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”
OZARK ELEMENTARY SCHOOL
PRINCIPALS

Kelly Burns
Ozark Kindergarten Center
Grade: K

Lori Griffin
Ozark Primary School
Grades: 1st – 3rd

Shane Vincent
Ozark Upper Elementary
Grades: 4th – 5th

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.

---------------------------------------------------------------

(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

SMART CORE/CORE CURRICULUM (continued)

Core Curriculum (22 units)

**English-4 units (years)**
- English 9th grade
- English 10th grade
- English 11th grade
- English 12th grade

**Oral Communications-1/2 unit (year)**

**Mathematics-4 units (years)**
- Algebra I 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 or the four unit requirement

**Science-3 units (years)**
- Biology (1 unit at least)
- Physical Science

**Social Studies-3 units (years)**
- Civics or Government (1/2 unit)
- World History (1 unit)
- U.S. History (1 unit)

**Physical Education-1/2 unit (year)**

**Health & Safety-1/2 unit (year)**

**Fine Arts-1/2 unit (year)**

**Career Focus-6 units**
SMART CORE/CORE CURRICULUM
All students are required to participate in the Smart Core curriculum unless their parents or guardians or the student if they are 18 years of age or older, sign an Informed Consent Form to not participate. Those students not participating in the Smart Core curriculum will be required to fulfill the Core Curriculum or the requirements of their IEP (when applicable) to be eligible for graduation. The signed Informed Consent Form shall be attached to the student’s permanent transcript. Informed Consent Forms are required to be signed prior to registering for seventh grade classes, or if enrolling in the district for seventh through twelfth grade classes. Counseling by trained personnel shall be available to students and their parents or legal guardians prior to time they are required to sign the consent form.

While there are similarities between the two curriculums, following the Core curriculum may not qualify students for some scholarships and admission to certain colleges could be jeopardized. Students initially choosing the Core curriculum may not qualify students for some scholarships and support the school in its efforts to maintain proper student behavior. Students wishing to change their choice of curriculum must consult with their counselor to determine the feasibility of changing.

Smart Core Curriculum (22 units)

- English 9th grade
- English 10th grade
- English 11th grade
- English 12th grade

Oral Communications-1/2 unit (year)

Mathematics-4 units (years)
- Algebra I or Algebra A & B (grades 7-8 or 8-9)
- Geometry or Investigating Geometry or Geometry A & B
- Algebra II
- Choice of Transitions to College Math, Pre-Calculus, Calculus, Trigonometry, Statistics, Computer Math, Algebra II or an Advanced Placement Mathematics (comparable concurrent credit college courses may be substituted where applicable.)

Natural Science-3 units (years) w/lab experience chosen from
- Physical Science
- Biology or Applied Biology/Chemistry
- Chemistry
- Physics or Principles of Technology I & II or PIC Physics

Social Studies-3 units (years)
- Civics or Civics/American History
- World History
- U.S. History

Physical Education-1/2 unit (year)
Health & Safety-1/2 unit (year)
Fine Arts-1/2 unit (year)
Career Focus-6 units

PARENT/TEACHER/PRINCIPAL/STUDENT COMPACT FOR SUCCESS
2011-2012

I have received a copy of the Ozark School District’s Parent/Teacher/Principal/Student Compact for Success. By our signatures, we are entering the following agreement as we work together to ensure our children’s success in school.

Parent Responsibilities
- To hold high expectations for my child
- To attend Parent/Teacher conferences
- To see that my child attends school every day possible and is on time
- To support the teacher’s expectations for my child’s learning and support the school in its efforts to maintain proper student behavior
- To provide a quiet place for study to ensure homework is complete
- To encourage my child’s efforts and promote good character and healthy lifestyle

Teacher Responsibilities
- To hold high expectations of my students
- To communicate with parents about student progress and provide necessary assistance to maximize student success
- To foster a positive learning environment in my classroom
- To explore educational programs and deliver quality instruction using a variety of methods

Principal Responsibilities
- To hold high expectations of teachers, parents and students
- To provide an environment that promotes positive communication between the teacher, parent and student
- To encourage teachers to explore meaningful teaching methods to maximize teacher and student success

Student Responsibilities
- To attend school every day possible and on time
- To come to school with necessary supplies ready to listen and learn
- To complete and return homework assignments and deliver school communication to my parents
- To exhibit good character in all school settings
- To participate and ask questions in school learning activities

Student Responsibilities

- To attend school every day possible and on time
- To come to school with necessary supplies ready to listen and learn
- To complete and return homework assignments and deliver school communication to my parents
- To exhibit good character in all school settings
- To participate and ask questions in school learning activities
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 children’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.

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.
⇒ Students own the copyrights to their own works. Before publishing original student work, or posting it on the web, Faculty must check if there is a Technology Usage Denial Form that prevents them from using any work from the desired student(s).
⇒ “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.

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 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 permis-
sion is required in order to release student personal identifiable information to
agencies not identified in the Act. This permission grants Elgin B. Milton Ele-
mentary 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 eligi-
bility, 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

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 main-
tained for 6 months may be removed without notice.
12. Access to any Web Page or other information hosted by District com-
puters 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 Dis-
   trict’s official home page
b. An acknowledgement of the districts web site standards and copy-
   right notice, similar to:
   Maintained according to OSD Website Standards
   ©0XX Ozark School District
   All rights reserved
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 stall 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 main-
taining 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 photog-
rapher.
6. All copyrights of material used on a page shall be respected, including
the rights of original works created by students and other district em-
ployees.
7. Scripts, flash, applets and other executables may be used subject to re-
view for security, load time and other issues. If a specific player is re-
quired, a download link can and should be provided.
8. The district technology staff may review published content for exces-
sively large graphics, audio files, or other content that negatively im-
pacts 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.

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 statutes. 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
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.

2. 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.

3. While loading or unloading, enter and leave the bus in an orderly fashion and as quickly as possible.

4. 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.

5. 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.

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 restitution
   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
OZARK SCHOOL DISTRICT
SCHOOL CALENDAR
2012-2013

August 20  First Day of School
September 3  Labor Day
October 2  Parent/Teacher Conferences
           (Grades 8th-12th)
October 19  End of 1st Nine Weeks
October 25  Parent/Teacher Conferences
           (Grades K-7th)
October 26  Professional Development
November 21-23  Thanksgiving Break
December 21  End of 2nd Nine Weeks
December 24-January 4  Christmas Break
January 7  Classes Begin 2nd Semester
January 21  Professional Development
February 18  President’s Day
March 15  End of 3rd Nine Weeks
March 18-22  Spring Break
March 28  Parent/Teacher Conferences
May 24  Last Day of School

**Potential Snow Make-up Days (prioritized)**
February 18
May 28
May 29
May 30
May 31

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

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. All activities associated with the Internet must support the educational mission of the Ozark School District.

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.
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.

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**Ozark Kindergarten Center**
2012-2013

**First Year of Your Thirteen Year Journey**

**Principal:** Kelly L. Burns  
**Secretary:** Caren Nichols  
**Counselor:** Kim Allred  
**Nurse:** Dianna Bowman

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**Kindergarten**
- Whitney Battles
- Erica Griffin
- Nikkole Hurst
- Heather McCaulley
- Kim Milam
- Linda Oldham
- Linda Smith
- Helen Williams

**Support Staff**
- Art: Windi Acord
- Computer Lab: Karen Schluterman
- Gifted/Talented: Windi Acord
- Human Service: Chad Haberer
- Literacy Specialist: Mona Yother
- Math Coach: Sherri Lane
- Media Specialist: Gail Bradshaw
- Music: Julie Rochester
- Physical Education: Hunter Perrin
- Resource Officer: Tim Culver
- Speech Therapist: Susie Spencer
- Intervention Specialist: Martha Smith

**Aides**
- Karen Hawkins
- Michelle Morgan
- Kristie Trotter

**Custodial Staff**
- Linda Waters

**Pre-K**
- Suzie Smithers, Teacher
- Amanda Kenney, Aide
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 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

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
FACULTY/VISITOR ACCEPTABLE USE POLICY
(continued)

Technology infractions include but are not limited to:

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⇒ Vandalize, deface, destroy or remove computer equipment, parts, cables, accessories, etc.
⇒ Unauthorized dismantling, disconnecting, or removing computer equipment, cables, or peripherals.
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  ⇒ 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.
⇒ 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.

Support Staff
Art: Tessa Wiggins
ALE: Computer Lab: Cindy Warden
Gifted/Talented: Lorrie Casey
Human Service: Chad Haberer
Media Specialist: Kay Schneider
Music: Barbara Garner
Physical Education: Kristi White
Resource Officer: Tim Culver
Special Education: Haley Shaw
Special Education: Carlee Mitchell
Speech Therapist: Lisa Reames

Custodial Staff
Jason Powers
Gary Sweeten

Fourth Grade
Jennifer Brown
Denise Hitcher
Kim Huggins
Jade Martinez
Carmie McChristian
Barbara Sax
Tina Yother

Fifth Grade
Angie Harris
Laura Allen
Kristi Jenkins
Lana McLaughlin
Regina Pryor
Charlotte Timmerman
Daphne Treat

Aides
Gail Barnes – Fifth Grade
Janet Haberer – Library
Melinda Johnson – Physical Ed
Shelly Sanford – Computer Lab

OZARK UPPER ELEMENTARY SCHOOL
2012-2013

HILLBILLY PRIDE RUNS DEEP

Principal: Shane Vincent
Secretary: Tara Harris
Counselor: Charlotte Taff
Nurse: Carissa Radley

OZARK UPPER ELEMENTARY SCHOOL
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 to notify the school office if your child will be arriving late or leaving early. 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 2011-2012 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.

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.

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 you 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.

FACULTY/VISITOR 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 in the use of those resources.
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 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 with sexual or demeaning implications.
      ⇒ Implied or explicit threats that suggest of demand sexual involvement.
      ⇒ Inappropriate patting or pinching.
      ⇒ 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.

ATTENDANCE (continued)

3. The child will not be age 6 on or before August 1 for the 2011-2012 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.

Excused absences: are all absences reported by a parent/guardian to be due to:
   ⇒ Illness or emergency medical treatment
   ⇒ Medical & dental appointments
   ⇒ Serious illness or death of a family member
   ⇒ Required court appearance
   ⇒ Principal approved absence

*Note even excused absences are still counted per state and federal guidelines on mandatory attendance. Make-up of work is allowed for all excused absences.

Unexcused absences: are all absences that do not meet the definition of an excused absence. No make-up of missed work is permitted for unexcused absences.

Regular attendance is necessary if students are to reach their full potential. The Ozark School District believes that it is the responsibility of parents to ensure that their children are in school. It is reasonable to assume children will be ill from time to time, but it is not reasonable to assume that they will need to miss school more than twelve times during the semester. Therefore, students may not be promoted or receive credit if they exceed the above mentioned number of absences without extenuating circumstances. Extenuating circumstances include prolonged illness, hospitalization, or other reasons determined by the principal. Parents or guardians must contact the school each time a student is absent. When a student returns to school after an absence, he or she must present a note from their parents or guardian explaining to their teacher why they have been absent. Arrangements for making up missed school work should be made the day the student returns to school. Missed school work must be done within three days, under normal circumstances.
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 horse-play 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.

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: Reprimand Maximum penalty: Expulsion


DISTRIBUTION OF PRINTED MATERIAL
A. A student is entitled to express his/her personal opinions in writing. However, 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 education 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 present the material to the School Board for its review at its next regular meeting.

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

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.

FIRE AND TORNADO 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.

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.
GRADING
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 2011-2012 school year.

A Advanced
P Proficient
B Basic
BB Below Basic

The following grading scale is used in the Ozark School District:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>100-90</td>
<td>E</td>
<td>Excellent</td>
</tr>
<tr>
<td>B</td>
<td>89-80</td>
<td>S</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>C</td>
<td>79-70</td>
<td>N</td>
<td>Needs Improvement</td>
</tr>
<tr>
<td>D</td>
<td>69-60</td>
<td>U</td>
<td>Unsatisfactory</td>
</tr>
<tr>
<td>F</td>
<td>Below 60</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.

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 SCHOOLDING 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 30 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.

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 administrated 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.

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.

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.
4. No using vulgar or foul language or cursing.
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. No student shall possess or use tobacco paraphernalia on school property or at school-sponsored events.

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

ELECTRONIC DEVICES
No student shall possess a paging device, beeper, iPod, PSP, gameboys, cell phone, MP3 player, or similar electronic device on the school campus.
Minimum penalty: Reprimand Maximum penalty: Expulsion

LASERS
Hand held lasers are not allowed on campus. This item will be confiscated.

TRANSFER STUDENTS (continued)
If it is deemed necessary by the principal, a standardized test of achievement will be administered by the counselor to determine appropriate grade placement. Tests include any or all of the following:
   a. Woodcock Readying Mastery Test
   b. Key Math Diagnostic Arithmetic Test

Transfer students may be asked to verify age, grade, placement and immunization. Previous school records will be requested by the elementary office with the parent’s written permission.

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

If a student is injured at school, the injury should be reported to the playground duty teacher, homeroom teacher, principal or school nurse. If the injury is of a minor nature, first aid will be administered. If a student becomes seriously ill or injured while at school and the parent/legal guardian cannot be contacted, the failure to make such contact shall not unreasonably delay the school’s expeditious transport of the student to an appropriate medical care facility. The school assumes no responsibility for treatment of the student. When available, current and applicable, the student’s emergency contact numbers and medical information will be utilized. Parents are responsible to keep the school updated of any changes in contact information.

If your child has toileting issues related to a medical condition, a physician’s statement is required informing us of the condition. Otherwise, if your child has a habitual problem with bladder and/or bowel control, we will call the parent/guardian. Due to liability issues, we cannot change children’s clothing.

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.
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/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.

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.

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 a 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.

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.
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 1/2 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 3:20 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.

GRIEVANCES AND COMPLAINTS

If a person has a complaint or grievance concerning a policy or staff member of the Ozark School District, the following procedure should be followed:

1. An individual who feels that he/she has a grievance should present the matter orally or in writing to the individual staff member. A conference should be scheduled between the two parties.
2.
3. If the individual feels the complaint or grievance is unresolved after the first step, the person may request a meeting with the building principal.
4.
5. If the individual feels the complaint or grievance is unresolved after the second step, the person may request a meeting with the Superintendent.
6.
7. If the person feels the complaint or grievance is unresolved after the third step, the parent or guardian may request a meeting with the Board of Education. This request must be in writing to the Superintendent a minimum of one (1) week prior to the scheduled Board meeting. The request must state the reason(s) for the meeting.

The decision of the Board of Education shall be final.

DUE PROCESS

All students are entitled to due process in every instance of disciplinary action for which the student may be subjected to penalties except that school officials are not required to conduct formal hearings prior to corporal punishment.

The due process rights of students are as follows:

1. Prior to any suspension, the school principal or his/her designee shall advise the student in question of the particular misconduct of which he/she is accused, as well as the basis for such accusation.
2.
3. The student shall be given an opportunity at that time to explain his/her version of the facts to the school principal or his/her designee.
4.
5. Written notice of suspension and the reason(s) for the suspension shall be given to the parent(s) or legal guardian of the student.
6.
7. Any parent(s) or legal guardian of the pupil suspended shall have the right to appeal to the superintendent of schools.
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.

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 30¢. (Prices are subject to change.)

Adult prices: Breakfast $1.50; Lunch $2.25. “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.

Students are not allowed to bring toys, boom boxes, sports cards, Pokemon cards, bay blades, CD players, CDs, IPODs, MP3 players, or other battery operated and electronic games, etc. to school. Lost or damaged items are the responsibility of the child and parent.
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. 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.

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.