or designee. Make-up work while a student is on suspension will not be allowed.

This policy applies to children of: active duty members of the uniformed services; members or veterans of the uniformed services who are severely injured and medically discharged or retired for a period of one (1) year after medical discharge or retirement; and members of the uniformed services who die on active duty or as a result of injuries sustained on active duty for a period of one (1) year after death.

An eligible child as defined in this policy shall:
1. be allowed to continue his/her enrollment at the grade level commensurate with his/her grade level he/she was in at the time of transition from his/her previous school, regardless of age;
2. be eligible for enrollment in the next highest grade level, regardless of age if the student has satisfactorily completed the prerequisite grade level in his/her previous school;
3. enter the District's school on the validated level from his/her previous accredited school when transferring into the District after the start of the school year;
4. be enrolled in courses and programs the same as or similar to the ones the student was enrolled in his/her previous school to extent that space is available. This does not prohibit the District from performing subsequent evaluations to ensure appropriate placement and continued enrollment of the student in the courses/and/or programs;
5. be provided services comparable to those the student with disabilities received in his/her previous school based on his/her previous Individualized Education Program (IEP). This does not preclude the District school from performing subsequent evaluations to ensure appropriate placement of the student;
6. make reasonable accommodations and modifications to address the needs of an incoming student with disabilities, subject to an existing 504 or Title II Plan, necessary to provide the student with equal access to education. This does not preclude the District school from performing subsequent evaluations to ensure appropriate placement of the student;
7. be enrolled by an individual who has been given the special power of attorney for the student's guardianship. The individual shall have the power to take all other actions requiring parental participation and/or consent;
8. be eligible to continue attending District schools if he/she has been placed under the legal guardianship of a noncustodial parent living outside the district by a custodial parent on active military duty.

TRANSFER STUDENTS
All students transferring from another accredited school must register in the elementary office and be assigned a homeroom. Students will be placed in the same grade or placement they were in at the previous school.

Any student transferring to the Ozark Public Schools from a school that is non-accredited by the State Department of Education shall be evaluated by the school academic coaches to determine proper placement. For purposes of initial placement, that evaluation may consist of an interview with the student and/or the parents, a review of any transcripts which may accompany the student, and examination of any standardized test results which are available.
COMMUNICABLE DISEASES / HEAD LICE
Parents who have children with communicable diseases or with parasites shall demonstrate respect for other students by not sending them to school while they are contagious. In some instances, a letter from a health care provider may be required prior to the student being re-admitted to school. If a student is found to have lice or nits, the student’s parents/guardians will be asked to pick up the child from school and will be given information concerning the eradication and control of head lice. Before an infected student may be re-admitted following an absence due to head lice, the school nurse or designee shall examine the student to make sure the student is free of any lice or nits.
DISCIPLINE (continued)

**Damage of Property**

No student shall:

*Willfully or intentionally damage, destroy, or steal school property or the property of others.*

**Minimum penalty:** Reprimand;  **Maximum penalty:** Expulsion and/or criminal prosecution.

**Truancy**

No student shall be truant.

*Definition of truancy in the Ozark School District: Any absence without the knowledge or approval of the parents and/or the school administration.*

**Minimum penalty:** Reprimand;  **Maximum penalty:** Suspension.

**Paging Devices**

No student shall:

*Possess a paging device or cell phone, beeper or similar electronic communication device on the school campus, unless it is required for health or other compelling reasons.*

**Minimum penalty:** Reprimand;  **Maximum penalty:** Expulsion.

**Threatening**

No student shall:

*Threaten to cause death or serious physical injury to another student or school employee; or threaten to cause substantial property damage.*

**Minimum penalty:** Reprimand;  **Maximum penalty:** Expulsion and/or criminal prosecution.

**Behavior in General**

The Ozark School District:

*Reserves the right to punish students for actions that are not in keeping with order and discipline in the schools; and/or May hold parents of any student living with parents responsible for damages cause by a minor in an amount not in excess of $2000.*

**Minimum penalty:** Reprimand;  **Maximum penalty:** Expulsion.

**Playground Rules**

Refer to pages 25 & 26

**Minimum penalty:** Restricted from play;  **Maximum penalty:** Suspension.

MEDICATION POLICY

Any student in kindergarten through grade 5 which requires medication during regular school hours must comply with this policy. The school provides a secure storage cabinet in the health offices. The medication will be administered by a school nurse or appropriately trained school personnel. Field trips will be handled the same with the medication in a portable case and administered by a school nurse or designated teacher. Any deviation from this policy requires a written plan developed by the school staff, and parents and all teachers involved with this student shall be informed.

**PHYSICIAN-PRESCRIBED MEDICATIONS:**

The school requires a written medication administration release form that provides the name, the dose, and the times when the medication is to be taken, and the diagnosis or reason the medicine is needed, unless the reason should remain confidential. These forms must be renewed at the beginning of each year. The school is to be notified in writing if the risk of a serious reaction exists with directions for obtaining the necessary care. The medication must be in the original container appropriately labeled by the pharmacist or physician.

**PARENT-PRESCRIBED MEDICATIONS:**

The school allows children with minor illnesses with appropriate attention to recognized contagious disease policies and to pertinent state codes, to take over-the-counter medications when the parent has completed the medication administration release form. This form must specify the medication, the amount to be given, the time to be taken, and the reason for its administration. The school reserves the right to limit the duration of parent-prescribed medication and/or require a physician statement for continued use of any medication beyond a reasonable time period. Medications will not be permitted in the school unless in the original container and will not be placed in a secure storage cabinet without students name written with permanent marker.

Students are prohibited from sharing, transferring, or in any way diverting his/her medications to any other person.

**ACADEMIC IMPROVEMENT PLAN**

In compliance with Act 35 of 2003, the Ozark School District will notify parents and/or guardians through the school handbook and available conferences of students that will be participating in Academic Improvement Plans starting with the 2004-05 school year. The Academic Improvement Plan shall describe the parents’ role and responsibilities as well as the consequences for the student’s failure to participate in the plan. Academic Improvement Plans are for students who fail to achieve at the proficient level on the state mandated criterion referenced tests. Students who do not participate in remediation program will be retained.
APPEARANCE AND DRESS CODE
A. Students are expected to wear appropriate clothing and to present a neat, clean appearance at all times.
B. In sports, recreational activities, work projects, and similar assignments, sportswear designed for physical activity and comfort is approved.
C. Articles of clothing which the staff considers to be lewd, vulgar, obscene, or in poor taste are not permitted.
   a. The student will be told by the faculty that the clothing is not to be worn to school
   b. If the student continues to wear such clothing, parents will be notified and the student will be given a change of clothing.
D. Age appropriate items of apparel/appearance will be determined at each building level through student handbook policy.

Please do not wear the following types of clothing to school:
Open weave shirt without an undershirt, midriff or halter tops, tank tops with spaghetti straps, low cut under the arm tank tops, or any clothing, buttons, or any other displays with logo or symbolism pertaining to sex, drugs, use or advertisement of alcoholic beverages, tobacco products, or any other immoral implications.

FLIP FLOPS ARE STRONGLY DISCOURAGED DUE TO INJURIES!

Hats and ball caps will not be allowed to be worn inside the buildings.

TEXTBOOK AND LIBRARY BOOKS
Every student will be furnished textbooks as required in each classroom. When a textbook is issued, the student is responsible for that textbook. Each student can help by not losing or defacing any textbook or by turning in those books that may be found. Books that are lost, destroyed, or otherwise mutilated will be billed to the student to whom they were issued. The same criteria applies to library books the students may check out.

BAD WEATHER
Please, on days of extreme weather conditions (snow, ice, etc.), listen to one of the radio or TV stations to know if school will be closed. The district also has an automated phone message system through School Messenger that will notify parents of school closings. If school is dismissed early because of bad weather, please have a plan worked out with your child as to where he/she needs to go in case you are not home. Failure to do so may cause delays in getting the buses on the road toward home.

NOTIFICATION OF CHANGE OF ADDRESS OR EMPLOYER
When a student’s address or phone number or a parent’s employment changes, this information should be reported to the teacher and school office immediately. This will also help to ensure you receive messages from school sent by the automated phone message system, School Messenger.

DISCIPLINE
The Ozark School District’s resource officer and counselors will work with students to help prevent conflict. The building principals, counselors, and resource officer will work together in deciding intervention and conflict resolutions as needed.

Disregard of Directions
A student shall comply with the directions of all certified and non-certified personnel. A refusal will be considered insubordination and will result in a minimum penalty of a reprimand and a maximum penalty of expulsion.

Disruption and Interferences with School
No student shall:
   - Use verbal abuse, violence, coercion, harassment or other conduct intentionally to cause a disruption.
   - Encourage other students to violate any school rule.
Minimum penalty: Reprimand; Maximum penalty: Expulsion and/or criminal prosecution.

Physical Abuse
No student shall:
   - Willfully and intentionally assault or threaten to assault any student or school employee
Minimum penalty: Reprimand; Maximum penalty: Expulsion and/or criminal prosecution.

The Possession of Firearms or Other Weapons
No student shall:
   - Possess or transmit to school or any school activity a gun, knife, razor, explosive, or any other object that can be considered a weapon
   - Possess or store contraband materials on school property or at school activities
Minimum penalty: Suspension; Maximum penalty: Expulsion and/or criminal prosecution.

Possession, Use or Sale of Alcoholic Beverages or Other Illicit Drugs
No student shall:
   - Possess, use, offer for sale, or sell beer, alcoholic beverages, or other illicit drugs on school property.
Minimum penalty: Suspension; Maximum penalty: Expulsion and/or criminal prosecution.
SEARCH AND SEIZURE
A. Lockers: The District maintains ownership of school lockers, and school authorities have equal access to such lockers and may inspect them at any time. An Official of the District may search a particular locker or lockers if the official has information forming a reasonable suspicion that the search would produce evidence indicating the student had violated the law or school rules.
B. Person: School Officials may search an individual if an official has reasonable suspicion that the search would produce evidence indicating that the student has violated the law or school rules. An adult witness should be present during the search. A pat down search of the student’s person should be done by a school official of the same sex. The scope of the search must be reasonably related to the objective of the search. No strip searched will be conducted.
C. After a search and seizure has been conducted and if illegal contraband, dangerous weapons, or stolen property has been found, students may be turned over to local law enforcement agencies.
D. Lockers and automobiles on school property may be subject to search by police using drug sniffing dogs. This search will be conducted with an administrator present.

POSSSESSION OF A FIREARM / ACTS OF VIOLENCE
The superintendent shall recommend the expulsion of any student from school for a period of not less than one (1) year for possession of any firearm or other weapon prohibited upon the school campus by state law. For the purposes of this policy “firearm means any devise designed, made, or adapted to expel a projectile by the action of an explosive or any device convertible to that use. This does not apply to a firearm brought to school for the purpose of participating in activities approved and authorized by the district. Firearms brought to school for such purposes shall be brought to the school employee designated to receive such firearms. The designated employee shall store the firearms in a secure location until they are removed for use in the approved activity. The expulsion will be noted on the student’s permanent record card. The superintendent will have discretion to modify such expulsion for a student on a case-by-case basis.
Parents, guardians, or other persons in loco parentis of an expelled student must sign a statement acknowledging that they have read and understand current laws regarding parental responsibility for allowing a child to possess a weapon on school property. The statement shall be signed by the parents, guardians, or other persons in loco parentis prior to readmitting a student or enrolling a student immediately after the expiration of an expulsion period.
The name of any student committing an act of violence, or possessing a firearm or other prohibited weapon on school property, regardless of the enrollment status, shall be reported to the Department of Education. The Arkansas Department of Education shall maintain, and make available to school principals, a registry of the names of students expelled for firearms or violence.

END OF DAY PROCEDURES
PLEASE BE AWARE OF THE FACT THAT CHECKING OUT YOUR CHILD EARLY MAY CAUSE THE CHILD TO FALL BEHIND IN HIS/HER CLASS WORK. We ask that everyone please cooperate in this endeavor. Numerous early check-outs will be referred to the principal when the child’s academic progress is endangered. Checking out before 2:00 p.m. will count as a ½ day absence.
TO MAKE THE DISMISSAL TIME RUN AS SMOOTHLY AS POSSIBLE, REGULAR SCHOOL PROCEDURES ARE AS FOLLOWS:
Each day, your child will be sent home the usual way unless we receive a note from you or you call the office to change plans. Please try to call before 2:00 p.m. (K – 667-3021) (1st – 3rd 667-4745) (4th – 5th 667-3464)
Car riders begin loading at 3:10 p.m. from the cafeteria. Buses begin loading at 3:15 p.m. and the first buses leave the schools at 3:20 p.m. Students riding bikes and those walking are dismissed at 3:10 p.m.
If there is an emergency or your child has an appointment and you need to pick him or her up earlier than the regular dismissal time, please come to the office and sign them out and they will be called to the office for you.
DURING BUS TIME, PARENTS ARE ASKED NOT TO DO THE FOLLOWING:
- Remove the students from the school bus during bus loading time.
  (Parents should go to the office.)

CAR RIDERS
In order to provide for a safe arrival and departure for our students being picked up by their parents, we are asking that you please observe the following rules:
1. Drop-off: Please enter from Gibson street and use the inside lane (AM only). We ask that all vehicles pull to the furthest point to unload and have students ready to exit from the vehicle.
2. Pick-up: Please enter from Gibson Street and use both lanes (PM only).
3. Kindergarten: Front of building, enter from 12th Street south and exit to 12th Street north. Fire lane must remain clear at all times.
Please observe with caution when entering and leaving the school campus since children, even when escorted by adults can be unpredictable and dart away!

VISITOR PARKING
Before 8:30 a.m. and after 2:30 p.m., please do not park in the bus loading area immediately north of the Milton Primary School.
MESSAGES
Emergency messages may be delivered to children. Try to finalize after school plans before school. Remember, we have approximately 900 children in our schools. Messages cause disruptions in classes, and one message per child each day would mean chaos to educational efforts. Please try to call before 2:00 p.m.

STUDENT MEALS AND EXTRA MILK
Breakfast is offered in the cafeteria from 7:30 a.m. until 8:00 a.m. for $1.00. The cost of lunch is $1.50.

THERE IS A LIMIT OF FIVE CHARGES FOR BREAKFAST AND FIVE CHARGES FOR LUNCH. Extra milk for breakfast and/or lunch is offered for 35¢. (Prices are subject to change.)

Adult prices: Breakfast $1.50; Lunch $3.10 “Take Out” lunches from Pizza Hut, Sonic, etc. are discouraged.

“Take Out” lunches from Pizza Hut, Sonic, McDonald’s, etc… are discouraged. Outside food must be in an unidentifiable package and no carbonated beverages.

SOLICITATIONS
Solicitation or selling at school are prohibited unless prior school board approval is obtained.

ELEMENTARY SCHOOL ORGANIZATIONS
The Ozark Elementary School recognizes no student organizations as school sponsored.

LOST AND FOUND
Lost and found articles are kept in the cafeteria in the northwest corner. If one loses clothing or any other item, he/she may come by the cafeteria and claim the lost article. All unclaimed articles will be discarded at the end if each nine weeks. Labeling of clothing, toys and other items will assist in the return of lost items to the owner.

PERSONAL VALUABLES AND MONEY
Students are responsible for any extra money or valuables or snacks they may bring. Many times students leave these items exposed on their desk or let other students keep or wear jewelry. If these items are lost or stolen, it is almost impossible to relocate them (especially small change and small jewelry items). Money and jewelry should not be left in coat pockets or lying exposed on desks.

All coats, sweaters, lunch boxes etc. must be marked with your child’s name. Students who ride bicycles to school should keep them locked. A lost and found department will hold articles until the end of each nine weeks.

POSSESSION AND USE OF CELL PHONES AND OTHER ELECTRONIC DEVICES
Students are responsible for conducting themselves in a manner that respects the rights of others. Possession and use of any electronic device, whether district or student owned, that interferes with a positive, orderly classroom environment does not respect the rights of others and is expressly forbidden.

To protect the security of state originated tests that are administered as part of the Arkansas Comprehensive, Testing, Assessment and Accountability Program (ACTAAP), no electronic device as defined in this policy shall be accessible by a student at any time during test administration unless specifically permitted by a student’s IEP or individual health plan. This means that when a student is taking an ACTAAP assessment, the student shall not have his/her electronic device in his/her possession. Any student violating this provision shall be subject to this policy’s disciplinary provisions.

As used in this policy, “electronic devices” means anything that can be used to transmit or capture images, sound, or data.

Misuse of electronic devices includes, but is not limited to:
1. Using electronic devices during class time in any manner other than specifically permitted by the classroom instructor;
2. Permitting any audible sound to come from the device when not being used for reason #1 above;
3. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, or wrongfully obtaining test copies or scores;
4. Using the device to take photographs in locker rooms or bathrooms;
5. Creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person.

Use of an electronic device is permitted to the extent it is approved in a student’s individualized education program (IEP) or it is needed in an emergency that threatens the safety of students, staff, or other individuals. Before and after normal school hours, possession of electronic devices is permitted on the school campus. The use of such devices at school sponsored functions outside the regular school day is permitted to the extent and within the limitations allowed by the event or activity the student is attending. The student and/or the student’s parents or guardians expressly assume any risk associated with students owning or possessing electronic devices. Students misusing electronic devices shall have them confiscated. Confiscated devices may be picked up at the school’s administration office by the student’s parents or guardians. Students have no right of privacy as to the content contained on any electronic devices that have been confiscated. Students who use a school issued cell phones and/or computers for non-school purposes, except as permitted by the district’s Internet/computer use policy, shall be subject to discipline, up to and including suspension or expulsion. Students are forbidden from using school issued cell phones while driving any vehicle at any time. Violation may result in disciplinary action up to and including expulsion.