Dear Parents and Students:

Arkansas State law requires that each student and parent be provided a copy of the student handbook each year. Our handbook contains information that we feel is necessary for Ozark Middle School to continue to provide 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 forms requiring a parent signature and return them to the grade office as soon as possible.

Sincerely,

Matt Coleman
Ozark Middle School Principal

PREFACE

The Ozark Public Schools publishes this handbook so that new students may be able to make quicker and better adjustments to their new school and so students already enrolled may become more acquainted with the policies and traditions of the Ozark Schools. It is the responsibility of each student and his/her parents to become thoroughly familiar with all operational procedures contained within this handbook since they serve as the guidelines for student responsibilities, conduct, and consequences of violations.

WELCOME

The Ozark Public School and its employees would like to welcome you to our school district. To you who have been in our school before, we hope that your experiences have been happy and educational. To you who are entering schools for the first time, we hope that you will find our students and teachers friendly and helpful. To all of you, the staff would like to make your years here profitable. We want to offer you the educational opportunities that will best prepare you for the days ahead.

VISITORS Immediately upon arrival all visitors must enter through the front door at the East Building and notify the office to receive a visitor’s pass. Do not go directly to classrooms.

STUDENT VISITORS The board strongly believes that the purpose of school is for learning. Social visitors, generally, disrupt the classroom and interfere with learning that should be taking place. Therefore, visiting with students at school is strongly discouraged, unless approved by the principal and scheduled in advance. This includes visits made by former students, friends, and/or relatives of teachers or students. Any visitation to the classroom shall be allowed only with the permission of the school principal and all visitors must first register at the office.
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Arkansas Valley Electric Cooperative
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For the Purchase of Our Student Planners
# Ozark Middle School Faculty and Staff 2015 – 2016

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<th>Superintendent: James H. Ford</th>
<th>Principal: Matt Coleman</th>
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<tbody>
<tr>
<td>Assistant Supt.: Lucas Skaggs</td>
<td>Counselor: Brad Culver</td>
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<td>Curriculum Coor.: Taunya Parsons</td>
<td>Secretary: April Richard</td>
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<td>Special Education LEA: Chris McCain</td>
<td>School Resource Officer: Tim Culver</td>
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<tr>
<th>Lacey Morland – Language Arts</th>
<th>OMS Support Staff</th>
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<tr>
<td>Amanda Lankford – Language Arts</td>
<td>Chad Binz – Technology Coordinator</td>
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<td>Cindy Powers – Language Arts/EAST</td>
<td>Danny Sells – Technology Coordinator</td>
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<td>Jason Vest – Math</td>
<td>Nathan Hixson – Lead Tech</td>
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<td>Shelia Masingale – Math</td>
<td>Chad Haberer – Human Services Coor.</td>
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<td>Christie Hoyle – Math</td>
<td>Kim King – Janitorial Staff</td>
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<td>Kari Tedford – Media Specialist</td>
<td>Gladys Brockett – Janitorial Staff</td>
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<tr>
<td>Mary Lou Shaffer – Social Studies</td>
<td>Danny Elser – Maintenance</td>
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<tr>
<td>Nathan Lemley – Social Studies</td>
<td>Rhonda Marvel – Food Serv. Manager</td>
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<td>Pam Moore – Science</td>
<td>Carolyn Hutson – Cafeteria</td>
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<td>Danielle James – Science</td>
<td>Julie Faught – Cafeteria</td>
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<td>Vien Wimberley – Keyboarding</td>
<td>Brandy Skaggs – Nurse</td>
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<tr>
<td>Shannon Chrisman – Art</td>
<td>Glenda McFadden – Math &amp; Science Aide</td>
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<tr>
<td>Jeff Richard – Girls’ Basketball Coach</td>
<td>Sadie Qualls – Literacy Aide</td>
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<tr>
<td>Josh Atchley – Boys’ Basketball Coach</td>
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<tr>
<td>Hunter Perrin – Boys’ Football Coach</td>
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<tr>
<td>Julie Wolfe – Music /Choir</td>
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<tr>
<td>Tracie Marlin/Michael Mankins – Band</td>
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<tr>
<td>Teresa Moon – Special Education</td>
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<td>Stephanie Johnson – Special Education</td>
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<td>Kendra Joe Mainer – Special Education</td>
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<td>Darrica Haney – ALE</td>
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**Phone (479) 468-6111  Fax (479) 468-2135**

**EQUAL OPPORTUNITY EMPLOYMENT**

No person in the Ozark School District shall, on the basis of race, color, creed, religion, sex, age, handicap or national origin be unlawfully subjected to discrimination in regard to employment, retention, promotion, transfer or dismissal in any educational program or activity which is under the jurisdiction of the Board.

**EQUAL EDUCATIONAL OPPORTUNITY**

No student in the Ozark School District shall, on the grounds of race, color, religion, national origin, sex, age, or disability be excluded from participation in, or denied the benefits of, or subjected to discrimination under any educational program or activity sponsored by the District.
OZARK SCHOOL DISTRICT  2015-2016 CALENDAR

August 17---------------------------------------------First Day for Students
September 7--------------------------------------------- Labor Day, No Classes
September 29--------------------------------------------- 4-12 Parent/Teacher Conference
October 5--------------------------------------------- Professional Development Day No Classes
October 16---------------------------------------------End of 1st Quarter
October 23---------------------------------------------Report Cards Sent Home
November 25 –27---------------------------------------------Thanksgiving Holiday
December 18---------------------------------------------End of 2nd Quarter
December 21 – January 1---------------------------------------------Christmas Holiday
January 4---------------------------------------------School Resumes
January 8--------------------------------------------- Report Cards Sent Home
January 18---------------------------------------------Staff Development No Classes
February 15---------------------------------------------Presidents’ Day No Classes
March 11---------------------------------------------End of 3rd Quarter
March 17---------------------------------------------K-12 Parent/Teacher Conference
March 21-25---------------------------------------------Spring Break
May 20---------------------------------------------End of 4th Quarter Last Day for Students
178 student contact days, 2 P/T conference days and ten professional development days

(Final report cards may be picked up at the middle school office or mailed home if the student has left a self-addressed stamped envelope with the secretary)

Inclement Weather: Listen to KDYN/KYLR, 92.7 FM or follow @ozarkschools on Twitter for information regarding school closings.

ALMA MATER

Our own dear Ozark High School, hail to thee. We love thy morals high, the purple, gold, and the standards you set. All pointing to the sky. Thy bonds of friendship and of loyalty, will keep us true till we die. Standards always fair, ever shine like jewels rare, our Alma Mater, Ozark High.

Thy name we love and never cease to cheer. O Alma Mater dear, here we sing and our tribute we bring. Loud let the echoes ring. We love thy walls, thy campus and thy halls. Honor to us ever calls. From our high school dear, comes to us through all the years, Our Alma Mater High.

SCHOOL COLORS: ..................................Purple and Gold
SCHOOL EMBLEM: .........................................The Hillbilly
PHILOSOPHY OF OZARK SCHOOL DISTRICT #14

We believe that the public schools today help perpetuate our democracy; that our schools are for all children and must, therefore, accept each child as he/she is and make every effort to meet his/her specific and individual needs in order to help him/her become as intellectually competent as possible in our ever-changing technical, social and political world. We believe it is imperative that each child be developed to the utmost of his/her physical, mental, social, emotional and spiritual capacity.

Our belief is that the public schools should strive to see that each child acquires the basic skills and knowledge on which to base new judgments. We believe that the public schools should seek to develop good work habits and to provide an atmosphere conducive to the learning process. It is our belief that a public school system is essential to the continuation of a free democratic way of life. We further believe that the function of the public schools is to provide students with the necessary information and skills that will enable them to be an effective and useful member in a free society.

MISSION STATEMENT

The Ozark Middle School firmly believes that our school culture supports and reinforces the health and well being of each student. Our physical, emotional, academic, and social school climate is safe, friendly, and student-centered. Our teachers use active learning strategies, such as cooperative learning and project based learning to insure all students are engaged. Each student has access to school counselors and other structured academic, social and emotional support systems. Each student in our school has access to challenging, comprehensive curriculum in all content areas.

GENERAL OBJECTIVES

In accordance with the stated philosophy of the Ozark Public Schools, the objectives of the Ozark Schools are as follows:

1. To provide learning atmosphere in which students may develop their talents, abilities, needs, interests, and discover their weaknesses.
2. To provide a program which will help students understand the importance of mental and physical health.
3. To provide opportunities for students to develop the ability to work and live cooperatively.
4. To create in the students a favorable attitude toward the democratic process of law and order.
5. To help students understand their present and future role as consumers/producers.
6. To encourage each student to develop a sense of values and worthwhile ideas.
7. To teach students to budget their time with emphasis on the wise use of leisure time.
8. To afford students an opportunity to enjoy a well-rounded life by cultivating his/her appreciation for good literature, art, music, and physical activities.
9. To maintain open communication between the school and the community.
10. To instill in students the idea that in a democratic society, one must accept his/her responsibilities as well as his/her rights.
11. To develop in students an awareness that they must be responsible for their own actions.

Pledge of Allegiance

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

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

C. Students choosing not to recite the Pledge shall not be subject to any comments, retaliation, or disciplinary action.

SCHOOL CONDUCT

Who is Responsible for Student Conduct? Freedom is a Constitutional right, but it does not mean the absence of reasonable rules and regulations, which serve to guide the actions of individuals. Along with freedom comes the responsibility to act in such manner as to insure that all participants may enjoy the same freedom. To obtain the greatest possible benefit to the students, teachers, administrators, parents, and the entire community, it is essential that all work together to insure that all persons are treated equally and with dignity in respect to their rights and responsibilities.

Students. Students have a responsibility to pursue their education in the Ozark School District in a manner that shows respect for other students, faculty members, parents, and other citizens. Students share a responsibility to cooperate with
and assist the school staff, helping to make their school the best it can be. Each student is responsible for his/her own conduct at all times.

Parents or Guardians. Parents or guardians are responsible for exercising the required controls so that their children’s behavior at school will help their own progress and not be disruptive to the school’s education program. They are responsible for alerting school personnel when they have reason to believe that their children are experiencing difficulties at school, so that behavior standards may be maintained.

Teachers. All teachers are responsible for the supervision of all students in the school. This includes not only the students who are regularly assigned to the teacher but all other students with whom the teacher comes in contact. Each teacher is expected to maintain the kind of atmosphere that will promote the learning process, and to utilize sound educational techniques. These techniques include conferences with students and parents, referral to counselors at the school or referral to other supportive service personnel of the district (nurse, attendance caseworker, school resource officer, etc.) When the teacher is unable to assist the student in maintaining proper control, the student is to be referred to the appropriate administrator in the school.

Principals. The principal of each school is expected to communicate to all students the rules and regulations. The principal is expected to involve representatives of the teaching staff, the student body, and the patrons of the school in developing the student discipline policies. The principal of each school is responsible for conducting continued in-service education for all personnel on a regular basis to interpret and implement established policies. The principal has the right to suspend and may request the superintendent to recommend a student for expulsion to the Board of Education. The principal is expected to inform the parents or guardians of any student whose behavior is in serious conflict with established laws, rules, and procedures.

DEFINITIONS

Suspension is the prohibition of a student from entering the school grounds (except for a pre-arranged conference with an administrator) for a period of time set by the principal of the school or the superintendent. Suspension will be ten (10) school days or less.

Expulsion is the prohibition of a student from entering the school or school grounds (except for a pre-arranged conference with an administrator) for more than ten (10) days and may last until the end of the semester, the end of the current school year, or permanently, depending upon the severity of the offense, with the loss of academic credit. This action shall be taken by the Board of Education only.

Loitering by Students Suspended from School. Students suspended or expelled from school are prohibited from being in any school building or on any school grounds during the time of their suspension or expulsion unless a prearranged conference has been scheduled through the principal or his/her designee.

GRADING

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

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

The grades of a child in foster care shall not be lowered due to an absence from school due to:

1. A change in the child's school enrollment;
2. The child's attendance at a dependency-neglect court proceeding; or
3. The child's attendance at court-ordered counseling or treatment.

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

A =100 – 90
B = 89 – 80
C = 79 – 70
D = 69-60
F = 59 and below

(Grade reflects only educational objectives.)
ATTENDANCE

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

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

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

1. The student’s illness or when attendance could jeopardize the health of other students. A maximum of six (6) such days are allowed per semester unless the condition(s) causing such absences is of a chronic or recurring nature, is medically documented, and approved by the principal.
2. Death or serious illness in their immediate family;
3. Observance of recognized holidays observed by the student’s faith;
4. Attendance at an appointment with a government agency;
5. Attendance at a medical appointment;
6. Exceptional circumstances with prior approval of the principal; or
7. Participation in an FFA, FHA, or 4-H sanctioned activity;
8. Participation in the election poll workers program for high school students.
9. Absences granted to allow a student to visit his/her parent or legal guardian who is a member of the military and been called to active duty, is on leave from active duty, or has returned from deployment to a combat zone or combat support posting. The number of additional excused absences shall be at the discretion of the superintendent or designee.

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

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

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

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

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

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

The District shall notify the Department of Finance and Administration whenever a student fourteen (14) years of age or older is no longer in school. The Department of Finance and Administration is required to suspend the former student’s operator’s license unless he/she meets certain requirements specified in the statute.
Applicants for an instruction permit or for a driver's license by persons less than eighteen (18) years old on October 1 of any year are required to provide proof of a high school diploma or enrollment and regular attendance in an adult education program or a public, private, or parochial school prior to receiving an instruction permit. To be issued a driver's license, a student enrolled in school shall present proof of a “C” average for the previous semester or similar equivalent grading period for which grades are reported as part of the student’s permanent record.

Days missed due to in-school or out-of-school suspension shall not count toward the allowable number of days absent.

Office personnel will not collect homework assignments for students unless the student has absent 2 consecutive days. On the third day of the student’s absence, the parent or guardian should call the office by 9:00 a.m. and request homework assignments be collected. Office personnel will have these assignments ready by 3:00 p.m. on the day of the request.

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

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

1. **School Related Absence**: School related (field trips, extracurricular activities, school business etc.) are not counted per state and federal guidelines on mandatory attendance.
2. Students absent for ten (10) consecutive days may be dropped from the rolls unless the parents/guardians have contacted the school regarding the nature of the absences.
3. Students who are absent during all or part of the school day shall not participate in any school activity on that day or night unless permission has been granted by the principal.
4. **Tardies**: A tardy is an absence from part of a class period without written permission from school personnel. Tardies will be accounted for by individual teachers. Beginning with the 3rd tardy, corporal punishment, or an alternative will be assigned.

**SEARCH AND SEIZURE**

1. **Lockers**. The School 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 has violated the law or school rules.
2. **Person**. School officials may search an individual if they have a 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 school official of the same sex should do a pat down search of a student’s person. The scope of the search must be reasonably related to the objective of the search. No strip searches will be conducted.

After a search 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.

Lockers and automobiles on school property may be subject to search by police using drug dogs. This search will be conducted with an administrator present.

**STANDARDS OF CONDUCT**

All students are expected to conduct themselves in a manner that will contribute to the best interest of the school and not infringe on the rights of others. School staff members have authority, and the responsibility to take customary and reasonable measures to maintain proper control and discipline among students placed under their care and supervision. Such measures may include the use of reasonable force in the exercise of lawful authority to restrain or correct students and maintain order. A student who is well informed concerning his/her rights and responsibilities and the standards of behavior expected should not require disciplinary action. For the information of all students, however, infractions to avoid and recommended disciplinary actions are presented as follows.
EMERGENCY DRILLS  All schools in the District shall conduct fire drills at least monthly. Tornado drills shall also be conducted not fewer than three (3) times per year with at least one each in the months of September, January, and February. Students, who ride school buses, shall also participate in emergency evacuation drills at least twice each school year.

For school-year 2015-16, an annual active shooter drill and school safety assessment may be conducted for all District schools in collaboration, when possible, with local law enforcement and emergency management personnel. Students will be included in the drills to the extent that is developmentally appropriate to the age of both the students and grade configuration of the school. Drills may be conducted during the instructional day or during non-instructional time periods.

Student Acceptable Technology Use Policy (ATUP)
The Ozark School District agrees to allow the student identified above (“Student”) to use the district’s technology to access the Internet under the following terms and conditions:

1. Conditional Privilege: The Student’s use of the district’s access to the Internet is a privilege conditioned on the Student’s abiding to this agreement. No student may use the district’s access to the Internet unless the Student and his/her parent or guardian have read and signed this agreement.

2. Acceptable Use: The Student agrees that he/she will use the District’s Internet access for educational purposes only. In using the Internet, the Student agrees to obey all federal and state laws and regulations. The Student also agrees to abide by any Internet use rules instituted at the Student’s school or class, whether those rules are written or oral.

3. Penalties for Improper Use: If the Student violates this agreement and misuses the Internet, the Student shall be subject to disciplinary action.

Disciplinary Actions: All violations will be handled as any other infraction of school board policy. Disciplinary actions may include:

1. Revocation of computer access.
2. Financial restitutions.
3. Suspension, expulsion, and academic failure due to lack of course completion or other penalties may be appropriate.
4. Possible referral for prosecution.

4. “Misuse of the District’s access to the Internet” includes, but is not limited to, the following:

a. using the Internet for other than educational purposes;
b. gaining intentional access or maintaining access to materials which are “harmful to minors” as defined by Arkansas law;
c. using the Internet for any illegal activity, including computer hacking and copyright or intellectual property law violations;
d. making unauthorized copies of computer software;
e. accessing “chat lines” unless authorized by the instructor for a class activity directly supervised by a staff member;
f. using abusive or profane language in private messages on the system; or using the system to harass, insult, or verbally attack others;
g. posting anonymous messages on the system;
h. using encryption software;
i. wasteful use of limited resources provided by the school including paper;
j. causing congestion of the network through lengthy downloads of files;
k. vandalizing data of another user;
l. obtaining or sending information which could be used to make destructive devices such as guns, weapons, bombs, explosives, or fireworks;
m. gaining or attempting to gain unauthorized access to resources or files;
n. identifying oneself with another person’s name or password or using an account or password of another user without proper authorization;
o. invading the privacy of individuals;
p. divulging personally identifying information about himself/herself or anyone else either on the Internet or in an email. Personally identifying information includes full names, address, and phone number.
q. using the network for financial or commercial gain without district permission;
r. theft or vandalism of data, equipment, or intellectual property;
s. attempting to gain access or gaining access to student records, grades, or files;
t. introducing a virus to, or otherwise improperly tampering with the system;
u. degrading or disrupting equipment or system performance;
v. creating a web page or associating a web page with the school or school district without proper authorization;
w. providing access to the District’s Internet Access to unauthorized individuals;
x. failing to obey school or classroom Internet use rules; or
y. taking part in any activity related to Internet use which creates a clear and present danger of the substantial disruption of the orderly operation of the district or any of its schools.
z. Installing or downloading software on district computers without prior approval of technology director or his/her designee.
5. Liability for debts: Students and their cosigners shall be liable for any and all costs (debts) incurred through the student’s use of the computers or the Internet including penalties for copyright violations.

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

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

Equitable Access: “The Ozark Public School District aims to provide equitable access for students with exceptional needs and related services designed to meet the unique needs of each student with a disability, based on his/her individualized education program (IEP). Assistive services and assistive technology devices will be determined by the IEP team in compliance with the Arkansas Department of Education Procedural Requirements and Program Standards Section 8.07.1.2 part E Consider whether the child requires assistive technology devices.”

Telephone Use: School phones are not to be used by students except for emergency situations. Telephones in the school are for business use. A student should never use a phone without permission of office personnel. Students are expected to be responsible for planning ahead for money needed for school, permission slips, etc. These are not valid reasons for asking to use the telephone. When it is necessary to send a child a message, the school must receive it before 2:45 p.m. We, unfortunately, cannot guarantee the delivery of a message after that time.

Electronic Communicative Devices: Use and misuse of cell phones has become a serious problem that threatens the ability of the districts schools to properly and efficiently operate its education program. The school board believes it is necessary to restrict students use and possession of cell phones, other electronic communication devices, cameras, MP 3 players, Ipods and other portable music devices so that the opportunity for learning in the district’s schools may be enhanced. For the purpose of this policy, the use of a cell phone or other communication device includes any incoming call, text message, message waiting or any other audible sound coming from the phone or device. The student and/or the student’s parent/guardian expressly assume any risk associated with students owning or possessing technology equipment. From the time of the first bell until after the last bell, students are forbidden from using cell phones or similar electronic communication devices. It is preferred that such devices be stored in the student’s locker in a silent mode of operation. Exceptions may be made by the building principal or his/her designee for health or other compelling reasons. Before and after normal school hours possession of above said devices is permitted on the school campus. The use of such devices at school sponsored functions outside the regular school day is permitted to the extent and within the limitations allowed by the event or activity the students is attending. Students using or possessing other than those devices properly stored in a locker, cell phones or other devices after the first bell and before the last bell shall have them confiscated. Confiscated cell phones and other electronic devices may be picked up at the schools administration office by the student’s parent or guardian.

Electronic Device Policy Abuse Punishment
- 1st Offense: Confiscation; parent must pick up phone
- 2nd Offense: Confiscation; parent must pick up phone and student will receive corporal punishment or 1 day of OSS.
- 3rd Offense: Confiscation; parent must pick up phone and student will receive 3 days of OSS. Student may not bring electronic device to school for remainder of school year.

GUM: There is to be NO gum at school under any circumstances

School Dances, School dances may be held on school property. All dances to be held on school property must be approved by the principal.

Petitions. A petition may not be circulated in a school building without prior approval of the superintendent of schools and the building principal. For additional information on distribution of publications refer to the students rights, responsibilities and limitations section of the student handbook.

Distribution of Printed Material. 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 content of such publication. Material that is libelous, obscene, or slanderous material; that constitutes an unwarranted invasion of privacy; material that would interfere with or disrupt the educational process; material that would incite students to commit unlawful acts on school premises, or incite students to violate lawful school regulations, 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.

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.

**INFRACTIONS TO AVOID**

The following activities are considered improper conduct and will subject the student to disciplinary action, including, but not limited to, suspension or expulsion from school, and/or notification of law enforcement officials. The violation of a rule will occur whether the conduct takes place on the school grounds, off the school grounds at a school supervised activity, function, or event, or en-route to and from school.

Below each rule is a standardized list of disciplinary actions to be taken. Normally, this list will be adhered to in numerical order after each occurrence. However, the administration may exercise more extreme action in more severe situations or in situations in which a student has been involved in other rule infractions. Corporal punishment may be used for any of the following infractions in accordance with the corporal punishment policy. School rules listed under standards of conduct have been placed into five groups. The rules covered under each group have been clearly stated and in most cases will carry the same penalty as any other rule in the group.

**Student Discipline Policy.** Ozark School District will develop and update yearly written student discipline policies in compliance with the guidelines established by the Department of Education. The discipline policies will be written in the school’s student handbook, and the handbook will be adopted by a vote of the Board of Education. The principal will be responsible for distributing the student handbook and keeping written documentation of student and parent receipt of the handbook.

Anyone in violation of school discipline policies may receive disciplinary action ranging from a minimum of a verbal reprimand to a maximum of expulsion and/or criminal prosecution.

**GROUP I INFRACTIONS**

- **Drugs.** Any student enrolled in the Ozark Middle Schools shall not possess, use, offer for sale, or sale alcoholic beverages, prescription drugs, drugs, or drug paraphernalia on school property or at a school sponsored event. All evidence and/or facts related to the incident will be made available to the police.

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

  A weapon is defined as any firearm, knife, razor, ice pick, dirk, box cutter, nunchucks, pepper spray or other noxious spray, explosive, or any other instrument or substance capable of causing bodily harm. For the purposes of this policy, "firearm" means any device designed, made, or adapted to expel a projectile by the action of an explosive or any device readily convertible to that use. Possession means having a weapon, as defined in this policy, on the student’s body or in an area under his/her control. If, prior to any questioning or search by any school personnel, a student discovers that he/she has accidentally brought a weapon, other than a firearm, to school including a weapon, other than a firearm, that is in a vehicle on school grounds, and the student informs the principal or a staff person immediately, the student will not be considered to be in possession of a weapon unless it is a firearm. The weapon shall be confiscated and held in the office until such time as the student’s parent/legal guardian shall pick up the weapon from the school’s office. Repeated offenses are unacceptable and shall be grounds for disciplinary action against the student as otherwise provided for in this policy. Except as permitted in this policy, students found to be in possession on the school campus of a firearm shall be recommended for expulsion for a period of not less than one year. The superintendent shall have the discretion to modify such expulsion recommendation for a student on a case-by-case basis. Parents or legal guardians of students expelled under this policy shall be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a firearm on school property. Parents or legal guardians shall sign a statement acknowledging that they have read and understand said laws prior to readmitting the student. Parents or legal guardians of a student enrolling from another school after the expiration of an expulsion period for a firearm policy violation shall also be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a firearm on school property. The parents or legal guardians shall sign a statement acknowledging that they have read and understand said laws prior to the student being enrolled in school. The mandatory expulsion requirement for possession of a firearm does not apply to a firearm brought to school for the purpose of
participating in activities approved and authorized by the district that include the use of firearms. Such activities may include ROTC programs, hunting safety or military education, or before or after-school hunting or rifle clubs. Firearms brought to school for such purposes shall be brought to the school employee designated to receive such firearms. The designated employee shall store the firearms in a secure location until they are removed for use in the approved activity. The district shall report any student who brings a firearm to school to the criminal justice system or juvenile delinquency system by notifying local law enforcement.

➢ **Treatment of School Personnel.** A student shall not willfully and intentionally assault (physically or verbally), or commit battery on any school employee.

➢ **Threats.** No student shall threaten to cause death or serious physical injury to another student or employee or threaten to cause substantial property damage. Ozark Public Schools will adhere to a “no tolerance” policy concerning threats. This means that there is no such thing as a “teasing” threat of any act of potential violence as far as the school is concerned.

**GROUP I DISCIPLINARY ACTION**

1. Immediate five to ten-day suspension from school and possible recommendation for expulsion. The first offense involving alcohol may be reduced to a suspension of five to ten days. However, a second offense would result in a ten day suspension with a recommendation for expulsion. Notification of proper law enforcement authorities will apply to first and second offenses.

2. The principal, or in the principal’s absence, the principal’s designee, shall make a reasonable, good faith effort to contact the student’s parent(s) or legal guardians. If the principal or designee is unable to reach the parent or legal guardian, he or she shall make a reasonable, good faith effort to get a message to the parent to call either the principal or designee and leave both a day and an after hour phone number.

**GROUP II INFRACTIONS**

➢ **Indecent Exposure.** A student shall not deliberately commit indecent exposure, nor shall a student make improper sexual advances toward another person at school or at school functions.

➢ **Sexual Activity.** Sexual activity is prohibited at school, at school events or activities, and on school property.

➢ **Sexual Advances,** etc. Improper sexual advances toward another person at school or on school sponsored activities are prohibited. Sexual harassment may include, but is not limited to, the following:

   1. Verbal harassment or abuse.
   2. Pressure for sexual activity.
   3. Repeated remarks with sexual or demeaning implications.
   4. Implied or explicit threats that suggest or demand sexual involvement.
   5. Inappropriate patting or pinching.
   6. Intentional brushing against another person’s body and/or.
   7. Any sexually motivated, un-welcomed touching.

Any person who alleges sexual harassment should report it directly to the building principal or guidance counselor. Any report of sexual harassment will be investigated immediately. The school will discipline any student 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.

**GROUP II DISCIPLINARY ACTION**

1. Five (5) days suspension, parent conference, probation, and report to law enforcement if pertinent.
2. Suspension and recommendation for expulsion.

**GROUP III INFRACTIONS**

➢ **Tobacco.** The Ozark School District is declared to be a tobacco free environment. The possession or use of tobacco in any form is prohibited. The prohibition applies at all times during the normal school day in school district facilities or on school district property. Possession of tobacco products by Ozark School District students is prohibited at any time the student is on school property during school hours. Non-tobacco products that are designed to mimic real tobacco products are also prohibited. Specifically, the prohibition includes any product that is manufactured, distributed, marketed, or sold as e-cigarettes, e-cigars, e-pips, or under any other name or descriptor.
Tobacco Disciplinary Actions: A student found to be in possession of tobacco on their person, in their locker or in their book bag will have the tobacco confiscated and receive one day out of school suspension. A student caught using tobacco in class or on school grounds will be suspended two days. A second tobacco offense will result in a 5 day suspension and a third time will result in a 10 day suspension with possible recommendation for expulsion.

Abuse or Assault by a Student on Another Student: A student shall not willfully or intentionally assault or threaten to assault, commit battery or abuse any student. Fighting will be defined as physical exchange of blows. A student will not be subject to disciplinary action when it can be determined that the student was acting in self-defense or tried to break off the confrontation prior to fighting.

Damage, Destruction, or Theft of School Property: A student shall not willfully or intentionally damage, destroy, or steal school or student property. Parents of any minor student under the age of 18 will be liable for damages caused by said minor.

Theft and Extortion: A student shall not steal or attempt to steal the property of another student or any other person nor shall a student obtain or attempt to obtain something of value from another person either by physical force or threat.

Gangs and Secret Societies: Gangs and Secret Societies, whether organized in the community or in other settings, are prohibited on the school grounds and campus and at any school sponsored activity. Gang related activity (whether genuine or a pretense) is prohibited. Gang related activities include, but are not limited to the following: wearing apparel associated with gangs, displaying gang insignia, “throwing signs” or other gestures of language (however expressed) associated with gangs, intimidation, and threats.

GROUP III DISCIPLINARY ACTIONS

1. Confiscation, corporal punishment, and/or contact parent/guardian. Law enforcement will also be called for any crime on school grounds including fights, theft, etc.
2. Suspension from school of three (3) to ten (10) days, at the discretion of the principal.
3. Suspension from school and/or recommendation for expulsion.

GROUP IV INFRACTIONS

Truancy: A student shall not be absent from school without parent and/or school authorities prior knowledge and consent. After arrival on campus, a student absent from their assigned learning station without permission from school authorities shall be considered as truant.

Disregard of Directions/Commands (Insobriation): All students shall comply with reasonable directions or request of any authorized personnel.

Disorderly Conduct: A student shall not engage in behavior that adversely affects instructional activities or other students.

Laser Pointer: It is unlawful for persons less than 18 years of age to posses a hand held laser pointer without supervision of a parent, guardian, or teacher. Laser pointers will be confiscated and the student in possession of the laser pointer will be subject to disciplinary action.

Skateboards or Shoe Skates: These are not allowed on school property.

Profanity, Verbal Abuse, Obscene Gestures: A student shall not use profane, violent, vulgar, abusive, or insulting language at any time nor possess obscene or sexually graphic materials. A student shall not use physical gestures that convey a connotation of obscene or highly disrespectful acts, infringe upon the rights of others, or cause or begin an overt and immediate disruption of the educational process.

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. Examples of PDA include, but are not limited to, kissing, hugging, etc.

Gambling: A student shall not engage in any game of chance on school premises at any time.

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; or
- 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 or image transmitted by means of an electronic device, including a telephone, wireless phone or other wireless device, computer, or pager. This shall apply to an electronic 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:
- inability of students or educational staff to focus on learning or function as an educational unit because of a hostile environment;
- severe or repetitive disciplinary measures are needed in the classroom or during educational activities; or
- exhibition of other behaviors by students or educational staff that substantially interfere with the learning environment.

**Cyberbullying of School Employees** is expressly prohibited and includes, but is not limited to:
- Building a fake profile or website of the employee;
- Posting or encouraging others to post on the Internet private, personal, or sexual information pertaining to a school employee;
- Posting an original or edited image of the school employee on the Internet;
- Accessing, altering, or erasing any computer network, computer data program, or computer software, including breaking into a password-protected account or stealing or otherwise accessing passwords of a school employee; making repeated, continuing, or sustained electronic communications, including electronic mail or transmission, to a school employee;
- Making, or causing to be made, and disseminating an unauthorized copy of data pertaining to a school employee in any form, including without limitation the printed or electronic form of computer data, computer programs, or computer software residing in, communicated by, or produced by a computer or computer network;
- Signing up a school employee for a pornographic Internet site; or
- Without authorization of the school employee, signing up a school employee for electronic mailing lists or to receive junk electronic messages and instant messages.

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.

Disregard of Directions/Commands (Insubordination). All students shall comply with reasonable directions or request of any authorized personnel.

(Insubordination will result in immediate 2 days out of school suspension, and any further accounts of insubordination will result in 10 days of OSS and recommendation for expulsion).

**GROUP IV DISCIPLINARY ACTION**
1. Corporal punishment, detention, In School Suspension (ISS) and/or contact parent.
2. Three (3) days of out of school suspension and parent conference.
3. Five (5) days of out of school suspension, parent conference.
4. Suspension from school and recommendation for expulsion.

**GROUP V INFRACTIONS**

**Student Dress and Grooming**. A student’s right to dress as his or her taste and inclination direct is respected. However, it is insisted that the student’s personal appearance shall not present a health or safety hazard or distract from the educational process in any way.

Examples of inappropriate apparel includes transparent or see-through apparel, clothes with patches or lettering that are controversial, provocative, obscene, suggestive that advertise drugs or alcohol, strapless blouses, halter tops, bare midriffs, bare backs or spandex like shorts or tops. **Shorts or dresses/skirts should be at least as long as the end of the fingertips held to the side. Tank top straps must be the width of a dollar bill.** Shoes must be worn at all times. No house shoes or pajamas are to be worn to school. **Clothes are to be worn as the manufacturer intended** – example both overall straps should be fastened, clothes...
should not be worn wrong side out (unless part of a spirit week or other school event) **No hats, caps or bandanas** allowed on campus or in buildings without special permission from the principal. No undergarments should be visible at anytime. **No sagging pants**. pants must be worn at natural waistline.

**Students are prohibited from wearing:**
- clothing that exposes underwear, buttocks, or the breast of a female or male while on school grounds of a public school during the regular school and day and at school-sponsored activities
- does not apply to costumes or uniforms in a school-sponsored activity or event

**GROUP V DISCIPLINARY ACTION**

1. Change to acceptable clothing, turn inappropriate clothing inside out, obtain clothes from clothes bank, if none remedies the problem the student will be sent home to change.
2. Second offense will involve obtaining clothes from clothes bank and one (1) day of Out of School Suspension or corporal punishment shall be assigned.
3. A third offense of the dress code will result in a 5 days suspension.
4. A fourth offense of the dress code will result in a 10-day suspension with the possible recommendation for expulsion.

**BEHAVIOR NOT COVERED IN STATED POLICIES**

The Ozark School District reserves the right to pursue legal or disciplinary action for behavior which is subversive to good order and discipline in the schools even though such behavior may not be specified in the preceding written rules.

- **Cafeteria Use.** Students shall comply with the following requests when going to the cafeteria and when using the cafeteria facilities:
  1. Walk.
  2. Do not cut in line.
  3. Leave your area free of trash when you leave the table to take your tray, and utensils to the tray receiving area.
  4. Display good manners and appropriate behavior.

- **Hall Conduct.** Students are responsible for appropriate behavior in the hallways at all times.
  The following are examples of conduct to be avoided:
  1. General Horseplay
  2. Leaving trash in the hallways.
  3. Congregating in groups and/or blocking the flow of traffic, especially at the intersections.

- **Bus Conduct.** Students who have been suspended from school cannot ride the bus until the day they are due back in school. Once students have gotten on the bus, they will stay on that bus until they arrive at their school.

- **Transportation.** Ozark Schools recognize the importance of safety while students are being transported on school buses. Therefore, the following guidelines and regulations have been established to insure the safety of the students:
  1. The bus drivers are responsible for the order and discipline on their buses. They will work closely with the building principals to maintain proper conduct for the safety of the students.
  2. Buses will stop only at scheduled stops that have been selected for safety and convenience. Children should be transported to school or home, and they are to get off the bus only at their designated stops. If a student needs to ride a different bus the parent or guardian should send a note or contact the bus garage or school office.
  3. Whenever a bus is used for school activities, the teacher in charge of that group is responsible for the behavior of the students during the trip.
  4. The following are to be used for guidelines for student conduct while riding the bus:
    1. Be at the bus stop five minutes before the bus is scheduled to arrive.
    2. Wait for your bus in a safe place off the roadway.
    3. Enter the bus in an orderly manner and remain in your assigned seat.
    4. Follow the instruction 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.

- **Closed Campus.** The Ozark Public Schools campuses are a closed campus. The term “closed campus,” means that once a student is on campus he/she will not be allowed to leave without permission from the school principal or his/her designee. Before excusing a student to leave school the principal will make every effort to contact parents/guardians. Notes are not accepted. A student may not be interviewed by strangers or non-custodial parents 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.
- **Signing Out/In.** Any student that leaves campus before the school day ends must have parent/guardian sign them out in the office in the East Building. Students arriving late or returning to campus must sign in at the office in the East Building.

- **Subversive Behavior.** The Ozark School District reserves the right to pursue legal or disciplinary action for behavior which is subversive to good order and discipline in the schools even though such behavior may not be specified in the preceding written rules.

- **Persistent Disregard for School Rules.** A student who persists in acts of misconduct after reasonable efforts have been made by the school to secure the student’s adherence to the established rules shall be recommended for expulsion. Efforts toward behavior modification will be prior to recommendation for expulsion except when very serious offenses have been committed.

- **Discipline for Handicapped Students.** The Ozark School District will discipline students with disabilities in the same manner the district disciplines other students unless the Individual Education Plan (IEP) requires alternative actions.

**CORPORAL PUNISHMENT**

Corporal punishment may be administered to students, by certified personnel, in the presence of a school administrator, or his/her designee.

1. It may be administered only for cause.
2. It will not be administered in the presence of other students.
3. It will not be administered with malice, with anger, or in excess. Students will receive no more than three (3) licks with a wooden paddle.
4. Before corporal punishment is administered, the student shall be advised of the reason for his/her punishment in the presence of the witness. The student shall be given an opportunity to state their position if he/she claims innocence. (School officials are not required to hold formal hearings prior to corporal punishment.)
5. If a student refuses to choose a punishment, Out Of School Suspension will be assigned by the principal or the principal’s designee.
6. The principal shall be notified and a written report will be filed in the office on the day of the incident.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

The President of the Board, Board attorney, or other designated Board member shall preside at the hearing. The student may choose to be represented by legal counsel. Both the district administration and School Board also may be represented by legal counsel. The hearing shall be conducted in open session of the Board unless the parent, or student if age 18 or older, requests that the hearing be conducted in executive session. Any action taken by the Board shall be in open session.

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

Except as permitted by policy 4.22, the Superintendent shall recommend the expulsion of any student for a period of not less than one (1) year for possession of any firearm prohibited on school campus by law. The Superintendent shall, however, have the discretion to modify the expulsion recommendation for a student on a case-by-case basis. Parents or legal guardians of a student enrolling from another school after the expiration of an expulsion period for a weapons policy violation shall be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a weapon on school property. The parents or legal guardians shall sign a statement acknowledging that they have read and understand said laws prior to the student being enrolled in school.

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

EMERGENCY SUSPENSION OF A STUDENT FROM CLASS BY TEACHER

A teacher may dismiss any pupil from class. The teacher shall, when feasible, accompany the student to the office of the principal and shall, as soon as practical, file with the principal a written statement of the reason or reasons for the pupil’s dismissal from class. The principal or his designee shall determine whether to reinstate the pupil in class, reassign them, or take other disciplinary action.

Progress Reports and Report Cards: Progress reports will be given to students after 4 ½ weeks of each 9-week grading period. Report Cards will be given to students following each grading period, but they are not mailed unless a student brings a self addressed stamped envelope.
Participation in Extracurricular Activities. The Board believes in providing opportunities for students to participate in extracurricular activities that can help enrich the student’s educational experience. At the same time, the Board believes that a student’s participation in extracurricular activities cannot come at the expense of his/her classroom academic achievement. Interventions of instructional time in the classroom are to be minimal and absences from class to participate in extracurricular activities shall not exceed one per week per extracurricular activity (tournaments excepted). Additionally, a student’s participation in, and the District’s operation of, extracurricular activities shall be subject to the following policy. All students are eligible for extracurricular activities unless specifically denied eligibility on the basis of criteria outlined in this policy.

Any student who refuses to sit for a State assessment or attempts to boycott a State assessment by failing to put forth a good faith effort on the assessment as determined by the assessment administrator/proctor, or whose parents do not send their student to school on the dates the assessments are administered or scheduled as make-up days shall not be permitted to participate in any non-curriculum related extracurricular activity. The student shall remain ineligible to participate until the student takes the same or a following state mandated assessment, as applicable, or completes the required remediation for the assessment the student failed to put forth a good faith effort on. The superintendent or designee may waive this paragraph’s provisions when the student’s failure was due to exceptional or extraordinary circumstances. Students falling under the provisions of this paragraph shall be permitted to attend curriculum related field trips occurring during the school day.

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

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

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

Academic Improvement Plan: In compliance with Act 35 of 2003, the Ozark School District will notify parents and/or guardians through the School Handbook and available conferences of students that will be participating in Academic Improvement Plans. The Academic Improvement Plan shall describe the parent’s role and responsibilities as well as the consequences for the student’s failure to participate in the plan. Any student that does not participate in the required Academic Improvement Plan will be retained in the current grade. Academic Improvement Plans are for students who fail to achieve at the proficient level on the state mandated criterion-referenced test.

Promotion and Retention of 6th through 7th grade students
Students in grades 6-7 will be identified for retention if they do not pass at least two of the four core courses. The core courses include Math, Science, English and Social Studies. State Benchmark exam results will also be used when making the determination for retention. If a student is performing the minimum standard for promotion, the student will be retained in his/her current grade level unless the building Principal determines that retention is not the appropriate intervention for the student’s academic deficiencies.

Admission and Placement of Students
To enroll in a school in the District, the child must be a resident of the District as defined in District policy (4.1—RESIDENCE REQUIREMENTS), meet the criteria outlined in policy 4.40—HOMELESS STUDENTS or in policy 4.52—STUDENTS WHO ARE FOSTER CHILDREN, be accepted as a transfer student under the provisions of policy 4.4, or participate under a school choice option and submit the required paperwork as required by the choice option.

Students may enter kindergarten if they will attain the age of five (5) on or before August 1 of the year in which they are seeking initial enrollment. Any student who has been enrolled in a state-accredited or state-approved kindergarten program in another state for at least sixty (60) days, who will become five (5) years old during the year in which he/she is enrolled in kindergarten, and who meets the basic residency requirement for school attendance may be enrolled in kindergarten upon written request to the District.

Any child who will be six (6) years of age on or before October 1 of the school year of enrollment and who has not completed a state-accredited kindergarten program shall be evaluated by the district and may be placed in the first grade if the results of the evaluation justify placement in the first grade and the child’s parent or legal guardian agrees with placement in the first grade; otherwise the child shall be placed in kindergarten.

Any child may enter first grade in a District school if the child will attain the age of six (6) years during the school year in which the child is seeking enrollment and the child has successfully completed a kindergarten program in a public school in Arkansas. Any child who has been enrolled in the first grade in a state-accredited or state-approved elementary school in another state for a period of at least sixty (60) days, who will become age six (6) years during the school year in which he/she is enrolled in grade one (1), and who meets the basic residency requirements for school attendance may be enrolled in the first grade.

Students who move into the District from an accredited school shall be assigned to the same grade as they were attending in their previous school (mid-year transfers) or as they would have been assigned in their previous school. Home-schooled students shall be evaluated by the District to determine their appropriate grade placement.
The district shall make no attempt to ascertain the immigration status, legal or illegal, of any student or his/her parent or legal guardian presenting for enrollment.

Prior to the child’s admission to a District school:

1. The parent, guardian, or other responsible person shall furnish the child’s social security number, or if they request, the district will assign the child a nine (9) digit number designated by the department of education.
2. The parent, guardian, or other responsible person shall provide the district with one (1) of the following documents indicating the child’s age:
   a. A birth certificate;
   b. A statement by the local registrar or a county recorder certifying the child’s date of birth;
   c. An attested baptismal certificate;
   d. A passport;
   e. An affidavit of the date and place of birth by the child’s parent or guardian;
   f. United States military identification;
   g. Previous school records.
3. The parent, guardian, or other responsible person shall indicate on school registration forms whether the child has been expelled from school in any other school district or is a party to an expulsion proceeding. The Board of Education reserves the right, after a hearing before the Board, not to allow any person who has been expelled from another school district to enroll as a student until the time of the person's expulsion has expired.
4. The child shall be age appropriately immunized from poliomyelitis, diphtheria, tetanus, pertussis, red (rubeola) measles, rubella, and other diseases as designated by the State Board of Health, or have an exemption issued by the Arkansas Department of Health. Proof of immunization shall be by a certificate of a licensed physician or a public health department acknowledging the immunization. Exemptions are also possible on an annual basis for religious reasons from the Arkansas Department of Health. To continue such exemptions, they must be renewed at the beginning of each school year. A child enrolling in a district school and living in the household of a person on active military duty has 30 days to receive his/her initial required immunizations and 12 months to be up to date on the required immunizations for the student’s age.

A student enrolled in the District who has an immunization exemption may be removed from school during an outbreak of the disease for which the student is not vaccinated at the discretion of the Arkansas Department of Health. The student may not return to the school until the outbreak has been resolved and the student’s return to school is approved by the Ark. Department of Health.

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

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

An eligible child as defined in this policy shall:

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

Every parent, guardian, or other person having custody or charge of any child age five (5) through seventeen (17) years on or before August 1 of that year who resides, as defined by policy (4.1—RESIDENCE REQUIREMENTS), within the District shall enroll and send the child to a District school with the following exceptions.

1. The child is enrolled in private or parochial school.
2. The child is being home-schooled and the conditions of policy (4.6—HOME SCHOOLING) have been met.
3. The child will not be age six (6) on or before August 1 of that particular school year and the parent, guardian, or other person having custody or charge of the child elects not to have him/her attend kindergarten. A kindergarten wavier form prescribed by regulation of the Department of Education must be signed and on file with the District administrative office.
4. The child has received a high school diploma or its equivalent as determined by the State Board of Education.
5. The child is age sixteen (16) or above and is enrolled in a post-secondary vocational-technical institution, a community college, or a two-year or four-year institution of higher education.
6. The child is age sixteen (16) or seventeen (17) and has met the requirements to enroll in an adult education program as defined by A.C.A. § 6-18-201 (b).

STUDENT TRANSFERS

The Ozark School District shall review and accept or reject requests for transfers, both into and out of the district, at the June, August, and December, and board meetings¹ on a case by case basis.

The District may reject a nonresident’s application for admission if its acceptance would necessitate the addition of staff or classrooms exceed the capacity of a program, class, grade level, or school building, or cause the District to provide educational services not currently provided in the affected school². The District shall reject applications that would cause it to be out of compliance with applicable laws and regulations regarding desegregation.

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

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

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

Except as otherwise required or permitted by law³, the responsibility for transportation of any nonresident student admitted to a school in this District shall be borne by the student or the student’s parents. The District and the resident district may enter into a written agreement with the student or student’s parents to provide transportation to or from the District, or both.

School Insurance

The Ozark School District provides a supplemental insurance policy for students. Supplemental insurance will pay after and above what the student’s regular insurance will pay. Supplemental insurance may not cover the entire cost of medical bills. The Ozark School District assumes no liability whatsoever beyond the limits of the insurance policy.

COMPLAINTS AND GRIEVANCES

If a person has a complaint or grievance concerning a policy or staff member of the Ozark School District, the following procedure shall 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. If an individual feels the complaint or grievance is unresolved after the first step, the person may request a meeting with the building principal.
3. If an individual feels the complaint or grievance is unresolved after the second step, the person may request a meeting with the Superintendent.

GUIDELINES FOR ADMINISTRATION OF MEDICATION AT SCHOOL

1. Prescription medication must be in the original container appropriately labeled by the Pharmacist or by the Physician.
2. Over the counter drugs to be given at school must also be in the original container.
3. Handwritten notes on anything other than this release form are not acceptable.
4. Permission for long-term medication must be renewed at the beginning of each semester.

Medication Policy: Any student in 6th & 7th grades that require medication during regular school hours must comply with this policy. The school provides a secure storage cabinet in the health office. Students are not allowed to have medications of any kind in their possession. ALL 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 a designated teacher.
Any deviation from this policy requires a written plan developed by the school staff, 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 names, the dose, the times when the medication is to 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 semester. 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 the Physician.

**PARENT-PRESCRIBED MEDICATIONS:** The school allows children with minor illnesses into the classroom, with appropriate attention to recognize contagious disease policies and to pertinent state codes, to take over-the-counter medications when the parent has completed 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 the secure storage cabinet without the students name written with permanent marker.

**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 live 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.

**WELLNESS POLICY** The health and physical well being of Ozark School District students directly affects their ability to learn. The School Board believes that it is necessary to strive to create a culture in our schools that consistently promotes good nutrition and physical activity.

The problem of obesity and inactivity is a public health issue. The responsibility for addressing the problem lies not only with the schools and the Department of Education, but also with parents and the community. Therefore, the District shall enlist the support of the larger community to find solutions, which improve the health and physical activity of our students.

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

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

**Advisory Committee:**

To enhance the District’s efforts to improve the health of students, a School Nutrition and Physical Activity Advisory Committee (SNPAAC) shall be formed. It shall be structured in a way that ensures age-appropriate recommendations are
made which correlate to our Districts grade configurations. The SNPAAC shall have the powers and responsibilities delegated to it by statute and Rule.

**OZARK SCHOOL DISTRICT CHEMICAL SCREEN TEST POLICY**

The Ozark School District recognizes that chemical abuse or misuse is a significant health problem for students, detrimentally affecting overall health, behavior, learning ability, reflexes, and the total development of each individual. The Ozark Board of Education is determined to help students by providing another option for them to say “No”. Chemical abuse includes, but is not limited to, the use of illegal drugs, alcohol, and the misuse of the legal drugs and medications.

**Purpose of a Chemical Abuse Policy:**

1. To allow the students of Ozark Schools to know that the school is concerned about their total well-being. The School District is interested in helping the students who may be having problems.
2. To emphasize concerns for the health of students in areas of safety while they are participating in activities as well as the long-term physical and emotional effects of chemical use on their health.
3. To confirm and support state law which restrict the use of such mood-altering chemicals.
4. To assist students of Ozark Schools to resist the peer pressure that directs them toward the abuse or misuse of chemical substances.
5. To establish standards of conduct for students of Ozark Schools who are considered leaders among their peers.
6. To work cooperatively with parents by assisting them in keeping their children free from mood-altering chemicals.
7. To assist students who need to be referred for assistance or evaluation regarding their use of illegal drugs.
8. To deter chemical abuse or misuse by all students through the use of random drug testing.

**Scope**

The provisions of this policy apply to students in Ozark Schools in grades seven through twelve. No students will be allowed to participate in school activities (any activity outside the regular curriculum) or park on campus until the consent form has been signed by both student and custodial parent/legal guardian and returned to the principal. Positive screening results are considered cumulative and follow the student for the duration of enrollment in Ozark School District.

**Definition**

*Illegal Drugs* are defined as any substance, including alcohol, considered illegal by Arkansas Statutes or which the Food and Drug Administration control unless prescribed by a licensed physician.

**Prescription Medication**

The existence of lawfully prescribed medication in the student’s sample is not a violation of this policy when taken in accordance with a physician’s recommendation or prescription to a specific student. Some over-the-counter medications may have similarities to unlawful drugs when tested. Students who are taking prescription medication may provide a copy of the prescription or a doctor’s verification in a sealed envelope to school personnel at the time the sample is collected. The specific name of over-the-counter medication should also be disclosed to the school official. Students who refuse to provide verification and test positive will be subject to the actions specified in this policy for “positive test”.

**Consent Form**

Students and parents/guardians will be strongly encouraged to sign a consent form to the random testing. The form must be co-signed by the student’s custodial parent/legal guardian. No student will be allowed to participate in any school activity (any activity outside the regular curriculum) or park on school district property until the consent form has been signed by both student and custodial parent/legal guardian and returned to the principal. Consent forms for students participating in fall sports or extracurricular activities must be signed prior to physical examinations. All other students must sign the consent form during the first two weeks of school. Students moving into the district during the school year must sign the consent form during the first two weeks of enrollment. No student will be allowed to sign the consent form after these dates.

**Selection Process**

While students are in school, they will be subject to random selection for testing. Particular days will be selected for testing. If a student is selected for testing but is absent on the day, he/she will be tested on the next test date. The number of names drawn will be no less the (2%) nor greater than (15%) of the students in grades seven through twelve. A urinalysis will be the method utilized to test for the presence of chemicals in the body. All students selected must report to the designated testing site.

**Testing Agency**

The district will choose a qualified agency for the purpose of processing samples and maintaining privacy with respect to test results and related matters.

**Cost**

The cost of the test to be given during random selection will be paid by the district. Any test administered to a student to regain eligibility will be at the district’s expense.

**Refusal to Consent to Testing**

Students not consenting to be tested (in the random pool) are allowed to join clubs or organizations but are not allowed to attend after school meetings, participate in any activities, or park on campus.

**Refusal to Submit to Testing**

Any participant who refused to submit to random drug testing and/or retesting is considered having tested positive
Testing Procedure  All test results from the laboratory will be communicated to the superintendent or designee. All urine specimens will be taken at a designated restroom. Any student who is requested to provide a urine specimen will be directed to the collection site where the student will complete the necessary forms. Students who test positive will be required to sign additional consent forms.

The following precautions will be taken, as appropriate, at the collection site:
1. The examinee will be positively identified.
2. The observer will ask the individual to remove any unnecessary outer garments (i.e., coat, jacket, etc.) that might conceal items or substances that could be used to tamper with or alter the urine specimen. All personal belongings (i.e., purse, backpack, etc.) must remain with the outer garments. The observer will note any unusual behavior or appearance.
3. The student will not be outside of the presence of the observer and not have access to faucets, soap dispensers, or cleaning agents until after the specimen has been provided and sealed.
4. The student will be allowed to provide the specimen in a stall or other partitioned area that allows for individual privacy. After the specimen has been provided, the student should leave the stall.
5. At the collection site, toilet blueing agents will be placed in the toilet tanks whenever possible. No other source of water will be available in the enclosure where urination occurs.
6. If a student fails to provide the necessary amount of urine for valid specimen, the student will be given reasonable amounts of water for drinking and extra time to produce an adequate sample. During this time the student will remain in the vicinity of the collection area and under the observation of the district staff.
7. Immediately after collection, the observer will check the temperature of the specimen and inspect the specimen for color and signs of contaminants.
8. Both the observer and student being tested will keep the specimen in view at all times prior to its being sealed and labeled.

Analysis Process  Testing protocol for chemical screen involves on-site collection of urine samples and immediate delivery to a SAMSHA certified laboratory for testing and GC/MS confirmation if needed with results provided to the school superintendent or his designee. Alcohol testing will be performed by a breath sample with confirmation if needed. The confirmation will be 15 minutes after the initial breath sample."

Results and Notification  Test results will be reported to the superintendent or his designee. All reports will be in writing. All specimens testing negative on the initial test or negative on the confirmation test will be reported as negative. Only specimens confirmed as positive will be reported as positive for a specific drug(s).

Records  The superintendent or his designee in a separate, locked file will maintain all records concerning chemical abuse testing. The records will not be kept in a student’s regular file. Only the superintendent or his designee will have access to the files. The files on each student will be destroyed upon graduation or two years after termination of enrollment. A student and the student’s custodial parents, legal guardians may obtain a copy of his chemical abuse upon written request.

First Positive Test  Upon receipt of a positive test result for any student, a custodial parent or legal guardian will be notified and a meeting will be scheduled with the superintendent or his designee, the student, the custodial parent or legal guardian, the student’s principal, the student’s head coach or sponsor. Counseling/rehabilitation for the student will be strongly recommended for the student who tests positive. A referral/resource list will be made available to the student and parent/legal guardian. Any counseling/rehabilitation service costs will be the responsibility for the student and/or parent. The student will be placed on probation for thirty days. If there are not thirty days left in the school year, the thirty-day period will carry forward to the following school year. During the probation time, the student will not be allowed to participate and/or attend any curricular or extracurricular activities held on the Ozark Public School campuses or under the control of the Ozark School District which occur outside the regular academic school day as defined in each school’s handbook. The student may not drive or park on campus.

Students participating in a sport or activity that requires a physical must have doctor’s approval to continue practicing during the probationary period. In order to regain eligibility after the thirty-day probationary period, the student must be tested again at the district’s expense and a written copy of the results will be given to the superintendent or his designee. If the test is negative, the probation will be lifted. If the test is positive, the student will not be allowed to participate in or attend extracurricular activities or park on campus for one calendar year. A positive retest at the end of thirty-day probation period will be considered a second positive test. Exception: A student must be retested on day thirty-one. However, certain chemicals that take more than thirty days to leave the student’s system will be considered differently if a doctor’s written opinion details said residual effects of that particular substance.

Second Positive Test  For the second positive test, the student will not be allowed to participate in or attend extracurricular activities or park on campus for one calendar year from the date of the 2nd positive test. To regain eligibility for participation in activities, a student must have a negative Chemical Screening Test. This will be administered by the district’s chemical screening company and at the district’s expense.
Third Positive Result  For the third positive result, the student will be permanently suspended from participating in or attending any activity program and parking on campus for the remainder of his enrollment with the school. A third positive screen could come from third positive test from the random pool or a result of a re-screen at the end of a probation period.

Unusual Circumstances  Any student under probation for a positive test may not avoid the consequences by transferring to another school or home schooling during the time of probation. A student who transfers during the probationary period will have his/her time put on hold at the point of departure from the Ozark Schools and resume upon his/her return. For example, if a student under 30 day probation leaves after 15 days served and returns to the Ozark Schools at some later date, he/she will still have 15 days of probation remaining.

Nature of Policy  No student will be penalized academically for testing positive for illegal drugs or alcohol as a result of the random drug test. The results of any drug test pursuant to this policy will not be documented in any student’s academic records.

Other Disciplinary Measures  The district, by accepting this policy is not precluded from utilizing other disciplinary measures set forth in the student handbook and this policy does not preclude the district from taking disciplinary procedure and resulting action when founded upon reasonable belief and suspicion that a student has participated in drug-related activities. Counseling/rehabilitation is recommended for the student who tests positive. Any counseling/rehabilitation service cost will be the responsibility to the parent/guardian. The following are some agencies that provide counseling/rehabilitation services. In supplying the list, the Ozark School Board, its agents, or employees take no responsibility in the selection of which agency the parent decides to use. The final decision to seek counseling for the student and the cost of counseling/rehabilitation shall be the responsibility of the parent/guardian.

SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS

All students are required to participate in the Smart Core curriculum unless their parents or guardians, or the students if they are 18 years of age or older, sign a Smart Core Waiver Form to not participate. While Smart Core is the default option, both a Smart Core Informed Consent Form and a Smart Core Waiver Form will be sent home with students prior to their enrolling in seventh grade, or when a 7-12 grade student enrolls in the district for the first time and there is not a signed form in the student’s permanent record. Parents must sign one of the forms and return it to the school so it can be placed in the students’ permanent records. This policy is to be included in student handbooks for grades 6-12 and both students and parents must sign an acknowledgement they have received the policy. Those students not participating in the Smart Core curriculum will be required to fulfill the Core curriculum or the requirements of their IEP (when applicable) to be eligible for graduation. Counseling by trained personnel shall be available to students and their parents or legal guardians prior to the time they are required to sign the consent forms.

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

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

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

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

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

GRADUATION REQUIREMENTS  The number of units students must earn to be eligible for high school graduation is to be earned from the categories listed below. A minimum of 24 units is required for graduation for a student participating in either the Smart Core or Core curriculum. In addition to the 22 units required for graduation by the Arkansas Department of Education, the district requires an additional 2 units to graduate for a total of 24 units. The additional required units may be taken from any electives offered by the district. There are some distinctions made between Smart Core units and Graduation units. Not all units earned toward graduation necessarily apply to Smart Core requirements.
SMART CORE: Sixteen (16) units

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

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

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

1. Algebra I or Algebra A & B* which may be taken in grades 7-8 or 8-9 2. Algebra II
3. Geometry or Investigating Geometry or Geometry A & B* which may be taken in grades 8-9 or 9-10

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

- Beyond Algebra II: this can include Pre-Calculus, Calculus, AP Statistics, Algebra III, Advanced Topic and Modeling in Mathematics, Mathematical Applications and Algorithms, Linear Systems and Statistics, or any of several IB or Advanced Placement math courses (Comparable concurrent credit college courses may be substituted where applicable)

Natural Science: a total of three (3) units with lab experience chosen from One unit of Biology; and Two units chosen from the following three categories (there are acceptable options listed by the ADE for each)

1. Physical Science 2. Chemistry 3. Physics or Principles of Technology I & II or PIC Physics

Social Studies: three (3) units

1. Civics one-half (½) unit 2. World History - one unit 3. American History - one unit

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

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

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

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

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

CAREER FOCUS: - Six (6) units

All career focus unit requirements shall be established through guidance and counseling based on the student’s contemplated work aspirations. Career focus courses shall conform to the curriculum policy of the district and reflect state curriculum frameworks through course sequencing and career course concentrations where appropriate. The SMART Core and career focus units must total at least twenty-two (22) units to graduate. Additionally, the district requires 2 units for a total of 24 units to graduate.

CORE: Sixteen (16) units

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

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

Mathematics: four (4) units

1. Algebra or its equivalent* - 1 unit
2. Geometry or its equivalent* - 1 unit
- All math units must build on the base of algebra and geometry knowledge and skills.
- (Comparable concurrent credit college courses may be substituted where applicable) *A two-year algebra equivalent or a two-year geometry equivalent may each be counted as two units of the four (4) unit requirement.

Science: three (3) units

1. at least one (1) unit of biology or its equivalent 2. one (1) unit of a physical science

Social Studies: three (3) units

1. Civics one-half (1/2) unit 2. World history, one (1) unit 3. American History, one (1) unit

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

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

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

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

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

CAREER FOCUS: - Six (6) units

All career focus unit requirements shall be established through guidance and counseling based on the student’s contemplated work aspirations. Career focus courses shall conform to the curriculum policy of the district and reflect state curriculum frameworks through course sequencing and career course concentrations where appropriate. The Core and career focus units must total at least twenty-two (22) units to graduate. Additionally, the district requires 2 units for a total of 24 units to graduate.