Melbourne Public Schools
Student Handbook

Melbourne Public Schools
P. O. Box 250
Melbourne, AR72556

Melbourne Public Schools
Administration

Dennis Sublett – Superintendent
Jim Carroll – High School Principal
Kelly Don Webb – High School Dean of Students
Lori Loggains – Melbourne Elementary Principal
Steven Chaney – Melbourne Elementary Assistant Principal

Board of Directors

Robert Cooper
Phillip Edwards
Phil Ferguson
Kirk Miller
Jason Miller
Toby Smith
Jason Lawrence

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GENERAL INFORMATION

Melbourne School District

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Phone (870) 368-4500

ADMINISTRATORS
Dennis Sublett, Superintendent
Lori Loggains, Melbourne Elem. Principal
Steven Chaney, Melbourne Elem. Principal
Jim Carroll, Melbourne High School Principal
Kelley Don Webb, Melbourne High School Dean of Students

BOARD OF DIRECTORS
Phillip Edwards
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Dear Parent/Guardian:

This booklet your son or daughter has brought home contains the policies and important information pertaining to the schools comprising the Melbourne School District. It has been developed by our students, faculty, parents and administrators to help you learn as much as possible about our school policies and procedures and the services we offer our students. Included are student discipline policies that are in effect for all students enrolled in any school within the district. Please read this book with your child to familiarize yourself with the policies of our district.

By law we are required to document that both parents and students have received a copy of the handbook. Please sign below indicating that you have received a copy of the student handbook. We are also required to document the receipt of the district computer use policy for students. Please sign both documents and return them to the school by the date specified.

Sincerely,

Dennis Sublett
Superintendent

I have received a copy of the student handbook and discipline policies for students enrolled in the Melbourne School District.

_____

Student **Grade**

_____

Parent/Guardian **Date**

Please PRINT the student's name here_____

Melbourne Public Schools
Parent/Teacher/Student Compact

In order for your child to be successful in school and learn to the very best of their ability, a strong voluntary commitment must be made by individuals to themselves and to others.

As A Student I Promise To…

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

As A Parent I Promise To…

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

As A Teacher/Staff Member/Administrator I Promise To…

- Show that I care about all students
- Have high expectations for myself, students, teachers and staff
- Communicate and work with families to support student learning
- Provide a safe environment for learning
- Respect the cultural differences of students and their families
- Encourage students and parents with regular student progress reports
- Be patient and understanding

School Colors and Mascot

Melbourne Public Schools' colors are red, white and blue. The mascot is Bearkatz.

Alma Mater

So here Melbourne High
Here's to you
May we ever be loyal and true.
And proudly our praises we sing
Throughout the ages let them ring.
And all through our lives we'll recall,
The school that to us was best of all.
So here Melbourne High,
Here's to you.
The Red, White and Blue, the Red, White and Blue
Will live forever.

Objectives of Melbourne Schools

1. To provide excellent educational opportunities for all people of the school district.
2. To provide excellent curricular opportunities for those who wish to continue their education after graduation.
3. To instill a feeling of citizenship and an appreciation for our democratic form of government.
4. To produce a well-informed contributing member of society.
5. To cultivate an appreciation of culture, the fine arts and a high standard of living.
6. To instill a realization of the importance of physical well-being and a desire to participate in wholesome physical activities.
7. To provide a knowledge of and appreciation for leisure time activities.
8. To help develop a sense of responsibility to the home, family, school and community.
9. To integrate effectively our extracurricular activities with the total learning process.
10. To utilize community resource persons to the best advantage of our students.

The cooperation of the Board of Education, administration, faculty, employees, students, parents, and patrons is essential to the operation and improvement of the total school environment.

Introduction

It is a pleasure to welcome you to the Melbourne School District. We hope that this handbook will answer some of the questions you may have about our schools and curriculum.

It is the special function of the public schools to serve the needs of youth from the early years of their lives through young adulthood.

This handbook has been published to provide information for both parents and students concerning the policies of Melbourne Schools. It should be of assistance in planning the pupil's educational program.

The standards for Melbourne Schools were created to provide an atmosphere conducive for students to become educated in democratic ideas and prepare for future endeavors. The standards are comprehensive and govern all phases of student life at school, to and from school and at school sponsored activities.

This handbook should be read completely and kept for reference. It is probable that changes will be made as new policies become effective. In the event of changes, you will be notified.

Educational Philosophy

The purpose of the Melbourne School District shall be to provide free and appropriate education for all the students attending schools in the district. It is our belief that the school shares with the parents the responsibility for the education of the total individual. The district supports an educational program that has high expectations for all students. To insure excellence of educational programs, the district will strive to employ qualified personnel, provide appropriate facilities and develop a partnership in learning with parents and community members. In addition, it shall continue to be a goal of the district to insure a positive school climate that is conducive to the education of the total individual through quality learning experiences.

Melbourne School District Parental Involvement Statement:

A child's education is a responsibility shared by the Melbourne School District and its families during the entire time a child is attending school. To support the goal of educating all children effectively, the Melbourne School District and Parents/Guardians must work as knowledgeable partners.
Parents/guardians in the district are diverse in culture, language and needs, and they are an integral component of the district's ability to provide for the educational successes of the children.
The administration, faculty, and staff of Melbourne School District's goal is to engage and support parents/guardians in their children's educational endeavors in the educational process. Parental involvement is essential to improving student achievement. This process will be put into place by fostering the following interventions.

- PARENTAL INVOLVEMENT GOAL I: Foster effective parental involvement strategies and support partnerships among schools, parents, and the community to improve student achievement.
- PARENTAL INVOLVEMENT GOAL 2: The district will provide coordination, technical assistance, and other support necessary to assist schools in planning and implementing effective parental improvement.
- PARENTAL INVOLVEMENT GOAL 3: The district will build each school's capacity for strong parental involvement.
- PARENTAL INVOLVEMENT GOAL 4: The district will conduct ongoing evaluation of the content and effectiveness of the parent involvement policy relating to strategies for increasing parental participation and identifying barriers for that participation.
- PARENTAL INVOLVEMENT GOAL 5: The district will encourage parents and school to jointly develop the districts Title I program, budget, and the ACSIP.

TITLE I PARENT/STUDENT/TEACHER COMPACT

The roles of parents/guardians are:

- Communicate with faculty and staff
- Be active members in school activities and functions
- Offer assistance to your children to ensure academic success

The roles of students are:

- Be active and engaged learners in the classroom and at home
- Take responsibility for actions and education
- Obey classroom and school rules

The roles of teachers are:

- Effectively communicate with parents/guardians
- Effectively communicate with students
- Provide an open atmosphere for successful learning
- Provide parents/guardians with up-to-date progress on student achievement and behavior
- Attend professional growth opportunities

The recommended roles of Melbourne School District are as follows:

- Provide parents/guardians with opportunities to be involved in their children's education
- Provide parents/guardians with opportunities to be involved in school activities and functions
- Facilitate communication between teachers and parents/guardians

Equity Statement

It is the policy of Melbourne School District that there will be no discrimination on the basis of race, color, sex, age, national origin, religion or handicapping conditions in matters affecting employment or in providing programs.

Visitor Identification

Visitors to any school campus should report immediately to the school office to identify themselves and their business on campus. Visitors with business at the school are welcome. For safety and security, all visitors will notify the Principal's office upon arrival on campus.

Accident and Student Insurance

The school does not carry liability insurance and is immune from liability and from suit for damages. (A.C.A. 21-9-301). Each year the board selects an accident policy to be offered to students on a purely voluntary basis. Additional coverage for around the clock protection may also be purchased. It is strongly recommended that parents purchase student insurance to cover their child while at school, particularly if no other health coverage is in force. All students who participate in interscholastic sports are encouraged to carry an insurance policy.

Non-Discrimination and Section 504 Policy

No pupil shall be discriminated against because of age, color, disability, parental status, marital status, race, national origin, religion, sex or veteran status. Parents who have a temporary or permanent disability may request the District to provide appropriate accommodations necessary for them to participate in essential instructional activities of their students. Students who are at least eighteen (18) years of age may submit their own requests.

It is the policy of Melbourne School District to provide a free appropriate public education to each qualified student with a disability within its jurisdiction, regardless of the nature or severity of the disability. It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated and provided with appropriate educational services.

Under Section 504, due process rights of qualified students with disabilities and their parents are guaranteed in the Melbourne School District. Steven Chaney serves as the Equity Coordinator for the Melbourne School District and can be reached at the Mount Pleasant Elementary Campus, 870-346-5481. Nicole Parks serves as the 504 Coordinator and can be reached at the Melbourne High School Campus, 870-368-4345.

Off-Campus Events

Students at school sponsored events, both on and off campus, shall be governed by school regulations and are subject to the authority of school personnel. Actions by students that violate these regulations, or the refusal to obey reasonable instruction of school personnel, may result in the loss of the privilege to attend these events and may result in disciplinary action applicable under the regular school program.

Any student who misbehaves at a school related activity is subject to losing the privilege of attending all school-related activities for the remainder of the year, as well as being subject to all applicable discipline policies.

Freedom of Speech and Assembly

Students are entitled to expression of personal opinions as long as the rights of others are not violated and provided that the expression does not cause disruption of the classroom educational process. Obscenities are prohibited.

Students may assemble peaceably. To avoid disruption of the educational process, all student meetings must function as a part of the educational process or as authorized by the principal. Meetings that interfere with the operation of the school are prohibited.

Grievance Procedures

The Melbourne School District utilizes the chain of authority for the processing of complaints, problems, or grievance of parents concerning discipline and grades of their children. In order to satisfactorily alleviate the problem, the following procedure shall be followed:

1. When problems concerning grades or discipline of a student involve a teacher, the principal shall arrange a conference between the parent and the teacher concerned.

2. If the parent is not satisfied with the teacher's explanation, then the parent may request a conference with the principal.

3. Parents not satisfied after the conference with the principal may request a conference with the superintendent.

4. Parents who are still not satisfied after the conference with the superintendent may request to have the problem brought before the Board of Education.

5. Teachers are not required to talk either directly or by telephone to parents who are irate, abusive, threatening, or using profane language. These parents should be referred to the principal. Letters or notes from parents with the same motive or attitude are not to be answered, other than to refer them to the principal. The principal will ask parents who are irate, abusive, threatening or using

profane language to leave the campus and may later schedule an appointment for a future date when concerns may be more rationally discussed.

6. A parent who verbally maligns a teacher in the presence of students, or who throws or knocks over objects or deliberately creates a disturbance or vandalizes any portion of school property, will be asked to leave and will not be permitted back on the school grounds under penalty of criminal trespass. Authorities will be notified for legal recourse.

Due Process

Every student is entitled to due process in every instance of disciplinary action for which a student may be subject to penalties of out-of-school suspension or expulsion. (A.S.A. 80-1516)

Due process is afforded to students in disciplinary cases of some magnitude such as:

1. Out-of-school suspension
2. Expulsion
3. Statements removed from student's records, and
4. Clearing one's reputation

The U.S. Supreme Court ruled in 1975 that, for every out-of-school suspension not exceeding ten (10) days, the student has the right to be accorded the minimum requirements of the due process clause of the Fourteenth Amendment of the Constitution of the United States.

Discipline for the Handicapped

1. Handicapped students who engage in misbehavior are subject to normal school disciplinary rules and procedure so long as such treatment does not abridge the right to free appropriate public education as determined by the Individualized Education Plan (IEP) committee.

2. The IEP team for a handicapped student should consider whether particular disciplinary procedures should be adopted for that student and be included in the IEP.

3. Handicapped students may be excluded from school if a substantial threat of injury to other students or a staff member exists or is probable. The period of exclusion may be for the remainder of the school year or for one calendar year, depending upon the seriousness of the offense.

4. After an emergency suspension is imposed on a handicapped student, an immediate meeting of the student's IEP team should be held to determine the cause and effect of the suspension with a view toward assessing the effectiveness and appropriateness of the student's placement and toward minimizing the harm, resulting from the exclusion.

5. The suspended student should be offered alternate educational programming for the duration of the exclusion.

6. The school Equity Coordinator will serve as the grievance officer for Act 504.

Use of Telephone and Telephone Messages

The office phones are for office use only, and students are not to use them to make personal calls. In an emergency, calls may be made by securing permission at the principal's office. Students will not be

removed from class to receive phone calls except in cases of emergency. Telephone messages will be forwarded to students between classes.

Cell Phone Policy:

With the growing capabilities of technology, electronic devices, which include cell phones, can create a major disruption to the learning environment. As used in this policy, "electronic devices" means anything that can be used to transmit or capture images, sound, or data. Student use of text messaging, voice messaging and cellular calls is disruptive and can compromise testing as well. Students are not permitted to use electronic devices in a classroom unless granted permission from the teacher for the purpose of classroom instruction. The student and/or the student's parents or guardians expressly assume any risk associated with students owning or possessing electronic devices. Melbourne Public Schools are not responsible for lost, stolen, or damaged electronic devices. Students are permitted to make cellular calls provided the calls are made from the office with the permission of the office staff or administration. Student use of cell phones during school hours is prohibited in all other areas of the building and campus unless permission has been given by the administration. Students who violate these rules are subject to the following consequences:

First Offense: Any teacher, administrator or staff member who observes a student with a cell phone shall report the student to the principal. The principal or teacher will confiscate the phone which may be retrieved by the student at the end of the school day.

Second and Subsequent Offenses: The phone will be confiscated and must be retrieved by the student's parent.

Students who habitually abuse cell phone policy may have their phone confiscated and held for an extended time up to but no later than the end of the school year. This will be at the discretion of the administration.

This policy applies to cellular phones and all other forms of electronic communications devices.

Exemptions to this policy to accommodate students with special needs or handicaps may be granted by the administration.

Audio/Video Taping on Campus

In consideration of the rights and privacy of our students, no person may, without the permission of the administration, audio or video tape on any campus of Melbourne Schools. Students who video fights, classroom disruptions, destructive behaviors or bullying may be considered to have premeditated knowledge of the situation and will be subject to consequences up to and including expulsion. It is permissible for students and parents to video extra-curricular activities and athletic events.

Parking Areas and Automobiles (High School)

High School students who drive to school must park in the front parking lot. Upon arrival at school, students are to immediately exit their vehicle and enter the building. Students are not to return to their cars during the school day without the permission of an administrator. Improper operation of a vehicle on campus may result in a student losing driving privileges. Student vehicles parked or operated on campus are subject to search. Law enforcement periodically conducts sweeps of the campus with drug identifying dogs. Any positive indication from a trained drug dog will result in a search of the indicated locker or vehicle.

Student Arrival and Departure

Students are not to arrive at school prior to fifteen minutes before the first bell rings. Students are to be out of the buildings by fifteen minutes after the last bell rings, unless they are under the direct supervision of a teacher and/or sponsor. Students are to exit their vehicles immediately upon arrival at school and not loiter in the parking area.

In the event that a student must change from his/her usual departure from the bus, the student must present a note from the parent. Should the need for a change occur during the day, the office may be notified by the parent/guardian by phone. In extreme emergencies, the student may be allowed to call a parent for permission. Should no permission be obtained, the student will be required to go to his/her usual destination.

Leaving School During the Day

Melbourne School students may leave school ONLY if an authorized person indicated on the enrollment form checks them out in the principal's office.

Students, who find it necessary to leave school during the day due to medical or other extenuating circumstances, must check out in the principal's office. The check-out procedure includes the following:

1. Note from and/or telephone call to parent made from the office. Texts are not accepted.
2. Sign the check-out sheet after checking with the principal or other designated faculty members.

Failure to be checked out by an authorized person results in truancy for the absence. The penalty for truancy applies. Students must be in class for a minimum of 30 minutes to be counted present for that class.

Checkout for Work

Act 675 of 2003 mandates that all students in grades 9-12 shall be required to schedule and attend a full school day. A full day is defined as 360 minutes of planned instruction time. This law allows the local school board to grant waivers to students who would experience financial hardships if required to attend a full school day. According to the law, a financial hardship would be "harm or suffering caused by a student's inability to obtain or provide basic life necessities of food, clothing and shelter for the student or the student's family."

Students who wish to apply for a waiver must do so on an individual basis. Waivers will be considered for students in 12th grade.

Announcements/Observation of Moment of Silence

All announcements that will be made during the day should be in the principal's office at the beginning of the first period of the day. The announcements should be correct, brief, and carefully worded so that the principal or person who is to type or read the announcement will not find it necessary to reword the announcement.

In accordance with Arkansas Law a moment of silence will be recognized at the beginning of the first class period of the day along with the Pledge of Allegiance.

Assemblies

Assemblies will be held from time to time for educational or entertainment purposes. Students are required to go to assemblies in an orderly manner and to remain quiet during the program. Misconduct by a student

during any assembly may result in that student being prohibited from attending future assemblies and/or other disciplinary actions. All assemblies must be cleared well in advance through the principal.

Extracurricular Activities

The primary goal of extracurricular activities at Melbourne Schools is to enhance the regular instruction program by affording students with the opportunities for social interaction, wholesome competition and other worthwhile endeavors that will enrich their knowledge and understanding of the values of cooperation, leadership, and the democratic process. Extracurricular activities are defined by our school district as any type of activity connected with the school that carries no academic credit. Participation in extracurricular activities is available to all students. However, all students who participate are subject to the restrictions stated by the bylaws of the organization and state regulations.

- Students will abide by all rules sanctioned by the Arkansas Activities Association.
- Students must conduct themselves in a manner that would be a credit to their teams, schools and community.
- All staff members involved in extracurricular activities shall attend classes on the day of the activity. All exceptions shall be approved by the high school principal.
- Students are to attend classes on the day following the activity.
- Students may participate in more than one activity.

As interscholastic and extracurricular activities are intended to be supplemental rather than a substitute for the basic education programs, such activities shall be guided by at least the following:

Absenteeism – Excessive absences from academic classes due to involvement in extracurricular activities will not be allowed in the Melbourne School District. On occasion, students may need to miss classroom instruction due to involvement in a school sanctioned activity. This shall occur only when arrangements have been made in advance for make-up of class work missed during the approved absence.

Interruption of Classroom Instruction – Interruption of instruction due to school announcements, assemblies, visitors or other similar activities shall occur only when such interruptions are deemed unavoidable by the school's administration.

Rules Governing Day and Night Activities

1. When students leave an event they may not return.

2. During athletic events students are to remain inside the gym and shall not block the entrances. Running in the bleachers or in the gym lobby are unsafe activities and will not be tolerated. Students who come to the ball games as spectators are expected to remain seated in the bleachers except when they are going to the lobby for refreshments or to the restrooms. Students are not to loiter in the lobby.

3. Students removed from night activities for disciplinary reasons must leave the campus. A conference will be held the following school day to determine if the student may attend future activities.

4. Tobacco is not permitted on the campus (day or night) or on any school sponsored trips.

5. All rules established by the Melbourne Schools' Disciplinary Guidelines pertain to day and night activities.

School Sponsored Trips

All school sponsored activities are under the direction of a faculty member. Students are not to leave sponsored activities unless permission is given to the sponsor by the parent or guardian and the student is returning home with parents, guardian or another acceptable adult.

Upon returning from school sponsored trips or activities, students (without transportation) must be picked up by parents or guardians within a reasonable time.

Class Attendance

A student shall not miss a class to attend another without permission from the principal. Students will not be permitted to leave a class early to attend another. Students are not to be counted absent when attending approved school activities.

Pee Wee Basketball

Students in grades 4, 5, and 6 may participate in the Melbourne Elementary Pee- Wee Basketball Program. This is a school sponsored activity and students are held to the same rules and regulations as are applicable during the school day.

Elementary athletes must have a “C” average on their last grading period to be eligible to play.

Elementary students must be accompanied by an adult at all extracurricular events, including Pee Wee basketball games.

Weather Related Closing Procedures

When it becomes necessary to close school, the decision will be made as early as possible. Decisions will be made based on road conditions rather than weather forecasts. Students and parents will be notified through the following communication sources:

Local media and the All Call System.

Should conditions develop during the school day which warrants early dismissal from school, the same station and the all call system will be used for notification. This decision will generally be made as late as is practical.

Whenever it is known that school will not be open on a day following a weather related closing day, notification of the decision to remain closed will be made.

Deliveries

All flowers, balloons, food deliveries or other deliveries will be made to the high school office or elementary office and will be picked up by the students after school only. Melbourne Schools appreciate the care behind purchases of flowers or balloon that are delivered to students at school. The school does ask that parents keep in mind the limited bus seating and visibility for the bus driver when such deliveries are excessive to the point of distraction and inconvenience on the bus. Parents may be called to pick up students when deliveries create safety problems for the bus driver.

Confiscated Property

From time to time, teachers, principals, and other school employees will find it necessary to take objects away from students – particularly objects which may present a danger to that student or other students. When such objects are confiscated they should be taken to the principal's office where a decision will be made as to the circumstances with which the objects may be returned or turned over to parents or legal authorities. If at the end of the school year, those objects have not been claimed and returned to their rightful owners, they will become the property of the school district and will be disposed of at the principal's discretion.

Lost and Found

Articles found should be brought to the principal's office. Inquiries about lost articles should be made to the principal's secretary. Valuables should be kept in the student's possession while at school. Only enough money to cover costs for the day should be brought to school. At no time should excess cash be carried. At the end of the school year, all articles and objects that have been found on the campus or school buildings, and brought to the office, and which have not been claimed by their rightful owners, will become the property of the school district and will be disposed of in an appropriate manner.

School Lunch and Breakfast Program

The price of lunches and breakfasts will be held to a minimum amount that will allow the cafeteria to function as a self-supporting institution. Students may bring their lunches, but must eat in the cafeteria. No food or drink will be allowed outside the cafeteria.

Elementary students purchasing school lunches are required to take milk with his/her lunch. Those students with milk or milk product allergies must present the school nurse with a written note from a physician, and juice will be provided as the beverage with their meal.

Elementary students may only bring soft drinks or other beverages to school if they bring their lunch. They may not bring beverages to drink with a lunch purchased from the school.

Lunch Charges

From time to time, students may find it necessary to charge their lunches in the cafeteria. These charges should not be continued to the point that they become excessive. The principal or superintendent will make the determination as to when lunch charges may be considered excessive. When lunch charges have been determined to be excessive, parents will be contacted and asked to pay the charges or to make arrangements for payment.

Fund Raising

1. No soliciting of funds or drives may be conducted without the approval of the principal. (This includes visits of salesmen and non-profit organizations.)

2. Materials submitted by outside agencies are not to be distributed to the pupils or sent to the home unless authorization for such distribution has come from the principal.

3. Clubs shall be restricted to two fundraising activities per year with a maximum duration of 3 to 5 weeks.

4. Any club or class planning to have an activity must get approval from the principal.

5. No fundraising activities shall be scheduled during test week or the last two weeks of a semester.

6. Grades K-10 will not be directly involved in fundraising projects such as the selling of products or the direct solicitation (by students) of funds for school projects or charities.

7. Grades 11-12 shall be restricted to two selling projects and two activity projects (dance, sporting events, etc) per year; however, items may be sold (refreshments, etc.) during the activity projects.

All selling and activity projects must be placed on the principal's calendar. These projects and activities should be spaced out during the course of the school year. The duration of all projects and activities will be discussed with and determined by the principal.

Exceptions may be made if approved by the principal.

Policy for Reporting Child Abuse or Neglect

When a child abuse or neglect as defined (Ark. Statutes 12-12-502) is suspected, the teacher, counselor, nurse, principal, or other school employee shall report the suspected abuse to the Department of Human Services. When abuse or neglect is suspected it is the legal and moral responsibility of the school employee to report the abuse.

Books and Other Instructional Equipment

Students are issued books, instructional materials, and other related equipment throughout the school year. All books and equipment are to be returned at the end of the appropriate semester before grades can be issued. If the books or equipment are lost or damaged, the parents and students are financially responsible regardless of the circumstances of how they were lost or damaged.

Library Information

The library shall be organized as a resource center of instructional materials for the entire educational program. The number of library and reference books, periodicals, newspapers, pamphlets, information files, audio-visual materials, and other teaching and learning aids shall be adequate for the number of students and the needs of instruction in all courses.

School library rules are:

1. Books may be checked out of the library for two weeks and rechecked for an additional two weeks.
2. Each student may have three books (one to two book limit for grades K-2) out at one time, unless he/she is working on a report. Check with the librarian about checking out more than three books.
3. Each student may have two magazines (one magazine limit for grades 3-6) out at one time.
4. If a book is lost or damaged, it must be paid for by the person to whom it is checked out.
5. Students who repeatedly lose books or other materials will be subject to restriction or loss of library privileges.

Responsibility for the Selection of Materials

The Board of Education of the Melbourne School District is legally responsible for all matters relating to the operation of the Melbourne School System.

The responsibility for the selection of library instructional materials is delegated to the professionally trained personnel employed by the school system. The selection of instructional materials involves many people within the school system: principals, teachers, media specialists, students and parents (where applicable.) The criteria and guidelines used in the selection of these materials are available from the principal's office or the media specialist. Procedures concerning the challenging of materials are also available from the principals.

STUDENT POLICIES

Residence Requirements

Definitions:

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

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

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

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

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

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

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

Returning Students

Students currently attending Melbourne Schools will pre-register in the spring for the following year. Schedules will be available to students at student orientation or will be distributed in the student's home room on the first day of school.

Entrance Requirements

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 requirements 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 the Melbourne School District 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 Melbourne School District from an accredited school shall be assigned 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 to determine their appropriate grade placement.

No attempt will be made to ascertain the immigration status, legal or illegal, of any student or his/her parent or legal guardian presenting for enrollment.

Prior to a child's admission to a school in the Melbourne district:

1. The parent, guardian, or other responsible person shall furnish the child's social security number, or if they request, a nine (9) digit number designated by the Arkansas Department of Education will be assigned.

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 birth certificate
    - A statement by the local registrar or county recorder certifying the child's date of birth
    - An attested baptismal certificate
    - A passport
    - An affidavit of the date and place of birth by the child's parent or guardian
    - United States military identification

    Or

    - 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 school district or is a party to an expulsion proceeding.

4. Proof of immunization shall be provided. 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.

   Requests should be sent to the Director, Division of CD/Immunization, Arkansas Department of Health, 4815 W. Markham, Slot 48, Little Rock, Arkansas, 72205. Letters of exemption or denial will be issued to the school.

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 (Residence Requirements), within a 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 (Home Schooling) have been met.
3. The child will not be age six (6) on or before September 15 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 waiver form prescribed by regulation of the Department of Education must be signed and on file with the District administration office.
4. Any child who has received a high school diploma or its equivalent as determined by the State Board of Education.
5. Any child age sixteen (16) or above who is enrolled in a post-secondary vocational-technical institution, a community college, or a two-year or four-year institution of higher education.
6. Any child age sixteen (16) or seventeen (17) who has met the requirements to enroll in an adult education program as defined by A.C.A. 6-18-201 (b).
7. Students may attend school until graduation or through age 21. A.C.A 6-18-202

Home School/Non-Accredited Enrollment

Any student transferring from a non-public school (including home schooling) shall be enrolled and placement determined according to the following procedures:

1. The local school (or designee) shall administer a battery of examinations for grade placement or determination of credits.

2. A placement conference shall be held for any student who scores eight months or more below grade level on any of the basic areas (language arts, reading, and mathematics) or on the required achievement test. Conference participants shall include the school counselor, an administrator, and other personnel deemed necessary. The school administrator shall determine grade placement based on the data presented during the conference. The school shall retain the option to reconsider placement at any time during school year. If a student leaves an accredited public in order to attend a non-accredited school or a home school and then reenters Melbourne Schools, he/she will not be placed in a higher grade level from what he/she would have been if he/she had remained in a public accredited school.

3. The parent/guardian shall provide the school with a list of textbooks used by the student and a list of the courses taught.

4. The maximum credits that will be accepted for each year in attendance in home school cannot exceed the number of credits earned by a student enrolled in the Melbourne School District during a regular school year.

5. Students who receive home instruction will not have letter grades entered on their permanent record cards. When home schooled students enroll in Melbourne Schools, "Home Schooling" will be written in the attendance and grade section of the card. At the secondary level, courses will be listed and credit will be recorded by marking "cr" in the space provided for a grade.

6. Rank in class and grade point average will be determined only by credits earned while attending an accredited high school.

7. A student must attend accredited public or private school for a minimum of six semesters to be considered for honor graduate status. Summer school may not be substituted for a regular semester in order to meet this requirement.

8. The Melbourne School District will not award a diploma to any student transferring from a non-accredited school or from a home school program who does not meet all requirements necessary for graduation and who has not completed his/her last nine months of school at Melbourne Schools.

Home School Students Participating in Extra-Curricular Activities

Act 1469 of 2013 provides that home school students may participate in extra-curricular activities in a public school. These students shall be enrolled in exactly one class during the regular school day in order to participate. The parent or student shall notify the principal in writing prior to the try out period for the activity chosen in order to be eligible to participate. In most instances, this shall be prior to the beginning of the school year. Students must reside in Melbourne School District boundaries. Students participating shall be subject to all rules and discipline policies of Melbourne Schools. All students participating in extra-curricular activities under this act must comply with all provisions of the law.

Transfer Students

Any student who transfers to Melbourne Schools is required to meet the graduation requirements of the Melbourne School District. Students transferring from another accredited public school to Melbourne Schools in grades K-8 shall be placed in the exact same grade from which the transfer is made. Adjustments in placement may be made after enrollment if it is deemed necessary by the principal. In grades 9-12 a transcript of credits or certification of completion of grades K-8 shall be required of all students before completion of enrollment and placement. Melbourne Schools accepts students from freedom of choice.

School Choice

The superintendent will consider all applications for School Choice postmarked no later than May 1 preceding the fall semester the applicant would begin school in the District. The superintendent shall notify the parent or guardian and the student's resident district, in writing, of the decision to accept or reject the application by July 1 of the school year in which the student wishes to enroll.

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

The Melbourne School 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

school. Applications may be rejected that would cause the district to be out of compliance with applicable laws and regulations regarding desegregation. Letters of rejection shall state the reason(s) for the rejection.

When receiving applications the Melbourne School District shall not discriminate on the basis of gender, national origin, race, ethnicity, religion, or disability. The district will also not include academic achievement, athletic or other extracurricular ability, English proficiency level, or previous disciplinary proceeding, except that of an expulsion from another district.

The Melbourne Board of Education reserves the right, after a hearing before the board, not to allow any person who is currently under expulsion from another district to enroll at Melbourne Schools.

Students admitted under this policy shall be entitled to continued enrollment until they graduate or are no longer eligible for enrollment in the Melbourne School District. Any student admitted to this district under the provisions of this policy who chooses to return to his/her resident district during the school year voids the transfer and must reapply for a school choice admission if desiring to return to this district in the future.

Home Schooling

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

1. At the beginning of each school year, but no later than August 15;

2. By December 15 for parents who decide to start home schooling at the beginning of the spring semester, or

3. Fourteen (14) calendar days prior to withdrawing the child (provided the student is not currently under disciplinary action for violation of any written school policy, including, but not limited to, excessive unexcused absences) and at the beginning of each school year thereafter.

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

1. The name, date of birth, grade level, and the name and address of the school last attended, if any;

2. The location of the home school;

3. The basic core curriculum to be offered;

4. The proposed schedule of instruction; and

5. The qualifications of the parent-teacher.

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

Foster Children and Homeless Children

Act 1255 of 2005 requires schools to “immediately” enroll foster and homeless children whether or not they produce “required records”. However, this does not apply to students currently under expulsion from their previous school.

Homeless Students

The Melbourne School District will afford the same services and educational opportunities to homeless children as are afforded to non-homeless children. The Superintendent or his/her designee shall appoint an appropriate staff person to be the local educational liaison for homeless children and youth whose responsibilities shall include coordinating with the state educational liaison for homeless children and youth to ensure that homeless children are not stigmatized or segregated on the basis of their status as homeless and such other duties as are prescribed by law and this policy.

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

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

2.) have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;

3.) are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings;

4.) are migratory children who are living in circumstances described in clauses 1 through 3.

Attendance

Students are required by Arkansas statutes to attend school from ages 5 through 17 years. Specific age guidelines are determined by the Arkansas State Legislature as are any exemptions to this requirement.

Parent/Guardian Responsibility – It is the responsibility of the parent or guardian to see that the student is in attendance at school and to contact the principal or designee when absence is to occur.

School Responsibility – It is the responsibility of the school officials to monitor student attendance. If school officials have reason to believe that a student is away from school without permission, they may make reasonable efforts (phone or letter) to contact the parents or guardian. It is the responsibility of the school officials to contact the proper authorities when necessary.

Truancy/Excessive Absences - Melbourne Schools believe that students should be in attendance every day school is in session. Establishing a good attendance record is an important aspect of building a responsible work ethic. Absences should be limited to illnesses or family emergencies. Other absences will be counted as unexcused.

Excessive Absences:

The following consequences will result when a student has missed five and ten absences per semester.

5th Absence:

After the student's fifth absence, parents will be notified either by telephone or by a letter informing the parent or guardian of the number of absences and the adverse effect it may have on the student's academic achievement.

10th Absence:

On the 10th absence the following actions will occur:

1. A letter will be mailed informing the parents that if another absence occurs during the semester, the principal, and a committee appointed by the principal will evaluate the student's grades in classes, test scores, and the reasons for the absences to determine if failing grades will be issued. Each class will be evaluated individually on absences, scores, and reasons. A student may lose credit in any class with more than 10 absences even if she/he hasn't missed 10 complete days. **Students with more than 10 absences can be denied credit regardless of the number of excused or unexcused absences.** Parents may appeal to the attendance committee for an exclusion from attendance requirements prior to a student being absent beyond the 10 day limit. (Reference Act 1223 of 2011.)

2. After a student has accumulated 10 or more absences the proper authorities will be notified (DHS Hot Line, prosecuting attorney, etc.) as mandated by Arkansas Law.

3. Students who have active 504 plans or IEPs that contain reasons that students may need to be absent more than the 10 day limit will not be subject to the attendance conditions of this section.

Excused Absences:

<u>High School</u>

For students in grades 7th – 12th, it is required that the student present to the principal or designee a note written and signed by the parent or guardian explaining the nature of his/her absence prior to the student's attendance in class. The student will then be given an admission slip which must be presented to each teacher in class on the first day of the student's return. Students MUST obtain their admission slips from the office before they attend class. Failure to secure an admission slip prior to the start of class will be considered a tardy. Students should secure the admit slip from the office immediately upon their arrival at school. Admission slips are to be turned in to the last period teacher. The principal will determine if an absence will be excused or unexcused.

<u>Elementary School</u>

Students in Kindergarten – 6th grade will also need to bring a note from a parent or guardian explaining the nature of the absence. Notes from doctors, dentists, or other healthcare professionals should also be presented to their homeroom teachers who will send them to the principal's office. The principal will determine whether the absence is to be excused or unexcused. Note that if a note is not presented after an absence, the absence will be counted as unexcused.

An absence shall be interpreted as missing instruction whether it is for the entire day or any portion thereof regardless of the reason.

Related Legislation and Judicial Opinion:

The 1989 Regular Special Session of the Arkansas General Assembly dealt with several important educational concerns. Among the legislation enacted to address these concerns were the following:

- Act 70 of the Third Extraordinary Session of 1989 provides for civil penalties against parents with students with excessive school absences and for the suspension of the driver's license or learner's permit of a student no longer in school except in certain situations.

- Act 474 of 1989 provides civil penalties against parents who fail to attend a school conference where a plan to help their child master the basic skills is presented.

- Act 867 of 1989 allows school districts to enter into cooperative agreements with local law enforcement agencies to permit law enforcement officers to detain suspected truants.

Excused absences:

Absences will be excused for the following reasons:

- A maximum of three (3) days absence per semester with parent note for personal illness of the student. **Absences for personal illness beyond three (3) days will only be excused with doctor's note;**
- Personal injury, illness, or hospitalization of the student as verified by a professional;
- Hospitalization or death of a member of the immediate family (parent, grandparent, or sibling), notes not required;
- Other professional appointments which must have verification from that professional(examples: doctor, dentist, psychological counselors, National Guard duty, legal appointments, and court appearances **- excused only during scheduled time and travel to and from court building)**;
- Non-school educational activities authorized in advance by the building principal. These activities include but are not limited to student participation in elections as pages, participation in FFA, FCCLA or 4H programs. (Ref. A.C.A. 7-4-116, 6-18-220)

Unexcused absences:

All students are expected to be in class unless they are excused. The principal will determine if the absence is excused or unexcused. Students will not be permitted to make-up work missed because of unexcused absences.

Chronic or Extended Illnesses

Students who repeatedly miss school due to a chronic medical condition must provide a signed, dated letter from a physician stating the diagnosis of the condition. The letter must also include a statement from the doctor saying the medical condition may lead to absenteeism. The letter must be dated to cover the absences in the current school year.

Tardies

A student shall be prompt in arriving at school and to class. Any student who is tardy to school or to class must go by the principal's office to explain the reason why he/she was tardy and to pick up an admit slip to class.

7th – 12th Grade Consequences:

1st tardy – No disciplinary action

2nd tardy – Verbal warning

3rd tardy – Principal option and/or corporal punishment

4th and consecutive tardies – Referral to the principal for options and/or corporal punishment

5th tardy – Every 5th tardy in any one class will be counted as 1 unexcused absence for that class.

Excessive tardies after the 4th may result in the filing of a FINS petition or other disciplinary action.

Kindergarten – 6th Grade Consequences:

The tardy bell rings at 7:55. Students who arrive at school after the tardy bell must check in at the MES office and pick up a tardy slip.

After five (5) tardies, a letter will be sent to inform the parents of the number of tardies and request the necessary adjustments be made. Each accumulation of five tardies may be converted to one day absence. Excused tardies include verification of medical intervention and/or family emergency. After ten (10) tardies, a letter will be sent to the parents followed by a conference and/or telephone call.

Closed Campus

By school board action, Melbourne School District has a closed campus. Students are not permitted to leave school upon arrival at school without permission from the office. Students are not allowed to have visitors on campus.

School Organization Policy

1. Students have the right to join an existing club and shall not be restricted from membership on the basis of race, sex, national origin, or other arbitrary criteria except as stated below.

2. Students may be restricted to membership on the basis of their sex but only if the organization is entitled to Title IX exemption under the Bayh Amendment or other applicable exemptions.

3. School fraternities and societies are banned in Arkansas schools (Act 171 of 1929).

Activity Funds

All activity funds shall be received and disbursed through a central agent. All expenditures from the activity fund shall be by check. An accounting system shall be set up and audited annually. A financial statement shall be furnished for any activity upon request of its treasurer and sponsor. All clubs and organizations are responsible for their own operational expenses.

All proceeds from concessions (at athletic events) will go to the athletic department.

Class and Club Sponsors

Class sponsors are appointed for the seventh grade by the administration each year. The sponsors will stay with this class until it graduates. If a teacher-sponsor leaves, his/her replacement will assume the sponsorship of the club or class. No class or club will meet without the sponsor attending. All meetings will be held before school or at lunch.

School Organizations

- Art Club
- Beta Club
- Cub Staff
- Future Business Leaders of America (FBLA)

- Fellowship of Christian Athletes
- Family, Career and Community Leaders of America (FCCLA)
- Future Farmers of America (FFA)
- History Club
- Library Club
- Student Council
- Yearbook Staff

Permanent Records and Privacy of Students' Records

This school district abides by the Family Education Rights and Privacy Act of 1974. Public Law 93-380 provides in part that "all academic and personal records pertaining to individual students are confidential and can only be inspected by students, parents (custodial and non-custodial) and school officials."

This school and the act also require that schools must provide parents of students the opportunity to inspect these records and challenge any records that may be misleading, inaccurate or otherwise inappropriate.

Before the school will release personally identifiable data from the student's record, written permission (consent) from the parents of the student must be obtained.

Only in two specific instances is written permission not required:

1. Other school officials within the same school may request and receive a student's record.

2. Officials of other schools or school systems in which the student has enrolled may request and receive a student's record.

   When any student has reached the age of 18 or is attending an institution of post-secondary education, the law states that "the rights accorded to and the consent required of the parent of the student shall thereafter only be accorded to and required of the eligible student." The school district Board of Directors' policy regarding access to student records is in compliance with the Family Education Rights and Privacy Act. Student records include files, documents, tapes, films, etc. which contain personally identifiable information directly related to a student.

   Directory information will be identified by board policy (name, date of birth, place of birth, etc). The school district may release directory information without the prior consent of the student or student's parent or guardian if the following steps are taken:

   a) Notice of intention to release information that states the type of information to be released must be given.

   b) Student, parent or guardian knows that they have the right to refuse to permit release.

Educational records may be corrected following the procedures provided for correcting disciplinary records.

Request for records and other correspondence should be addressed to:

Melbourne Schools
P. O. Box 250
Melbourne, AR72556

Contact with Students While at School

Contact by Parents

Parents wishing to speak to their children during the school day shall sign in at the principal's office. Parents shall not go directly to any classroom on any campus without first checking in at the principal's office.

Contact by Non-Custodial Parents

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

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

Contact by Law Enforcement, Social Services, or by Court Order

State Law requires that Department of Human Services employees, local law enforcement, or agents of the Crimes Against Children Division of the Department of Arkansas State Police, may interview students without a court order for the purpose of investigating suspected child abuse. In instances where the interviewers deem it necessary, they may exercise a "72 hour hold" without first obtaining a court order. Other questioning of students by non-school personnel shall be granted only with a court order directing such questioning, with permission of the parents of a student (or the student if above eighteen [18] years of age), or in response to a subpoena or arrest warrant. The principal or his/her designee is prohibited from notifying parents if a student is questioned by investigators regarding a case of child maltreatment if the parent, guardian, custodian or person standing in loco parentis is named as the alleged offender.

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

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

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

Student Visitors

The Melbourne School Board and administration strongly believe 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 will be allowed only with the permission of the school principal and all visitors must first register at the office.

Parents, grandparents, legal guardians, business and community members are welcome and encouraged to visit all campuses of the Melbourne School District. To minimize the potential for disruption of the learning environment, visitors, for a purpose other than to attend an activity open to the general public, are required to first report to the school's main office. No one will be exempt from this requirement.

Parents and legal guardians are encouraged to participate in regularly scheduled visitation events such as school open houses and parent/teacher conferences. Additional conferences are best when scheduled in advance. Conferences shall be scheduled at a time and place to accommodate those participating in the conference. Visits to individual classrooms during class time are permitted on a limited basis with the principal's prior approval and the teacher's knowledge.

Parents wishing to speak with their child during the school day must register first with the office.

Building principals have the right to ask disruptive visitors to leave school campuses and are authorized to seek the assistance of law enforcement officers in removing any disruptive visitors who refuse to leave voluntarily.

Sex Offenders on Campus
Megan's Law

The Melbourne School District shall work with area law enforcement in a manner consistent with applicable state law and Arkansas Department of Education Regulations to communicate the presence of a sexual offender. When necessary, law enforcement may contact building principals and give them information concerning registered sex offenders. The decision regarding which school principals to notify rests solely with law enforcement officials who use a rating system to determine those needing to be notified according to the offender's dangerousness to the community.

Building principals should, in turn, notify any person who in the course of their employment is regularly in a position to observe unauthorized persons on or near the school's property. Those notified could include employees such as aides, bus drivers, coaches, maintenance staff, professional support staff, school level administrative staff, security personnel, teachers' assistants, and teachers.

It is important that school personnel receiving notice understand that they are receiving sex offender notifications in their official capacity and are not to disseminate information about an offender to anyone outside the school. If school personnel are asked about notification information by an organization using school facilities, they will be referred to the area law enforcement agency that issued the notice.

A parent or guardian who is a Level 1 or Level 2 sex offender shall be allowed to enter the school campus to attend parent-teacher conferences or any other activity which is appropriate for a parent, guardian or community member.

Level 3 and Level 4 sex offenders may only enter the school campus in the following instances:

1. The offender is a student attending school in the district;

2. To attend a graduation or a school sponsored event for which an admission fee is charged or tickets are sold or distributed;

3. It is a non-student contact day according to the school calendar or no school-sponsored event is taking place on campus;

4. The offender is a parent or guardian of a student enrolled in the district and goes directly to the school office to have school personnel deliver medicine, food, or personal items for the student;

5. The offender is a parent or guardian of a student and enters the school campus where the student is enrolled to attend a scheduled parent-teacher conference and the offender is escorted to and from the conference by a designated school official or employee.

A Level 3 and Level 4 sex offender who is the parent or guardian of a child enrolled in the district and who wishes to enter the school campus in which the student is enrolled for any other purpose than those listed above, must give reasonable notice to the school principal or his/her designee. The principal or designee may allow the sex offender to enter upon the campus provided there is a designated school official or employee to escort and supervise the sex offender while they remain on campus. The sex offender shall not enter upon the school campus until such time as a designated school official or employee is available.

Legal References: A.C.A. 12-12-913; A.C.A. 5-14-131

Conduct and Discipline

Disciplinary Guidelines

It is the policy of the Melbourne School District to encourage communication between students, parents, faculty and the administration. Through the use of effective school discipline we can create an orderly environment that is preventative in nature and conducive to learning.

Purpose

The purposes of the Melbourne School District Disciplinary Guidelines are:

1. To achieve remediation and to correct any unacceptable student behavior;

2. To develop the student's character and power of self-control; and

3. To interact with the student in ways so that the disciplinary action results in a positive and acceptable behavior change.

Each student has the right to:

- Have the opportunity for a free education in the most appropriate learning environment,
- Have the opportunity for freedom of speech and of the press (so long as the exercise of these rights is not disruptive),
- Be secure in his/her person, papers, effects against unreasonable searches and seizures; and reasonable privacy in regard to his/her possessions,
- Expect that the school will be a safe place with no fear of bodily harm,
- Expect an appropriate environment conducive to learning, not be discriminated against on the basis of sex, race, color, religion, age, national origin, or handicapping conditions, and
- Expect to be fully informed of school rules and regulations.

Each student has the responsibility to:

- Know and adhere to reasonable rules and regulations established by the local board of education and implemented by school administrators and teachers,
- Respect the human dignity and worth of every other individual,
- Refrain from libel, slanderous remarks, and obscenity in verbal and written expression,
- Study diligently and maintain the best possible level of academic achievement,
- Be punctual and present in the regular school program,
- Dress and groom in a manner that meets reasonable standards of health, cleanliness, modesty, safety and is not disruptive to the educational process,
- Help maintain and improve the school environment, preserve school property, and exercise great care while using school facilities,
- Refrain from gross disobedience, misconduct, or other behavior which would lead to any physical harm or to the disruption of the educational process,
- Respect the reasonable exercise of authority by school administers and teachers in maintaining discipline in the school and at school sponsored activities,
- Obey the law and rules so as not to be subject to ill effects or endanger others by the possessions of or the use of alcohol, illegal drugs, and other unauthorized substances, and
- Carry only those materials which are acceptable under the law and accept the consequences for unacceptable articles stored in one's locker, stored in or on one's desk, or carried on one's person.

Supervision of Students

It should be noted that all district personnel are responsible for the care and supervision of students and are authorized to hold every student strictly accountable for any disorderly conduct in school or on any property of the school, on any school bus going to or returning from school, during school sponsored activities or between class periods.

Punishment Options

Teacher Options:

- A conference is held with the student to obtain a commitment, oral or written, for correcting the behavior.
- Recess time is withheld for elementary students.
- The student is moved within the classroom.
- The student is placed in detention at noon.
- Parents of the student are contacted or a conference with the parents is held to inform them of the situation and obtain their assistance.
- The student is referred to the counselor and/or principal.
- In emergency situations, reasonable force may be used by school personnel to restrain a student or protect the student, other students, staff and citizens.

Other Teacher Options:

- Corporal punishment (administered by administrator or designee)
- Special writing assignment (minimal use)
- Verbal reprimand (warning)
- Charges for illegal behavior may be filed against the student with appropriate authorities having jurisdiction.

Principal or Designee Options:

- The principal contacts or holds a conference with the student and/or his/her parents for the purpose of accomplishing acceptable student behavior.
- The student is referred by the principal or his/her designee to the counselor or other educational, medical, social, or governmental agencies for assistance.
- The student is not permitted to attend any school related activities (day or night) for a defined period of time.
- The student's daily class schedule is changed by the principal.
- The student is assigned detention at noon, before, or after school.
- Recess may be withheld for elementary students and students will be required to work on homework during this time.
- The student is assigned in-school suspension.
- The student's driving privileges may be suspended.
- The student is placed on probation by the principal.
- In emergency situations reasonable force may be used by school personnel to restrain a student to protect the students, staff and citizens.

Other Principal Options:

- Corporal punishment
- Verbal reprimand (warning)
- Special assignments
- The student is charged for damages for destruction of school property.
- Charges for illegal behavior may be filed against the student with appropriate authorities having jurisdiction.

When other remedial and corrective options have not been successful, or when suspension is specified, the student is suspended from school by the principal for a period of time not to exceed ten (10) days, or by the superintendent in cases exceeding ten (10) school days to a maximum of ninety (90) days. It should be stressed that suspension or expulsion from school will be considered as unexcused by the attendance committee. (Every effort will be made to notify the parents in cases involving out-of-school suspension.)

Student expulsion is recommended when all other actions have not been successful or the nature of the behavior violation requires this action.

Important: Punishment for each offense mentioned may vary according to the severity of the offense.

The principal has the authority to add to or modify any punishment option to maintain an atmosphere conducive to an appropriate education.

Standards of Conduct

Compliance with the Melbourne Schools' standard of conduct is mandatory. The following rules and regulations were designed in order for the schools to operate in a safe atmosphere that is conducive to educational productivity. Many of the following standards are not only school standards, but they are also state and federal standards. As such, violations of those standards are subject to the offender being reported to legal authorities for prosecution and/or punishment, as well as school disciplinary actions.

Consequences for non-compliance of the Melbourne Schools' standard of conduct can range from a minimum consequence of referral to the building administrator's office, to a maximum of expulsion.

The following is a list of behaviors and their definitions that will be subject to the above consequences:

1. Disregard of directions:

   a) A student shall comply with reasonable directions or commands of teachers, intern teachers, substitute teachers, instructional assistants, principals, administrative personnel, superintendents, school bus drivers, lunchroom staff, or other authorized school personnel.

   b) Students will be considered insubordinate when they refuse to obey any rule or regulation of the school or school district or the reasonable instructions of school district personnel.

2. Disruption and interference with school:

   No student shall:

   a) Block the doorway or corridor.

   b) Prevent students from attending a class or school activity.

   c) Block normal pedestrian or vehicular traffic.

   d) Use violence, force, noise, coercion, threat, intimidation, passive resistance or any other conduct intentionally to cause a disruption.

   e) Refuse to identify himself/herself upon request.

   f) Commit or encourage scuffling, loud, distracting, unsafe and rude conduct.

   g) Bring toys (including electronic games, radios, iPods or other electronic devices) to school unless approved by the principal. In the event that toys, electronic devices, games, jewelry, or other items of value are brought to school, the school will not be responsible for the loss or damages to these items.

3. Students shall not bring laser pointers to school.

   A.C.A. 5-60-122 – Prohibits students from possessing laser pointers without the supervision of a parent, guardian, or teacher.

   A.C.A. 6-18-512 – Requires school districts to seize hand-held laser pointers in the possession of students.

4. Immorality – a student shall abstain from indecent and immoral acts.

5. Fireworks – A student shall not possess, handle or store any type of fireworks that reasonably could be a danger to himself/herself or to other students, that could cause damage to school property or that could be disruptive to the learning climate of the school.

6. Gambling – A student shall not participate in any activity which may be termed gambling or wagering where the stakes are money or objects of value.

7. Physical abuse or assault – A student shall not cause or attempt to cause physical injury to a fellow student or any other individual. Students involved in fights who fail to stop upon verbal instruction shall receive additional consequences. Since it is almost always impossible to accurately determine which student instigated the altercation, all students involved in a fight will receive some type of disciplinary action.

8. The possession of any firearm or other weapon prohibited on school property:

   a) A student shall not possess, handle or transmit a knife, razor, ice pick, explosive, pistol, rifle, shotgun, pellet gun or any other object that can be considered a weapon or dangerous instrument.

   b) A student shall not possess, handle or store contraband materials while on school property or at school sponsored events.

   c) Police will be notified of violations for possible prosecution in compliance with state laws.

   It is a class D felony for any person to possess a handgun upon public or private school property or upon any school bus or bus stop, or upon the property of any private or public institution of higher learning. No sentence under this statute will be suspended, probated, or reduced to a first offense. A.C.A. 6-18-502 requires a penalty of one year expulsion for possession of a gun or other weapon on school property.

   A.C.A. 5-73-128 – A person under age 19 who commits any weapons offense while on public school property or while on any school bus must be denied driving privileges for no less than 12 months and no more than 36 months.

   A.C.A. 5-27-206 – When a parent of a minor knows that the minor is in illegal possession of a firearm in or upon public or private school property, in or on the school's athletic stadium or other facility or building where school-sponsored events are conducted, or in a public park, playground, or civic center, and the parent or guardian fails to prevent the possession or fails to report the possession to the appropriate school official or law enforcement official, the parent shall be guilty of a Class B misdemeanor.

   Note: Other state laws regarding handguns may apply.

9. Using, without prescription, offering for sale, or selling illicit drugs or controlled substances by students on school property or at school sponsored activities.

   a) A student shall not possess, sell, use, transmit or be under the influence of any narcotic drug, amphetamine, barbiturate, marijuana, intoxicants or other controlled substances. This policy is consistent with sections 5145 of the Drug Free Schools and Communities Act amendments of 1989 (P.L. 101-226). Melbourne Schools follow a no tolerance policy which states that students who are in possession of, under the influence of, or are selling either illegal or prescription drugs for which they do not have a prescription, shall be expelled from school for no less than the remainder of the semester. See expulsion proceedings for more details.

   b) Controlled substances may be possessed and used by a student who has a prescription for the substance provided the substance remains in the container in which it was obtained from the pharmacist and is stored in the school nurse's office.

   A.C.A. 5-64-411 – A person may receive an enhanced sentence of an extra 10 years to any term of imprisonment for the offense of selling, delivering, possession with the intent to deliver, dispensing, transporting, administering or distributing a controlled substance within 1000 feet of a school.

10. Damage or destruction of school property - A student shall not cause or attempt to cause damage to school property or steal or attempt to steal school property. The school district will attempt to

recover damages from the student destroying school property. Students are responsible for books and other equipment in their care and are expected to return them undamaged or the students and their parents will be financially responsible for the damage or replacement. The principal will assess the amount of money due for damaged books.

11. Theft – A student shall not steal or attempt to steal property belonging to the school or public or private property of another person while under jurisdiction of the school. Students shall make restitution of any property stolen by them and shall be subject to other disciplinary measures.

12. Tobacco products – No student shall possess or use any tobacco products in any school building or on any property of the Melbourne School District, on any school bus, or on any related school activity.

    A.C.A 26-57-203, A.C.A 5-27-227 – According to Act 1235 of 2015 smoking or using tobacco, or products containing tobacco, in any form (including but not limited to cigarettes, e-cigarettes, cigars, chewing tobacco, and snuff) in or on any real property owned or leased by Melbourne School District, including school buses owned or leased by the district, is prohibited.
    With the exception of recognized tobacco cessation products, this policy's prohibition includes any tobacco or nicotine delivery system or product. Specifically, the prohibition includes any product that is manufactured, distributed, marketed, or sold as e-cigarettes, e-cigars, e-pipes, or under any other name or descriptor. Students who violate this policy may be subject to legal proceedings in addition to student disciplinary measures which include, but are not limited to, confiscation of tobacco products by either a certified law enforcement officer or a school official.

    The following guidelines will govern tobacco use for visitors on school property:
    - Appropriate signs illustrating the tobacco use policy will be prominently displayed.
    - Persons and organizations using the facilities will agree to abide by the tobacco free policy.
    - Visitors who are observed using tobacco products will be asked to refrain.
    - If the individual fails to comply, school personnel may ask the individual to leave school property.
    - Repeated violations may result in a recommendation to the superintendent to prohibit the individual from coming on school property.

13. Inappropriate exhibition of affection – Courting is defined as such actions as kissing, hugging, and caressing one another, etc. Melbourne Schools considers courting to be an inappropriate display of affection on school grounds or at any school sponsored activity or event, and will therefore not be tolerated or permitted.

14. Rules governing student vehicles:

    a) Students are to park and immediately exit vehicles and the parking area upon arrival at school.
    b) Students are to park vehicles in the student parking areas only.
    c) Students may not enter a vehicle or the parking area during the school day without permission from the principal.
    d) Vehicles are not to be moved during the school day unless permission is granted by the principal.
    e) Students shall drive cautiously and at a reasonable speed (5 mph) at all times on the Melbourne School District campuses.
    f) Students are required to carry liability and property damage insurance.
    g) If driving privileges are suspended or revoked, the student must ride the bus or the parent must provide another means of transportation.
    h) Students who are excessively late to school (five tardies or more per nine weeks) may have driving privileges revoked.

15. Cheating – Cheating in any form is strongly discouraged.

16. Profanity – A student shall not use abusive, vulgar or inappropriate language on the school campus or on school sponsored trips at any time. This restriction applies to "sound alike" phrases or expressions that are uttered for the same intent and purpose as the actual word or expression.

17. Classroom disturbance – Students will not be allowed to disrupt the educational process while in class.

18. Truancy – Truancy consists of being off campus or out of class without permission. A student shall not leave campus or a class at any time without permission from a school official.

19. Physical assault by a student on a school employee – A student who assaults, abuses, and/or batters a school employee shall be recommended for expulsion and/or prosecution by the proper authorities.

    Act 1046 of 2001 establishes an offense of communicating a death threat to a school employee or student as a Class D felony.

20. Bomb threats – A student who calls in a bomb threat and/or any other threat to the health and safety of students and employees will be referred to the legal authorities and will be suspended and/or recommended for expulsion.

    Act 567 of 2001 – The false report of an impending bombing to any educational institution is a Class D felony. A person who commits the offense of communicating a false alarm, if the person purposely initiates or circulates a report of a present, past, or impending bombing, fire, offense, catastrophe, or other emergency knowing that the report is false or baseless and knowing that it is likely: 1) to cause action by any official agency; 2) to cause any person to be in fear of physical injury; 3) to cause evacuation of a structure, vehicle, or public facility. This section is a Class A misdemeanor.

21. Prohibition of electronic communication devices – (See Cell Phone policy)

    Act 447 of 2001 allows students to possess electronic communication devices after normal school hours for extracurricular activities with principal permission.

22. Forgery of notes or signatures and/or falsification of general information – A student shall not forge a parent's name to any note, nor falsify telephone numbers and addresses on general information forms.

23. Gangs and gang activity – Gangs, secret societies, or other similar groups, whether organized in the community or in other settings, are prohibited on school property and at any school sponsored activity or event. Gang related activity, whether genuine or pretense that is identified by school officials will result in disciplinary action.

    Students who are arrested for gang related offenses, regardless of where the offense may have occurred, may face disciplinary action, depending on the circumstances of the arrest. Gang related activities include but are not limited to such activities as wearing apparel associated with gangs, displaying gang insignia, "throwing signs" or other gestures or language (however expressed) associated with gangs, intimidation, and threats. Because gang apparel and activities constantly change, the principal will determine the appropriateness of such activity or apparel.

24. Violence – Students shall not engage in any type of violent behavior.

    Act 1520 of 1999 requires school principals to report acts of threats or violence or any crime involving a deadly weapon by any person on school property or while under school supervision to

the appropriate law enforcement agency and to the superintendent. Also, the principal is required to notify any person who initially reported the incident that a report has been made to the law enforcement agency.

A.C.A. 5-13-301 – Threatening to cause death, serious injury, or substantial property damage with the intent to scare or intensely frighten another person constitutes terroristic threatening. This offense is a Class D felony, unless the threat is to merely cause physical harm or property damage; which is a Class A misdemeanor. If a threat that would otherwise be a Class A misdemeanor is made to a school employee, then it is a Class D felony.

25. Physical assault, abuse, or battery by a student on another student, teacher, or other school employee – Students are to keep their hands to themselves, and treat teachers/staff and fellow students with respect and courtesy. Horseplay and physical teasing, as well as shoving, striking, fighting, or threatening others with physical injury, etc. constitute(s) battery and/or assault, and are strictly forbidden. Profanity and rude abusive language directed at others is considered abuse, and this is also strictly forbidden. Violation of this policy will result in disciplinary action and may also constitute a criminal offense.

A.C.A. 5-13-201-203 – A person commits battery if he/she purposely makes physical contact with another person and causes bodily injury. Battery is a Class A misdemeanor. If the injury is to a law enforcement officer or a school employee, it is a Class D felony. Battery, which causes permanent disfigurement or disability, is a Class B felony.

26. 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.

Definitions:

Assault – This is the willful attempt or threat to inflict injury upon the person of another, coupled with the apparent present ability to do so. Any display of force that would give the victim reason to fear bodily harm is assault, even if touching or striking does not occur.

Battery – This is similar to assault, but requires unexcused physical touching or injury.

Abuse – This means to wrong in speech, to reproach coarsely, to disparage, to revile or malign. Use of profanity or vulgar expressions directed at another person is considered abuse.

27. Abuse or insult of a public school official.

A.C.A. 6-17-106 – a) any person who shall abuse or insult a public school teacher while that teacher is performing normal and regular or assigned school responsibilities shall be guilty of a misdemeanor and upon conviction be liable for not less than one hundred dollars ($100) nor more than one thousand five hundred dollars ($1500); b) each school district shall report to the Department of Education any prosecution within the school districts under this section.

A.C.A. 5-60-113 – It is unlawful for any person to threaten, curse, or use abusive language to a school bus driver in the presence of students.

28. Disorderly conduct – student behavior should not detract from the orderly atmosphere of the learning environment.

29. Hazing -

A student may face disciplinary action up to and including expulsion for immorality, refractory conduct, insubordination, infectious diseases, habitual uncleanliness, or other conduct that would tend to impair the discipline of the school or harm the other pupils, regardless of whether between school terms, regardless of the action occurring on school property, and regardless of whether a specific prohibition of the conduct is contained in this student handbook.

Dress Code

Melbourne School administrators recognize that among those rights retained by the people under our constitutional form of government is the freedom to govern one's personal appearance. When, however, dress and grooming substantially disrupts the learning process for the individual student, other students, or the learning climate of the school, it becomes a matter subject to corrective action. Student dress, grooming and appearance should be the responsibility of the individual and his/her parents under the following guidelines:

1. Dress and grooming should be clean and in keeping with health and sanitary practices.
2. Students may not wear clothing or accessories that can be hazardous to them in their educational activities.
3. Dress and grooming should not substantially disrupt the educational process. Any attire which causes undue attention will result in the student being punished. Examples of such attire include, but are not limited to, unbuttoned shirts and blouses, strapless or sleeveless blouses, transparent or see-through apparel, pants with holes above the mid-thigh and shorts that are too short, or clothing that is oversized to the point that it causes undue attention to the wearer. Per Act 835 of 2011, students are prohibited from wearing clothing that exposes the underwear or buttocks of any student, or the breast of a female both at school during the school day and at school sponsored activities.
4. The bottom of the shorts must reach mid-thigh (halfway between bend in hip to top of kneecap). Leggings may be worn as long as student's rear & front torso areas are covered. Per Act 835 of 2011, students are prohibited from wearing clothing that exposes the underwear or buttocks of any student, or the breast of a female both at school during the school day and at school sponsored activities.
5. A student shall not wear or use emblems, insignias, badges, or other symbols which cause substantial disruption or the interference with the operation of the school.
6. A student shall not wear clothing with vulgar language, suggestive captions, and alcoholic or tobacco advertisement.
7. Sunglasses, caps or hats are not to be worn in any building of the Melbourne School District. In addition, students are not to wear sunglasses, caps or hats in buildings during school related activities. In order to inhibit the spread of head lice, elementary students are not to wear hats or visors. Exceptions to this rule will be granted for students to wear "toboggan" type hats while outside during periods of cold weather. The principal must approve the wearing of hats for this reason.
8. For the health and well-being of the student, parents are asked to refrain from allowing shorts to be worn to school in cold weather. Outdoor playing requires clothing appropriate for the weather conditions. Suggested dates for the exclusion of shorts are October 15 through March 15; however, exact dates will be left to the discretion of the principal. Shorts must be hemmed. Baggy or oversized shorts are prohibited. Students in violation will be subject to disciplinary action and/or the loss of their privilege of wearing shorts.

9. All shirts or blouses must be long enough so that one's midriff does not show when the student's arms are raised.
10. Dress codes apply to all school related activities.
11. A student shall not be allowed to wear T-shirts or other apparel, items, or accessories, or visible tattoos which promote violence, aggression, or hate toward any particular group or people. For example, any logo, picture, or slogan which promotes or is identified with professional wrestling, hate groups, or music groups which promote violence, drugs, and sex, or which portray lewdness or vulgarity.
12. Students will not be allowed to wear heavy chains such as those which are attached to wallets or billfolds.
13. Students are not to wear pins, studs, rings, or other objects in any other visible parts of their bodies except their ears. Earrings must not be worn in a manner that causes undue attention and disruption to the educational process. Examples of this might include an excessive number of earrings which draws attention, or earrings which are excessively long.
14. Non-traditional hair colorings such as pink, blue, purple, etc. will not be permitted at school or at school functions. Non-traditional haircuts such as Mohawks, etc. will not be permitted.
15. Club sponsors, coaches and teachers may apply specific dress and appearance requirements for activities and events when, in their professional judgment, such requirements are necessary.

Detention/In-School Suspension Rules

1. The student will report to the principal immediately upon arrival at school.

2. The student will bring all books and study materials to the detention room.

3. No locker visits will be permitted.

4. The teachers will provide homework assignments for the following day.

5. The student will be seated and studying at all times.

6. The student will not be permitted to talk socially with other students.

7. The principal may assign written work for the student.

8. The student will be permitted two restroom breaks as needed.

9. Additional time may be added by the principal or designee for violations of the above detention rules and/or any other rules contained within this policy.

Corporal Punishment

Reasonable discipline may include the administration of corporal punishment to a student in the exercise of sound discretion by a certified employee, provided that corporal punishment shall not be excessive or unduly severe.

A. Corporal punishment can be administered according to the following procedures:

- It will be administered by or in the presence of at least one school administrator with at least one certified witness present.

- It will not be administered in the presence of other students, with malice, anger or in excess.

- Before corporal punishment is administered, the student shall be advised of the rule and infraction for which he/she is being punished in the presence of the witness. If the student claims innocence, the certified employee will permit the student to state his/her position. School officials are not required to conduct hearings with parent(s) or guardians or to obtain their permission prior to corporal punishment.

- Refusal to take corporal punishment will result in suspension, expulsion or other disciplinary measures.

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

Act 904 of 1977 authorized any teacher or principal to use corporal punishment in a reasonable manner for good cause in order to maintain discipline and order within the public school.

In 1977, the U.S. Supreme Court held that spanking children as a means of maintaining school discipline did not constitute cruel and unusual punishment in violation of the Eighth Amendment of the United States Constitution.

Suspension and Expulsion

Suspension Policy

The due process rights of the students and parents are as follows:

1. Prior to any out-of-school suspension, the school principal or designee, shall advise the pupil in question of the particular misconduct of which he/she is accused, as well as, the basis for such accusation.

2. The pupil shall be given an opportunity at the time to explain his/her version of the facts to the school principal or designee.

3. Written notice of suspension and the reason(s) for the suspension shall be given to the parent(s) of the pupil.

4. Any parent, or legal guardian of a pupil suspended shall have the right to appeal to the superintendent of schools.

5. Prior to such suspension, the principal or designee shall inform the student either orally or in writing about the infraction.

6. If the student denies the charges, the principal shall explain to him/her the evidence which forms a basis of the charges and shall permit the student to present his/her side of the story.

7. When the principal considers that out-of-school suspension is proper, he or she shall mail a suspension notice requesting a student/parent/principal conference within 24 hours, if possible.

8. Additionally, the suspension notice shall include the reasons for the suspension, its duration, the manner in which the student may be re-admitted to school, and the procedure for review of the suspension.

9. The principal or designee may require the attendance of the student involved at said conference as a condition for considering reinstatement.

10. When a student has been notified that he/she is suspended from school, he/she shall remain away from school premises until the principal or designee reinstates him/her, except that a suspended student may return to school premises when accompanied by his/her parent or guardian for any student/parent/principal conference.

11. If, in the conference, no decision is reached by the principal for reinstatement of the student or if any suspended student or his/her parent or guardian (when student is a minor) requests a hearing before the superintendent, the principal or designee shall extend the suspension of the student and shall furnish the superintendent of schools with a full report on the suspension within a period of five days from request.

12. The superintendent of schools or designee shall have the authority to revoke, terminate or otherwise modify the suspension and will notify the principal and parents of his actions within five days of receipt of the principal's request.

13. If the superintendent agrees with the suspension or modifies the suspension imposed by the principal and if the student or his/her parent so request, a hearing shall be scheduled before the school board within five days after the superintendent has notified the parent, or student of his/her action. The board may revoke, terminate, alter or modify the suspension.

14. A suspended student will be re-admitted to school after being suspended for ten school days including the day upon which the suspension was initially imposed, even if the appeal process has not been completed.

15. A suspension that does not amount to an expulsion for the remainder of the semester but is more than ten days is allowed if the student has been afforded notice, opportunity for a hearing and the same procedural rights as for expulsion.

16. Notwithstanding the policy concerning suspension and expulsion, students may be suspended indefinitely with notice; hearing and the other rights provided herein having been first given if the school is undergoing violent upheaval or if orderly educational processes have otherwise been substantially disrupted. This would apply only in rare instances such as riots or where emergency circumstances make it unreasonable for the administration and board to consider the case within the usual time. In all such cases, notices, hearings, and other rights shall be provided in accordance with the normal provisions at the earliest practical date after order is restored.

17. Suspension days will count as days absent in regard to the 10 day maximum that a student can miss without the denial of credit.

Expulsion Policy

1. The principal of a school may recommend that a student be expelled from school with loss of credit. A written recommendation to the superintendent shall include a statement of the charges against the student.

2. If the superintendent concurs with the recommendation, he/she shall schedule a hearing before the school board.

3. The school board may expel a student for the remainder of the school year, or permanently for conduct it deems to be of such seriousness as to make a suspension inappropriate where it finds that the student's continued attendance at school would be unacceptably disruptive to the educational program or would be attended with reasonable danger to other students and faculty members.

4. Permanent expulsion is appropriate only for those instances in which serious bodily harm occurred or reasonably could have been expected to occur to another person.

5. The superintendent shall give written notice, mailed within ten calendar days from the alleged incident which caused the expulsion recommendation to the parent if the student is a minor or to the student if he/she is an adult. Such a hearing will be conducted not earlier than three calendar days or no more than seven calendar days following the date of the notice except that the superintendent and the student's parent may agree in writing to a date not conforming to this limitation.

6. The notice also will state charges against the student in clear and concise terms, the names of witnesses who will appear against the student, and a brief statement concerning the nature of their testimony.

7. In every case of a hearing held by a school board regarding the expulsion of a student, the president of the board, or in his/her absence, another member selected of the board shall preside at the hearing. The student shall be entitled to representation by a lawyer or lay counsel.

8. The superintendent shall present evidence and may present witnesses or statements of those persons who have personal knowledge of the events or circumstance which give rise to the expulsion recommendation at the hearing.

9. The student or representative may then present witnesses or statements by witnesses with personal knowledge of the events and circumstances relevant to the issues.

10. Normally, formal cross-examination will not be permitted.

11. During the course of the hearing of the board determines that the credibility of any of the witnesses is an issue, cross-examination by the student, the superintendent, or their representative will be permitted.

12. Cross-examination should ordinarily be limited to the question or questions on which the credibility of the witness has become an issue.

13. The student may observe all evidence offered against him/her.

14. Members of the board may question any witness.

15. At the conclusion of the hearing, the board may discuss the matter and dispose of it by vote.

16. If the board does not expel the pupil with loss of credit, it may impose less severe disciplinary actions, such as long-term suspension, which may be with or without opportunity for make-up of school work. The board shall briefly state its findings in writing within ten days after the hearing.

17. The board shall make a record of the evidence taken at the proceeding by use of either a court reporter or a tape recorder.

18. If the student wishes, the record will be transcribed and a copy furnished to the student. Copies of all statements used as evidence will be included with the record.

19. The school administration has the responsibility to present the evidence to the board and the administration is entitled to open and conclude the hearings.

20. The president of the board or the presiding officer has the authority to limit unproductively long or irrelevant questioning by non-board members.

Group Hearings for Suspension or Expulsion

When two or more students are charged with violating the same rule and have acted in concert and the facts are basically the same for all such students, a single hearing may be conducted for them if the president of the board believes the following conditions exist:

- A single hearing will not likely result in confusion, and
- Students will have his/her interest substantially prejudiced by a group hearing.

If during the hearing, the president finds that a student's interest will be substantially prejudiced by the group hearing, a separate hearing may be ordered for that student.

Search and Seizure

Students have the right to be protected from unreasonable search and seizure by either state, federal or school officials.

School administrators have the responsibility to make a determination of the point at which the student's right to protection against unreasonable search and seizure is in conflict with the administrator's official duty to maintain a safe, orderly, and efficient school. Search and seizure by the administrator and/or his/her designee may occur when reasonable suspicion exists.

School authorities may search a student's locker/desk, or make personal search and seize any illegal contraband, dangerous weapons, or stolen property. Lockers and desks belong to the school district, and because they are school property, they are subject to periodic searches (specific searches with probable cause) within a legal framework. Search and seizure by law enforcement officials shall occur only when a warrant exists or when a trained drug dog indicates positive on a vehicle located on school property.

Anti-Bullying Policy

Pursuant to Act 681 of 2003, it is the policy of the Melbourne School District to maintain an environment that is free from "bullying". Bullying shall be defined as any willful action that is intended to harm, intimidate, create fear, or humiliate any other person; it may be physical, mental, or emotional; or any electronic act, regardless of whether the electronic act originated on school property or using school equipment, that results in the substantial disruption of the orderly operation of the school or educational environment. School employees who witness or have reliable information that bullying of a student occurred shall report the incident to the principal.

As defined in this policy, bullying will not be allowed on school property, at school sponsored events, or on school buses. As required by state law, any school employee who has witnessed, or who has reliable information that someone has been bullied shall report that incident to the school principal. Any person who files a complaint will not be subjected to retaliation or reprisal in any form. To better inform students of what bullying is, and what its consequences will be to the person who commits the act of bullying, and the consequences of being the victim of bullying, anti-bullying reminders will be posted prominently throughout the school. Complete policies will be provided to all students, employees, and parents.

Consequences:

When the principal receives notice that a student has been bullied, he/she will investigate the allegation fully. All parties having knowledge of the incident will be interviewed and will be asked to sign a written statement attesting as to what they had witnessed.

If facts indicate that bullying has occurred, the person who committed the act will be disciplined according to the school's discipline policies—that discipline may include, writing assignments about the harm that bullying causes, in-school suspension, or corporal punishment.

Repeated acts of bullying will require consultation with the student's parents, and will result in further disciplinary procedures such as out-of-school suspension or expulsion.

Sexual Harassment Policy

Purpose:

Sexual harassment is sex discrimination under Title IX. It is the policy of the Melbourne School District to maintain a learning and working environment that is free from sex discrimination, including sexual harassment.

Authority:

It shall be a violation of this policy for any member of the district staff to harass a student through conduct or communications of a sexual nature as defined below. It shall also be a violation of this policy for students or members of the district staff through conduct or communications of a sexual nature as defined below.

Definitions:

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

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

Sexual harassment, as defined above, may include, but is not limited to, the following behaviors: verbal harassment or abuse; pressure for sexual activity; repeated remarks to a person with sexual or demeaning implications; suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, etc; inappropriate patting or pinching; intentional brushing against a student's or employee's body; any sexually motivated unwelcome touching or remarks.

Procedures:

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

Upon receipt of a report of sexual harassment, the building principal or guidance counselor or other staff member shall immediately notify the Equity Coordinator without screening or investigating the report. If the report is given verbally, the principal, counselor, or staff member will reduce it to written form within 24 hours and forward it to the Equity Coordinator. Failure to report any sexual harassment report or complaint as provided will result in disciplinary action taken against that employee.

If the complaint involves the building principal or counselor, the complaint may be filed directly with the superintendent or Equity Coordinator. If the complaint involves the Equity Coordinator, the complaint may be filed with the superintendent. If the complaint involves the superintendent, the complaint may be filed with the Equity Coordinator.

The Equity Coordinator shall immediately authorize an investigation, which may be conducted by school officials. A written report on the investigation will be provided to the Equity Coordinator within 10 school days of the report of sexual harassment.

The investigation may consist of personal interviews with the person filing a complaint, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident or circumstances surrounding the complaint.

In addition, the District may take immediate steps at its discretion, to protect the person filing the complaint, students and employees pending the completion of the investigation.

The Equity Coordinator shall make a report to the superintendent within 2 school days of the completion of the investigation.

School District Action:

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

The result of the investigation of each complaint filed under these procedures will be reported in writing to the person filing the complaint by the District. If the harasser is a student, the report will document the action taken as a result of the complaint to the extent permitted by FERPA. If the harasser is an employee of the District, the report will document the action taken as a result of the complaint to the extent permitted by law.

Reprisal:

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

Elementary Playground and Building Rules

- Students are not to misuse any playground equipment. They are not to stand up in swings or on slides, and they should not push other students in swings from behind them. Only one person may sit in a swing at a time. Continued misuse of playground equipment will result in not being allowed to play on it.
- No rocks, gravels, sticks, etc. are to be thrown on the playground.
- No water guns, knives or other electric or battery gadgets (radios) are to be brought to school.
- Students are not to bring food or drinks to school unless it is part of their lunches.
- Students are not to leave the playground without the permission of the teacher on duty.
- When the weather is too bad for students to go outside for recess, they will remain in the classrooms, and they should be seated in their desks or on the floor playing quiet games, reading, coloring, etc.

- If a student needs to stay inside during recess, he/she should bring a note from his/her parents. If the student forgets to bring a note, the teacher should use his/her own judgment as to whether or not to allow the student to stay inside.

- Students must get permission from their teacher before using the telephone or copiers.

- Students are to walk and not run to and from the cafeteria, the buses and other buildings where they are going for classes or activities.

- Students are not to run in buildings and they are to walk around buildings rather than going through the halls unless it is raining.

- Students are not to climb or swing on rails for the steps. They are to stay off the gas tanks, air conditioners, and fences. Under no circumstance shall a student crawl under or go over the fence surrounding the playground.

- Students are not to push, shove, hit, or kick each other. No fighting or roughhousing will be allowed.

- Students are not to play tackle football.

- Students are to stay away from areas where they cannot be seen by the duty teachers.

- Hats and caps are not to be worn. Exception- During cold weather, hats that provide warmth for the ears may be worn outside. Toboggan style hats are not to be worn in the lunchroom or classrooms.

- Teachers on duty may handle problems in the following ways:

    - They may have students sit on the bench for a specified amount of time while the others play;
    - Depending on the severity of the offense, teachers may spank students , or ask the principal to spank the students for the misbehavior on the playground;
    - Students who do not behave or listen to the duty teacher will also be sent to the principal's office.

Note: Elementary playground rules are designed for the expressed purpose of keeping children safe and free from accidental or intentional harm, and for maintaining good order in the elementary school.

Melbourne Schools Drug Testing Policy

Mission Statement

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

Reasons for Testing:

1. To let all the students of the Melbourne School District 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. To confirm and support state laws which restrict the use of mood-altering substances.

3. To assist students of Melbourne Schools to resist the peer pressure that directs them toward the abuse or misuse of chemical substances.

4. To support parents/legal guardians in their efforts to keep their child/children off drugs.

5. To establish standards of conduct for students of the Melbourne School District who are considered leaders and standard bearers among their peers.

6. To deter chemical abuse or misuse by all students through the use of random drug testing.

General Provisions:

Illegal drugs are defined as drugs, or the synthetic equivalent or generic equivalent or derivative or drugs, which are illegal under federal, state, or local laws including, but not limited to, marijuana, heroin, hashish, cocaine, hallucinogens, depressants, stimulants and other drugs not prescribed for the user. Illegal drugs include steroids and its' derivatives or related substances which are not prescribed by a physician or are prescribed by a physician for use not authorized by the manufacturer of the drug.

Alcohol is defined as ethyl alcohol or any beverage containing ethyl alcohol.
School year is defined as a period from the first day of classes in the fall through the last day of classes in the spring including any activity or practice that begins prior to classes starting in the fall.

Procedures for Students:

Consent: Each student wishing to drive a motor vehicle to school or participate in any extra-curricular club, organization, or team activity, shall have custodial parent or guardian consent in writing to drug testing pursuant to the district's drug testing program.

No student shall be allowed to participate in any extra-curricular club, organization, or team activity, or drive a motor vehicle to school absent such consent. Students not involved in extra-curricular clubs or organizations may be allowed to voluntarily participate in the testing pool with a consent form signed by the parent.

Scope:

The provisions of this policy apply to all Melbourne School District grades seven through twelve whose parents/guardian sign consent forms. The drug screen tests for one or more illegal drugs. The superintendent or his designee may decide from week to week which illegal drugs shall be screened, but in no event shall that determination be made after selection of students for testing.

Student Selection:

Selection for random testing will be by lottery drawing from a pool of all students driving motor vehicles to school and/or participating in activity programs in the district. A single test can be required by a principal from a student for reasonable suspicion at any time. The superintendent shall take all reasonable steps to assure the integrity, confidentiality and random nature of the selection process including but not necessarily limited to: 1) assuring that the names of all participating students are in the pool; 2) assuring that the person drawing the names has no way of knowingly choosing or failing to choose particular students for the testing; 3) assuring direct observation of the process by the least intrusive means possible while assuring brevity, accuracy and privacy.

Approximately 5% of the student population in grades 7-12 will be tested monthly while school is in session. However, at the discretion of the superintendent up to 10% may be tested in any month. Any student refusing to submit to testing is considered to have a positive test.

Sample Collection:

Samples will be collected on the same day the student is selected for testing, or if the student is absent on that day, he/she will be tested on the next available testing date. If a student is unable to produce a sample at any particular time, the student will be allowed a reasonable time to provide the sample within the testing guidelines. All students providing samples will be alone in an individual stall with the door closed or in a bathroom alone with the door closed.

Testing Agency:

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

Prescription Medication:

A medical review will be conducted on each sample to consider the use of prescription drugs. Parents/guardians may be contacted by the testing agency to discuss the prescription drugs in the sample. The medical review by the testing agency will determine if a prescription medication detected in the test has been satisfactorily explained. Prescription medications not explained to the satisfaction of the medical review will be considered a positive test.

Procedure in the event of a positive result:

Whenever a student's test result indicates the presence of illegal drugs, the superintendent will contact the custodial parent or legal guardian to schedule a meeting to discuss interventions. In the event of a positive test result in which the parent/guardian disputes the results, the student's original sample can be retested by the original testing agency at the parent/guardian's expense. If the test result comes back negative, the district will resume the cost of the test and will discard the results of the initial test. If a student's initial test is positive and the parent/guardian requests another test on the sample, the procedure for a positive test will be followed until a negative result has been returned on the appeal.

First Positive Result:

Following a positive result the student is placed on probation for a period of 21 school days. During this 21-day period, the student may not participate in any extra-curricular events, clubs, organizations, teams or drive a vehicle on campus. The student will be recommended for counseling. Any cost incurred will be the responsibility of the parent/guardian. After the 21-day period, the student will be re-tested at the expense of the district for the next six (6) random tests. The tests will be administered on the next random testing dates following the probation period. If the re-test results in a negative reading, the student will be allowed to continue all activities and driving privileges. If a student ceases to be enrolled in the district before a probation period or consecutive testing following a positive result has been completed, the probation and testing will be completed upon re-enrollment in the district.

Second Positive Result:

For the second positive result in the same year or any two consecutive calendar years, the student will be suspended from participating in extra-curricular events, clubs, organizations, teams or driving on campus for eighty-eight school days. The student shall not participate in summer activities, but will be given credit on the eighty-eight day requirement for activities missed during the summer. The principal will determine if participation is allowed for academic reasons during the summer on a case by case basis. After the second positive result, the student will be retested at the expense of the district for the next six (6) random tests. The tests will be administered on the next random testing dates. If a student ceases to be enrolled in the district before a suspension of activities and driving privileges or consecutive testing requirement following a positive result has been completed, both will be completed upon re-enrollment in the district.

Limited Access to Results:

The results will be reported only to the superintendent or to such person as the superintendent may designate in his absence. Other employees will be informed only on a need to know basis as determined by the superintendent or principal with strict regard to confidentiality and privacy.

Academic Nature of this Policy:

No student shall be penalized academically for testing positive for illegal drugs. The results of the drug test pursuant to this policy will not be documented in any student's academic records. Information regarding the results of drug tests will not be disclosed to criminal or juvenile authorities absent compulsion by valid and binding subpoena or other legal process, which the district shall not solicit. Activities related to academic credit after normal school hours will be considered on a case-by-case basis by the superintendent and principal.

Other Disciplinary Measures:

The district, by accepting this policy, is not precluded from utilizing other disciplinary measures set forth in the student discipline policy. 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 or alcohol related activities.

Reasonable Suspicion Provisions:

The use or possession of illegal drugs or alcohol by a student on property under the control of the district or prior to entering property controlled by the district or at a district sponsored event where the illegal drug has the possibility of impairing the student is in violation of this policy and the student may be subject to drug testing. The presence of an illegal drug or its metabolites or alcohol in a student's body is considered possession. This provision does not preclude the district from utilizing other disciplinary measures set forth in the student discipline policy.

Reasonable suspicion is defined as a reasonable suspicion by an administrator or other district employee that a student has used, possessed or sold illegal drugs on district property or has used illegal drugs off of district property, but is on district property or at a district sponsored event while under the influence of the illegal drugs; or that a student has used or possessed alcohol on district property, but is off district property or at a district sponsored event while under the influence of alcohol, or that a student is abusing or misusing prescription medications or over the counter medications on district property or at a district sponsored event while under the influence of the prescribed medication.

Reasonable Suspicion with Alcohol:

Given reasonable suspicion, the following will occur:

- Reasonable suspicion such as a staff referral or information gathered during an investigation will initiate administrative contact with the student.
- The student will be directed to an office or other suitable area where he/she will be kept in observation and questioned regarding the concern of alcohol consumption.
- The student may at this point confirm or deny the report.
- If the student denies the report and reasonable suspicion still exists, the student will be informed of our less invasive means of detecting breath alcohol and be asked to speak/breathe across the intake port of a passive alcohol sensor.
- If the student continues to deny the alcohol use, a breathalyzer administrated by the local police may be used.
- If it is determined that the subject has consumed alcohol and is in violation of the zero tolerance policy, the discipline policies in this handbook will be applied as well as possible legal action.

Examples of reasonable suspicion include, but are not limited to:

- Eyewitness evidence by a district official, administrator or employee.
- Eyewitness evidence of another person plus additional evidence.
- Individualized suspicion possessed by an employee of the district that is based upon a reasonable suspicion and/or reasonably reliable evidence.

Bus Rules and Responsibilities

1. The bus driver is responsible for referring discipline problems to the principal.

2. A student may be suspended from transportation and/or school as a result of misconduct on the bus. The action can only be taken by the principal or designee. The student will be permitted to ride the bus until his/her parents have been notified.

3. During suspension of bus privileges, it shall be the parent's or guardian's responsibility to provide the student's transportation to and from school.

4. Students must be at the bus stop at the scheduled time. They must stand about ten feet from the bus stop and wait until the door is opened before moving closer to the bus.

5. While waiting for the bus, pupils must remain in a safe place away from traffic. If students miss the bus, they must NOT attempt to hitch hike or walk to or from school.

6. While loading or unloading, students must enter the bus or leave the bus orderly and quickly. Students must conduct themselves in a manner that will not distract the attention of the driver or disturb other riders on the bus.

7. Students are not to ask the driver to let them off the bus at town, at the store, or another place except the designated bus stop.

8. Students must not interfere with drivers doing their jobs.

Not complying with the following rules and procedures will result in a disciplinary referral:

A. Excessive noise and disruption – lack of courtesy and respect.
B. Fighting or scuffling on the bus or at the bus stop.
C. Deliberate delay of loading or unloading the bus.
D. Deliberate defiance or refusal to cooperate with bus driver.
E. Obscene and unacceptable language, gestures, remarks or signs.
F. Throwing items of any kind inside the bus, at the bus, or out of the bus windows.
G. Tobacco infraction.
H. Extending hands, arms, or any portion of the body out of the bus window.
I. Destruction of property.
J. Tampering with equipment – deliberate vandalism.
K. Refusal to stay seated. Students are required to be seated by Act 1774 of 2001.
L. Interference with the normal operation of the bus which results in jeopardizing the driver's or student rider's safety.
M. Violation of any other rule of student conduct which governs student behavior at Melbourne Schools.
N. Illegal use of or possession of controlled substance.
O. Other conduct prejudicial to maintenance of good order and safety.

Should following any of the rules become a problem, the principal will take disciplinary action as follows:

First Offense: A warning will be issued to the student with a report to the parent or guardian, unless the severity of the action warrants immediate discipline. The parent or guardian's notification should prevent a recurrence of the problem.

Second Offense: Disciplinary action will be taken, or a second warning will be issued at the discretion of the principal and depending upon the seriousness of the offense.

Third Offense: Riding privileges will be taken away. The length of the suspension shall depend upon the seriousness of the offense. A report will be made to the parent or guardian.

Student Health

Insurance

Each year the board selects an accident policy to be offered to students on a purely voluntary basis. Additional coverage for around the clock protection may also be purchased. All students who participate in interscholastic sports are encouraged to carry an insurance policy.

Medication

Medication Administration Policy (revised June 08)

School personnel **will not** administer medications to a student on any school premises unless the student requires the medication to attend school.

The physician and parent/guardian must complete a Medication Administration Release Form (MARF). A separate MARF will be required for each medication administered and should include possible side effects of the medication. **Handwritten notes are not acceptable.**

All medication must be brought to school by a parent/guardian. Students will not be allowed to transport medication to school themselves.

All medications must be in the original container and dispensed directly from the original container. The label should include the student's name, current date, name of the medication, dosage, and time to be given. (Pharmacists will provide a second container to send to school upon parent's request.) There should only be enough medication needed for school administration. Example: If the doctor prescribes an antibiotic 4 times a day for 7 days, there will be one daily dose administered at school. This will typically be for a five-day period at school and five doses will be needed.

All medication will be dispensed only as directed on the prescription label. Changes will only be made with a written Physicians order or a Physician telephone order to the school nurse.

Over-the-counter (OTC) non-prescription medication will be given at school only with a **physician order** for a specific circumstance and a specific length of time, such as an injury or **documented chronic conditions.**

All medication for students K-12 will be locked in a limited access space with the exception of rescue inhalers and epi-pens.

Asthmatic students will be allowed to carry and use their inhalers and/or epi-pens according to physician's directions. Written orders along with an Asthma Action Plan from their physician and written permission for the parent/guardian along with a signed MARF must be on file in the nurse's office. Inhalers and Epi-pens must have a label with the student's name, current date, expiration date, name of medication, dosage and administration instructions.

Medication to be given three (3) times a day or less **WILL NOT** be given at school **UNLESS** there is a written statement from the doctor. The note must state that the medication **MUST** be given at school. This includes all antibiotics.

If your child has bee, wasp or environmental allergies that require medication please bring at least one 1 dose of the medication to school in the **ORIGINAL CONTAINER**.

All students must provide their own medications, cough drops and throat lozenges. Melbourne Public Schools **WILL NOT** provide medication to any student.

Wellness Plan

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

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

Snacks may be provided or distributed by the school as part of the planned instructional program. Snacks can be provided by parents as long as they meet the United States Department of Agriculture Snack Patterns.

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

Head Lice

Protocol for the control of pediculosis (lice):

Pediculosis (lice) is a mildly contagious infestation caused by head, body or crab lice. The hairy portions of the body are infested and evidence of larvae (eggs/nits) or live lice will be found in the skin eruptions around the hairlines. Diagnosis is made by the presence of lice in the hair or nits on the shaft of the hair.

Because a nurse is not in every building every day, it is very important that other personnel such as administrators, teachers, aides, and secretaries are instructed in the appropriate method of screening for pediculosis.

When a student is suspected of having pediculosis, the following steps will be taken:

1. The designated screener will inspect the hair of any student who is suspected of having pediculosis. This will include the area above the forehead, ears, and the occiput. Disposable sticks or combs may be used to allow close observation. Disposable gloves are not necessary but may be used if the examiner prefers to do so. If a student is found to have pediculosis, the examiner will wash hands before going to the next student or dispose of gloves and apply another pair.

2. If a student is found to have pediculosis, the nurse or examiner will determine which students have had reasonably close contact with the infected student and will arrange screening for those students. This will include the infected student's close friends, seat mates on the bus and car pool, playmates and siblings.

3. Students who have been identified by the nurse or other examiner, as having pediculosis receive a "Notice of Head lice" form to take home. Before the student may return to school, treatment will be carried out by the parent/guardian and a note sent to the school stating that it has been done. An efficient method of obtaining documentation from the parent that treatment has been initiated

and appropriate care of the household has occurred would be to request that the parent sign a copy of the "Notice of Head lice" form and state that all measures have been followed. When a student has had more than one infestation during the school year, they are to be excluded until their hair is completely nit free. This is the only time that requiring the child to be "nit free" will apply.

4. For a period of two weeks following an infestation, the designated screener will continue to inspect the child.

5. The school nurse or designee will be responsible for giving medical direction. Any information sent to parents about pediculosis will be reviewed by the principal and school nurse. If multiple cases have occurred within a classroom, it is permissible to notify the parents/guardians of everyone in the class.

Treatment for pediculosis may be obtained with a prescription from a doctor or from a pharmacy. If appropriate treatment has occurred, it is not necessary for a child to be nit free to return to school, however, students who have been identified with head lice (nits or live lice) for a second time within the current school year will be excluded from school until all evidence of lice and nits are gone.

Families with repeated infestations of pediculosis may need additional instruction from the school nurse and the Arkansas Department of Health.

Other Health Issues

Documentation of health teaching should be made.

The public schools of Arkansas are charged with the responsibility of reporting to the Arkansas Department of Health on the immunization of students. Therefore, students must provide evidence of completing the required immunizations.

If students do not have the immunizations required by the Arkansas Department of Health, they will have 30 calendar days to produce the documentation or be excluded from school. Immunization exemptions are for religious or medical reasons only and must be properly authenticated through the Arkansas Department of Health.

Parents are also asked to complete an emergency treatment form giving the school permission to take the student to the doctor if the parent cannot be reached. In case immediate attention of a physician is necessary, the child will be taken to the family physician or other appropriate medical facility and the parents contacted. If no choice of physician is indicated on the emergency card and immediate attention is necessary, the child will be taken to a doctor. The school assumes no financial responsibility for treatment.

In the event that a parent or guardian does not provide the school with the required contact information at the beginning of the year, the school will notify the sheriff's office to make contact with the parent/guardian in case of an emergency.

Communicable Diseases

Any student of Melbourne Schools who has suffered a communicable disease shall be readmitted upon the presentation of a permit from a licensed physician or the county health nurse.

Accident or Illness

Any student who becomes ill or injured at school will be cared for by the teacher, principal, or school nurse and parents will be notified if the severity of the accident or illness warrants notification. In the event that a

parent/guardian cannot be contacted, the student will be treated by the family doctor at the parent's expense. In extreme emergencies, a student may be transported by ambulance with the school assuming no financial responsibilities.

Dyslexia Screening (Grades K-2)

All students in grades K-2 will be screened for Dyslexia using the Dynamic Indicators of Basic Early Literacy Skills. (DIBELS). Grades 3 and higher will be screened upon recommendation by a teacher noting the difficulty. If this screening indicates markers for Dyslexia, students will be evaluated and served in accordance with the provisions of ACT 1294 of 2013.

Fire/Tornado/Emergency Drills

In accordance with state regulations, fire drills will be conducted periodically. Tornado drills shall be conducted in accordance with state law. The plans for leaving the building are posted in each room, and the students have been instructed on plans and warning signals.

Other types of emergency drills may also be conducted. These may include, but are not limited to:

- Earthquake
- Act of terrorism
- Chemical spill
- Panic Button Alert System check

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

ACADEMIC INFORMATION

Schedule Changes

Students will not be allowed to change class schedules after class has met five (5) times the first semester and five (5) times the second semester. If this occurs, the result will be an "F" on the transcript. Before any student will be allowed to change class during the first five sessions, he/she will have to meet with the teacher for the class he/she wishes to leave and with the teacher of the class he/she wishes to enter. The student must have the recommendation of the teacher and counselor or principal. Students enrolled in AP will be allowed to drop from an accelerated class until the class has met ten (10) times in a semester. The principal may change a student's schedule for emergency situations after the five day period.

Curriculum

Early Childhood Curriculum

The Melbourne Elementary early childhood curriculum is developmentally appropriate for the age span of the children within the groups and implemented with attention to the different needs, interests, and developmental levels of those individual children. This curriculum is aligned to the Arkansas Curriculum Frameworks.

Elementary Curriculum

The core curriculum for grades K-8 shall encompass all types of developmentally appropriate learning experiences and provide for differences in rates of learning among children. It shall emphasize overarching processes of reasoning and problem solving, communicating, connecting (linking knowledge, skills, and other understandings within and across disciplines to real-life situations), and internalizing (acting on the learning to make it meaningful, useful, and worthwhile). English Language Acquisition Standards shall also be used for all English Language Learners (ELL) students at all grade levels.

Kindergarten – Fourth Grade Curriculum

Reading, writing and mathematics shall be incorporated into all curriculum areas. All students shall receive instruction in each content area annually.

Language Arts

- Reading
- Writing
- Listening, Speaking, Viewing

Mathematics

- Number sense, properties, and operations
- Measurement
- Geometry and spatial sense
- Data analysis and statistics
- Patterns, algebra, and functions

Social Studies

- History and culture of Arkansas (a unit at each grade level with emphasis at grade 4), the nation, and the world (including foreign language experiences)
- Geography
- Economics
- Civic education
- Social sciences processes and skills

Science
- Life science systems
- Earth/space systems
- Physical systems
- Environmental education

Tools for Learning
- Technical skills: research and information skills, use of computers and calculators
- Data gathering: use of data banks, atlases, dictionaries, almanacs, networks, news sources, and interviews

Fine Arts
- Visual arts instruction, appreciation, and application
- Performing arts instruction, appreciation, and application

Practical Living Skills/Career Exploration

Health and Safety Education and Physical Education

Fifth – Sixth Grade Curriculum

Reading, writing, and mathematics shall be incorporated into all curriculum areas. All students shall receive instruction in each content area annually.

Language Arts
- Reading
- Writing
- Listening, Speaking, Viewing

Mathematics
- Number sense, properties and operations
- Measurement
- Geometry and spatial sense
- Data analysis and statistics
- Patterns, algebra, and functions

Science
- Life science systems
- Earth/space systems
- Physical systems
- Environmental education

Social Studies

- United States - Beginnings to 1820's (grade 5)
- World - Beginnings of Human Civilization to 1500 A.D. (Grade 6)
- History and culture of Arkansas (a unit at grades 5 and 6, with emphasis at grade 5), the nation, and the world (including foreign language experiences)

- Geography
- Economics
- Civic education
- Social science process skills

Keyboarding
Physical Education

Fine Arts

- Visual arts instruction, appreciation, and application
- Performing arts instruction, appreciation, and application

Health and Safety

Tools for Learning

- Technical skills: research and information skills, use of computers and calculators
- Data gathering: use of data banks, atlases, dictionaries, almanacs, networks, news sources, and interviews

Career and Technical Education

Elementary Retention Policy

Promotion of pupils in grades K-6 will be the combined responsibility of the principal, the teacher(s) who have worked with the pupil, the counselor, and the parent/guardian, who will form a retention committee for that student. A recommendation for retention will be determined by the classroom teacher who will present justification for retention to the principal and counselor. The classroom teacher will make the parent/guardian aware of the possibility of retention at the end of the 3rd nine week grading period. The committee will determine whether the child will be retained in the present grade, or whether the student will be promoted. This meeting will occur two or three weeks before the end of the school year.

Students in Kindergarten and First Grade will be assessed for developmentally appropriate grade level performance during the second semester of each school year. Assessment data used to determine the students' appropriate grade levels will include classroom performance, attendance records, teacher observations, mastery of skills checklists, standardized test scores (those scores that are in the bottom quartile), and samples of student work.

Students in Kindergarten and First Grade who are determined through these assessments to be below grade level will be placed into a program of planned intervention strategies.

The promotion or retention of K-6 students who attend resource room classes will be determined by the successful mastery of their Individualized Education Plan (IEP).

Factors that will be considered in student retention include: chronological age, physical size, academic ability, social maturity, and academic performance (daily and weekly assignments for quality and quantity). Students in Kindergarten and First Grade will be retained if that student is determined to be significantly below proficiency at the end of the year in reading and math. This will be determined by the classroom teacher who will present justification for retention to the principal and counselor followed by a meeting of the retention committee for that student.

Students in grades 2-4 must have a passing grade in math and reading in order to be promoted to the next grade level. If a student has a final average of "F" in any three subjects, that student will be retained based on the agreement of the retention committee.

Students in grades 5-6 must pass a minimum of one semester in each basic subject and a total of 5 semesters of the five core subjects (English, reading, math, science and social studies). A student cannot fail both semesters of any core subject and be promoted to the next grade level. In these instances retention is automatic.

Any student who misses over 20 days of school for the school year will automatically be considered for retention whether the days are excused or unexcused. Twenty unexcused days will be an automatic retention.
In accordance of Act 35 of the 2nd Extraordinary Session of 2003, Section 7.03, students in grades one through eight (1-8), identified for an AIP who do not participate in the remediation program shall be retained.

High School Curriculum

Melbourne High School offers a variety of course work to prepare students for life beyond high school. This preparation includes providing course options through Virtual Arkansas in ways that help provide students with the ability to better equip themselves for the technological age in which we live. In addition to on-campus classes, students have the opportunity to attend concurrent credit classes, during the school day, at Ozarka College. Students must follow the guidelines found in the concurrent credit section of this handbook. Students also have the opportunity to earn credits toward graduation through correspondence courses administered through accredited institutions.
Arkansas Code Annotated (A.C.A.) §6-15-2012 requires that before a student's graduation from high school, a high school shall assess the student's college and career readiness and shall provide a transitional course designed to help the student reach college and career readiness standards. The transitional courses to be offered at Melbourne High School are Algebra III for math course, which counts towards graduation requirements, and Transitional Literacy, a career focus credit, which does not count towards graduation requirements.
Arkansas schools may fulfill the requirement to determine the **college and career readiness (CCR)** of a student by offering any of the following assessments. Students scoring below the following benchmarks have not met the CCR determination:

- 19 on the mathematics section of the ACT/19 on the English
- 19 on the mathematics section of the PLAN/15 on the English
- 42 on the mathematics Grade 10 PSAT/44 on the 10th grade writing
- 46 on the mathematics Grade 11 PSAT/47 on the 11th grade writing
- 41 on the COMPASS Algebra test/80 on the writing skills test
- 39 on the ASSET Intermediate Algebra test/45 on the writing skills test
- 460 on the math portion of SAT/450 on the writing

Courses offered at Melbourne High School are listed below.

Grades 7-8:

Mathematics – Math 7, Algebra I, Pre-Algebra 8

English – English 7, English 8

Social Studies – Arkansas History, Social Studies 7, Social Studies 8

Science – Science 7, Science 8

(A Pre-AP course may also be offered in each of the four core areas.)

Music – Beginning Band, Music 7, Music 8, Intermediate Band

Physical Education/Health – P.E. 7, P.E. 8, Athletics, Health 7, Health 8

Art – Art 7, Art 8

Vocational – Career Orientation 8, Intro to World Agri Science, Family and Consumer Sciences Investigation, Keyboarding, and Intro to Computer Technology

Graduation Requirements

The state of Arkansas requires 22 units for graduation. Melbourne School District requires students to have 1 additional unit, a total of 23, for graduation. Students may choose to complete the Smart Core Curriculum or the Core Curriculum to satisfy graduation requirements.

Smart Core Curriculum Policy

Smart Core is Arkansas's college- and career-ready curriculum for high school students. College and career readiness in Arkansas means that students are prepared for success in entry-level, credit-bearing courses at two-year and four-year colleges and universities, in technical postsecondary training, and in well-paid jobs that support families and have pathways to advancement. To be college and career ready, students need to be adept problem solvers and critical thinkers who can contribute and apply their knowledge in novel contexts and a variety of situations. Smart Core is the foundation for college and career-readiness. All students should supplement additional rigorous coursework within their career focus.

Students entering the seventh grade must choose the Smart Core Curriculum or the Core Curriculum. Upon completion of the sixth grade, each student's parents or guardians will receive a letter explaining the differences and options between these choices. Both the Smart Core and Core Curriculums will be outlined in this letter. Arkansas law requires that students complete 22 units if they choose the smart core option. However, Melbourne Schools require 23 units total to qualify for graduation. Prior to the start of each school year, a parent meeting will be held for seventh and ninth grade orientation. During this meeting, the principal and counselors will discuss the various elements of the two curriculum choices. All students will participate in the Smart Core unless the parent or guardian waives a student's right to participate. In the case of a waiver, the student will be required to participate in the Core Curriculum. Should a student and his/her parents decide to change from one curriculum to another, the parent will sign a document indicating that they wish for their child to be moved into the other program. Each student's parents will be required to sign consent forms indicating that they have been informed of and clearly understand the choices they have for their children. Students who transfer to other schools will have their informed consent forms and all other appropriate records forwarded to their new school. Informed consent documents will become a part of each student's permanent record. Staff will periodically attend continuing education workshops to stay current in Smart Core/Core Curriculum procedures.

Beginning with the entering 9th grade class of the 2014 – 2015 school year, each high school student shall be required to take at least one digital learning course for credit to graduate regardless of smart core or core curriculum choice. (Act 1280 of 2013)

Smart Core Curriculum

English – 4 units

- English 9th grade
- English 10th grade
- English 11th grade
- English 12th grade
- Transitional Literacy (does not count as a unit)

Mathematics – 4 units(or 3 units of math and 1 unit of Computer Science*) At least one MATH unit must be taken in Grade 11 or Grade 12.

- Algebra I or Algebra A&B (Grades 7-8 or 8-9)
- Geometry or Investigating Geometry or Geometry A&B (Grades 8-9 or 9-10)
- Algebra II
- Fourth Math—Choice of: Pre-Calculus, Calculus, Trigonometry, Statistics, Computer Math, Algebra III(Transitional Math course), Computer Science and Mathematics, or an Advanced Placement Mathematics course. (Comparable concurrent credit college courses may be substituted where applicable.)

Science – 3 units with lab experience (or 2 units with lab experience and 1 unit of Computer Science*):

- Biology – 1 unit (All students must have 1 unit in Biology, IB Biology, ADE Biology, ADE Approved Biology Honors, or Concurrent Credit Biology.)
- Physical Science, Chemistry, or Physics – 2 units

Social Studies – 3 units

- Civics – ½ unit
- World History – 1 unit
- U.S. History – 1 unit
- Other Social Studies – ½ unit

Oral Communications – ½ unit
Physical Education – ½ unit
Health and Safety – ½ unit
Economics – ½ unit (may be counted toward Social Studies or Career Focus)
Fine Arts – ½ unit
Career Focus – 6 units

***Computer Science – (optional**) A flex unit of Computer Science and Mathematics, Essentials of Computer Programming, AP Computer Science, or IB Computer Science may replace the 4th math requirement or the 3rd science requirement. Two distinct units of the computer science courses listed above may replace the 4th math requirement and the 3rd science requirement. If the 4th math requirement and the 3rd science requirement have been met through other coursework, any of the computer science courses listed above may be used for career focus credit.

Parents or guardians may waive the right for a student to participate in Smart Core and instead to participate in the Core curriculum. The parent must sign the separate Smart Core Waiver Form to do so.

Core Curriculum

English – 4 units

- English 9th grade
- English 10th grade
- English 11th grade
- English 12th grade
- Transitional Literacy (does not count as a unit)

Mathematics – 4 units (or 3 units of math and 1 unit of Computer Science*)

- Algebra I (or Algebra A & Algebra B - each may be counted as one unit of the 4 unit requirement)
- Geometry (or Geometry A & Geometry B - each may be counted as one unit of the 4 unit requirement)

All math units must build on the base of algebra and geometry knowledge and skills.

Science – 3 units (or 2 units with lab experience and 1 unit of Computer Science*)

- Biology - 1 unit (All students must have 1 unit in Biology, IB Biology, ADE Biology, ADE Approved Biology Honors, or Concurrent Credit Biology.)
- Physical Science, Chemistry, or Physics – at least 1 unit
- other ADE approved science

Social Studies – 3 units

- Civics - ½ unit
- World History - 1 unit
- U.S. History - 1 unit
- other social studies – ½ unit

Oral Communications – ½ unit
Physical Education – ½ unit
Health and Safety – ½ unit
Economics – ½ unit (may be counted toward Social Studies or Career Focus)
Fine Arts – ½ unit
Career Focus – 6 units

*__Computer Science – (optional__) A flex unit of Computer Science and Mathematics, Essentials of Computer Programming, AP Computer Science, or IB Computer Science may replace the 4th math requirement or the 3rd science requirement. Two distinct units of the computer science courses listed above may replace the 4th math requirement and the 3rd science requirement. If the 4th math requirement and the 3rd science requirement have been met through other coursework, any of the computer science courses listed above may be used for career focus credit.

Correspondence Courses

Students wishing to meet requirements by taking correspondence courses must get approval of the superintendent or the principal for such courses. No more than two units of credit earned by correspondence may be applied toward graduation from Melbourne High School. These credits must be earned through an accredited institution approved by the Melbourne High School administration.

Career Focus

All units in the career focus requirement shall be established through guidance and counseling at the local school district based on the students' contemplated work aspirations. Career focus courses shall conform to local policy and reflect state frameworks through course sequencing and career course concentrations where appropriate.

Local school districts may require additional units for graduation beyond the fifteen (15) core and career focus units. These may be in academic and/or technical areas. All core, career focus and elective units must total twenty-three (23) units to graduate.

Technology Education Plan

Technology and the use of computers is a major part of education in today's society. To meet the needs of our students in the use of technology the following plan will be followed:

	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019
Grade 4	Keyboarding (ACE Approved)	Keyboarding (ACE Approved)	Keyboarding (ACE Approved)	Keyboarding (ACE Approved)	Keyboarding (ACE Approved)
Grade 5	399230 Keyboarding (ACE Approved)	355910 Input Technologies	355910 Input Technologies	355910 Input Technologies	355910 Input Technologies
Grade 6	399230 Keyboarding(ACE Approved)	355910 Input Technologies	366910 Technologies Communications	366910 Technologies Communications	366910 Technologies Communications
Grade 7	399050 Keyboarding (ACE Approved)	399060 Keyboarding Applications	378920 Introduction to Business Communications	399060 Keyboarding Applications	399060 Keyboarding Applications
Grade 8	399040 CT: Intro	399040 CT: Intro	399040 CT: Intro	378910 Information and Communications Technology	378910 Information and Communications Technology
Grade 9-12	492120 Computerized Business Applications	492120 Computerized Business Applications	492120 Computerized Business Applications	492120 Computerized Business Applications	460100 Technology Design and Applications

Note: Current schedule of technology courses will continue beyond 2018/2019 as currently scheduled unless otherwise directed by ADE.

Arkansas Academic Challenge Scholarship

To be eligible for an Arkansas Academic Challenge Scholarship, a student must meet requirements as outlined by law.

For the most current information concerning the Challenge Scholarship please visit the following website: http://scholarships.adhe.edu/scholarships/detail/academic-challenge-scholarships

Honors Program

Honor Graduates

To be considered as an honor graduate at Melbourne High School a student must complete all requirements for graduation and the Smart Core Curriculum. In addition, the student must complete 2 years of foreign language and maintain a 3.50 or above overall grade point average (GPA). Graduates of Distinction must meet the same curriculum requirements and maintain a 3.25-3.49 GPA.

GPA for graduation honors will be figured on grades earned through the end of the last marking period of the senior year. Students who have taken weighted courses will have their GPA's equalized so that the total number of courses taken will not adversely affect their GPA.

Students whose overall GPAs (including equalized GPAs) are the same will share the same academic honors and others will be ranked accordingly.

Graduates of Distinction

To qualify as a Graduate of Distinction, a student must meet the same requirements as an Honor Graduate, except maintain a 3.25-3.49 cumulative GPA.

Valedictorian and Salutatorian

In order to be Valedictorian or Salutatorian, a student must meet the requirements for Honor Graduate. Valedictorian and Salutatorian will be the students with the highest GPAs based on the last eight semesters grades. The student or students with the highest GPA's will be Valedictorian and the student or students with the next highest GPA will be Salutatorian. All Valedictorians will be ranked 1 and all Salutatorians will be ranked 2. All other students will be ranked based on the number of Valedictorians and Salutatorians. To be eligible for Valedictorian or Salutatorian, a student must attend Melbourne High School for the entirety of their Junior and Senior years.

To be Valedictorian or Salutatorian, a student must attend Melbourne High School for the entirety of their Junior and Senior years. Students who desire to be Valedictorian or Salutatorian must take at least 3 of the 5 AP courses offered (AP English Language, AP English Literature, AP US History, AP Biology or AP Physics, or AP Calculus) and 7 of the 11 Pre-AP courses (Pre-AP English 9, Pre-AP English 10, Pre-AP Physical Science, Pre-AP Biology, Pre-AP Chemistry, Pre-AP World History, Pre-AP Civics/Economics, Pre-AP Algebra I, Pre-AP Algebra II, Pre-AP Geometry, Pre-Calculus). Transfer students who have taken AP classes that are not offered at Melbourne High School will also be eligible for honors provided they meet all other criteria. No student will be permitted to enroll in more than 2 AP classes per academic year.

Honor Graduate Policy for Transfer Students

In order to be considered an honor graduate or graduate of distinction, transfer students must meet the minimum state requirements and maintain the required GPA of 3.50 for honor graduate.

Retaking a Class for Credit

If a student chooses to retake a class for credit that he or she has already taken and failed or is re-taking to earn a higher grade, then the grade for the first class will still be included when calculating the student's GPA.

Awarding Credit Toward Graduation Earned in Eighth Grade

Students who complete high school courses as eighth graders will receive credit toward graduation for those courses. Credit will be awarded for these courses for transfer students if the previous school awarded credit.

Make-Up Work

Student Responsibility for Missed Work – In the case of a missed test or assignment, the student must take the missed test or hand in the missed assignment on the day he/she returns to school if the test or assignment was announced prior to the student's absence. Otherwise, missed tests, as well as other missed work, must be completed and turned in within a "reasonable" time, depending on how many days have been missed. As an example of what is "reasonable", if a student missed one day, he/she will be given one additional day to turn in work; if two days are missed, the student will have two days to turn in work, and so on. Students will not be allowed to make-up missed work for credit if the absence is unexcused.

Progress Reports/Report Cards

At each four and one-half week period, a progress report will be sent home with each elementary student requiring a parent signature. Progress reports for the high school students will be mailed to the parents.

Report cards are given out during the week following the end of each quarter or at a Parent/Teacher Conference after the first and third quarters.

Remediation and Academic Improvement Plans (AIP)

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

Grades

Academic grades are assigned for performance in a subject shall reflect only the extent to which a student has achieved the expressed academic objectives of the course. Grades that reflect other educational objectives such as the student learning expectations contained in the curriculum frameworks may also be given. Bonus/extra credit will not be given in lieu of daily assignments. Melbourne Schools will use the following grading system:

90 – 100	A	Advanced
80 – 89	B	Proficient
70 – 79	C	Basic
60 – 69	D	Below Basic (Unsatisfactory)
0 – 59	F	Unsatisfactory

Honor Roll

To be included on the honor roll, students must have either all A's or A's and B's.

Parent/Teacher Conferences

Parent/teacher conferences are an important opportunity for the discussion of student learning and behavior. Parent/Teacher conferences are scheduled during the first and third nine weeks of school. Parents are asked to meet with the teachers of each of their children, regardless of the progress of the child. These conference times are valuable to the overall educational program.

It is not necessary to wait for the regular conference time if a parent has a concern. Parent conferences are encouraged and can be arranged at any time during the school year.

Homework

The Melbourne Board of Education, administration and teachers believe that homework is essential to the learning process. The purpose of homework is to develop self-discipline and good study habits that will ensure a successful future for each individual student.

Homework is traditionally unfinished class work. It is important and an extension of the learning that takes place in school. Homework can provide practice and drill that reinforces classroom learning and can provide opportunities for independent study, research, and creative thinking. Parents can help their children by arranging a quiet, comfortable place for the students to work and by seeing that assignments are completed.

Roles and Responsibilities

1. The school principal has the responsibility to coordinate a homework plan among staff members that implement this district's policy.

2. The teacher has the responsibility to define and communicate expectations regarding homework to students at the beginning of the school year.

3. Parents have the responsibility to cooperatively support this portion of the student's educational process by encouraging and becoming involved in the student's learning experiences.

4. Each student has the responsibility to complete assigned tasks upon the specified due dates. Homework is an essential part of the educational process that reinforces the classroom instruction. Therefore, students are required to do the homework assignments and turn them in for teacher evaluation. Parents will be notified when any student excessively violates the required homework assignments will be subject to disciplinary action.

Recommendations for Homework by Grade Level

Multiply 10 minutes by the grade your student is in and you will arrive at the average amount of time to be spent on homework (unfinished work, studying for upcoming tests, reviewing the day's lessons) each night.

Kindergarten	Minimal
1st	Minimal + reading
2nd	20 minutes + reading
3rd	30 minutes + reading
4th	40 minutes + reading
5th	50 minutes + reading
6th	60 minutes + reading

Grading of Homework

Homework assignments shall be evaluated in a manner similar to the evaluation of in class assignments. Students are expected to complete all homework assignments and submit them for evaluation as they become due.

At the discretion of the teacher, a student's homework assignment grade may be lowered proportionately for each assignment turned in after the specified due date. Provisions, without grading penalties, shall be made for students who, because of documented illnesses or extenuating circumstances: 1) fail to complete homework assignments, or 2) submit such assignments after the specified due dates.

Semester Tests and Exemptions

If a student takes a semester test, it will be worth no more than 20% of the total grade. The semester grade for the students who choose not to take the semester test will be determined by combining the two 9 week grades and dividing by two. A student can qualify for an exemption from a semester test providing the following conditions are met:

3 absences or less and maintain an average of 90% or above.
2 absences or less and maintain an average of 80% or above.
0 absences and maintain an average of 70% or above.

Exemptions are considered on a class by class basis.

This incentive is offered to students to encourage attendance and individual effort. **Any student with more than one unexcused absence in any class will take the semester test in that class.** Students are not permitted to take "personal" days. Students are not allowed to leave a testing period early. Students who are finished testing on a semester testing day may check out at the end of a testing period provided they have written permission from their parent or guardian.

Concurrent Credit

The following rules and regulations will apply to the awarding of concurrent college and high school credit to 9th – 12th grade students enrolled in Arkansas Public Schools. Any high school student who is enrolled

in grades 9-12 in an Arkansas public school shall be eligible to enroll in a publicly supported community college or four-year college or university in accordance with the rules and regulations adopted by the college or university. Any public high school student in grades 9-12 who enrolls in and successfully completes a course(s) offered by such a college shall be entitled to receive both college and high school credit, including credit toward graduation, as outlined by these regulations. ADE requires that a three hour concurrent credit course will count as one unit of high school credit in the same subject area. (Remedial college courses will only count ½ unit of high school credit.) Melbourne High School will allow concurrent credit courses to substitute for high school courses required for graduation as listed below. Concurrent credit courses are defined to be college courses taken by high school students during the regular school day. Credit earned by CLEP exams may not be counted as high school credit toward graduation. Students are responsible for all costs of concurrent credit courses.

Substitution for required high school courses:

- Comp 1 and 2 for English 12
- Speech for Oral Communication
- Biology with lab, Physical Science with lab, Chemistry with lab, and Physics with lab for equivalent science course
- College Algebra satisfies 4th math unit
- Western Civilization 1 and 2 or World Civilization 1 and 2 for World History
- US History 1 and 2 for American History

All other concurrent credit courses will be evaluated and then substituted upon approval from administration for high school courses.

Administrative approval is required for all concurrent credit substitutions prior to enrollment in a concurrent class.

Legal Authority – Arkansas Code Ann 6-11-105 and 6-18-223.

Requirements for Concurrent Credit During Regular School Day

1. Participating students must be enrolled in grades 9-12.
2. If a student drops the college class before he/she receives a final grade, he/she must enroll in additional classes at Melbourne High School in this time period. The office must be notified immediately upon dropping a college class.
3. Students who are not enrolled in a college class(es) must attend the complete day at Melbourne High School. (Students with a work waiver may check out after five periods.)

College/Career Visitations

Students shall receive one career day to visit a college, university or other post-secondary institution. (Students will be allowed two class periods only to visit Ozarka College because of the close proximity to Melbourne High School.) Visitation days must be scheduled in advanced with both the high school counselor and a representative from the college being visited. Students must present a confirmation form from the college upon returning to school to avoid being counted absent. This form **must** be signed by a college official. Students requiring more than one day will need prior approval from the principal and present appropriate documentation upon returning to school.

High School Retention Policy

Grades 7-8: To be promoted from the 7th or 8th grade a student must pass a minimum of one semester of each of the four core subject areas (Math, Science, English and Social Studies) and a total of 5 of the 8 semesters in the four core subject areas.

Grades 9-12: To be classified as a sophomore a student must have earned a minimum of 5 credits, a junior must have a minimum of 11 credits, and a senior must have a minimum of 16 credits.

Grade Point

The following will be used to determine student grade point average (GPA) with the exception of advanced placement classes which are addressed in the advanced placement section:

A=4 points
B=3 points
C=2 points
D=1 points
F=0 points

Advanced Placement

Melbourne High School offers some advanced placement courses. All advanced placement courses have to be graded on a 5.0 scale. Students with advanced placement class credits that are transferred to Melbourne High School will also have the advanced placement classes based on the 5.0 system. All other classes/credits will be based on the 4.0 system. **Students must take the AP exam administered at the end of the school year in order to receive credit on the 5.0 scale.** By Arkansas Law, in order for students to receive weighted credit, AP teachers must have current AP certification. (Reference A.C.A 6-15-902).The advanced placement grading scale and numeric value shall be as follows:

A – 90-100 = 5 points
B – 80-89 = 4 points
C – 70-79 = 3 points
D – 60-69 = 2 points
F – <60 = 0 points

In order to enroll in an Advanced Placement class, a student must have had the appropriate Pre-AP class. (Exceptions may be granted to students who did not have the opportunity to take Pre-AP classes.)

Required Attendance for a Diploma
Grades 9-12

To receive a diploma from Melbourne Schools, students must meet all graduation requirements and attend a minimum of 8 semesters in grades 9-12, from an accredited educational institution.

Melbourne School District

Acceptable Use Policy (AUP) & Internet Policy

Melbourne School District offers staff and students access to its electronic communication equipment and network system (hereafter referred to as "network"), including Internet access. The following administrative guidelines supplement and define the Acceptable Use & Internet Policy for staff and student use of the network, which was adopted by the Board of Education on ***July 27, 2015.***

The Melbourne School District is committed to promoting ethical and responsible use of computer and network resources and will not tolerate their misuse. The use of technology resources is a privilege, not a right, and should be treated as such. Access to the Internet and technology is provided for professional, managerial, and educational purposes only. Any person using district technology is responsible for its proper use. By accessing and using technology, users acknowledge that inappropriate use is prohibited and may result in disciplinary action. The Melbourne School District reserves the right to monitor or log all network activity with or without notice, including files, email and all web site communications, and therefore, users should have no reasonable expectation of privacy in the use of these resources. Staff and students agree to keep his/her password private and agree to log out correctly. Since students may use the school's computers in various classrooms, in labs, or in the library, it is his/her responsibility to know and understand the specific computer use rules (written or oral) applicable to each location. All users (staff members, guests, and students and their parents) must sign an Acceptable Use Agreement to access the network and use district computers. This agreement must be renewed on an annual basis.

Technology infractions include but are not limited to:

1. **General infractions:**
   - Using the network/Internet for other than educational purposes
   - Gaining intentional access or maintaining access to materials which are "harmful to minors" as defined by Arkansas law
   - Using the network/Internet to engage in sending numerous, unsolicited electronic mail messages or participate in chain letters which can degrade the performance of the network; or accessing chat lines/rooms
   - Using abusive, obscene, sexually explicit, threatening, or profane language or expressions regarding racism or hate in private messages on the system; or using the system to harass, insult, or verbally attack others
   - Wasting limited resources provided by the school or causing congestion of the network through lengthy downloads of files, or failing to delete old emails or other files which take up excessive space.
   - Using technology in a way that interferes with work obligations
   - Inhibiting other users from using the system or the efficiency of the systems.
   - Identifying oneself with another person's name or password; or using an account or password of another user
   - Divulging personally identifying information (Full Name, Address, Phone Number) about oneself or anyone else either on the network/Internet or in an email
2. **Hardware-related infractions:**
   - Vandalize, steal, deface, destroy or remove computer equipment, parts, cables, accessories, etc.
   - Unauthorized dismantling, disconnecting, or removing computer equipment, cables, or peripherals.
   - Misuse of computer hardware that result in temporary or permanent damage or possible damage to equipment.
   - Installation of unauthorized hardware

- Unauthorized relocation of hardware

3. **Software-related infractions**:
   - Unauthorized changing of settings on computers including modification or removal of software, operating systems, security programs, configuration files, etc.
   - Intentional introduction of a virus, proxies or other destructive elements.
   - Installation of unauthorized and/or unlicensed software.
   - Vandalizing data of another user; or attempting to access or copy another user's files
   - Gaining or attempting to gain unauthorized access to resources or files
   - Inappropriate use of files including:
     - Unauthorized copying of software programs.
     - Unauthorized usage of files or disks.
     - Unauthorized downloading of files.

4. Computer Ethics-related infractions:
   - Attempting to access systems or files for unauthorized purposes.
   - Using or attempting to use unauthorized passwords – system security passwords or other individual's passwords.
   - Failure to keep personal passwords secure and private.
   - Usage of computers for harassment (sexual, racial, personal, bullying, etc).
   - Usage of computers for illegal or unethical activities including plagiarism, copyright violations.
   - Usage of computers to convey or access any objectionable materials including topics which are: obscene, racially slurred, vulgar, sexually explicit, violent, etc.
   - Excessive time usage when others are waiting.

5. Internet/email related infractions:
   - Unauthorized posting of information/graphics pertaining to Melbourne School District, its employees, or students.
   - Visiting improper or inappropriate websites.
   - Design, creation or posting of websites which do not follow the district webpage standards.
   - Use of chat rooms, cyber cafes, etc.
   - Inappropriate email.
   - Accessing or playing online games, unless instructed to do so by the teacher or instructor
   - Confidentiality – No email is confidential, personal, or private. All or part of an email can be sent to hundreds of people with just a few mouse clicks. In addition, emails can be subject to open records law. Persons should not post email messages containing inappropriate language or content.

6. Wireless Devices:
   - All wireless devices that connect to Melbourne School District network must also abide by this AUP, including guests.

Melbourne School District Web Pages

The technology coordinator or his/her designee will be responsible for the creation of web pages or the association of web pages to the district's home page. On occasion, a student's name and/or picture may appear on a school web page; however, a student's picture will not be identified with his/her name.

Technology Protection Measure

- Melbourne School District will participate in the Arkansas Department of Information Systems (DIS) topical filtering system as an active restriction measure to prevent access to material that is harmful to minors with a secondary line of topical filtering utilized on the additional bandwidth. District teachers and staff will make reasonable efforts to supervise student use of the network and Internet Access; however, they must have student cooperation in exercising and promoting responsible use of the technology.

Appropriate Online Behavior Education for Minors

- Melbourne School District educates minors about appropriate online behavior, including interaction with other individuals on social networking websites and in chat rooms, and in cyber bullying awareness and response.

Your Rights

- Users should expect only limited privacy in the contents of their personal files and email on the districts or schools network; they must realize that any information stored electronically on school-owned equipment is subject to Arkansas' Freedom of Information Act. The situation is similar to the rights staff and students have in regard to their lockers, desks, or other storage systems.

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. Students: suspension, expulsion, and academic failure due to lack of course completion or other penalties as may be appropriate.
4. Employees: Up to and including termination of employment.
5. Possible referral for prosecution.

Limitations of Liability

The Melbourne School District makes no guarantees that the functions of the services provided by or through the network will be error-free or without defect. The district will not be responsible for any damage the user may suffer, including but not limited to, loss of data or interruptions of service. The district is not responsible for the accuracy or quality of the information obtained through or stored on the network. The district will not be responsible for financial obligations arising through the unauthorized use of the network.

Internet Acceptable Use Policy Consent Form

Melbourne School District

Student First Name _____ Student Last Name _____
(Please print)

Select School Campus:
☐ Melbourne Elementary ☐Melbourne High School ☐Mt. Pleasant Elementary

Grade: _____

I have read, understood and agree to abide by the terms of the foregoing Acceptable Use and Internet Safety Policy. I understand and agree that access to the Melbourne School District's computer network and the Internet is a privilege and is designed for education purposes. It is further understood that violations of the regulations are unethical and may constitute disciplinary actions including revocation of access to technology, school disciplinary and/or appropriate legal action may be taken.

I hereby release the District, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my child's use of, or inability to use, the system, including without limitation, the type of damage identified in the procedures above. In addition, if the need arises, I agree to allow the above named student's name and/or picture to appear on authorized school web pages.

Parent/Guardian Name (please print)_____
(For students 18 and under)

Parent Signature_____

Date: _____/_____/_____

Internet Acceptable Use Policy Consent Form

Melbourne School District

Faculty/Staff

First Name _____ Last Name_____
(Please print)

Select School Campus:

☐ Melbourne Elementary ☐Melbourne High School ☐Mt. Pleasant Elementary

☐ District Office ☐Transportation Department

I have read the Acceptable Use Policy for Melbourne Public School District. I understand and agree to abide by the stated terms and conditions set forth in this document. It is further understood that violations of the regulations are unethical and may constitute disciplinary actions including revocation of access to technology, termination of employment, or legal actions in the case of criminal activities.

It is extremely important that faculty **NEVER** share their passwords with students, because teachers and staff have more rights on the network than students. To protect the security of your own and other's files, please NEVER share your password with anyone and always log out when you leave your computer. Do not allow a student to use the computer with your log in name and password unless you are supervising them the entire time. This could lead to a breach of security.

Signature: _____

Date: _____/_____/_____