

Cutter Morning Star High Schools
2801 Spring Street
Hot Springs, AR 71901
501-262-2414

Home of the Eagles



High School
Student Handbook

2021-2022

Dr. Nancy Anderson, Superintendent

Andrew Schroeder, Principal

Bell Schedule

Homeroom	7:50-8:00
1st Period	8:00-8:45
2nd Period	8:50-9:35
3rd Period	9:45-10:30
4th Period	10:35-11:20
1st Lunch	11:25-11:55
5th Period	11:25-12:10
2nd Lunch	12:15-12:45
5th Period	12:00-12:45
6th Period	12:50-1:35

7th Period 1:40-2:25

8th Period 2:30-3:20

District Website

Cuttermorningstarar.apptegy.us

District Calendar Apps

Apple:

<https://apps.apple.com/us/app/cutter-morning-star-ar/id1067331676?ls=1>

Google play store:

<https://play.google.com/store/apps/details?id=com.apptegy.cms>

Arkansas Department of Education
<http://arkansased.org/>

Calendar

Cutter Morning Star Schools | 2021-2022 CALENDAR

JULY '21						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

AUGUST '21						
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8						14
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29	30	31				

SEPTEMBER '21						
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OCTOBER '21						
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31						

NOVEMBER '21						
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DECEMBER '21						
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
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CALENDAR KEY						
Teacher PD Days						
First/Last Day of School						
No School						
Parent-Teacher Conferences						

JANUARY '22						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
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16	17	18	19	20	21	22
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30	31					

FEBRUARY '22						
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27	28					

MARCH '22						
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APRIL '22						
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MAY '22						
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JUNE '22						
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IMPORTANT DATES

*3 Teacher PD Days will be worked before August 9.

Aug. 9-13	On Campus Teacher PD Days
Aug. 16	First Day of School
Sept. 6	Labor Day (No School)
Oct. 21	½ Day Teacher PD
	Parent-Teacher Conferences 1-7 pm
	No School for Students
Oct. 22	No School
Nov. 22-26	Thanksgiving Break
Nov. 22	Teacher PD (No School for Students)
Dec. 20-31	Christmas Break
Jan. 1-2	Christmas Break
Jan. 17	MLK Jr. Day (No School)
Feb. 17	½ Day Teacher PD
	Parent-Teacher Conferences 1-7 pm
	No School for Students
Feb. 18	No School
Mar. 21-25	Spring Break
Apr. 15	No School
May 27	Last Day of School
May 30	Memorial Day

October 13: End of 1st Quarter (42 days)
December 21: End of 2nd Quarter (40 days)
March 15: End of 3rd Quarter (49 days)
May 27: End of 4th Quarter (47 days)

Inclement weather days will be made up in this order:

May 31, June 1, June 2, June 3, June 6

The Superintendent and School Board shall have the authority to amend the calendar in the event of excessive days missed.

Adopted 3-16-2021

Table of Contents

Table of Contents	Error! Bookmark not defined.
ACADEMICS	32
ADMISSIONS POLICY AND REQUIREMENTS	6
ALTERNATIVE LEARNING ENVIRONMENTS	49
ATTENDANCE AND ABSENTEE PROCEDURES	14
BOARD POLICIES SECTION	21
BULLYING - A NO TOLERANCE POLICY	82
CAFETERIA POLICIES AND PROCEDURES	93
CELL PHONE POLICY	29
DISCIPLINARY POLICY AND PROCEDURES	73
DRUG SCREEN TEST POLICY	55
ELECTRONIC DEVICE USE, INTERNET SAFETY, AND PENALTIES	27
EQUAL EDUCATION OPPORTUNITY	31
EXTRACURRICULAR ACTIVITIES POLICY	53
HANDBOOK POLICY	6
HEALTH AND MEDICATION POLICIES	67
HOME SCHOOLED STUDENTS	11
HONOR ROLL AND HONOR GRADUATES	41
MEDIA USE RULES AND PROCEDURES	23
REPORT CARDS AND PROGRESS REPORTS	44
SCHOOL CHOICE	10
SCHOOL SPONSORED TRIPS AND ACTIVITIES	61
SEARCH, SEIZURE, AND INTERROGATIONS	86
STUDENT RECORDS	49
STUDENT SERVICES	64
WEBSITE AND VIDEO SURVEILLANCE	30

DISTRICT CORE BELIEFS

We believe in educating each child with compassion, rigor and innovation in a safe and connected community.

We are a team of dedicated learners, sharing in and contributing to the learning process.

DISTRICT VISION STATEMENT

Established in community. Eagles Engage, Educate and Enrich EVERY learner to soar for success.

DISTRICT MISSION STATEMENT

The mission of Cutter Morning Star School District is to provide a learning environment to empower, inspire and educate the whole person to be productive citizens and life-long learners through challenging individualized instruction.

STUDENT HANDBOOK POLICY

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

Principals shall review all changes to student policies and ensure that such changes are provided to students and parents, either in the handbook or, if changes are made after the handbook is printed, as an addendum to the handbook.

Principals and counselors shall also review —SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS and the current ADESE Standards for Accreditation Rules to ensure that there is no conflict. If a conflict exists, the principal and/or counselor shall notify the superintendent and curriculum coordinator immediately, so that corrections may be made and notice of the requirements given to students and parents.

ADMISSIONS POLICY AND REQUIREMENTS

To enroll in a school in the district, the child must be a resident of the district as defined in the district policy (4.1-RESIDENCE REQUIREMENTS) and meet the criteria outlined. In accordance with -HOMELESS STUDENTS will be accepted as a transfer student under provisions of policy 4.4, or participate under a school choice option and submit the required paperwork as required by the choice option.

Act 29 of 2009 states that for the 2011-2012 school year and afterwards, students may enter kindergarten if they will attain the age of five (5) on or before August 1 of the year in which they are seeking initial enrollment. Any student who has been enrolled in a state-accredited or state-approved kindergarten program in another state for at least sixty (60) days, who will become five (5) years old during the year in which he/she is enrolled in kindergarten, and who meets the basic residency requirement for school attendance may be enrolled in kindergarten upon written request to the district.

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

Any child may enter first grade in a district school if the child will attain the age of six (6) years during the school year in which the child is seeking enrollment and the child has successfully completed a kindergarten program in a public school in Arkansas.

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

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

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

1. The parent, guardian, or other responsible person shall furnish the child's social security number, or if they request, the district will assign the child a nine (9) digit number designated by the department of education.
2. The parent, guardian, or other responsible person shall provide the district with one (1) of the following documents indicating the child's age:
 - A birth Certificate
 - A statement by the local registrar or a 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
 - Previous school records
3. The parent, guardian, or other responsible person shall indicate on school registration forms whether the child has been expelled from school in any other school district or is a party to an expulsion proceeding. The Board of Education reserves the right, after a hearing before the board, not to allow any person who has been expelled from another school district to enroll as a student until the time of the person's expulsion has expired.
4. The child shall be age appropriately immunized from poliomyelitis, diphtheria, tetanus, pertussis, red (rubeola) measles, rubella, and other diseases as designated by the State Board of Health, or have an exemption issued by the Arkansas State Department of Health. Proof of immunization shall be by a certificate of a licensed physician or a public health department acknowledging the immunization.

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 the district shall enroll and send the child to a district school except when

1. the child is enrolled in a 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 October 1 of that particular school year and the parent, guardian, or other person having custody or charge of the child elects not to have him/her attend kindergarten. A kindergarten waiver form prescribed by regulation of the Department of Education must be signed and on file with the district administrative office.
4. the child has received a high school diploma or its equivalent as determined by the State Board of Education.
5. the child is age sixteen (16) or above and is enrolled in a post-secondary vocational-technical institution, a community college, or a two-year or four-year institution of higher education.
6. the child is age sixteen (16) or seventeen (17) and has met the requirements to enroll in an adult education program as defined by A.C.A. 6-18-201 (b).

The public schools of any school district in this state shall be open and free through completion of the secondary program to all persons in this state 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 school district and to all persons between those ages who have been legally transferred to the district for education purposes.

Residence Requirements

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

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

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

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

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

Under instances prescribed in A.C.A. 6-18-203, a child or ward of an employee of the district or of the education co-op to which the district belongs may enroll in the district even though the employee and his/her child or ward reside outside the district.

Note: *State law gives DHS the authority to waive residency requirements for foster children under certain circumstances.

A student may use the residential address of a legal guardian, person having legal lawful control of the student under order of a court, or person standing in loco parentis only if the student resides at the same

residential address and the guardianship or other legal authority is not granted solely for educational needs or school attendance purposes. (ACT 633)

Any person who knowingly gives a false residential address for purposes of public school enrollment is guilty of a misdemeanor and subject to a fine not to exceed five hundred dollars.

Any violations of this ACT 633 will be turned over to the prosecuting authority.

Displaced and/or Homeless Students

The Cutter Morning Star School District will afford the same services and educational opportunities to students who qualify under the provisions of the McKinney-Vento Law as are afforded to non-displaced and/or homeless students. Displaced and homeless students will be immediately enrolled, regardless of whether application or enrollment requirements can be met.

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

- sharing the housing of other persons due to loss of housing, economic hardship or a similar reason.
- living in motels, hotels, trailer parks or camping ground due to lack of alternative adequate accommodations.
- living in emergency or transitional shelters.
- abandoned in hospitals.
- have a primary nighttime residence that is a public or private place not designed or ordinarily used as a regular sleeping accommodation for human beings.
- are living in cars, parks, public space, abandoned buildings, substandard housing, bus or train stations.

SCHOOL CHOICE

The superintendent will consider all applications for school choice postmarked no later than July 1 preceding the fall semester the applicant would begin school in the district. The superintendent shall notify the parent or guardian and the student's resident district, in writing, of the decision to accept or reject the application within 30 days of its receipt of the application.

The district shall advertise in appropriate print and broadcast media to inform students and parents in adjoining districts of the range of possible openings available under the School Choice Program. The public announcements shall state the application deadline and the requirements and procedure for participation in the program. Such announcements shall be made in the spring, but in no case shall it be later than June 1.

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

The district may reject a nonresident application for admission if its acceptance would necessitate the addition of staff or classroom, exceed the capacity of a program, class, grade level, or school building, or cause the district to provide educational services not currently provided in the affected school. The district

shall reject applications that would cause it to be out of compliance with applicable laws and regulations regarding desegregation. Letters of rejection shall state the reason(s) for the rejection.

The CMS School Board reserves the right, after a hearing before the board, not to allow any person who is currently under expulsion from another district to enroll in a district school.

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

It is recommended that students be picked up prior to 3:45 p.m. each day.

Military Children

Students whose parent or guardian resides on a military base may request for a school choice transfer at any time during the calendar year in which the student intends to transfer, so long as they make the request within fifteen (15) days from when they move into a district.

This transfer will be effective upon the approval of the accepting school, with the CMS School Board at its next regularly scheduled meeting.

Student Transfers

The Cutter Morning Star School District shall review and accept or reject requests for transfers, both into and out of the district, on a case by case basis. The district may reject a nonresident's application for admission if its acceptance would necessitate the addition of staff or classrooms exceed the capacity of a program, class, grade level, or school building, or cause the district to provide educational services not currently provided in the affected school. The district shall reject applications that would cause it to be out of compliance with applicable laws and regulations regarding desegregation.

Prior to a child's admission to Cutter Morning Star School District, the parent, guardian or other persons who have the legal right to enroll the child, shall indicate any type of discipline action and/or is the subject of a FINS petition or any other court orders. The Board of Education reserves the right not to allow any student who has been expelled from another district to enroll as a student until the time of expulsion has expired.

Any student transferring from a school accredited by the Department of Education to a school in this district shall be placed into the same grade the student would have been in had the student remained at the former school. Any student transferring from home school or a school that is not accredited by the Department of Education to a district school shall be evaluated by district staff to determine the student's appropriate grade placement.

The responsibility for transportation of any nonresident student admitted to a school in this district shall be borne by the student or the student's parents.

HOME SCHOOLED STUDENTS

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 at:

- at the beginning of each school year, but no later than August 15.
- Five (5) school 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.
- within 30 days of the parent or legal guardian establishing residency within the district during the school year.

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 the name, date of birth, grade level, and the name and address of the school last attended, if any; the location of the home school; the basic core curriculum to be offered; the proposed schedule of instruction; 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.

A student who has been temporarily issued items, resources, supplies, materials, or other property belonging to the district is eligible for enrollment in a home school during the school year after:

- The items, resources, supplies, materials, or other property belonging to the district have been returned to the district:
- The items, resources, supplies, materials, or other property belonging to the district have been paid for: or
- The semester has ended.

The superintendent or the board of directors may waive the required five (5) school day waiting period for a student's enrollment in home school during a semester if the superintendent or the board of directors is satisfied with the return of temporarily issued items, resources, supplies, materials, or other district property.

Enrollment in Academic Courses

Student(s) who attend a private school or a homeschool may enroll in an academic course(s) if the student(s) resides in the Cutter Morning Star school district.

Extracurricular Activities Eligibility

Home-schooled student means a student legally enrolled in an Arkansas home school and who meet or have met the criteria for being a home-schooled student, as established by A.C.A. 6-15-503.

Interscholastic activity means an activity between schools subject to regulations of the Arkansas Activities Association that is outside the regular curriculum of the school district, such as an athletic activity, fine arts program, or a special interest group or club.

Each school in the district shall post on its website its schedule of interscholastic activities, including sign-up, tryout, and participation deadlines, at least one semester in advance of those activities. A hard copy of the schedule shall be available upon request.

Home-schooled students whose parents or guardians are legal residents of the school district will be permitted to pursue participation in an interscholastic activity in the student's resident school zone as permitted by this policy. Although not guaranteed participation in an interscholastic activity, a home-school student who meets the provisions of this policy, AAA Rules, and applicable Arkansas statutes shall have an equal opportunity to try out and participate in interscholastic activities without discrimination.

The district shall abide by this policy and by the rules contained in the Arkansas Activities Association (AAA) Handbook governing interscholastic activity participation of students who are home-schooled. Areas of eligibility criteria, such as a student's age and semesters of eligibility, are the same for home-schooled and traditional students and are governed by the current AAA Handbook.

The parent of any student wishing to participate in an interscholastic activity shall mail or hand deliver a completed application form to his/her child's school's principal before the signup, tryout or participation deadline established for traditional students. The parent or guardian must also show proof of the last standardized test whether it be IOWA, Benchmark, SAT 10, End of Course, etc., showing a score of at least 30%. The superintendent shall approve those applications which meet the enrollment application requirements identified in this policy and AAA Rules and shall deny those that don't meet the requirements.

Approved applications shall apply only for the semester in which the student enrolls in the student's resident school zone. The student shall regularly attend the class in which the student is enrolled beginning no later than the eleventh (11) day of the semester in which the student's interscholastic activity participation is desired. If the student's desired interscholastic activity begins prior to the first day of the semester in which the student is enrolled, to maintain eligibility, the student must attend the practices for the interscholastic activity to the same extent as is required of traditional students.

A home-schooled student whose application has been approved; who has met the try out criteria; and who has been selected to participate in the interscholastic activity shall meet the following criteria that also apply to traditional students enrolled in the school:

- standards of behavior and codes of conduct;
- attend the practices for the interscholastic activity to the same extent as is required of traditional students;
- required drug testing;
- permission slips, waivers, physical exams; and
- participation or activity fees.

A student whose application for eligibility to participate in an interscholastic activity is accepted is required to enroll in no more than one course in the district's school where the student is intending to participate in

an interscholastic activity. Home-schooled students shall meet the same enrollment criteria as are required for traditional students in RESIDENCE REQUIREMENTS and ENTRANCE REQUIREMENTS, and the parent or guardian's shall sign a form acknowledging receipt and understanding of the school's student handbook and to be bound by the applicable portions thereof.

If the student's desired interscholastic activity is associated with a specific class or course that meets during the school-day that the traditional students of the district are required to take, the home-schooled student shall take the required class or course to be eligible for the interscholastic activity.

If the student's desired interscholastic activity is **not** associated with a specific class or course that meets during the school-day, to be eligible to participate in the student's desired interscholastic activity, the home-schooled student shall enroll in a class or course that is age and grade appropriate for the student.

Students who participate in extracurricular or athletic activities under this policy will be transported to and from interscholastic activities on the same basis as other students are transported.

A student who withdraws from an Arkansas Activities Association member school to be home-schooled shall not participate in an interscholastic activity in the resident school district for a minimum of three hundred sixty-five days after the student withdraws from the member school.

Activities Association

In addition to the foregoing rules, the district shall abide by the rules and regulations of the Arkansas Activities Association (AAA) governing interscholastic activities. AAA provides catastrophic insurance coverage for students participating in extracurricular activities who are enrolled in school. As a matter of district policy, no student may participate in an extracurricular activity unless he or she is enrolled in a district school and enrolled in at least one (1) academic class, to ensure all students are eligible for AAA catastrophic insurance.

AAA Governed Activities

Students participating in interscholastic extracurricular activities that would be governed by AAA if they were to occur between students of different schools shall meet all interscholastic activity eligibility requirements to be eligible to participate in the comparable interscholastic activity. The district will abide by the AAA Handbook for such activities to ensure district students are not disqualified from participating in interscholastic activities.

Non-AAA Governed Activities

Unless made ineligible by district policies, all students shall be eligible to participate in non-AAA governed interscholastic extracurricular activities. Interscholastic activities designed for a particular grade(s) or course(s) shall require the student to be enrolled in the grade(s) or course(s).

ATTENDANCE AND ABSENTEE PROCEDURES

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

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

"Parent" for Compulsory Attendance

Arkansas code concerning attendance requirements for children between the ages of five (5) and seventeen (17) is amended to add to those under which there is a penalty for noncompliance regarding school attendance requirements:

- Every parent
- Legal Guardian
- Person having lawful control of the child, or
- Person standing in loco parentis

Educational Neglect to Include Custodians

Custodians of a child are now included with parents and guardians concerning educational neglect and reports of educational neglect made to the Child Abuse Hotline

Excused Absences

Excused absences are those where a student was on official school business or when the absence was due to one of the following reasons and the student brings a written statement the day he/she returns to school from the parent or legal guardian, stating such reason. The parent or guardian has 5 days from the date of the absent to turn in any written or medical excuse.

Absences are excused when:

1. the student's illness and attendance could jeopardize the health of other students.
2. there is a death or serious illness in their immediate family.
3. observing recognized holidays on the student's faith.
4. in attendance at an appointment with a government agency.
5. in attendance at a medical appointment.
6. exceptional circumstances with prior approval of the principal.
7. participating in an FFA, FHA, 4-H, Quiz Bowl, Chess, or school academic/athletic sanctioned activity.
8. participating in the election poll workers program for high school students.
9. the absences are granted to allow a student to visit his/her parent or legal guardian who is a member of the military and has been called to active duty, is on leave from active duty, or has returned from deployment to a combat zone or combat support posting. The number of additional excused absences shall be at the discretion of the superintendent or designee.
10. the absences granted, at the superintendent's discretion, to seventeen (17) year-old students who join the Arkansas National Guard while in eleventh grade to complete basic combat training between grades eleven (11) and (12).

11. the absences for students excluded from school by the Arkansas Department of Health during a disease outbreak because the student has an immunization waiver or whose immunizations are not up to date.

In order for the absence to be considered excused, the student must:

- a. Bring a written statement to the principal or designee upon the student's return to school from the student's parent or legal guardian stating the reason for the student's absence: or
- b. If the student is attending the district's courses digitally, upload a written statement from the student's parent or legal guardian stating the reason for the student's absence through the district's digital course management platform for review by the principal or designee.

A written statement presented or uploaded for an absence having occurred more than five (5) school days prior to its presentation or upload will not be accepted.

A maximum of six (6) days will be allowed, per semester, with a written statement.

Unexcused Absences

Absences not defined above or not having an accompanying note from the parent, or legal guardian, person having lawful control of the students, person standing in loco parentis, or have an accompanying note that is not present or uploaded within the timeline required by this policy, shall be considered as unexcused absences. Students with 6 unexcused absences in a course, in a semester, may not receive credit for that course. At the discretion of the principal after consultation with persons having knowledge of the circumstances of the absences, the student may be denied promotion. Excessive absences shall not be a reason for expulsion or dismissal of a student. When a student has three (3) unexcused absences, his/her parents, legal guardians, persons with lawful control of the student or persons in loco parentis shall be notified. Notification shall be by telephone or regular mail.

The following steps will be taken as absences are accumulated each semester:

- (a) **3rd unexcused absence - Parent Letter**
- (b) **5th unexcused absence - Parent Letter**
- (c) **7th unexcused absence - Parent Letter**
- (d) **8th unexcused absence - Parent Letter and FINS petition will be filed with juvenile court**

Whenever a student exceeds **8** unexcused absences in a semester, the district shall notify the prosecuting authority and the parent, legal guardian, person having lawful control of the student, or persons standing in loco parentis shall be subject to a civil penalty as prescribed by law.

In accordance with Act 1322 of 2013, Cutter Morning Star will categorize all absences as either excused or unexcused. A written note is required for an absence to be classified as excused.

Days missed due to expulsion or out-of-school suspension will be counted as unexcused absences.

Excessive tardies or absences can be detrimental to your child's education. Children should be at school on time! If tardies or absences become excessive, parents will be referred to a counselor and/or juvenile court.

No absence or tardy will be excused until a written parent note or medical note is provided to the office.

Students entering school after 7:45 a.m. must sign in at the office and obtain an admittance slip to be given to that period teacher. Any student will be considered tardy if arriving after the 7:45 a.m. bell.

It is of great importance for students to make up work missed during an absence.

To earn credit in a class, a student must be in attendance until the end of the semester and fulfill all class requirements.

Students will be in class for the entire time. If a student is more than 20 minutes late they will be counted absent. Or if they leave more than 20 minutes before the end of the class, they will be counted absent.

Excessive absences shall not be a mandatory basis for denial of promotion or graduation but shall be considered with other factors including, but not limited to; reason for absences, performance on standardized tests, and grades earned during the school year. We stress the importance of regular attendance. Frequent absences affect the scholarship and endanger the level of achievement normally attained. In addition, credit standing may be threatened, forcing repetition of the class or grade. If credit standing is threatened, special arrangements may be granted by the school administration. The arrangements will be formalized into a written agreement to include the conditions of the agreement and the consequences for failing to fulfill the requirements of the agreement. The school administration, guardian, and student must sign the arrangements.

In-school suspensions and/or alternative classrooms may be used to promote student attendance in lieu of suspension from school.

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

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

Students with 6 or more unexcused absences in a course in a semester may **not** receive credit for that course. At the discretion of the principal's evaluation of the unexcused absences, the student may be denied promotion or graduation. Excessive absences shall not be a reason for expulsion or dismissal of a student.

To promote school attendance, certificates will be given to those students that achieve perfect attendance in grades 7 through 12.

College Visitation Days

Seniors and juniors may apply for "College Days" for the purpose of visiting a college or university that they may be interested in attending. College days can be applied for through the counselor's office. **College visits must be pre-arranged with the counselor prior to making the visit.** Seniors may take up to two (2) college days and juniors may take one (1) during the course of the school year. The student will be required to bring proof of the visit back to the counseling office in the form of a signature of an official at the college visited.

If a student does not follow all requirements for obtaining a college day, the absence can be counted as an unexcused absence. Any student who has served in ISS or OSS must get permission from the principal to attend college days.

College days will not be granted to anyone after Spring Break. Approved college days will be coded as school business for attendance purposes when documentation of the visit is received.

Tardy Policy

Promptness is the responsibility of each student. Students who are late to class show a disregard for both the teacher and their classmates which compromises potential student achievement. A student that is tardy more than 20 minutes of a class period will be considered absent from class for that period.

Students having a total of five (5) tardies in one semester for each class will be denied exemption from semester tests.

3rd tardy = Teacher Contacts Parent/Guardian

5th tardy = five (5) Detention days or Corporal Punishment and Parents/Guardians will be notified

10th tardy = ten (10) Detention days and Parent/Guardian will be notified

15th tardy = three (3) ISS days and Prosecuting Attorney notified

20th tardy = three (3) OSS days

To have a tardy excused, the student must present a medical notice to the office upon arrival at school.

To be eligible for perfect attendance a student must be present every minute of every school day.

CMS Attendance Policy for Virtual (4.7.1)

In order for STUDENTS to be counted Present for any and all virtual Classes:

General Guidelines and Expectations:

1. All Virtual Students must log into their Virtual Classes each day.
2. All Virtual Students must communicate in some way with their teacher (teachers) each day. This could be an e-mail, post, virtual meet, etc.
3. All Virtual Students must attempt to do their assignments as directed by their teacher (teacher) each day.

*(The Building Principal has the discretion to determine if a student should be counted absent based on the above criteria).

*More specific guidelines and expectations may be added by grade level or courses as we continue to advance our virtual learning program.

Failure to comply with the guidelines of the virtual attendance policy in combination with failing 2 or more courses (grades 3-12 or performing below grade level standards for K-2) will result in a FINS petition being filed with the juvenile court.

In addition, students not meeting those expectations will be required to return to school for onsite instruction.

Extracurricular Attendance

Students that miss school for one or more periods during the school day and want to compete in an extracurricular competition must have a medical note, turned in to the principal that day for the missed periods or he or she must have approval from the principal. Approval from the principal will be at his or her discretion. Failure to provide a medical note when the student returns to campus or receive approval from the principal will result in the student being ineligible for competition that day.

Check-Out/Check-In Procedures

All student check-ins and check-outs must be logged through the principal's office. A parent/guardian signed note with date, time of check-out, and reason for leaving campus must be submitted. Parental/guardian phone permission given to an administrator/designee may be sufficient for student release. The early dismissal form must be shown to the supervising teacher before the student can be released from class. Students may check out by note or phone for medical/dental appointments, funerals, illness, or an emergency. Check outs are considered absences. Proper documentation must be presented upon returning to school. Attendance policy applies.

Students may not check-out of school by permission of anyone other than parents or legal guardians, unless specific written instructions from the parents/guardians regarding designated approved adults are on file in the principal's office prior to check-out. It is the responsibility of the parent/guardian to make the school aware of any legal proceedings affecting student check-outs. By law, school grounds are not to be used as custodial exchange sites (AR Code 9-13-104).

Students may not leave campus to run approved school errands unless prior parental permission and/or approval is given in writing and presented before check-out occurs.

Cutter Morning Star School District is a closed campus district. Students may NOT order food or anything else to be delivered to campus. Only parents/guardians will be allowed to bring in food for their students. Students may not check out during lunch period unless accompanied by his or her parent/legal guardian.

Make-Up Work (4.8)

Make-up work is the responsibility of the student, not the teacher. No credit shall be given for work not made up.

The student shall be allowed one (1) day for each consecutive day's absence to turn in make-up work. For example, for one day's absence a student will be given one day from his/her return to school following the absence to turn in make-up work. For two days' absence the student will be granted two days from his/her return to school. Individual teachers may allot more time if circumstances warrant. This policy does apply to school trips or functions.

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

1. Students are responsible for asking the teachers of the classes they missed what assignments they need to make up.
2. Teachers are responsible for providing the missed assignments when asked by a returning student during the class period with each teacher.
3. Students are required to ask for their assignments on their first day back at school or their first class day after their return.
4. Make-up tests are to be rescheduled at the discretion of the teacher, but must be aligned with the schedule of the missed work to be made up.
5. Students shall have one class day to make up their work for each class day they are absent.
6. Make-up work which is not turned in within the make-up schedule for that assignment shall receive a zero.
7. Students are responsible for turning in their make-up work without the teacher having to ask for it.
8. Students who are absent on the day their make-up work is due must turn in their work the day they return to school whether or not the class for which the work is due meets the day of their return.
9. As required/permitted by the student's Individual Education Program or 504 Plan.

Work may not be made up for credit for unexcused absences **unless** the unexcused absences are part of a signed agreement as permitted by policy 4.7—ABSENCES.

Work for students serving an out-of-school suspension or expulsion shall be in accordance with the district's programs, measures, or alternative means and methods to continue student engagement and access to education during the student's period of suspension or expulsion, including offering an expelled student an opportunity for enrollment in digital learning courses or other alternative educational courses that result in the receipt of academic credit that is at least equal to credit the expelled student may have received from the District if the student had not been expelled.

In lieu of the timeline above, assignments for students who are excluded from school by the Arkansas Department of Health during a disease outbreak are to be made up as set forth in Policy

CMS SCHOOL BOARD POLICIES SECTION

Office Telephone

The phone in the school office is for business use. Permission to use the phone may be granted for reasons of emergency only. Messages will be taken by the principal's office and delivered if urgency warrants. Classes will not be disturbed to deliver messages except in cases of emergency.

School Closings

Be sure provisions are made for your child if school must be dismissed early for emergencies such as inclement weather. When weather conditions exist that would make it hazardous for students to get to school safely, students and parents should listen to Hot Springs radio stations and television stations, such as Channels 4, 7, and 11 to learn of school closings. Recorded telephone messages from the district will be delivered to each student's home telephone number when school is canceled for any reason.

Emergency Drills

Fire, tornado, and lock down drills will be held on a periodic basis as prescribed by law. School signals and procedures to follow in these emergency situations have been planned and will be practiced. When the signal is given, all students are to rise calmly and follow the approved exit route from the room. During drills, the students will WALK quickly (never run), remain silent, and follow the teacher's instructions.

The CMS Schools shall conduct fire drills at least monthly. Tornado drills shall also be conducted not fewer than three (3) times per year. Other types of emergency drills may also be conducted. Parents and guardians will be notified by School Reach in the event of an emergency involving the students while at the elementary/high school.

The District shall annually conduct a lockdown drill at all schools in the district in collaboration with local law enforcement and emergency management personnel. The lockdown drill training will include use of the district's emergency communication with law enforcement method. Students will be included in the drills to the extent that is developmentally appropriate to the age of both the students and grade configuration of the school.

All other emergencies will be handled on a case-by case basis. The principal shall be the coordinator in emergency situations. A response team will be appointed each year in order to update emergency procedures based on the Cutter Morning Star School District Crisis Plan.

In case of an emergency situation, roads entering the school may be blocked for safety. Parents will be notified by telephone messages with information regarding where and when students may be picked by parents/guardians. The FEMA Shelter/Safe Room that is located on the lower level of the high school building is the designated Information-Reunion Center. Students must be signed out by the parent or guardian before leaving.

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

Students who ride school buses shall also participate in emergency drills at least twice each school year.

Other types of emergency drills may also be conducted to test the implementation of the district's emergency plans in the event of violence, terrorist attack, natural disaster, or other emergency, or the district's emergency communication channel with law enforcement.

National Anthem

Each school in the District shall broadcast The Star-Spangled Banner at:

- The commencement of each school-sanctioned sporting event; however, if two (2) or more school-sanctioned sporting events occur on the same date at the same school, then the broadcast of The Star Spangled Banner may be performed at only one(1) of the events: and
- At least one (1) time each week during school hours.

Students shall not be compelled to participate in the performance of The Star-Spangled Banner, but students who choose not to participate in the performance of The Star Spangled Banner shall not disrupt those students choosing to participate in the performance of The Star Spangled Banner. Students choosing not to participate in the performance of The Star Spangled Banner who do not disrupt the participation of performance of The Star Spangled Banner shall not be subject to any comments, retaliation, or disciplinary action.

Pledge of Allegiance and Moment of Silence

The Pledge of Allegiance shall be recited:

1. During the first class period of each school day;
2. At the commencement of each school-sanctioned after-school assembly; and
3. At the commencement of each school-sanctioned sporting event; however, if two (2) or more school-sanctioned sporting events occur on the same day at the same school, then the Pledge may be recited at only one (1) of the school-sanctioned sporting events.

Students choosing to participate in the recitation of the Pledge shall do so by facing the flag with their right hands over their hearts, or in an appropriate salute if in uniform, while reciting the Pledge. Students choosing not to participate shall stand or sit quietly while the other students recite the Pledge.

Students shall not be compelled to recite the Pledge, but students who choose not to recite the Pledge shall not disrupt those students choosing to recite the Pledge. Students choosing not to recite the Pledge who do not disrupt those students who choose to recite the Pledge shall not be subject to any comments, retaliation, or disciplinary action.

Following the recitation of the Pledge, there shall be an observance of one (1) minute of silence. During the one (1) minute of silence, each student may reflect, pray, meditate, or engage in any other silent activity this is not likely to interfere with or distract another student. Students who do not disrupt the one (1) minute of silence shall not be subject to any comments, retaliation, or disciplinary action.

Parental Contact

To help promote positive communication, parent/teacher conferences shall be held once each semester.

Parents or guardians are urged to arrange extra conferences with any of their student's teachers when a meeting of this kind can benefit the student or the parent. Students are welcome to conference with teachers or administration at any time the schedule will allow. To arrange a conference, please call the school principal or the teacher.

Classroom Visitation

Parents/guardians are invited to visit the school any time during school hours. In the interest of safety, parents/guardians must have prior approval of the classroom teacher and administration before being allowed to observe a particular class or subject.

Visitors On Campus

All visitors to the school will stop by the principal's office for approval when they arrive on campus. Student visitors during school hours are strongly discouraged. Unauthorized visitors must leave the campus. Failure to comply will result in the notification of legal authorities.

MEDIA USE RULES AND PROCEDURES

While the district recognizes a student's right of expression under the First Amendment of the Constitution of the United States, school-sponsored media does not provide an open public forum for public expression. Student media, as well as the content of student expression in school-sponsored activities, shall be subject

to the editorial review of the district's administration, whose actions shall be reasonably related to legitimate pedagogical concerns and adhere to the following limitations:

1. Advertising may be accepted for media that does not condone or promote products that are inappropriate for the age and maturity of the audience or that endorses such things as tobacco, alcohol, or drugs.
2. Media may be regulated to prohibit communications determined by the appropriate teacher, student media advisor, and/or administrator on the basis of; grammatically incorrect, poorly written, inadequately researched, biased or prejudiced, vulgar or profane, or unsuitable for immature audiences.
3. Media may be regulated to prohibit the dissemination of material that may reasonably be perceived to advocate drug or alcohol use, sexual misconduct, conduct that is otherwise inconsistent with the shared values of a civilized social order, or to associate the school with any position other than neutrality on matters of political controversy.
4. Prohibited media includes those that:
 - are obscene as to minors;
 - are libelous or slanderous, including material containing defamatory falsehoods about public figures or governmental officials, and made with knowledge of their falsity or a reckless disregard of the truth;
 - constitute an unwarranted invasion of privacy as defined by state law;
 - suggest or urge the commission of unlawful acts on the school premises;
 - suggest or urge the violation of lawful school regulations;
 - attacks ethnic, religious, or racial groups; or
 - harasses, threatens, or intimidates a student.

Cheating and Plagiarism

Cheating on homework, classwork, and tests cannot be tolerated if each student is to be evaluated and graded according to his/her own abilities and efforts. Any student who allows another student to look on or copy his/her work shall be deemed to be cheating. Any student who has in his/her possession a "cheat sheet," looks on or copies another student's work, uses any unauthorized device to acquire correct responses, talks after being told not to, or otherwise gains an unfair advantage over other students shall be deemed to be cheating. Plagiarism, copying or using the words or ideas of another person without crediting the source, shall be deemed to be cheating. Plagiarism is to be avoided by appropriate use of summary, paraphrase, quotation, and crediting of all sources.

Consequences

1. The first time a student is caught, he/she will receive a "0" grade for that project, assignment, or test, a disciplinary referral, and the parent/guardian will be notified.
2. The second offense will result in a "0" grade for that assignment and will receive 3 days ISS at the principal's discretion.
3. The third time a student is caught; he/she will receive an "0" grade in that class for that grading period, a parent/teacher conference will be required, and 3 days of ISS.
4. A fourth offense may result in a 3 day OSS (out of school suspension) from school and a failing grade in that class at the discretion of the principal.

Use of Copyrighted Work in Face-to-Face Classroom

The CMS School Board encourages the enrichment of the instructional program through the proper use of supplementary materials. To help ensure the appropriate use of copyrighted materials, the superintendent, or designee, will provide district personnel with information regarding the “fair use” doctrine of the U.S. Copyright Code as detailed in the “Agreement on Guidelines for Classroom Copying in Not-for-Profit Educational Institutions with Respect to Books and Periodicals” and “Guidelines for Educational Uses of Music.”

Use of Copyrighted Works in Digital Transmissions

“Class session” means the length of time provided for students to access the materials necessary for the completion of course assignments and tests. Depending on the copyrighted work's overall importance to the course, which can vary from a single assignment to an entire course focusing on the copyrighted work, the class session will end on:

- the date set by the teacher for an assignment to be submitted; or
- the date on the school calendar for the end of classes.

“Course packs” are premade compilations of book excerpts; newspaper, magazine, and journal articles; and instructor-authored materials.

"Mediated Instructional activities" includes textbooks, workbooks, and course packs.

“Transmission” is the remote accessing, whether on or off campus, by students of a copyrighted work by means of a closed circuit television, an educational television channel, or in a digital format on a password protected secure webpage.

The district recognizes that advances in technology have resulted in the need for guidelines for the use of copyrighted materials that are transmitted to students through a digital network. While the requirements to use a copyrighted work in a digital transmission have many similarities to those required to use a copyrighted work in a face-to-face classroom, Federal law places several additional requirements on the district’s teachers, IT staff, and librarians for the use of a digitally transmitted copyrighted work. The district is dedicated to providing the tools necessary for teachers, IT staff, and librarians to meet these additional federal requirements.

The district shall make sure the server where materials are stored is secured, whether the server is located locally or remotely.

The district’s informational technologies staff shall develop the proper protocols and train teachers on their use in order to ensure:

1. The transmission of the copyrighted work is limited to only the students enrolled in the course;
 - each student shall have a unique ID and password for accessing digital courses/materials,or

- each course shall have a unique password to access course materials, and
 - the password to access the course materials shall be changed immediately following the close of the course.
2. To prevent students from retaining or further disseminating the copyrighted work for more than one class session;
 - the print function will be disabled;
 - a transparency shall be placed over any literary work, sheet music, or photograph;
 - audio and video transmissions will be set to be streamed; and
 - the link to the webpage with a copyrighted work shall be deactivated at the end of the applicable class session.

Teachers who wish to provide copyrighted works to students through a digital transmission as part of a digital course as well as teachers wishing to supplement a face-to-face classroom course with a digital transmission must meet applicable copyright statutes and policy —DIGITAL LEARNING COURSES, as well as the following requirements in order to use a copyrighted work:

1. The use of the copyrighted work(s), whether in whole or in part, must be a part of regular classroom instruction and must be directly related and of material assistance to the course content;
2. The extent of a copyrighted work that is used must comply with one or more of the following criteria:
 - the entirety of a nondramatic literary or musical work may be used. A nondramatic literary work includes poems and short stories. A nondramatic musical work covers all music that is not part of an opera or musical and does not cover the use of the music video format of a song.
 - dramatic literary and musical works as well as videos may only be used in limited portions. dramatic literary and musical works may only be used in the same amount as set forth in the requirements for a face-to-face classroom while videos, including music videos, may only have the portion used that is directly related to the subject of the class session and may not be transmitted in their entirety.
 - still images or slides that a teacher would have used in the ordinary course of a face-to-face classroom session on a projector or a transparency may be used in a transmission.
 - works primarily produced or marketed for use in the digital education market may not be transmitted.
 - works the teacher had knowledge or reasonably believes to be unlawfully made or acquired may not be used.
 - mediated Instructional activities may not be transmitted.
3. A statement that works may be subject to copyright and shall be placed in at least one of the following areas to provide notice to students of copyright status:
 - course syllabus;
 - home webpage for the course;
 - webpage for the particular class session; and/or
 - webpage with the copyrighted work.

The teacher and the district librarian shall work together when making digital copies of copyrighted work from physical or analog versions and shall fulfill the following requirements:

1. The amount converted is only the amount allowed by law; **and**
2. The district has no digital copy of the copyrighted work available; **or**
3. The district's digital copy of the copyrighted work that is available has technological protections that prevent the use of the copyrighted work in the manner prescribed by law.

The district will not be responsible for any employee violations of the use of copyrighted materials.

Electronic Device Use, Internet Safety, and Penalties

For the purposes of this policy, "electronic device" means anything that can be used to transmit or capture images, sound, or data.

The district makes electronic device(s) and/or electronic device Internet access available to students, to permit students to perform research and to allow students to learn how to use electronic device technology. Use of district electronic devices is for educational and/or instructional purposes only. Student use of electronic device(s) shall only be as directed or assigned by staff or teachers; students are advised that they enjoy no expectation of privacy in any aspect of their electronic device use, including email, and that monitoring of student electronic device use is continuous.

No student will be granted Internet access until and unless an Internet and electronic device use agreement, signed by both the student and the parent or legal guardian (if the student is under the age of eighteen [18]) is on file. The current version of the Internet and Electronic Device use agreement is incorporated by reference into CMS School Board Policy and is considered part of the student handbook.

Technology Protection Measures

The district is dedicated to protecting students from materials on the Internet or world wide web that are inappropriate, obscene, or otherwise harmful to minors; therefore, it is the policy of the district to protect each electronic device with Internet filtering software that is designed to prevent students from accessing such materials. For purposes of this policy, "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:

- taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
- depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
- taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

Internet Use and Safety

The district is dedicated to ensuring that students are capable of using the Internet in a safe and responsible manner. The district uses technology protection measures to aid in student safety and shall also educate students on appropriate online behavior and Internet use including, but not limited to:

- interacting with other individuals on social networking websites and in chat rooms;
- cyberbullying awareness; and

- cyberbullying response.

Misuse of Internet

The opportunity to use the district's technology to access the Internet is a privilege and not a right. Students who misuse electronic devices or Internet access in any way will face disciplinary action, as specified in the student handbook and/or Internet safety and electronic device use agreement. Misuse of the internet includes:

- the disabling or bypassing of security procedures, compromising, attempting to compromise, or defeating the district's technology network security or Internet filtering software;
- the altering of data without authorization;
- disclosing, using, or disseminating passwords, whether the passwords are the student's own or those of another student/faculty/community member, to other students;
- divulging personally identifying information about himself/herself or anyone else either on the internet or in an email unless it is a necessary and integral part of the student's academic endeavor. Personally identifying information includes full names, addresses, and phone numbers.
- using electronic devices for any illegal activity, including electronic device hacking and copyright or intellectual property law violations;
- using electronic devices to access or create sexually explicit or pornographic text or graphics;
- using electronic devices to violate any other policy or is contrary to the Internet safety and electronic device use agreement.

Penalties for Improper Use

If the student violates this agreement and misuses the Internet, the student shall be subject to disciplinary action. **[Note: A.C.A. § 6-21-107 requires the district to have "...provisions for administration for the punishment of students for violations of the policy with stiffer penalties for repeat offenders.**

Any action (including theft, tampering, or damage) that results in the computer network being "down" will be dealt with depending on whether it is a major or minor offense, at the discretion of the principal. The consequences are threefold, including monetary restitution to repair or replace, disciplinary action, and consideration of appropriate legal action.

The punishment for an infraction of the "Student Technology Use Agreement" could fall anywhere between the minimum/maximum range listed below, depending on the number of infractions involved and/or the severity of the infraction.

1st Offense = Loss of all computer privileges for up to two (2) weeks.

2nd Offense = ISS/placed on probation for the remainder of the semester including loss of computer privileges and internet access unless under direct supervision of a teacher in the classroom or in district computer labs.

3rd Offense = ISS, up to three (3) days and loss of all computer privileges on any Cutter Morning Star School District computer.

In an effort to help protect student welfare when they navigate the Internet, the district will work to educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

Chromebooks

The Cutter Morning Star School District will be issuing a Chromebook to each of the students of Cutter Morning Star. Students will be asked to sign a contract of acceptable use and proper care of the device. Use of the device and internet is a strictly governed privilege of the student. Students are expected to adhere to the district's "acceptable use" policy. The district reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the Chromebook, network and internet access as well as any and all information transmitted or received in connection with such usage.

Students in grades 7-12 will be issued Chromebooks for use at home and school. The parent/guardian will be asked to pay a \$25-dollar insurance premium at the beginning of the year, for usage of the Chromebook. This premium is non-refundable, and is important to cover damages (battery life, loss, etc.). CMS will be the provider of the aforementioned insurance premium.

This insurance policy covers the cost of repairs and replacement parts up to complete loss of device. **Note: *If the device has to be replaced, a \$50 deductible will be assessed to receive the replacement. Chargers and screens are not covered in this policy therefore parents/guardians will be responsible for replacement of the charger and/or screen at an additional cost.***

This premium is effective for the school calendar year. ***If a Chromebook has to be replaced an additional policy must be purchased.***

Cell Phone Policy

Use and misuse of cell phones have become a serious problem that threatens the ability of the district schools to properly and efficiently operate its education program. The CMS School Board believes it is necessary to restrict student use and possession of cell phones and other electronic communication devices, cameras, MP3 players, iPods, and other portable music devices so that the opportunity for learning in the district's schools may be enhanced.

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

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

7th - 12th grade students may use or possess cell phones, or electronic devices mentioned in the first paragraph BEFORE SCHOOL, AFTER SCHOOL, AND DURING BREAKS ONLY. ALL PERSONAL DEVICES SHOULD BE TURNED OFF OR SILENCED BEFORE THE TARDY BELL AND SHOULD NOT DISTRACT FROM CLASS INSTRUCTION. DEVICES MAY ONLY BE USED FOR INSTRUCTIONAL PURPOSES AS DIRECTED BY THE CLASSROOM TEACHER.

The use of such devices at school sponsored functions outside the regular school day is permitted by ALL students to the extent and within the limitations allowed by the event or activity the student is attending.

A cell phone or any electronic device that is used without the teacher's instructions, and/or that is causing a distraction, may be confiscated. Confiscated cell phones may be picked up at the school's administration office by the student at 3:25.

1st Offense: The device will be taken and kept in the office until the 3:25 bell, when the student may pick it up, or at the discretion of the principal.

2nd Offense: The device will be taken and will be kept in the office until a parent or guardian picks it up from the office. The student will receive 5 days detention at the principal's discretion.

3rd Offense: The device will be taken and will be kept in the office until a parent or guardian picks it up from the office. The student will receive 10 days detention at the principal's discretion, and the student must drop his/her phone off at the office upon arrival to school for 5 days, and will not be permitted to pick it up until the 3:25 bell.

4th Offense: The device will be taken and will be kept in the office until a parent or guardian picks it up from the office. The student will receive 3 days ISS at the principal's discretion, and the student must drop his/her phone off at the office upon arrival to school for 10 days, and will not be permitted to pick it up until the 3:20 bell.

5th Offense: The device will be taken and will be kept in the office until a parent or guardian picks it up from the office. The student will receive 3 days ISS at the principal's discretion, and the student will have his/her phone privileges revoked for a semester of time, totaling 18 weeks, or at the discretion of the principal.

Website and Video Surveillance

The Cutter Morning Star School District shall maintain a web page to provide information about its schools, students, and activities to the community. The Cutter Morning Star School District website shall be used for educational purposes only.

Website Release Policy for Photos, Videos, and Names

The Cutter Morning Star School District will occasionally showcase student work, projects or activities in which students are involved. Student photographs or videos are often included and may be used for an undetermined period of time during the current school year.

The following points will be addressed before any student photograph or video is used:

- address, phone number or email of a student will NOT be provided.
- photographs/videos of groups of students may be used without parental permission (i.e. school assembly, sporting activity, class, or club)

Video Surveillance (4.48)

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

Students will be held responsible for any violations of school discipline rules caught by the cameras. Students, who vandalize, damage, disable, or render inoperable surveillance cameras and equipment shall be subject to appropriate disciplinary action and referral to appropriate law enforcement authorities.

Equal Education Opportunity (4.11)

No student in the Cutter Morning Star School District shall, on the grounds of race, color, religion, national origin, sex, age, or disability be excluded from participation in, or denied the benefits of, or subjected to discrimination under any educational program or activity sponsored by the district. The district has a limited open forum granting equal access to the Boy Scouts of America and other youth groups.

Inquiries on non-discrimination may be directed to the superintendent, who may be reached at 501-262-2414.

For further information on notice of non-discrimination or to file a complaint, visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm>; for the address and phone number of the office that serves your area, or call 1-800-421-3481.

A.C.A. § 6-10-130 requires that youth patriotic societies, such as the Boy Scouts of America, be provided access to students during the school day; as a result, all districts now have a limited open forum and are required to provide the same access to groups who follow the procedure set forth in the statute to request access to students regardless of the groups viewpoint.

Student Welfare

The Board of Education directs full compliance by the district with the child abuse and neglect reporting laws.

It is the statutory duty of licensed school district employees who have reasonable cause to suspect child abuse or maltreatment to directly and personally report these suspicions to the Arkansas Child Abuse Hotline, by calling 1-800-482-5964. Failure to report suspected child abuse, maltreatment or neglect by calling the Hotline can lead to criminal prosecution and individual civil liability of the person who has this duty. Notification of local or state law enforcement does not satisfy the duty to report; only notification by means of the Child Abuse Hotline discharges this duty.

The duty to report suspected child abuse or maltreatment is a direct and personal duty, and cannot be assigned or delegated to another person. There is no duty to investigate, confirm or substantiate statements a student may have made which form the basis of the reasonable cause to believe that the student may have

been abused or subjected to maltreatment by another person; however, a person with a duty to report may find it helpful to make a limited inquiry to assist in the formation of a belief that child abuse, maltreatment or neglect has occurred, or to rule out such a belief. Employees and volunteers who call the Child Abuse Hotline in good faith are immune from civil liability and criminal prosecution.

By law, no school district or school district employee may prohibit or restrict an employee or volunteer from directly reporting suspected child abuse or maltreatment, or require that any person notify or seek permission from any person before making a report to the Child Abuse Hotline.

On all school documentation and references of students will be listed by their legal name and gender. This includes, but is not limited to: all school records, diplomas, report cards, awards, yearbooks, mail, etc. No nicknames will be used, unless it appears that way on their birth certificate or a certified legal name change document.

ACADEMICS

Classification of Students

A student must have the following credits to be classified as:

Freshman	Completion of requirements for grades 7 and 8
Sophomore	Completion of 6 units of course work
Junior	Completion of 12 units of course work
Senior	Completion of 18 units of course work

A student may be classified as a senior, who at the beginning of the current year, is enrolled in courses that meet all requirements for graduation.

Beginning with the graduation class of 2015-2016 and thereafter, twenty-four (24) units will be required to meet graduation requirements.

Students' grades shall reflect only the extent to which a student has achieved the expressed educational objectives of the course.

Graduation Requirements

4.45—SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS FOR THE CLASSES OF 2022, 2023, 2024, AND 2025

All students are required to participate in the Smart Core curriculum unless their parents or guardians, or the students if they are eighteen (18) years of age or older, sign a *Smart Core Waiver Form* to not participate. While Smart Core is the default option, a *Smart Core Information Sheet* and a *Smart Core Waiver Form* will be sent home with students prior to their enrolling in seventh (7th) grade, or when a seventh (7th) through twelfth (12th) grade student enrolls in the district for the first time and there is not a signed form in the student's permanent record. This policy is to be included in student handbooks for grades six (6) through twelve (12) and both students and parents must sign an acknowledgement they

have received the policy. Those students not participating in the Smart Core curriculum will be required to fulfill the Core curriculum or the Alternate Pathway to Graduation when required by their IEP to be eligible for graduation. Counseling by trained personnel shall be available to students and their parents or legal guardians prior to the deadline for them to sign and return the waiver form.

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

This policy, the Smart Core curriculum, and the courses necessary for graduation shall be reviewed by staff, students, and parents as part of the annual school district support plan development process to determine if changes need to be made to better serve the needs of the district's students. The superintendent, or his/her designee, shall select the composition of the review panel.

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

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

Administrators, or their designees, shall train newly hired employees, required to be licensed as a condition of their employment, regarding this policy. The district's annual professional development shall include the training required by this paragraph.

To the best of its ability, the District shall follow the requirements covering the transfer of course credit and graduation set forth in the Interstate Compact on Educational Opportunity for Military Children and the Arkansas Military Child School Transitions Act of 2021 for all students who meet the definition of "eligible child" in Policy 4.2—ENTRANCE REQUIREMENTS including the waiving of specific courses that are required for graduation if similar coursework has been satisfactorily completed.

Graduation Requirements

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

All students must receive a passing score on the Arkansas Civics Exam in order to graduate.

Students shall be trained in quality psychomotor skill based in cardiopulmonary resuscitation and the use of automated external defibrillators in order to graduate.

Digital Learning Courses

The district shall offer one or more digital learning course(s) through one or more district approved provider(s) as either a primary or supplementary method of instruction. The courses may be in a blended learning, online-based, or other technology-based format. In addition to the other graduation requirements contained in this policy, students are required to take at least one (1) digital learning course for credit while in high school.

Personal and Family Finance

All students shall receive credit in a course covering the Personal and Family Finance Standards in order to graduate.

SMART CORE: Sixteen (16) units

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

Oral Communications: one-half ($\frac{1}{2}$) unit

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

- 1) Algebra I or Algebra A & B* which may be taken in grades 7-8 or 8-9;
- 2) Geometry or Geometry A & B* which may be taken in grades 8-9 or 9-10;

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

- 3) Algebra II; and
- 4) The fourth unit may be either:
 - A math unit approved by DESE beyond Algebra II; or
 - A computer science flex credit may be taken in the place of a fourth math credit.

Natural Science: three (3) units

- a. DESE approved Biology – 1 credit;
- b. DESE approved Physical Science – 1 credit; and
- c. A third unit that is either:
 - An additional science credit approved by DESE; or
 - A computer science flex credit may be taken in the place of a third science credit.

Social Studies: three (3) units

- Civics - one-half ($\frac{1}{2}$) unit
- World History - one unit
- American History - one unit
- Other social studies – one-half ($\frac{1}{2}$) Unit

Physical Education: one-half ($\frac{1}{2}$) unit

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

Health and Safety: one-half ($\frac{1}{2}$) unit

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

Fine Arts: one-half (½) unit

CAREER FOCUS: - Six (6) units

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

A student who enlists in a branch of the United States Armed Forces or the National Guard through the military delayed entry program, the National Guard Split Training Option, or other similar early entry program and completes basic training before graduating from high school shall receive two (2) units of the Career Focus graduation requirements.

A student who completes at least seventy-five (75) clock hours of documented community service in grades nine (9) through twelve (12) at any certified service agency or a part of a service-learning school program shall receive one (1) Career Focus credit.

CORE: Sixteen (16) units

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

Oral Communications: one-half (½) unit

Mathematics: four (4) units

- Algebra or its equivalent* - 1 unit
- Geometry or its equivalent* - 1 unit
- All math units must build on the base of algebra and geometry knowledge and skills.
- (Comparable concurrent credit college courses may be substituted where applicable)
- A computer science flex credit may be taken in the place of a math credit beyond Algebra I and Geometry

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

Science: three (3) units

- at least one (1) unit of Biology or its equivalent; and

Two units chosen from the following three categories:

- Physical Science;
- Chemistry;
- Physics; or
- a. DESE approved Biology – 1 credit;
- b. DESE approved Physical Science – 1 credit; and
- c. A third unit that is either:
 - An additional science credit approved by DESE; or
 - A computer science flex credit may be taken in the place of a third science credit.

Social Studies: three (3) units

- Civics one-half (½) unit
- World history, one (1) unit

- American History, one (1) unit
- Other social studies – one-half (1/2) unit

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

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

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

Economics – one half (1/2) unit – dependent upon the licensure of the teacher teaching the course, this can count toward the required three (3) social studies credits or the six (6) required Career Focus elective credits.⁹

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

CAREER FOCUS: - Six (6) units

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

A student who enlists in a branch of the United States Armed Forces or the National Guard through the military delayed entry program, the National Guard Split Training Option, or other similar early entry program and completes basic training before graduating from high school shall receive two (2) units of the Career Focus graduation requirements.

A student who completes at least seventy-five (75) clock hours of documented community service in grades nine (9) through twelve (12) at any certified service agency or a part of a service-learning school program shall receive one (1) Career Focus credit.

Notes: –The Smart Core Information Sheet and the Smart Core Waiver Form are available on the DESE website under the “Related Links” heading. 9.03.1.8 of the Standards and the Smart Core Guidance require parents to sign one of the forms; the default option is Smart Core.

4.45.1—SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS FOR THE CLASS OF 2026 AND THEREAFTER

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

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

This policy, the Smart Core curriculum, and the courses necessary for graduation shall be reviewed by staff, students, and parents as part of the annual school district support plan development process to determine if changes need to be made to better serve the needs of the district's students. The superintendent, or his/her designee, shall select the composition of the review panel.

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

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

Administrators, or their designees, shall train newly hired employees, required to be licensed as a condition of their employment, regarding this policy. The district's annual professional development shall include the training required by this paragraph.

To the best of its ability, the District shall follow the requirements covering the transfer of course credit and graduation set forth in the Interstate Compact on Educational Opportunity for Military Children and the Arkansas Military Child School Transitions Act of 2021 for all students who meet the definition of "eligible child" in Policy 4.2—ENTRANCE REQUIREMENTS including the waiving of specific courses that are required for graduation if similar coursework has been satisfactorily completed.

GRADUATION REQUIREMENTS

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

All students must receive a passing score on the Arkansas Civics Exam in order to graduate.

Students shall be trained in quality psychomotor skill bases in cardiopulmonary resuscitation and the use of automated external defibrillators in order to graduate.

Digital Learning Courses

The District shall offer one or more digital learning course(s) through one or more District approved provider(s) as either a primary or supplementary method of instruction. The courses may be in a blended learning, online-based, or other technology-based format. In addition to the other graduation requirements

contained in this policy, students are required to take at least one (1) digital learning course for credit while in high school.

Personal and Family Finance

All students shall receive credit in a course covering the Personal and Family Finance Standards in order to graduate.

Computer Science

All students shall earn one (1) unit of credit in a computer science course in order to graduate.

SMART CORE: Sixteen (16) units

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

Oral Communications: one-half ($\frac{1}{2}$) unit

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

1. Algebra I or Algebra A & B* which may be taken in grades 7-8 or 8-9;
2. Geometry or Geometry A & B* which may be taken in grades 8-9 or 9-10;
*A two-year algebra equivalent or a two-year geometry equivalent may each be counted as two units of the four-unit requirement for the purpose of meeting the **graduation** requirement, but only serve as one unit each toward fulfilling the **Smart Core** requirement.
3. Algebra II; and
4. The fourth unit may be either:
 - A math unit approved by DESE beyond Algebra II
 - A computer science flex credit may be taken in the place of a fourth math credit.

Natural Science: three (3) units

- a. DESE approved biology- 1 credit
- b. DESE approved physical science- 1 credit; and
- c. A third unit that is either:
 - An additional science credit approved by DESE; or
 - A computer science flex credit may be taken in the place of a third science credit

Social Studies: three (3) units

- Civics- one-half ($\frac{1}{2}$) unit
- World History - one unit
- American History - one unit
- Other social studies- one-half ($\frac{1}{2}$) unit

Physical Education: one-half ($\frac{1}{2}$) unit

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

Health and Safety: one-half ($\frac{1}{2}$) unit

Economics – one half ($\frac{1}{2}$) unit – dependent upon the licensure of the teacher teaching the course, this can count toward the required three (3) social studies credits or the six (6) required Career Focus elective credits.

Fine Arts: one-half ($\frac{1}{2}$) unit

CAREER FOCUS: - Six (6) units

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

A student who enlists in a branch of the United States Armed Forces or the National Guard through the military delayed entry program, the National Guard Split Training Option, or other similar early entry program and completes basic training before graduating from high school shall receive two (2) units of the Career Focus graduation requirements.

A student who completes at least seventy-five (75) clock hours of documented community service in grades nine (9) through twelve (12) at any certified service agency or a part of a service-learning school program shall receive one (1) Career Focus credit.

CORE: Sixteen (16) units

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

Oral Communications: one-half (½) unit

Mathematics: four (4) units

- Algebra or its equivalent* - 1 unit
- Geometry or its equivalent* - 1 unit
- All math units must build on the base of algebra and geometry knowledge and skills.
- (Comparable concurrent credit college courses may be substituted where applicable)
- A computer science flex credit may be taken in the place of a math credit beyond Algebra I and Geometry

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

Science: three (3) units

- a. DESE approved biology- 1 credit
- b. DESE approved physical science- 1 credit; and
- c. A third unit that is either:
 - An additional science credit approved by DESE; or
 - A computer science flex credit may be taken in the place of a third science credit

Social Studies: three (3) units

- Civics one-half (½) unit
- World history, one (1) unit
- American History, one (1) unit
- Other social studies- one-half (½) unit

Physical Education: one-half (½) unit

Note: While one-half (½) unit is required for graduation, no more than one (1) unit may be applied toward fulfilling the necessary units to graduate.

Health and Safety: one-half (½) unit

Economics – one half (½) unit – dependent upon the licensure of the teacher teaching the course, this can count toward the required three (3) social studies credits or the six (6) required Career Focus elective credits.⁹

Fine Arts: one-half (½) unit

CAREER FOCUS: - Six (6) units

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

A student who enlists in a branch of the United States Armed Forces or the National Guard through the military delayed entry program, the National Guard Split Training Option, or other similar early entry program and completes basic training before graduating from high school shall receive two (2) units of the Career Focus graduation requirements.

A student who completes at least seventy-five (75) clock hours of documented community service in grades nine (9) through twelve (12) at any certified service agency or a part of a service-learning school program shall receive one (1) Career Focus credit.

Notes: The Smart Core Information Sheet and the Smart Core Waiver Form are available on the ADE website under the “Related Links” heading.

Honor Roll and Honor Graduates (5.17)

Valedictorian and Salutatorian

An honor graduate may be designated as Valedictorian or Salutatorian if he/she meets the following additional requirements:

1. The Valedictorian will be the honor graduate with the highest adjusted cumulative GPA and the Salutatorian will be the honor graduate with the second highest adjusted GPA.
2. The adjusted cumulative GPA will be calculated based on the student’s grades in required English, Math, Science, and Social Science; grades in concurrent education courses which are taken to fulfill a student’s graduation requirements will be included in the adjusted GPA, in these areas. Any student who is in contention for valedictorian or salutatorian and drops a concurrent education or AP course will not be considered for valedictorian or salutatorian. In the event a student takes additional courses in the required areas, the highest grade will be used to calculate the adjusted GPA.

The honor student with the highest GPA and who has been enrolled in Cutter Morning Star in grades 9 through 12, in addition, 8th grade Algebra 1/ Physical Science, beginning with the graduates of 2021 shall be Valedictorian/Salutatorian.

Beginning with the graduating class of 2019, CMS will utilize the following methods for GPA:

Rank One is the calculation of the GPA mandated by the Arkansas Department of Education and college reporting. This method uses a 4.0 credit for all courses except for **Advanced**

Placement courses as they are weighted on a 5.0 scale. Local credits calculations are not included in the Rank One GPA method.

Rank Two is the calculation of GPA for local purposes only. This method uses a weighted rank of 5 for AP and Concurrent Credit for **determining class rank. Local credits** are included in the Rank Two GPA.

Courses not counting for credit will not be counted in the GPA.

Honor Graduates

Students who have successfully completed the minimum core of courses recommended for preparation for college as defined by the State Board of Higher Education and the State Board of Education and have a cumulative GPA of 3.0 will be designated as honor students. The GPA shall be derived from courses taken in public schools in grades nine (9) through twelve (12).

Highest Honors – Students who complete 3 Advanced Placement Courses/Concurrent College Credit Courses and have a cumulative 4.0 GPA

High Honors – Students who complete 2 Advanced Placement Courses/Concurrent College Credit Courses and have a cumulative 3.5 GPA

Honors – Students who complete 1 Advanced Placement Course/Concurrent College Credit Course and have a cumulative 3.0 GPA

Parents or guardians of a student, or a student eighteen (18) years of age or older, who choose to not have the student publicly identified as an honor roll or honor graduate student must submit a written request that the student not be so identified.

Honor Roll

Students in grades 7-12 who maintain a 3.0 GPA for the grading period will be recognized as honor roll students for that grading period. Semester grades will determine the honor roll at the end of each semester.

Grading (5.15)

Parents, legal guardians, persons having lawful control of a student, or persons standing in loco parentis shall be kept informed concerning the progress of their student. Parent-teacher conferences are encouraged and may be requested by parents, guardians, persons having lawful control of a student, persons standing in loco parentis, or teachers. If the progress of a student is unsatisfactory in a subject, the teacher shall attempt to schedule a parent-teacher conference. In the conference, the teacher shall explain the reasons for difficulties and shall develop, cooperatively with the parents, a plan for remediation which may enhance the probability of the student succeeding. The school shall also send timely progress reports and issue grades for each nine-(9) week grading period to keep parents/guardians informed of their student's progress.

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

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

For the purpose of determining grade point averages, the numeric value of each letter grade shall be:

<u>Regular</u>	<u>AP, IB, Honors</u>
● A = 4 points	A = 5 points
● B = 3 points	B = 4 points
● C = 2 points	C = 3 points
● D = 1 point	D = 2 points
● F = 0 points	F = 0 points

The grade point values for Advanced Placement (AP), approved courses for weighted credit, International Baccalaureate (IB), and approved honor courses shall be one (1) point greater than for regular courses with the exception that an F shall still be worth zero (0) points.

The final grades of students who transfer in for part of a semester will be determined by blending the grades earned in the district with those earned outside the district. Each final grade will be the sum of the percentage of days in the grading period transferred from outside the district times the transferred grade from outside the district plus the percentage of days in the grading period while in the district times the grade earned in the district.

For example: The grading period had forty (40) days. A student transferred in with a grade of eighty-three percent (83%) earned in ten (10) days at the previous school. The student had a grade of seventy-five percent (75%) in our district's school earned in the remaining thirty (30) days of the grading period. Ten (10) days is twenty-five percent (25%) of forty (40) days while thirty (30) days is seventy-five percent (75%) of forty (40) days. Thus the final grade would be $(0.25 \times 83) + (0.75 \times 75) = 77\%$

Advanced Placement, International Baccalaureate, and Honors Courses

Students in grades 7-12 who take advanced placement (AP) courses; International Baccalaureate (IB) courses; honors or concurrent credit college courses; or other courses approved for weighted credit by the Division of Elementary and Secondary Education (DESE) shall be graded according to the following schedule:

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

For the purpose of determining grade point averages, the numeric value of each letter grade shall be

- A = 5 points
- B = 4 points
- C = 3 points
- D = 2 point
- F = 0 points

For a student to be eligible to receive weighted credit for an AP, or IB course:

- The course must be taught by an Arkansas licensed teacher who has received the appropriate training required by Arkansas statute and DESE Rule or, for an AP teacher, is in the process of completing an Additional Training Plan; and
- The student takes the applicable AP or IB examination after completing the entire course. Credit shall be given for each grading period during the course of the year, but shall be retroactively removed from a student's grade for any course in which the student fails to take the applicable exam. Students who do not take the applicable exam shall receive the same numeric value for the grade he/she receives in the course as if it were a non-AP or IB course.

"Honors Courses" are those courses that have been approved by a DESE as honors courses. Honors courses must stress higher order learning and be offered in addition to curriculum offerings required by the Standards for Accreditation.

Students who transfer into the district will be given weighted credit for the AP courses; IB courses; honors or concurrent credit college courses; and other courses approved by DESE for weighted credit that were taken for weighted credit at his/her previous schools(s) according to the proceeding scale.

REPORT CARDS AND PROGRESS REPORTS

Progress reports will be distributed to **all students** midway through the grading period. Progress Reports will be distributed in the following months: September, November, February, and April.

Report cards are to be distributed at the end of each 9 week grading period. Report Cards will be sent home in October, January, March, and May. * (*unless delayed by snow days).

Concurrent Credit

Qualified high school students may be eligible to enroll in concurrent credit college courses offered through National Park College. Beginning in 2020-21, the cost of these courses will be covered by the new Arkansas Concurrent Challenge Scholarship. Exceptions will only be made by the superintendent.

Requirements:

The Arkansas Concurrent Challenge Scholarship will award \$125 per course, to be paid to National Park College for the cost of college courses. Students are limited to **two courses per semester**, for a total of \$250 per semester. Only core courses may be taken; i.e., math, English, social sciences, science, foreign language.

Only high school students who are **classified as a junior or senior** qualify for concurrent credit.

Eligibility:

Students must have the qualifying test scores to enroll in concurrent credit courses. There are two tests available for students to take, to earn qualifying scores. See chart below for minimum scores:

ACT/Accuplacer Sub-Test	ACT Minimum Score	Accuplacer Next Gen Minimum Score
Reading	19	252
Math//Quantitative Reasoning, Algebra, Statistics (QAS)	21	264
English/Writing	19	256

All college courses require the minimum Reading score; English classes require the minimum Reading and Writing/English score; Math classes require the minimum Math score (as well as the Reading score).

To schedule the Accuplacer, contact Josh Holiman at National Park College: josh.holiman@np.edu or phone at 501-760-4321.

To register for the ACT, visit www.ACTstudent.org , to create an account and register for the next available exam.

Note:

Qualifying test scores must be dated prior to the beginning of the semester in which classes are to be taken.

If more than two college courses are to be taken, the student is responsible for payment of tuition for any courses over the limit. Should a student wish to take a non-core course, the student is responsible for payment of tuition. Please consult with high school counselor if either of these is under consideration

Parent-Teacher Conferences

The Cutter Morning Star School District will, in accordance with State Law, hold four parent teacher conferences, two each semester during the school year. The dates of the parent/teacher conferences will be placed on the school calendar.

Participation in the concurrent high school and college credit program must be documented by a written agreement between:

- The student's parent(s) or legal guardian(s) if the student is under the age of eighteen (18);
- The district; and
- The publicly supported community college, technical college, four-year college or university, or private institution the student attends to take the concurrent credit course.

Students are responsible for having the transcript for the concurrent credit course(s) they've taken sent to their school in order to receive credit for the course(s). Credit for concurrent credit courses will not be given until a transcript is received. Students may not receive credit for the course(s) they took or the credit may be delayed if the transcripts are not received at all or in a timely manner. This may jeopardize students' eligibility for extracurricular activities and graduation.

Students will retain credit earned through the concurrent credit program that was applied toward a course required for high school graduation from a previously attended, accredited, public school.

- ACT score of 19
- Schedule changes may be made by dropping the class only within the first ten (10) days of the semester.
- Any and all costs of higher education courses taken for concurrent credit are the student's responsibility, if the course is dropped or for any reason fails the course.
- There will be a mandatory \$25 per semester, Non-refundable insurance fee (to cover loss and damage) for using the college textbooks. Cutter Morning Star SD will rent textbooks for the upcoming school year. Insurance fee will be paid to the High School Counselor within two weeks of the first day of class.

Course Prerequisites

Some courses require prerequisites and a certain level of achievement. Placement in these courses requires the teacher's prior approval.

Student Promotion and Retention

A disservice is done to students through social promotion and is prohibited by state law. The district shall, at a minimum, evaluate each student annually in an effort to help each student who is not performing at grade level. Parents, guardians, persons having lawful control of the student, or persons acting in loco parentis shall be kept informed concerning the progress of their student(s). Notice of a student's possible retention or required retaking of a course shall be included with the student's grades sent home to each parent/guardian or the student if 18 or older. Parent-teacher conferences are encouraged and may be held as necessary in an effort to improve a student's academic success.

At least once each semester, the parents, legal guardians, persons having lawful control of the student, or person acting in loco parentis, and teacher(s) of a student in kindergarten through eighth (8th) grade shall be notified in writing of the student's independent grade-level-equivalency in reading.

Any grades, course credits, and/or promotions received by a student while enrolled in the Division of Youth Services system of education shall be considered transferable in the same manner as those grades, course credits, and promotions from other accredited Arkansas public educational entities.

Promotion or retention of students, or their required retaking of a course shall be primarily based on the following criteria.¹ If there is doubt concerning the promotion or retention of a student or his/her required retaking of a course, a conference shall be held before a final decision is made that includes the following individuals:

- the building principal or designee;
- the student's teacher(s);
- school counselor;
- a 504/special education representative (if applicable); and
- the student's parents, legal guardians, persons having lawful control of the student, or persons standing in loco parentis.

The conference shall be held at a time and place that best accommodates those participating in the conference. The school shall document participation or non-participation in required conferences. If the conference attendees fail to agree concerning the student's placement or receipt of course credit, the final decision shall rest with the principal or the principal's designee.

Each student shall have a student success plan (SSP) developed by school personnel in collaboration with the student's parents and the student that is reviewed and updated annually. A student's SSP shall use multiple academic measures to personalize learning in order for students to achieve their grade-level expectations and individual growth. The SSP will identify if the student is in need of additional support or acceleration. Academic measures to be used in creating and updating a student's SSP shall include, but are not limited to:

- statewide student assessment results;
- subject grades;
- student work samples; and
- local assessment scores.

By the end of grade eight (8), the student's SSP shall:

- guide the student along pathways to graduation;
- address accelerated learning opportunities;
- address academic deficits and interventions; and
- include college and career planning components.

Based on a student's score on the college and career assessment:

- the student's SSP will be updated in order to assist the student with college and career readiness skills, course selection in high school, and improved academic achievement; and
- provide a basis for counseling concerning postsecondary preparatory programs.

An SSP shall be created:

- by no later than the end of the school year for a student in grade eight (8) or below who enrolls in the district during the school year; or
- as soon as reasonably possible for a student in grade nine (9) or above who enrolls in the district at the beginning or during the school year.²

A student's individualized education program (IEP) may act in the place of the student's SSP if the IEP addresses academic deficits and interventions for the student's failure to meet standards-based academic goals at an expected rate or level and includes a transition plan that addresses college and career planning components. Promotion or retention of students with an IEP shall be based on their successful attainment of the goals set forth in their IEP.

Homework

Homework is an important part of each student's educational program. Students should develop good study habits and responsibility for assignments. Homework assignments should be included as an integral part of the instructional program and a means by which students are provided extended time to master learning concepts and objectives. Parents are encouraged to talk with their students about the importance of completing homework. Students are expected to complete all homework assigned and view the homework as purposeful. Homework will be turned in by students the next day or as directed by the teacher.

In the Cutter Morning Star School District, all homework assignments will be directly related to the curriculum and the current learning objectives. The assignments should be explained thoroughly in terms of content, process, and expectations. The assignments should also be reasonable and should not keep students from completing other homework and community responsibilities.

Semester Testing

Tests will be scheduled by each teacher to assess learning objectives on an as needed basis. If a student is absent and had prior knowledge of a scheduled test, the student needs to be prepared to take the test upon their return to school.

Exemption Requirements

Must have an A or B with no more than 4 combined absences. This means excused, unexcused or medical.

ALL fines, fees and library books must be returned/paid PRIOR to the exam week. Fines and fees will NOT be accepted during testing.

Behavior - No placement in (ISS) in-school suspension, (OSS) out of school suspension, or ALE during each semester.

Grades 7-12 Testing: All students will take a comprehensive exam each semester. Nine weeks tests are at the discretion of the teacher for grades. During the first and second semester test schedule (which is the second and fourth nine weeks), students are to arrive at regular time and stay until their last test is completed each day. All students are required to take the first semester tests. Students may earn an exemption from the second semester test. The exemption will be based on semester attendance, semester grade average, and behavior.

Virtual Arkansas Test Policy

STUDENTS ENROLLED IN VIRTUAL ARKANSAS COURSES ARE REQUIRED TO TAKE BOTH SEMESTER TEST. THERE ARE NO EXEMPTIONS.

ALTERNATIVE LEARNING ENVIRONMENTS

The district shall provide an eligible alternative learning environment (ALE) for each eligible ALE student enrolled in a district school. The ALE shall be part of an intervention program designed to provide guidance, counseling, and academic support to students who are experiencing emotional, social, or academic problems. Placement of a student in ALE shall not be punitive in nature.

The superintendent or designee shall appoint an Alternative Education Placement Team which shall have the responsibility of determining student placement in the ALE. A student may be enrolled in an ALE only on the referral of the Alternative Education Placement Team. The team's placement decision is final and may not be appealed.

The team is to be comprised of the following:

- a school counselor from the referring school;
- the ALE administrator and/or ALE teacher;
- the building principal or assistant principal from the referring school;
- a parent, legal guardian, person having lawful control of the student, or person standing in loco parentis (if they choose to participate);

The district shall document its efforts to contact the student's parent, legal guardian, person having lawful control of the student, or person standing in loco parentis to schedule a meeting or a phone call for a placement meeting at the convenience of the parent, legal guardian, person having lawful control of the student, or person standing in loco parentis, and maintain such documentation in the student's Student Action Plan (SAP).

- LEA special education/504 representative (if applicable);
- at least one (1) of the student's regular classroom teacher(s); and
- if the district so chooses, the student.

Students who are placed in the ALE shall exhibit at least two (2) of the characteristics from items a through l below:

- disruptive behavior;
- dropping out from school;
- personal or family problems or situations;

- recurring absenteeism.

For the purposes of the ALE, personal or family problems or situations are conditions that negatively affect the student's academic and social progress. These may include, but are not limited to:

- ongoing, persistent lack of attaining proficiency levels in literacy and mathematics
- abuse: physical, mental, or sexual;
- frequent relocation of residency;
- homelessness;
- inadequate emotional support;
- mental/physical health problems;
- pregnancy; or
- single parenting.

No later than five (5) school days after a student begins alternative education interventions, the Alternative Education Placement Team shall develop a signed agreement between the ALE; the parent, legal guardian, person having lawful control of the student, or person standing in loco parentis (if they choose to participate); and the student; outlining the responsibility of the ALE; parent, legal guardian, person having lawful control of the student, or person standing in loco parentis; and the student to provide assurance that the plan for each student is successful.

No later than one (1) week after a student begins alternative education interventions, the Alternative Education Placement Team shall assess the student's current functioning abilities and all relevant social, emotional, academic, career, and behavioral information and develop an SAP outlining the intervention services to be provided to the student that is in compliance with the Division of Elementary and Secondary Education (ADESE) Rules. The SAP may be revised from time to time by the ALE placement team and a positive behavior or transitional plan shall be developed and added to the SAP prior to a student's return to the regular educational environment.

The district's ALE program shall follow class size, staffing, curriculum, and expenditure requirements identified in the ADESE Rules.

Special Education

The district shall provide a free appropriate public education and necessary related services to all children with disabilities residing within the district, as required under the Individuals With Disabilities Education Act ("IDEA"), Section 504 of the Rehabilitation Act of 1973, the Americans With Disabilities Act, and Arkansas Statutes.

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. Students may be disabled within the meaning of Section 504 of the Rehabilitation Act even though they do not require services pursuant to the IDEA.

For students eligible for services under IDEA, the district shall follow procedures for identification, evaluation, placement, and delivery of services to children with disabilities provided in the state and federal statutes special education. Implementation of an Individualized Education Program (IEP) in accordance

with the IDEA satisfies the district's obligation to provide a free and appropriate education under Section 504.

The CMS School Board directs the superintendent to ensure procedures are in place for the implementation of special education services and that programs are developed to conform to the requirements of state and federal legislation. The superintendent is responsible for appointing a district coordinator for overseeing district fulfillment of its responsibilities regarding students with disabilities. Among the coordinator's responsibilities shall be ensuring district enforcement of the due process rights of students with disabilities and their parents.

Supplemental Instructional Program (SIP)

“Supplemental Improvement Program (SIP)” is an additional instructional opportunity for identified students outside of their regular classroom and meets the criteria outlined in the current Arkansas Activities Association (AAA) Handbook.

The students, parents, teachers, coaches, counselors, sponsors, and administrators will search for underlying reasons for poor academic performance. All elements that might contribute to substandard achievement will be considered, and special attention will be given to improving study skills, attendance, and behavior. Efforts will be made to impress upon the students the importance of academics in today's global society.

The student must enroll immediately at the beginning of the semester and continue attending through the end of the semester even if his/her activity ends or otherwise the student must attain a 2.00 GPA to regain their eligibility.

Teachers will administer the SIP during the Enrichment Period. Students will be required to attend a minimum of 100 minutes per week for the entire semester. If a student misses or is tardy, he/she will not be allowed to participate in any further activities unless the missed time is made up through the teacher/coaches that are designated that week of SIP. Students' grades will be assessed every 3 week period when progress reports are sent out by the classroom teacher. At the end of each semester, the principal will check students' grades to determine eligibility. Coaches, sponsors, and parents, will be notified immediately of students losing their eligibility. At this point the process must begin over. Input from classroom teachers in individual courses of study will be incorporated into this program. Parents will be notified in writing, and their comments will become a part of the program as well.

To maintain eligibility under the SIP, the student must show improvement of at least one tenth of one point in their GPA after the first semester of participation in the SIP. To continue to participate following the second semester in SIP, the student must have reached the 2.00 GPA.

Parent Involvement

Cutter Morning Star High School supports and encourages parental involvement in school activities and the educational process. Students whose parents are involved in their education are more likely to be successful.

We believe that communication between home and school is regular, two-way, and meaningful. A list of activities and opportunities for involvement can be found on the school website at:

<https://www.eaglesnest.dsc.k12.ar.us/>

We encourage contact between parents and teachers when questions or concerns arise. College and career planning is available through the counselor's office.

Parenting skills are promoted and supported through a district parent center located on the elementary school campus. Various materials and programs are available to parents and families throughout the year.

Parents play an integral role in assisting in student learning. Parents are invited to parent meetings and Open House to get information on how to help their students improve their academic and/or social skills.

Parents are welcome in the school, and their support and assistance are needed. Parents are invited to volunteer and get involved in school activities.

Parents are a valuable part in the decision-making process through their participation on advisory and evaluation committees. Parent surveys are administered each year.

Community resources strengthen school programs, family practices, and student learning. Partnerships with local businesses and service groups are encouraged and promoted. The school resource officer is provided to maintain a safe school environment for each campus.

EXTRACURRICULAR ACTIVITIES POLICY

“Extracurricular activities” are defined as: any school sponsored program where students from one or more schools meet, work, perform, practice under supervision outside of regular class time, or are competing for the purpose of receiving an award, rating, recognition, or criticism, or qualification for additional competition. Examples include, but are not limited to, inter/interscholastic athletics, cheerleading, band, choral, math, or science competitions, field trips, and club activities.

“Interscholastic Activities” means athletic or non-athletic/academic activities where students compete on a school vs. school basis.

“Intracurricular Activities” means athletic or non-athletic/academic activities where students compete with students from within the same school.

Extracurricular Eligibility

The CMS School Board believes in providing opportunities for students to participate in extracurricular activities that can help enrich the student's educational experience. At the same time, the board believes that a student's participation in extracurricular activities cannot come at the expense of his/her classroom academic achievement. Interruptions of instructional time in the classroom are to be minimal. Additionally, a student's participation in, and the district's operation of, extracurricular activities shall be subject to the following policy. All students are eligible for extracurricular activities unless specifically denied eligibility on the basis of criteria outlined in this policy.

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

A student who enrolls in the district and meets the definition of "eligible child" in Policy 4.2—ENTRANCE REQUIREMENTS shall be eligible to try out for an extracurricular activity regardless of the date the student enrolls in the district so long as the student meets all other eligibility requirements and the extracurricular activity is still ongoing.

A student and the parent or legal guardian of the student shall sign and return an acknowledgement of receipt and review of an information sheet regarding signs and symptoms of sudden cardiac arrest before the student may participate in an athletic activity and before each school year the student participates in an athletic activity.

No student shall be required to pay for individual or group instruction in order to participate in an extracurricular activity.

Interscholastic Activities

Each school in the district shall post on its website its schedule of interscholastic activities, including sign-up, tryout, and participation deadlines, at least one semester in advance of those activities. A hard copy of the schedule shall be available upon request.

Academic Requirements: Junior High

A student promoted from the sixth to the seventh grade automatically meets scholarship requirements. A student promoted from the seventh to the eighth grade automatically meets scholarship requirements for the first semester. The second semester eighth-grade student meets the scholarship requirements for junior high if he/she has successfully passed four (4) academic courses the previous semester.

The first semester ninth-grade student meets the scholarship requirements for junior high if he/she has successfully passed four (4) academic courses the previous semester.

The second semester ninth-grade student meets the scholarship requirements for junior high if he/she has successfully passed (4) academic courses the previous semester which count toward his/her high school graduation requirements.

Ninth-grade students must meet the requirements of the senior high scholarship rule by the end of the second semester in the ninth grade in order to be eligible to participate in the fall semester of their tenth-grade year.

Academic Requirements: Senior High

In order to remain eligible for competitive interscholastic activity, a student must have passed (4) academic courses the previous semester and either:

1. have earned a minimum Grade Point Average (GPA) of 2.0 from all academic courses the previous semester; or
2. if the student has passed four (4) academic courses the previous semester but does not have a 2.0 GPA the student must be enrolled and successfully participating in an SIP to maintain their competitive interscholastic extracurricular eligibility.

Individual Education Program

In order to be considered eligible to participate in competitive interscholastic activities, students with disabilities must pass at least four (4) courses per semester as required by their individual education program (IEP).

Students that miss school for one or more periods during the school day and want to compete in an extracurricular competition must have a medical note, turned in to the principal that day for the missed periods or he or she must have approval from the principal. Approval from the principal will be at his or her discretion. Failure to provide a medical note when the student returns to campus or receive approval from the principal will result in the student being ineligible for competition that day.

DRUG SCREEN TEST POLICY

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

Consent forms will be sent home in a student packet at the beginning of the year. All forms should be signed and returned to the CMS High School Office.

Purposes of a Chemical Abuse Policy are to:

- allow the students of Cutter Morning Star Schools to know that the school is concerned about their total well-being. The school district is interested in helping the students who may be having a problem.
- emphasize concerns for the health of the students in areas of safety while they are participating in activities and any student who parks on campus, 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 such mood-altering chemicals.
- assist students of Cutter Morning Star Schools to resist the peer pressure that directs them toward the abuse or misuse of chemical substances.
- establish standards of conduct for students of Cutter Morning Star Schools who are considered leaders and standard bearers among their peers.

- work cooperatively with the parents by assisting them in keeping their children free from mood-altering chemicals.
- provide referrals for students who need evaluation regarding their use of mood altering chemicals.
- deter chemical abuse or misuse by all students through the use of random drug testing.

General Provisions

The provisions of this policy apply to all students in Cutter Morning Star Schools in grades seven through twelve whose parents sign *Consent Form "A"* of the Drug & Chemical Screen Policy.

Illegal Drugs are defined as drugs, or synthetic or generic equivalent or derivative of drugs, which are illegal under federal, state, or local laws including, but not limited to huffing or any aerosol usage, marijuana, heroin, hashish, cocaine, hallucinogens, depressants, and stimulants not prescribed to 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 uses not authorized by the manufacturer of the drug.

Alcohol is defined as ethyl alcohol or any beverage containing ethyl alcohol.

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 or alcohol has the possibility of impairing the student is a violation of this policy. The presence of an illegal drug or its metabolites or alcohol in a student's body is considered possession.

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 on district property or at a district-sponsored event while under the influence of alcohol; or that a student is abusing or misusing prescription medications on district property or at a district-sponsored event while under the influence of the prescribed medication.

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;
- individual suspicion possessed by an employee of the district that is based upon a reasonable suspicion and/or reasonably reliable evidence.

Random Testing Provisions

The use or possession of illegal drugs during school activities or prior to school activities where the illegal drug has the possibility of impairing the participant is a violation of this policy. The presence of an illegal drug and its metabolites in a student's body are considered possession.

Any student undergoing medical treatment prescribed by a physician that includes the use of drug or medication capable of affecting the student's mental or physical capabilities must notify the appropriate

school official at the time of the testing. If there is any doubt concerning the effects of the drug or medication, the appropriate school official should be notified. A student's failure to notify the appropriate school official that the student is undergoing medical treatment that includes the use of any drug or medication which is capable of affecting the student's mental and physical abilities is violation of this policy. The penalty for this violation may be the same as an initial positive test result under the random testing provisions.

Procedures

Type of testing: The district may require each participating student of Cutter Morning Star Schools grades seven through twelve to provide a urine specimen. Each specimen cup will have a number on it, which will be assigned to a participant's name. The numbers that are selected through a random process will be sent to the lab for testing. Urinalysis will be the method utilized to test for the presence of chemicals in the body. All students selected must show up for providing urine samples to be taken at Cutter Morning Star Schools or must go to a pre-designated laboratory and give a urine specimen.

Selection process: While students are in school, they will be subject to random selection for testing. Each student will be assigned a number. Particular days will be selected for testing. The amount of numbers drawn will be no less than (2%) or greater than (15%) of the students in the grades seven through twelve. If any student whose number is drawn is absent on that day, the selection process will continue until the number of students selected for testing equals the number representing the percentage of students designated for random testing.

Refusal to Submit Testing: Students not consenting to be tested (in the random pool) are not allowed to join clubs, organizations, or attend after school meetings or participate in off-campus trips. Any participant who refuses to submit to random drug testing shall not be allowed to participate in any school activity for the school year. **Each student must consent by the beginning of his/her enrollment at Cutter Morning Star Schools.**

Consequences of Non-Consent

The following is a list of activities that students not consenting (in the random pool) will not be allowed to participate in for the school year. Examples include but are not limited to: Class/Field trips, Dances, Homecoming Maid or Escort, Band, Quiz Bowl, Prom or Prom Committee, Athletics, Cheerleading, Parking on Campus, Any Club or School Organization

Positive Tests

Upon receipt of a positive test result for any student, a student may request a retest at his/her expense within a 24-hour period of a positive result. The specimen must be given at a pre-designated laboratory.

- The superintendent or designee shall notify the student and the student's custodial parent/legal guardians and the student's principal and head coach or sponsor.
- The superintendent shall schedule a conference with the student's custodial parent/legal guardians and the student's principal and head coach or sponsor to explain the results.
- Counseling/rehabilitation for the student will be strongly recommended for the student who tests positive. This will be at the expense of the student.

- The student will be placed on probation and not be allowed to participate in competitions, presentations and activities of Cutter Morning Star Schools or park on campus for a period of twenty calendar days. A student may practice, attend an organization meeting but cannot compete, dress out for competition, or take part in a club scheduled event beyond meetings.
- After twenty (20) calendar days the student will be tested again at the students' own expense and a written copy of the results will be given to the superintendent or the designee. If the test is negative, the probation will be lifted. If the test is positive, the student will not be allowed to continue in school activities or park on campus for one calendar year. The student cannot participate in any form of extracurricular activity involving Cutter Morning Star Schools. To regain eligibility for participation in activities for the next year, a student must have a negative chemical screening test. This must be administered by the pre-designated laboratory at the student's expense.
- Any second positive result following the first positive test will result in the student being suspended from participating in activities or parking on campus for one calendar year.
- For the third positive result, the student will be suspended from participating in activities or parking on campus for the remainder of his/her enrollment with the school.

Exception: Certain chemicals that take more than twenty days to leave the student's system will be considered differently if a doctor's written opinion details said residual effects of that particular substance.

Testing Procedure

Analysis of Urine Specimens: The initial urinalysis method shall be an immunoassay screen. If a specimen tests positive for any substance being checked, a student may request a confirmation test within 24 hours of receiving the positive results. The confirmation test will be at the student's expense at the office of the pre-designated laboratory. Gas chromatography/mass spectrometry GCMS shall be conducted on the specimen. The student will be allowed to retest at the end of the twenty-day probation period at his/her expense. If the result of the GCMS test is positive, the student shall be considered to have a positive result. If the GCMS is negative for the suspected substance or substances, the student shall be considered to have had a negative result.

All test results from the laboratory shall be communicated to the superintendent or designee. To ensure proper testing procedures, United States Department of Health and Human Services Standards as defined by the National Institute of Drug Abuse certified laboratories will be followed.

All urine specimens will be taken at a designated restroom. Any student who is requested to provide a urine specimen shall be directed to the collection site where the student will complete the necessary forms. Students selected as part of the random test will be required to execute an additional consent form.

The following precautions will be taken, as appropriate, at the collection site

- The observer shall positively identify the examinee
- The observer shall ask the individual to remove any unnecessary outer garments (i.e. coat, jacket) that might conceal items or substances that could be used to tamper with or adulterate the urine specimen. All personal belongings (i.e. purse, briefcase, etc.) must remain with outer garments.
- The observer shall note any unusual behavior or appearance.

- The student shall be instructed to wash and dry his/her hands prior to providing the specimen. After washing his/her hands, the student shall not be outside of the presence of the observer and not have access to water fountains, faucets, soap dispensers, or cleaning agents until after the specimen has been provided and sealed. Only one person will be allowed at a time in the washroom and process area.
- The student will be allowed to provide the specimen in a stall or other partitioned area that allows for individual privacy. After the specimen has been provided, the student should leave the stall.
- At the collection site, toilet bluing agents shall be placed in the toilet tanks, whenever possible. No other source of water shall be available in the enclosure where urination occurs.
- After the specimen has been provided to the observer, the observer will continue with chain of custody procedures and determine whether it contains at least 60 milliliters of urine. If there is not at least 60 milliliters, additional urine will be collected. The student may be given reasonable amounts of water for drinking. If a student fails for any reason to provide the necessary amount of specimen, the observer shall contact the superintendent or designee for guidance.
- Immediately after collection the observer shall check the temperature of the specimen and inspect the specimen for color and signs of contaminants. Freshly filled specimens should be warm.
- Both the observer and the student being tested shall keep the specimen in view at all times prior to its being sealed and labeled.
- The student shall observe the tamper proof seal. The labels for the specimen bottle must have all information completed before being placed over the bottle cap and down the sides of the bottle. The observer will place the identification label securely on the bottle.
- The student and the observer will sign the chain of custody form, and have the observer initial the specimen label.
- The identification label on the specimen container shall contain: student's name, date and student's assigned number.
- The observer shall enter the identifying information in a record book. Both the observer and the student shall sign the record book. Both the observer and the student shall sign the permanent record book next to the identifying information.
- The student shall be asked to read and sign a certification statement regarding the urine specimen.

Results and Notification

Test results shall be reported to the superintendent or her designee within a specified number of days after the lab's receipt of the specimen. All reports shall be in writing. All specimens testing negative on the initial test or negative on the confirmation test shall be reported as negative. Only specimens confirmed as positive shall be reported as positive for a specific drug(s).

Consent Form

Students and parents/guardians will be strongly encouraged to sign a consent form to the random testing at the beginning of his/her enrollment at Cutter Morning Star Schools or upon entering the 7th grade. The form must be co-signed by the student's custodial parent/legal guardian. No student shall be allowed to participate in any school activity (any activity outside the regular curriculum) or park on campus until the consent form has been signed by both student and custodial parent/legal guardian and returned to the principal.

Substances Tested: The substances for which students will be tested include:

- AMPHETAMINES (Amphetamine, Methamphetamine)
- QUALITATIVE THC (Marijuana)
- PHENCYCLIDINE (PCP)
- COCAINE METABOLITES
- OPIATES (Codeine, Heroin, Morphine)
- ETHYL ALCOHOL

The cut off levels for initial screens shall be 300 nanograms per milliliter (ng/ml) for Amphetamines, 20 ng/ml for Marijuana Metabolites (THC), 25 ng/ml for Phencyclidine (PCP), 300 ng/ml for Opiates and 300 ng/ml for Cocaine Metabolites. The cut-off level for Ethyl Alcohol will show a percentage of any alcohol in the body. Cut-off levels used are determined by the National Institute on Drug Abuse.

The cut off levels for confirmation tests shall be 150 ng/ml for Amphetamines, 5 ng/ml for Marijuana Metabolites (THC), 25 ng/ml for Phencyclidine (PCP), 300 ng/ml for Opiates and 150 ng/ml for Cocaine Metabolites.

Cost: The test to be given during random selection will be paid by the district. *Any second test or test requested by the parent or student will be at the parent's expense.*

Testing Due to Reasonable Suspicion

Students who have been identified through the criteria outlined as reasonable suspicion may be tested separately from the times of the random testing. The testing should take place as soon as possible after determination of reasonable suspicion has been verified. The charge of the testing for those identified will be the responsibility of the district.

Records: All records concerning chemical abuse testing shall be maintained by the superintendent or designee in a separate file under lock and key. The records shall not be kept in a student's regular file. Only the superintendent or her designee shall have access to the files. The files on each student shall be destroyed upon graduation or in two years after termination of enrollment.

A student and the student's custodial parents/legal guardians may obtain a copy of their chemical abuse testing records upon *written request*.

Non-Punitive Nature of Policy

No student shall be penalized academically for testing positive for illegal drugs. The result of drug tests 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 legal compulsion by valid and binding subpoena or legal process, which the district shall not solicit. In the event of service of any such subpoena or legal process, the student and student's custodial parent or legal guardian will be notified as soon as possible by the district.

Other Disciplinary Measures

The district, by accepting this policy, is not precluded from utilizing other disciplinary measures set forth in the Student Discipline Policy, and this policy does not preclude the district from following their

disciplinary procedure and resulting action when founded upon reasonable belief and suspicion that a student has participated in drug related activities.

SCHOOL SPONSORED TRIPS AND ACTIVITIES

Visiting teams and officials are like guests in your home. Treat them with courtesy. Students attending athletic events and other extracurricular activities will be expected to conduct themselves in a good sportsmanlike manner. Students attending any school-sponsored activity (FBLA, FFA, Student Council, etc.) are under the same rules and supervision as would be occurring at school. While attending any event as a representative of Cutter Morning Star School District, students are expected to behave appropriately and with regard for others.

If a student leaves an extracurricular activity before its completion, the student will not be readmitted even by paying and must leave the campus and not return. If need should arise where a student has a bonafide reason for leaving and returning, prior permission may be granted by the administration.

Prom Policy

Any currently enrolled CMS High School Junior or Senior may attend and bring one guest. Guests must not be below tenth grade and may not be over twenty years of age. The guest must provide a copy of a valid driver's license and fill out the appropriate paperwork by the deadline assigned by the sponsor. Guests must remain the date of the CMS student for the entire prom. **All guests must meet approval of the principal at least 24 hours before the prom.**

All CMS students must have paid their class dues in full. Formal attire must be worn at all times during the prom. After arriving to the prom, no student or guest will be allowed to leave and re-enter the prom.

Class dues may be paid according to the payment plan below OR the entire amount of \$135 may be paid anytime, but must be paid no later than the beginning of the student's Junior year.

- 7-8 grade, \$15 each year
- 9-11 grade \$35 each year
- Seniors – no dues

Sponsors

Sponsors shall be responsible for the overall conduct of any class or organization activity. The sponsor will turn in all money collected to the bookkeeper in a timely manner and put it in the name of the class or organization. **NO CLASS OR STUDENT ORGANIZATION OF THE SCHOOL SHALL SPONSOR ANY ACTIVITY UNLESS SUPERVISED BY AT LEAST ONE CMS STAFF SPONSOR.** The sponsor shall consult with the principal of any desired activity and on approval the event will be placed on the school calendar. *Students* shall not seek approval for events or activities unless accompanied by a sponsor.

Class Offices

No student may hold an office in school or in various clubs, organizations, or classes unless the student shall have:

1. at least a “C” average.
2. no failing grades in any subject for the previous semester.
3. if an officer is placed on disciplinary probation, he/she will be removed from office.

Student Council

The student council serves as the representative voice for the student body to CMS School Board for such student activities as the members think will be beneficial to the school, such as sharing student ideas, interests, and concerns with teachers and school principals. They also help raise funds for school-wide activities; including social events, community projects, helping people in need and school reform. A representative from the student council may be called upon to help with revisions to the student handbook. In addition, they are responsible to help with the CMS Homecomings, parades, spirit week activities, and lead their class tailgate event.

The student council is composed of twelve representatives, 2 from each class, who will be elected by members of each class. To be eligible to run for a representative position a student must have a minimum 2.0 GPA from the previous semester.

Each spring, the CMS Student Council will elect a president (a senior), vice-president (a junior), secretary (sophomore) and reporter (freshman) to serve as officers. To be eligible for an office in the council, a student must have a minimum of a 2.0 GPA from the previous semester and have served on the High School Student Council the preceding year. Students who are not elected to an office will have an opportunity to participate and belong on the council if they have received one-third of the vote. A newly elected representative from each grade who has never been on the High School Council will also be elected to serve on the officer CMS School Board as a senator.

STUDENT SERVICES

Library Regulations

Check-Out Policy:

- Students may check out two (2) books at a time from the library unless arrangements are made with the librarian. If the books are not returned, the student will not be allowed to check out another book until the books are returned.
- All books may be checked out for two (2) weeks at a time.
- At the end of each semester a list will be given to the office of all books that need to be returned to the library.

Damaged or Lost Books:

- Lost books should be reported to the librarian as soon as possible.
- If a book is lost, the student who checked it out will be expected to pay for the book. The charge will be that of the replacement cost of the book.

- If a book is damaged to the point of discard, the person who checked out the book will be responsible for payment.
- Report cards will be held at the end of the year until books are returned and fines are paid. Parents will be notified of books which are overdue or lost and/or fines.

Textbooks

Basic textbooks are furnished in all grades by the Cutter Morning Star School District. Students may be asked to contribute to the purchase of any extra materials the teacher finds appropriate for classroom activities. Free textbooks that are lost or damaged must be paid for by the parent or student. Report cards will be held at the end of the year until books are returned and fines are paid. Parents will be notified of books which are overdue or lost and/or fines.

Bus Transportation

The school district maintains bus transportation for all eligible students. Riding the bus is a privilege. Students are subject to the same rules of conduct while traveling to and from school as they are while on school grounds.

Conduct to and from School and Transportation Eligibility

The district's student code of conduct applies to students while traveling to and from school as they are while on school or to and from a school activity to the same extent as if the students were on school grounds. Appropriate disciplinary actions may be taken against commuting students who violate the district's student code of conduct.

The preceding paragraph also applies to student conduct while on school buses. Students shall be instructed in safe riding practices. The driver of a school bus shall not operate the school bus until every passenger is seated. In addition to other disciplinary measures provided for violations of the district's student code of conduct, the student's bus transportation privileges may be suspended or terminated for violations of the student code of conduct related to bus behavior.

Students are eligible to receive district bus transportation if they meet the following requirements. The transportation to and from school of students who have lost their bus transportation privileges is the responsibility of the student's parent or guardian. **SEE CMS SCHOOL BOARD POLICY SECTION – 4.19**

Student Vehicles

If students drive automobiles to school, the vehicle must be left in the parking lot until the end of the day unless permission is granted by the office to move it. No student shall be allowed to return to his/her vehicle during the day without permission from the office. **Students are required to park in their designated parking area.** Any student who is caught parking elsewhere may have parking privileges revoked. Any student who is under sixteen (16) or does not have a permit or hardship driver's license will be prohibited from driving a car to and from school. Driving privileges may be revoked at any time at the discretion of the administration.

It is understood that there is no expectation of privacy in vehicles in parking areas. Drivers of vehicles parked on a school campus will be held accountable for illegal substances or any other item prohibited by district policy found in their vehicle. **The act of a student parking a vehicle on campus is a grant of permission for school or law enforcement authorities to search that vehicle.**

Prior obtaining a parking decal, the student must pay a \$10 fee and have on file with the high school office, a

- copy of driver's license,
- copy of valid insurance, and
- copy of registration.

For current drivers, the requirements must be met by the second week of school or you will lose your driving privileges until the requirements are met. For students who start driving during the school year, these requirements must be met before you begin driving to school.

For the purpose of obtaining a driver's license, a student's GPA will need to be a minimum of 2.0 the previous school semester (AR Code 27-16-701). Act 876 requires that each public school shall notify the Department of Finance and Administration whenever a student fourteen (14) years of age or older is no longer in school. ***SEE CMS SCHOOL BOARD POLICY SECTION-4.33***

STUDENT RECORDS

Student Privacy

All information regarding students and their families shall be collected, maintained, and disseminated under such safeguards as are necessary to comply with the Family Educational Rights and Privacy Act of 1974. The CMS School Board of Education shall require adherence to the provisions of the said Act.

The following definitions apply to this policy statement:

Educational Records

Records which are directly related to a student and are maintained by the educational agency or school by a party acting for the agency or school. The district shall receive written permission before releasing education records to any agency or individual not authorized by law to receive and/or view the education records without prior parental permission.

Personally Identifiable

Data or information which includes name of student, student's parent or other family members, the address of the student, a personal identifier (such as a social security number or student number), a list of personal characteristics which would make the student's identity easily traceable, or other information which would make the student's identity easily traceable.

NOTE: The following are excluded from the term “Education Records”: records of instructional, supervisory or administrative personnel which are in the sole possession of the maker and are not accessible or revealed to any other individual except a substitute.

A student’s name and photograph will only be displayed on the district or school’s web page(s) after receiving the written permission from the student’s parent or student if over the age of 18.

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

The right to opt out of the disclosure of directory information under Family Educational Rights and Privacy Act (FERPA) does not prevent the district from disclosing or requiring a student to disclose the student's name, identifier, or institutional email address in a class in which the student is enrolled.

Parents and students over the age of 18 who believe the district has failed to comply with the requirements for the lawful release of student records may file a complaint with the U.S. Department of Education (DOE) at

Family Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

The Arkansas Supreme Court, Arkansas Department of Education, and ASBA collaborated in the creation of a form in an effort to aid juvenile intake and probation officers in acquiring necessary information for the officer to make more knowledgeable decisions/recommendations on a course of action for each juvenile’s case. The Form allows for parents to authorize the officer to access certain portions of the student’s education records and the parent’s Eschool PLUS Home Access Center. The form, when completed by the parent and probation officer, will be sent to the district by the officer. A copy of the form, along with a background letter, may be found at <http://arsba.org/policy-resources>. See **CMS SCHOOL BOARD Policy**

Survey Participation by Students (5.24)

Section One: No student shall be required to submit to a survey, analysis, or evaluation which is administered or distributed by a school, and is funded in whole or in part by any program administered by the U.S. Department of Education without the prior written consent of the parent/guardian that reveals information concerning the following:

1. political affiliations;
2. mental and psychological problems potentially embarrassing to the student or his/her family;
3. sex behavior and attitudes;
4. illegal, anti-social, self-incriminating, and demeaning behavior;

5. critical appraisals of other individuals with whom respondents have close family relationships;
6. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. religious practices, affiliations, or beliefs of the student or student's parent; or
8. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Section Two: No surveys shall be administered without the prior approval of the school principal. Any survey created by a third party, or funded, in whole or in part, as part of any US Department of Education administered program, containing one or more of the eight categories listed above shall be available to be inspected by a student's parent/guardian before the survey is administered or distributed by a school to a student. Parents/guardians shall have the right to deny permission for their child to participate in the taking of the survey. The school shall not penalize students whose parents/guardians exercise this option. The school shall take reasonable precautions to protect students' privacy during their participation in the administration of any survey, analysis, or evaluation containing one or more of the eight categories listed above.

Section Three: Parents or guardians wishing to inspect a survey, analysis, or evaluation shall be able to do so in the administrative office of the administering school where the surveys shall be available for inspection for a period of ten (10) days (regular school days when school is in session) after the notice of intent to administer the survey is sent. Included in the notice shall be information regarding how the survey or questionnaire will be administered; how it will be utilized; and the persons or entities that will have access to the results of the completed survey or questionnaire. Parents may refuse to allow their student to participate before or after reviewing the survey or questionnaire.

The requirements of sections one, two, and three of this policy do not apply to a survey administered to a student in accordance with the Individuals with Disabilities Education Act (IDEA).

Section Four: Prior written parental permission is required before any survey or questionnaire (not including tests mandated by state or federal law or regulation and standardized scholastic achievement tests) is administered to a student the responses to which are to be provided to a person or entity other than another public school, school district, or any branch of the Federal Government and which requests or requires a student to provide any of the eight (8) categories of information listed above and/or:

1. a student's name;
2. the name of the student's parent or member of the student's family;
3. the address, telephone number, or email address of a student or a member of a student's family;
4. a personal identification number, such as a social security number, driver's license number, or student identification number of a student or a member of the student's family;
5. any information, the disclosure of which is regulated, or prohibited by any other state or federal law or regulation.
6. the rights provided to parents under this policy transfer to the student when he/she turns 18 years old. **See 5.24F1 and 5.24F2.**

HEALTH AND MEDICATION POLICIES

Nurse's Office

For the safety and wellbeing of our students, Cutter Morning Star School District employs a nurse and maintains a nurses' station at our elementary school and high school. Our school nurse provides basic health care for our students, oversees the administration of medications, conducts required health screenings and manages our student's health records.

Parents will be contacted to check out students that are running fever, have intestinal/stomach problems, or are considered ill by the nurse. If the nurse feels that there is no need to be sent home, the student will be sent back to class. Any student who is sent home sick or absent due to illness may not participate in any school event on that day or night unless permission is granted in advance by the principal.

Please do not send students to school if they have had fever, vomiting, or diarrhea within the last 24 hours. Students can return to school when they are fever, vomit and/or diarrhea free for 24 hours **without the use of medication.**

Student Illness or Accident

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

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

Note: Students who are eighteen (18) years of age or older are considered to be legal adults, and as such have the right to check themselves out of school.

Health and Nutrition

Parents may provide food items of their choice for their OWN child's consumption, but they may NOT provide restricted items to other children at school.

Act 1220 of 2003 prohibits classroom use of foods of minimal nutritional value (FMNV) (ex. homemade treats, pre-packaged treats, candy, etc.)

Exceptions: Designated school wide celebrations (Christmas, Valentine)

Homemade foods are not allowed due to food safety concerns.

Medication Policy

DO NOT SEND MEDICATIONS WITH STUDENTS. Parents **MUST** drop off and sign off on medications with the school nurse. The school nurse will notify parents when regularly administered medications are low.

If your child should require medication during school hours, please be sure to supply us with the following:

- Prescription (written for or labeled container) to keep on file in the Nurse's office which includes the child's name, dosage, time to be given and name of the MD prescribing.
- We must have written consent to administer medication to any student. A medication administration release form (available in the office) must be signed by the parent or guardian.
- *Parents/guardians need to bring a 30-day supply of medication.
- NO medication is to be administered by any staff member other than those designated by the school nurse for specific situations, such as field trips or when the nurse is out.
- All medication, including those for self-administration, must be in the original labeled container with the child's name on it. Do not mix drugs in containers. Do not send tablets in envelopes or unlabeled containers. **DO NOT SEND MEDICATIONS WITH STUDENTS!**

All medication must be delivered to the office by parent/guardian or designated adult. This cannot be a CMS student. This protects you as well as the students from legal liability should the medication get into the hands of someone for whom it was not prescribed. Not following these procedures could result in the contact of Law Enforcement.

Schedule II medications that are permitted by this policy to be brought to school shall be stored in a double lock cabinet.

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

NON-PRESCRIBED MEDICATIONS

"Over the counter medications" such as Aspirin, Tylenol, balms, ointments, creams, etc. can be given with verbal/signed consent by parents, guardians, or persons acting in loco parentis. Parents, guardians, or persons acting in loco parentis will be notified prior to non-prescribed medications being administered at school.

SELF-ADMINISTRATION OF MEDICATION

Students who have written permission from their parent or guardian and a licensed health care practitioner on file with the District may:

- 1) Self-administer either a rescue inhaler or auto-injectable epinephrine;
- 2) Perform his/her own blood glucose checks;
- 3) Administer insulin through the insulin delivery system the student uses;
- 4) Treat the student's own hypoglycemia and hyperglycemia; or
- 5) Possess on his or her person:
 - a) A rescue inhaler or auto-injectable epinephrine; or
 - b) the necessary supplies and equipment to perform his/her own diabetes monitoring and treatment functions.

A student may be authorized to self-administer a stress dose medication to treat the student's adrenal insufficiency with:

1. The written authorization of the student's parent, legal guardian, or person standing in loco parentis; and
2. A written order from the student's physician stating that the student:
 - a. Is capable of completing the proper method of self-administration of the stress dose medication; and
 - b. Has been instructed on the details of the student's medical condition and the events that may lead to an adrenal crisis.

The parent- legal guardian, or person standing in loco parentis of a student who is authorized to self-administer a stress dose medication shall sign an IHP developed by the school nurse for the school where the student is enrolled. The IHP shall include a requirement for the notification of appropriate staff following the self-administration of a stress dose medication, which shall include the school nurse, teacher of the classroom where the stress dose medication was administered, and a school administrator.

Students who have a current consent form on file shall be allowed to carry and self-administer such medication while:

- In school;
- At an on-site school sponsored activity;
- While traveling to or from school; or
- At an off-site school sponsored activity.

A student is prohibited from sharing, transferring, or in any way diverting his/her medications to any other person. The fact that a student with a completed consent form on file is allowed to carry a rescue inhaler, auto injectable epinephrine, diabetes medication, stress dose medication, or combination does not require the student to have such on the student's person. The parent or guardian of a student who qualifies under this policy to self-carry a rescue inhaler, auto-injectable epinephrine, diabetes medication, stress dose medication, or any combination on the student's person shall provide the school with the appropriate medication, which shall be immediately available to the student in an emergency.

Immunizations

General Requirements

Unless otherwise provided by law or this policy, no student shall be admitted to attend classes in the District who has not been age appropriately immunized against:

- Poliomyelitis;
- Diphtheria;
- Tetanus;
- Pertussis;
- Red (rubeola) measles;
- Rubella;
- Mumps;
- Hepatitis A;
- Hepatitis B;
- Meningococcal disease;
- Varicella (chickenpox); and
- Any other immunization required by the Arkansas Department of Health (ADH).

The district administration has the responsibility to evaluate the immunization status of district students. The district shall maintain a list of all students who are not fully age appropriately immunized or who have an exemption provided by ADH to the immunization requirements based on medical, religious, or

philosophical grounds. Students who are not fully age appropriately immunized when seeking admittance shall be referred to a medical authority for consultation.

In order to continue attending classes in the district, the student must have submitted:

- 1) Proof of immunization showing the student to be fully age appropriately vaccinated;
- 2) Written documentation by a public health nurse or private physician of proof the student is in process of being age appropriately immunized, which includes a schedule of the student's next immunization;
- 3) A copy of a letter from ADH indicating immunity based on serologic testing; and/or
- 4) A copy of the letter from ADH exempting the student from the immunization requirements for the current school year, or a copy of the application for an exemption for the current school year if the exemption letter has not yet arrived.

Communicable Diseases and Parasites

Students with communicable diseases or with human host parasites that are transmittable in a school environment shall demonstrate respect for other students by not attending school while they are capable of transmitting their condition to others. Students whom the school nurse determines are unwell or unfit for school attendance or who are believed to have a communicable disease or condition will be required to be picked up by their parents or guardian. Specific examples include, but are not limited to: Varicella (chicken pox), measles, scabies, conjunctivitis (Pink Eye), impetigo/MRSA (Methicillin-resistant *Staphylococcus aureus*), streptococcal and staphylococcal infections, ringworm, mononucleosis, Hepatitis A, B, or C, mumps, vomiting, diarrhea, and fever (100.4 F when taken orally). A student who has been sent home by the school nurse will be subsequently readmitted, at the discretion of the school nurse, when the student is no longer a transmission risk. In some instances, a letter from a health care provider may be required prior to the student being readmitted to the school.

To help control the possible spread of communicable diseases, school personnel shall follow the district's exposure control plan when dealing with any blood-borne, foodborne, and airborne pathogens exposures. Standard precautions shall be followed relating to the handling, disposal, and cleanup of blood and other potentially infectious materials such as all body fluids, secretions and excretions (except sweat).

In accordance with IMMUNIZATIONS, the district shall maintain a copy of each student's immunization record and a list of individuals with exemptions from immunization which shall be education records as defined. That policy provides that an education record may be disclosed to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.

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

The parents or legal guardians of students found to have live human host parasites that are transmittable in a school environment will be asked to pick their child up at the end of the school day. The parents or legal guardians will be given information concerning the eradication and control of human host parasites. A student may be readmitted after the school nurse or designee has determined the student no longer has live human host parasites that are transmittable in a school environment.

Each school may conduct screenings of students for human host parasites that are transmittable in a school environment as needed. The screenings shall be conducted in a manner that respects the privacy and confidentiality of each student.

UPON RETURN TO SCHOOL: Parent/guardians **must accompany** the student to be checked by the school's nurse **before** re-entering class. Only one day's absence during each infestation will be excused for the treatment of head lice.

The Arkansas Department of Child Welfare and/or other agencies may also be contacted by school officials when there is reasonable suspicion that the parents aren't taking adequate precautions in the home environment.

Notification of Yearly Health Screenings

Cutter Morning Star School is required by law to perform yearly health screenings in the following areas:

- Vision & Hearing Grades: Preschool, K, 1, 2, 4, 6 & 8
- Scoliosis Grades: 6 Girls, 8 Girls & Boys
- Body Mass Index Grades: K, 2, 4, 6, 8 & 10 (Height & Weight)

Body Mass Index

In accordance with state law, students in even numbered grades (excluding 12th) will take part in body mass index measurements. The results of these measurements will be provided to parents as part of individual student health reports.

Objection to Physical Examination

Parents and students, eighteen (18) years of age or older, have the right to prohibit physical examinations or screenings. This may include vision tests, hearing tests, scoliosis tests, BMI screening, non-emergency invasive physical examinations, or others. Concerned individuals should fill out the Objection to Physical Examinations or Screenings located in the Appendix of this handbook. **(SEE CMS SCHOOL BOARD POLICY)**

Parents must submit a letter in writing stating refusal of BMI/Scoliosis, Vision, or Hearing Screening.

Water Bottle Use Policy

Water bottles will be allowed in the classrooms with the following considerations:

- The bottle must only contain WATER. (No juice, soda, etc.)
- The bottle **MUST BE** clear or see through.
- Must have a closable lid, screw on lid preferred to help with spills.
- The student will be responsible to fill the bottle before class starts or during lunch or recess.
- Bottles are not to be in close proximity to any technology (computers, overheads, document cameras, projectors, etc.). Water will not be allowed in any computer labs, nor in the library.

- Classroom rules regarding the use of the restroom will be in effect. Students are responsible to take care of restroom needs before/between classes.

Sunscreen Use at School

Students may possess and use an over-the-counter topical sunscreen while on school property or at a school-related event or activity.

Before, the only person authorized to administer an over-the-counter medication was the school nurse. This also allows students to use or possess sunscreen without a prescription.

Insurance

The school administration will secure student accident insurance through a reliable company at a reasonable rate. This insurance will be offered to each child only once a year. Through this program your child can be insured against accidents which may occur while at school, on the way to and from school, and while on school-sponsored trips other than social trips. Parents are urged to provide this protection for their children.

DISCIPLINARY POLICY AND PROCEDURES

The Cutter Morning Star Board of Education has a responsibility to protect the health, safety, and welfare of the district's students and employees. To help maintain a safe environment conducive to high student achievement, the CMS School Board establishes policies necessary to regulate student behavior to promote an orderly school environment that is respectful of the rights of others and ensures the uniform enforcement of student discipline. Students are responsible for their conduct that occurs:

- at any time on the school grounds;
- off school grounds at a school sponsored function, activity, or event; and
- going to and from school or a school activity.

The district's personnel policy committees shall annually review the district's student discipline policies, including state and district student discipline data, and may recommend changes in the policies to the Cutter Morning Star School CMS School Board. They shall approve any changes to student discipline policies.

The district's student discipline policies shall be distributed to each student during the first week of school each year and to new students upon their enrollment. Each student's parent, legal guardian, person having lawful control of the student, or person standing in loco parentis shall sign and return to the school an acknowledgement form documenting that they have received the policies.

The district shall develop and provide programs, measures, or alternative means and methods for continued student engagement and educational access during periods of suspension or expulsion.

The superintendent is authorized to modify the penalties set forth in the district's student discipline policies on a case-by-case basis.

It is required by law that the principal or the person in charge report to the police any incidents the person has personal knowledge of or has received information leading to a reasonable belief that a person has

committed or threatened to commit an act of violence or any crime involving a deadly weapon on school property or while under school supervision. If the person making the report is not the superintendent, that person shall also inform the superintendent of the incident. Additionally, the principal shall inform any school employee or other person who initially reported the incident that a report has been made to the appropriate law enforcement agency. The superintendent or designee shall inform the CMS School Board of Directors of any such report made to law enforcement.

The superintendent shall make a report annually to the CMS School Board on student discipline data, which shall include, without limitation: the number of incidents of bullying reported and the actions taken regarding the reported incidents of bullying. **SEE CMS SCHOOL BOARD POLICY SECTION – 4.17**

Routine Student Expectations

- 1. Students are expected to take textbooks and writing equipment to each class. Failure to take textbooks, paper, and pencil or other assigned material to class will result in a student receiving an appropriate penalty.**
- 2. Students will not be permitted to go to the restroom during class except in cases of emergency.**
- 3. Inappropriate displays of affection are forbidden on the school premises or on school sponsored trips.**
- 4. Food and drink, other than bottled water, is prohibited during class with the exception of food classes.**
- 5. Headgear of any kind is to be removed upon entering the building and stored in students' backpacks.**
- 6. Any student in the hall during class time must have a hall pass issued by his/her teacher for that period.**
- 7. Students are expected to show proper respect to teachers, peers, and all with whom they come in contact.**
- 8. No loafing in the restrooms.**
- 9. All bills must be paid before students will receive report cards.**
- 10. All damaged books and materials must be paid for by the student.**
- 11. Lost and found articles should be turned in at the office. The school is not responsible for lost articles, but will assist in trying to locate them.**
- 12. Running or horseplay in school buildings is not tolerated.**
- 13. Student notes containing vulgarities/obscenities are not to be circulated on campus.**
- 14. Students possessing money or other valuables do so at their own risk. The school is not responsible for stolen personal items.**
- 15. Skipping school, cutting classes, tardies, leaving school without permission (truancy), and disruptive behavior are forms of student conduct that are not acceptable in maintaining a good school climate.**
- 16. Students of Cutter Morning Star High School and in grades 7-12 are to remain on the high school campus unless a note is in writing to the principal.**
- 17. Students are to follow the daily bell schedule. Upon arrival, go immediately to the cafeteria and stay there until you are dismissed. Do NOT go to any classroom prior to 7:40 and be off campus by 3:45, other than for activities, school functions, etc.**

Authority for Student Discipline

Teachers, principals, administrators, non-certified personnel, and bus drivers have the authority to take customary and reasonable measures to maintain proper control and discipline among students placed under their care and supervision. Such measures may include the use of reasonable force in the exercise of lawful authority to restrain or correct students and maintain order. **SEE CMS SCHOOL BOARD POLICY SECTION**

Prohibited Conduct

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

1. disrespect for school employees and failing to comply with their reasonable directions or otherwise demonstrating insubordination;
2. disruptive behavior that interferes with orderly school operations;
3. willfully and intentionally assaulting or threatening to assault or physically abusing any student or school employee;
4. possession of any weapon that can reasonably be considered capable of causing bodily harm to another individual;
5. possession or use of tobacco in any form on any property owned or leased by any public school;
6. willfully or intentionally damaging, destroying, or stealing school property;
7. possession of any paging device, beeper, or similar electronic communication devices on the school campus during normal school hours unless specifically exempted by the administration for health or other compelling reasons;
8. possession, selling, distributing, or being under the influence of an alcoholic beverage, any illegal drug, unauthorized inhalants, or the inappropriate use or sharing of prescription or over the counter drugs, or other intoxicants, or anything represented to be a drug;
9. sharing, diverting, transferring, applying to others (such as needles or lancets), or in any way misusing medication or any medical supplies in their possession;
10. inappropriate public displays of affection;
11. cheating, copying, or claiming another person's work to be his/her own;
12. gambling;
13. inappropriate student dress;
14. use of vulgar, profane, or obscene language or gestures;
15. truancy;
16. tardiness - excessive;
17. engaging in behavior designed to taunt, degrade, or ridicule another person on the basis of race, ethnicity, national origin, sex, sexual orientation, gender identity, or disability;
18. possess, view, distribute or electronically transmit sexually explicit or vulgar images or representations, whether electronically, on a data storage device, or in hard copy form;
19. hazing, or aiding in the hazing of another student;
20. gangs or gang-related activities, including belonging to secret societies of any kind, are forbidden on school property. Gang insignias, clothing, "throwing signs" or other gestures associated with gangs are prohibited;
21. sexual harassment-----;
22. bullying; and

23. operating a vehicle on school grounds while using a wireless communication device; and/or
24. theft of another individual's personal property.

Positive Behavioral Supports (See Policy 4.60 for full policy)

The district shall implement positive behavioral supports to be used at the:

1. Prevention level for each student in school
2. Strategic intervention level for a student who is not responding, from a social, emotional, or behavioral perspective, to the prevention level: and
3. Intensive service or crisis-management level for a student who needs multifaceted or comprehensive behavioral or mental health services.

The district's positive behavioral support shall include:

- a. The teaching and reinforcing of interpersonal, social, problem solving, conflict resolution, and coping skills to a student
- b. Holding a student positively accountable for meeting an established behavioral expectation:
- c. Maintaining a high level of consistency through the implementation of the positive behavioral support process: and
- d. The following interrelated activities:
 - Providing a school-wide approach to the discipline and safety of each student rather than an approach to only the behavior problem of a single student:
 - Focusing on preventing the development and occurrence of problem behavior:
 - Regularly reviewing behavior data to adapt the district's procedures to meet the needs of every student: and
 - Providing a multitier approach to academic and behavioral services and support to meet the academic and behavioral achievement needs of each student.

The following principles shall form the basis of the district's positive behavioral support system and conflict resolution or de-escalation approach:

1. A student has the right to be treated with dignity:
2. A student should receive necessary academic, social, emotional, and behavioral support that is provided in a safe and least-restrictive environment possible:
3. Positive and appropriate academic, social, emotional, or behavioral intervention, as well as mental health support, should be provided routinely to each student who needs the intervention or support:
4. Behavioral intervention should emphasize prevention as part of the district's system of positive behavioral support: and
5. Each student who exhibits an ongoing behavior that interferes with the student's learning or the learning of others and who is nonresponsive to effectively implemented classroom or administrative intervention, should receive additional intensive behavioral intervention that is based on a FBA (Functional Behavioral Assessment) and data-based problem solving.

Problem Solving and Intervention Team

A problem-solving and intervention team shall be established for each student who exhibits social, emotional, or behavioral difficulty that may escalate, if not addressed, to potentially dangerous behavior. The problem solving and intervention team shall include at least one (1) member who is an academic and behavioral assessment and intervention professional.

A student's problem-solving and intervention team shall:

- A. Work with the teachers of a student to complete an FBA of the student and an assessment of any problematic situations involving the student:
- B. Consider the need for a BIP (Behavior Intervention Plan) with the goal of preventing or resolving the social, emotional, or behavioral difficulty of the student and developing a response that will de-escalate and stabilize a potential emergency situation that approaches the danger level: and
- C. Regularly review the data on incidents involving the use of physical restraint on the student and adjust, as necessary, the procedures concerning the use of physical restraint on the student.

Special education procedures shall be followed if a student is suspected of having a disability that relates to behavioral concerns.

Physical Restraint

Except in the case of a clearly unavoidable emergency situation in which a trained member of school personnel is not immediately available due to the unforeseeable nature of the emergency situation, the physical restraint of a student shall only be used by a member of school personnel who is appropriately trained to administer physical restraint.

Even in an emergency, supine restraint shall not be used on a student except by a staff person who has been certified by a crisis intervention training program and the certified staff person determines that supine restraint is required to provide safety for the student and others.

At no time shall school personnel use the following on a student:

- Mechanical restraint:
- Chemical restraint:
- Aversive behavioral interventions that compromise health and safety:
- Physical restraint that is life-threatening or medically contraindicated: or
- Prone restraint or other restraint that restricts the breathing of a student.

Student Discipline Action Guidelines

Students and staff require a safe and orderly learning environment that is conducive to high student achievement. Certain student behaviors are unacceptable in such an environment and are hereby prohibited by the CMS School Board.

Misbehaviors are listed in three (3) specific groups depending on the seriousness of the offense. Following each group of offenses is a list of penalties from which the administrator, and in some cases, the teacher,

will determine appropriate actions. The penalty for the offense will be assessed depending on the seriousness of the violation and the frequency of the misbehavior with the minimum penalty of a verbal warning up to a maximum penalty of expulsion proceeding and/or expulsion. The groups are not intended to be inclusive of all possible actions of misbehavior.

Eighteen Year old Policy

Public law 93-380 (Buckley Amendment) states that upon reaching the age of eighteen "The permission or consent required of, and the rights accorded to, the parents of the student shall thereafter only be required of and accorded to the student." When parents sign the 18-year-old policy, they relinquish all access to their child's school records, including grades, progress reports, discipline records, attendance, etc. While this allows certain privileges, it does not allow an 18-year-old student to violate or ignore school policy such as signing out of school for unauthorized purposes. Neither an 18-year-old nor a parent can authorize the abrogation of school policy and procedure. To invoke this right, the 18-year-old student must fill out the proper form in the office. As a courtesy, the office will notify the parent of the child's decision to invoke this right.

Group 1 - Misbehavior Violations

1. Cheating, copying, or claiming another person's work to be his/her own. (Grade of Zero (0)-- (Objective has not been achieved) —Standard 12.02 Grades must reflect what the student has achieved on course objectives.
2. Classroom rule violation; (EX: disrupting class, undone assignment)
3. Tardies—SEE page 14
4. Disorderly Conduct; (EX: Horse playing, Running in the halls, Throwing items, Hitting, Disrespectful to school employees in words or actions)
5. Dress Code Violation (ISS until corrected)
6. Use of vulgar, profane, or obscene language or gestures
7. Hazing
8. Inappropriate display of affection on campus
9. Teasing (CMS School Board)
10. Possession of laser pointers
11. Possession of any paging device, beeper, or similar electronic communication devices unless exempted by the administration for health or other compelling reasons

Misbehavior Penalties for Group 1 - Contact Parents

1. Expulsion from extracurricular activities OR assigned duties other than classroom tasks dependent on whether the behavior was major or minor, at the discretion of the principal.
2. Assigned duties other than classroom task
3. Detention
4. In-School Suspension (ISS)--Habitual
5. Out-School Suspension (OSS)--Habitual
6. Bus Suspension (Bus Infractions Only)
7. Corporal Punishment

GROUP 2 - Disruptive and Disorderly Behavior Violations

Disrespectful to school employees in words or actions Insubordination (failure to obey reasonable instructions from teachers, administrators, instructional aides, bus drivers, or any other school district employee)

1. Truancy/Leaving school grounds without permission
2. Fighting
3. Using verbally abusive language, profanity, obscene gestures, threat or “fighting words”
4. Use of profanity directed towards a staff person
5. Disorderly conduct; Inappropriate behavior that substantially disrupts or interferes with or is likely to disrupt or interfere with any school function, activity, or school program.
6. Disruption and interference with school routine
7. Disruption of school bus
8. Vandalism or defacing school property
9. Altering or destroying school records
10. Bullying (CMS School Board Policy)
11. Harassment of students or school personnel
12. Theft
13. Forgery
14. Gambling
15. Reckless conduct
16. Boycotts, walkouts, or protests

Vaping and/or Smoking

Act 854 prohibits faculty, students, parents, and visitors from smoking in the public schools, on school grounds, and in school vehicles. This is to include the use of smokeless tobacco.

1st Offense for possession = three (3) days of (ISS) in-school suspension.

2nd Offense for possession = five (5) days of (ISS) in-school suspension.

3rd Offense for possession = three (3) days (OSS) out of school suspension.

4th Offense for possession = five (5) days (OSS) out of school suspension.

5th Offense for possession = seven (7) days (OSS) out of school suspension.

6th Offense for possession = ten (10) days (OSS) out of school suspension

7th Offense for possession = ten (10) days (OSS) out of school suspension with a recommendation of expulsion.

A cessation program for students, staff, and parents is offered at the Garland County Health Office.

Disruptive and Disorderly Penalties for Group 2 - Contact Parent

1. Exclusion from extracurricular activities
2. In-school suspension (ISS)
3. Out-School suspension (OSS)
4. Bus suspension (for bus infractions only)
5. Expulsion (Habitual)
6. Corporal punishment

Group 3 - Illegal Behavior Violations

1. Willfully and intentionally *physical assaulting/attempting/or threatening* to assault or *physically abusing* any student or school employee. (striking or attempting to strike)

2. Verbal abuse of staff (to use violent, abusive, or obscene language or gestures addressed to a teacher or staff person in a threatening manner)
3. Engaging in behavior designed to taunt, degrade, or ridicule another person on the basis of race, ethnicity, national origin, sex, or disability.
4. Possess, view, distribute or electronically transmit sexually explicit or vulgar images or representations, whether electronically, on a data storage device, or in hard copy form.
5. Possession of a firearm (whether loaded or unloaded)
6. Use or possession of a weapon (knife, club, etc.)
7. Possession or the use of explosives or fireworks on school property
8. Use and/or possession, selling, distributing, or being under the influence of an alcoholic beverage, any illegal drug or drug paraphernalia, unauthorized inhalants, or the inappropriate use or sharing of prescription or over the counter drugs, vaping THC, or other intoxicants, or anything represented to be a drug.
9. School fraternities, secret societies and gang membership and activity on school grounds. Gangs or gang-related activities, including belonging to secret societies of any kind, are forbidden on school property. Gang insignias, clothing, "throwing signs" or other gestures associated with gangs are prohibited (**SEE CMS SCHOOL BOARD POLICY**).
10. Extortion, coercion
11. False emergency alarm
12. Indecent exposure
13. Sexual misconduct
14. Inciting to riot
15. Arson
16. Robbery or theft
17. Homicide
18. Blackmail

Illegal Behavior Penalties for Group 3 - Contact Parents

1. In-school suspension (ISS)
2. Out-of-school suspension (OSS)
3. Expulsion

Discipline and penalties for the infraction of school and CMS School Board behavior policies will be based on the severity and frequency of occurrence ranging from a minimum of a verbal warning to maximum of expulsion proceeding and/or expulsion.

*****In some instances law enforcement authorities may be notified. Violation of this policy will result in disciplinary action, and may also constitute a criminal offense. By law, local law enforcement must be notified whenever a felony or act of violence may have been committed on campus. (Act 706 of 1997)***

Definitions

Corporal Punishment - Any certified teacher or administrator in the Cutter Morning Star School District may use corporal punishment, provided the punishment is administered in order to maintain discipline and order within the school. The following guidelines apply: (1) Before corporal punishment is administered, the student should be advised of the rule and infraction for which the student may be punished. (2) The student will be allowed to respond to the infraction against him/her. (3) Corporal punishment shall be administered by a certified teacher in the presence of a school administrator. (4) Parents may choose an

option as to whether their child is given corporal punishment. It is the responsibility of the student to inform the teacher or administrator of this option. (SEE CMS SCHOOL BOARD POLICY SECTION)

Detention - Assignment to detention should be for an inappropriate behavior. The principal or his appointed designee may assign detention. Detention will be during both lunch periods from 11:30-11:55 for 1st Lunch and 12:20-12:45 for 2nd Lunch in the Virtual Arkansas Lab- Students who have been assigned detention must get their lunch and report to the lab immediately. While students are in D-hall he or she must be productive during this time. Productive means having classwork or homework that needs completed or having a book to read. Failure to come unprepared could result in additional days assigned D-hall. If D-hall is missed the student will be assigned an extra day and will have to make up the day they missed. If a student doesn't report to detention on time, the day will not count and a day will be added to the term of detention. Students not reporting to detention or misbehaving (talking, playing, making noises, turning around) shall be referred to the principal. *Upon receiving the fourth detention in any given semester by the same teacher, three (3) days in-school suspension will be assigned.*

In-School Suspension (ISS) - A student may be placed in ISS for disciplinary reasons. The principal will determine the length of ISS. Any student in ISS will not be allowed to participate in any extracurricular activities, practices, games, dances, organizational activities, etc..., while serving in ISS. After recurrent ISS assignments for any particular student, the ALE committee may evaluate the need for placing the student in ALE. *Electronic devices will be turned in to the office each morning and picked up at 3:20 while the student is serving ISS. If devices are found in the ISS room, another day of ISS or corporal punishment will be added.*

Out-of-School Suspension (OSS) - The principal shall be authorized to suspend students for up to ten (10) school days for violation of the district's written discipline policies. Prior to such suspension the principal shall inform the student orally or in writing what conduct code violation the student has broken. (SEE CMS SCHOOL BOARD POLICY SECTION)

Expulsion - A student may be expelled from school with loss of credit. The principal may recommend the expulsion in writing to the superintendent. If the superintendent concurs with the recommendation, she shall schedule a hearing before the school CMS School Board, and they may expel a student for the remainder of the semester, the remainder of the school year, or permanently for conduct it deems to be of such seriousness as to make a suspension inappropriate or where it finds that the student's continued attendance at school would be unacceptably disruptive to the educational program or would cause unreasonable danger to other students and faculty members. (SEE CMS SCHOOL BOARD POLICY SECTION)

Behavior Not Covered

The school district reserves the right to punish behavior that is not conducive to good order and discipline in the schools, even though such behavior is not specified in the preceding written rules.

Students shall make restitution of any property stolen by them and shall be subject to other disciplinary measures.

Parents/guardians of any minor student under the age of 18 and living with parents/guardians may be liable for damages caused by said minor in an amount not in excess of \$2,000.00.

Discipline for Handicapped

Handicapped students who engage in misbehavior are subject to normal school disciplinary rules and procedures so long as such treatment does not abridge the right to free appropriate public education.

The Individualized Education Plan (IEP) team for a handicapped student considers whether particular discipline procedures should be adopted for that student and included in the IEP.

Handicapped students may be excluded from school only in emergencies and only for the duration of the emergency. In no case should a handicapped student be excluded for more than ten (10) days in a school year.

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.

The high school and elementary school principals will serve as grievance officers for Act 504 concerning discipline for the handicapped student.

Bullying - A No Tolerance Policy (4.43)

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

- physical harm to a public school employee or student or damage to the public school employee's or student's property;
- substantial interference with a student's education or with a public school employee's role in education;
- a hostile educational environment for one (1) or more students or public school employees due to the severity, persistence, or pervasiveness of the act; or
- substantial disruption of the orderly operation of the school or educational environment;

Examples of "Bullying" include, but are not limited to, a pattern of behavior involving one or more of the following:

1. Cyberbullying;
2. Sarcastic comments "compliments" about another student's personal appearance or actual or perceived attributes.
3. Pointed questions intended to embarrass or humiliate,
4. Mocking, taunting or belittling,
5. Non-verbal threats and/or intimidation such as "fronting" or "chesting" a person,
6. Demeaning humor relating to a student's actual or perceived attributes,
7. Blackmail, extortion, demands for protection money or other involuntary donations or loans,
8. Blocking access to school property or facilities,
9. Deliberate physical contact or injury to person or property,

10. Stealing or hiding books or belongings,
11. Threats of harm to student(s), possessions, or others,
12. Sexual harassment, as governed by policy 4.27, is also a form of bullying, and/or
13. Teasing or name-calling related to sexual characteristics or the belief or perception that an individual is not conforming to expected gender roles or conduct or is homosexual, regardless of whether the student self-identifies as homosexual or transgender (Examples: “Slut”, “You are so gay.”, “Fag”, “Queer” etc.).

"Cyberbullying" means any form of communication by electronic act that is sent with the purpose to:

1. Harass, intimidate, humiliate, ridicule, defame, or threaten a student, school employee, or person with whom the other student or school employee is associated; or
2. Incite violence towards a student, school employee, or person with whom the other student or school employee is associated.

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

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

Cyberbullying is prohibited whether or not the cyberbullying originated on school property or with school equipment, if the cyberbullying results in the substantial disruption of the orderly operation of the school or educational environment or is directed specifically at students or school personnel and maliciously intended for the purpose of disrupting school and has a high likelihood of succeeding in that purpose.

“Harassment” means a pattern of unwelcome verbal or physical conduct relating to another person's constitutionally or statutorily protected status that causes, or reasonably should be expected to cause, substantial interference with the other's performance in the school environment; and

“Substantial disruption” means without limitation that any one or more of the following occur as a result of the bullying:

- Necessary cessation of instruction or educational activities;
- Inability of students or educational staff to focus on learning or function as an educational unit because of a hostile environment;

- Severe or repetitive disciplinary measures are needed in the classroom or during educational activities; or
- Exhibition of other behaviors by students or educational staff that substantially interfere with the learning environment.

Respect for the dignity of others is a cornerstone of civil society. Bullying creates an atmosphere of fear and intimidation, robs a person of his/her dignity, detracts from the safe environment necessary to promote student learning, and will not be tolerated by the CMS School Board. Students who bully another person shall be held accountable for their actions whether they occur on school equipment or property; off school property at a school sponsored or approved function, activity, or event; going to or from school or a school activity in a school vehicle or school bus; or at designated school bus stops.

Students are encouraged to report behavior they consider to be bullying, including a single action which if allowed to continue would constitute bullying, to their teacher or the building principal. The report may be made anonymously. Teachers and other school employees who have witnessed, or are reliably informed that, a student has been a victim of behavior they consider to be bullying, including a single action which if allowed to continue would constitute bullying, shall report the incident(s) to the building principal, or designee, as soon as possible. Parents or legal guardians may submit written reports of incidents they feel constitute bullying, or if allowed to continue would constitute bullying, to the building principal, or designee.

The person or persons reporting behavior they consider to be bullying shall not be subject to retaliation or reprisal in any form.

A building principal, or designee, who receives a credible report or complaint of bullying shall:

1. As soon as reasonably practicable, but by no later than the end of the school day following the receipt of the credible report of bullying:
 - a. Report to a parent, legal guardian, person having lawful control of a student, or person standing in loco parentis of a student that their student is the victim in a credible report of bullying; and
 - b. Prepare a written report of the alleged incident of bullying;
2. Promptly investigate the credible report or complaint of bullying, which shall be completed by no later than the fifth (5th) school day following the completion of the written report.
3. Notify within five (5) days following the completion of the investigation the parent, legal guardian, person having lawful control of a student, or person standing in loco parentis of a student who was the alleged victim in a credible report of bullying whether the investigation found the credible report or complaint of bullying to be true and the availability of counseling and other intervention services.
4. Notify within five (5) days following the completion of the investigation the parent, legal guardian, person having lawful control of the student, or person acting in loco parentis of the student who is alleged to have been the perpetrator of the incident of bullying:
 - a. That a credible report or complaint of bullying against their student exists
 - b. Whether the investigation found the credible report or complaint of bullying to be true;
 - c. Whether action was taken against their student upon the conclusion of the investigation of the alleged incident of bullying; and

- d. Information regarding the reporting of another alleged incident of bullying, including potential consequences of continued incidents of bullying;
5. Make a written record of the investigation, which shall include:
 - a. A detailed description of the alleged incident of bullying, including without limitation a detailed summary of the statements from all material witnesses to the alleged incident of bullying;
 - b. Any action taken as a result of the investigation; and
 6. Discuss, as appropriate, the availability of counseling and other intervention services with students involved in the incident of bullying.

Students found to be in violation of this policy shall be subject to disciplinary action up to and including expulsion. In determining the appropriate disciplinary action, consideration may be given to other violations of the student handbook which may have simultaneously occurred. In addition to any disciplinary actions, the district shall take appropriate steps to remedy the effects resulting from bullying.

Notice of what constitutes bullying, the district's prohibition against bullying, and the consequences for students who bully shall be conspicuously posted in every classroom, cafeteria, restroom, gymnasium, auditorium, and school bus. Parents, legal guardians, persons having lawful control of a student, persons standing in loco parentis, students, school volunteers, and employees shall be given copies of the notice annually.

The superintendent shall make a report annually to the CMS School Board on student discipline data, which shall include, without limitation, the number of incidents of bullying reported and the actions taken regarding the reported incidents of bullying.

Copies of this policy shall be available upon request.

Search, Seizure, and Interrogations

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

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

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

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

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

If the district makes a report to any law enforcement agency concerning student misconduct or if access to a student is granted to a law enforcement agency due to a court order, the principal or the principal’s designee shall make a good faith effort to contact the student’s parent, legal guardian, person having lawful control of students, or person standing in loco parentis. The principal or the principal’s designee shall not attempt to make such contact if presented documentation by the investigator that notification is prohibited because a parent, guardian, person having lawful control of the student, or person standing in loco parentis is named as an alleged offender of the suspected child maltreatment. This exception applies only to interview requests made by a law enforcement officer, an investigator of the Crimes Against Children Division of the Department of Arkansas State Police, or an investigator or employee of the Department of Human Services.

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

Disruption of School

No student shall by the use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct, intentionally cause the disruption of any lawful mission, process, or function of the school, or engage in any such conduct for the purpose of causing disruption or obstruction of any lawful mission, process, or function. Neither shall any student encourage any other student to engage in such activities.

Disorderly activities by any student or group of students that adversely affect the school’s orderly educational environment shall not be tolerated at any time on school grounds. Teachers may remove from class and send to the principal or principal’s designee’s office a student whose behavior is so unruly, disruptive, or abusive that it seriously interferes with the teacher’s ability to teach the students, the class, or

with the ability of the student's classmates to learn. Students who refuse to leave the classroom voluntarily will be escorted from the classroom by the school administration.

Student Assault or Battery

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

Furthermore, it is unlawful, during regular school hours, and in a place where a public school employee is required to be in the course of his or her duties, for any person to address a public school employee using language which, in its common acceptance, is calculated to:

- a. cause a breach of the peace;
- b. materially and substantially interfere with the operation of the school; or
- c. arouse the person to whom it is addressed to anger, to the extent likely to cause imminent retaliation.

Students guilty of such an offense may be subject to legal proceedings in addition to any student disciplinary measures.

Weapons and Dangerous Instruments

Definitions

"Firearm" means any device designed, made, or adapted to expel a projectile by the action of an explosive or any device readily convertible to that use.

"Possession" means having a weapon on the student's body or in an area under the student's control.

"Weapon" includes, but not limited to any:

- Firearm;
- Knife;
- Razor;
- Ice pick;
- Dirk;
- Box cutter;
- Nunchucks;
- Pepper spray, mace, or other noxious spray;
- Explosive;
- Taser or other instrument that uses electrical current to cause neuromuscular incapacitation; or any other instrument or substance capable of causing bodily harm

No student, except for military personnel (such as ROTC cadets) acting in the course of their official duties or as otherwise expressly permitted by this policy, shall possess a weapon, display what appears to be a weapon, or threaten to use a weapon before or after school while

- in a school building;
- on or about school property;

- at any school sponsored activity or event;
- on route to or from school or any school sponsored activity; or
- off the school grounds at any school bus stop.

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

Except as permitted in this policy, students found to be in possession on the school campus of a firearm shall be recommended for expulsion for a period of one (1) year. The superintendent shall have the discretion to modify such expulsion recommendation for a student on a case-by-case basis.¹

Parents or legal guardians of students expelled under this policy shall be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a firearm on school property.² Parents or legal guardians shall sign a statement acknowledging that they have read and understand said laws prior to readmitting the student. Parents or legal guardians of a student enrolling from another school after the expiration of an expulsion period for a firearm policy violation shall also be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a firearm on school property. The parents or legal guardians shall sign a statement acknowledging that they have read and understand said laws prior to the student being enrolled in school.

The mandatory expulsion requirement for possession of a firearm does not apply to a firearm brought to school for the purpose of participating in activities approved and authorized by the district that include the use of firearms. Such activities may include ROTC programs, hunting safety or military education, or before or after-school hunting or rifle clubs. Firearms brought to school for such purposes shall be brought to the school employee designated to receive such firearms. The designated employee shall store the firearms in a secure location until they are removed for use in the approved activity.

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

Tobacco, Electronic Nicotine Delivery Systems, and Related Products

Smoking or use of tobacco or products containing tobacco in any form (including, but not limited to, cigarettes, cigars, chewing tobacco, and snuff) in or on any property owned or leased by a district school, including school buses, is prohibited. Students who violate this policy may be subject to legal proceedings in addition to student disciplinary measures.

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

Drugs and Alcohol

An orderly and safe school environment that is conducive to promoting student achievement requires a student population free from the deleterious effects of alcohol and drugs. Their use is illegal, disruptive to the educational environment, and diminishes the capacity of students to learn and function properly in our schools.

Therefore, no student in the Cutter Morning Star School District shall possess, attempt to possess, consume, use, distribute, sell, attempt to sell, give to any person, or be under the influence of any substance as defined in this policy, or what the student represents or believes to be any substance as defined in this policy. This policy applies to any student who; is on or about school property; is in attendance at school or any school sponsored activity; has left the school campus for any reason and returns to the campus; is on route to or from school or any school sponsored activity.

Prohibited substances shall include, but are not limited to, alcohol, or any alcoholic beverage, inhalants that alter a student's ability to act, think, or respond, LSD, or any other hallucinogen, marijuana, cocaine, heroin, or any other narcotic drug, PCP, amphetamines, steroids, "designer drugs," look-alike drugs, or any controlled substance.

The sale, distribution, or attempted sale or distribution of over-the-counter (OTC) medications, dietary supplements or other perceived health remedy not regulated by the US Food and Drug Administration, or prescription drugs is prohibited. The possession or use of OTC medications, dietary supplements or other perceived health remedy not regulated by the US Food and Drug Administration, or prescription drugs is prohibited except as permitted under Policy—STUDENT MEDICATIONS.

Student Dress and Grooming

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

Students are prohibited from wearing, while on the school grounds during the school day and at school-sponsored events, clothing that exposes underwear, buttocks, or the breast of a female. This prohibition does not apply, however, to a costume or uniform worn by a student while participating in a school-sponsored activity or event.

The superintendent shall establish student dress codes for the district's schools, to be included in the student handbook, and are consistent with the above criteria.

1. Alcohol and tobacco logos, as well as words, pictures, or objects with sexual connotations, are not permitted at school or school functions.
2. Undergarments, including undershirts and underpants, must be concealed.
3. Headgear is not to be worn in the building as defined but not limited to; caps/hats, winter hats, beanies, bandanas, etc. unless approved by the principal.

4. Shorts, skirts, and dresses must not be shorter than the width of a dollar bill above the knee in length. **NO TRACK SHORTS ALLOWED**, unless approved for PE or athletic events.
5. No rolling shoes allowed during school.
6. No sleeveless shirts, halter tops, bare midriffs, pajamas, or house shoes are allowed.
7. Clothing that exposes underwear, buttocks, or cleavage is prohibited.
8. Holes in clothing above the width of a dollar above the knee in length are not permissible. Tights or other material must be under the holes where skin is revealed so skin is not revealed.
9. Light up shoes must be turned off in the classroom.
10. No chains on pants.
11. Leggings are permitted, however the top garment should be mid-thigh and adhere to the above rules.
12. No pajama pants or blankets.

The Cutter Morning Star School Board may impose additional rules on dress and grooming in the interest of decency, cleanliness, safety, health, or in such cases will disrupt the educational process or interfere with the rights or opportunities to learn or teach.

Students not meeting the dress code requirements will call parent/guardian to bring appropriate clothing. Students will have to change to the appropriate attire when dress code policies are not met. **If a parent/guardian cannot be contacted, the student will wear school issued clothing for the remainder of the day and go to In-School Suspension (ISS).** (SEE CMS SCHOOL BOARD POLICY)

Gangs and Gang Activity

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

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

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

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

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

Student Sexual Harassment (4.27)

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

The district believes the best policy to create an educational environment free from sexual harassment is prevention; therefore, the district shall provide informational materials and training to students, parents/legal guardians/other responsible adults, and employees on sexual harassment. The informational materials and training on sexual harassment shall be age appropriate and, when necessary, provided in a language other than English or in an accessible format. The informational materials and training shall include, but are not limited to:

- the nature of sexual harassment;
- The District's written procedures governing the formal complaint grievance process;
- The process for submitting a formal complaint of sexual harassment;
- That the district does not tolerate sexual harassment;
- That students can report inappropriate behavior of a sexual nature without fear of adverse consequences;
- The supports that are available to individuals suffering sexual harassment; and
- The potential discipline for perpetrating sexual harassment.

“Sexual harassment” means conduct on the basis of sex that satisfies one or more of the following:

1. A District employee:
 - a. Conditions the provision of an aid, benefit, or service of the District on an individual's participation in sexual conduct; or
 - b. Uses the rejection of sexual conduct as the basis for academic decisions affecting that individual;²
2. The conduct is:
 - a. Unwelcome; and
 - b. Determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity; or
 - c. Constitutes:
 - d. Sexual assault;
 - e. Dating violence
 - f. Domestic violence; or
 - g. Stalking.

Actionable sexual harassment is generally established when an individual is exposed to a pattern of objectionable behaviors or when a single, serious act is committed. What is, or is not, sexual harassment will depend upon all of the surrounding circumstances and may occur regardless of the sex(es) of the individuals involved. Depending upon such circumstances, examples of sexual harassment include, but are not limited to:

- Making sexual propositions or pressuring for sexual activities;
- Unwelcome touching;
- Writing graffiti of a sexual nature;
- Displaying or distributing sexually explicit drawings, pictures, or written materials;

- Performing sexual gestures or touching oneself sexually in front of others;
- Telling sexual or crude jokes;
- Spreading rumors related to a person's alleged sexual activities;
- Discussions of sexual experiences;
- Rating other students as to sexual activity or performance;
- Circulating or showing emails or Websites of a sexual nature;
- Intimidation by words, actions, insults, or name calling; and
- Teasing or name-calling related to sexual characteristics or the belief or perception that an individual is not conforming to expected gender roles or conduct or is homosexual, regardless of whether or not the student self-identifies as homosexual or transgender.

Laser Pointers

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

CAFETERIA POLICIES AND PROCEDURES

The National Lunch Program and its vision to *improve the health and education of children through better nutrition* began in 1946. The National School Lunch and Breakfast Program can help improve a student's nutritional status and readiness to learn. Students who participate in the school breakfast program perform better in school and have fewer absences than non-participants. Under-nutrition increases the risk and severity of illness and iron deficiency anemia results in shortened attention span, fatigue, and decreased ability to concentrate. *School meals at CMS meet the regulatory requirements of the Child Nutritional Program administered by the USDA.* Nutritional meals are provided for students at a nominal cost. All students are encouraged to apply for the reduced and free meal program that is available to qualifying students. Meal applications are in the student packet passed out at the beginning of each school year and can also be attained year round in the cafeteria or school office.

School Meal Modifications

The district only provides modified meal components on menus to accommodate students. A parent/guardian wishing to request dietary accommodations for their student with a disability must submit to the district's Director of Child Nutrition a Certification of Disability for Special Dietary Needs Form completed by a: • Physician, including those licensed by The Arkansas State Medical Board; The Arkansas State Board of Chiropractic Examiners (Chiropractors); The Arkansas Board of Podiatric Medicine (Podiatrists); • Nurse Practitioners (APRNs in family or pediatric practice with prescriptive authority); • Physician Assistants (PAs who work in collaborative practice with a physician); and • Dentists.

The medical statement should include: 1. A description of the student's disability that is sufficient to understand how the disability restricts the student's diet; 2. An explanation of what must be done to accommodate the disability, which may include: a) Food(s) to avoid or restrict; b) Food(s) to substitute; c) Caloric modifications; or d) The substitution of a liquid nutritive formula.

If the information provided in the medical statement is unclear, or lacks sufficient detail, the district's Director of Child Nutrition¹ shall request additional information so that a proper and safe meal can be provided.

When choosing an appropriate approach to accommodate a student's disability, the district will consider the expense and efficiency of the requested accommodations. The district will offer a reasonable modification that effectively accommodates the child's disability and provides equal opportunity to participate in or benefit from the program, which may include a generic version of a product.

Parents may file a grievance regarding the request for accommodations with the District's 504 Coordinator 3, who will schedule a hearing on the grievance to be held as soon as possible. The 504 coordinator shall provide a copy of the procedures governing the hearing, including that the parent has the right to be accompanied by counsel, and the appeal process upon request.

The district will **not** prepare meals outside the normal menu to accommodate a family's religious or personal health beliefs.

Notes: A Registered Dietitian Nutritionist may make recommendations for alternate foods for children whose disability restricts their diet, but the medical statement must be signed by one of the professionals listed in this policy.

Food Service Prepayment

Meal Charges: The district does **not** provide credit for students to charge for meals, a la carte, or other food and beverage items available for purchase in the school food service areas. Meals, a la carte, or other food and beverage items may be purchased by either providing payment for the items at the time of receipt or by having a prepaid account with the district that may be charged for the items. Parents, or students choosing to do so, may pay in advance for meals, a la carte, or other food and beverage items through any of the following methods: • Submitting cash or check payment at school office or the food service office • Depositing funds through the District's online service; myschoolbucks.com

A student's parents will be contacted by authorized district personnel regarding a student's prepaid account balance at the following times:

When the student's account has ten dollars (\$10) left and to send a letter along with a copy of the policy if the student's account becomes empty.

The cafeteria provides a well-balanced state approved lunch and breakfast meals for all students at minimum cost. Students will be served lunch for \$2.50 per meal and breakfast for \$1.25 per meal. Faculty and adult prices will be \$3.50 for lunch and \$2.50 for breakfast. Free and reduced lunches are available for those who qualify. Each student is encouraged to complete an eligibility form and return it to the office. Reduced price meals will be .40 cents for lunch and .30 cents for breakfast and an extra drink is .50 cents. Students will not be permitted to charge over ten (10) days unless parents make arrangements with the school or administration.

Hunger Free Students Bill of Rights Act

The Hunger-Free Student's Bill of Rights Act 428 of 2019 requires schools to provide a student requesting a meal or snack one that is no different from those served to their peers. All students will have access to the school's meal or snack services regardless of the debt owed. If a student is unable to pay for a meal or snack, or owes money for a meal or snack, a school shall not stigmatize the student in any way.

Parents or guardians are responsible for ensuring there are sufficient funds in a student's meal account. Students will be provided a meal in accordance with the Hunger Free Bill of Rights Act, however, if a student owes money for a meal or snack that is in excess of the amount charged a student for five (5) lunches the District will attempt to contact a parent or guardian to collect the money or request that the parent or guardian apply for a federal or state child nutrition program.

Money left in a meal account will be carried over to the following year as credit for the student's meal account.

Meal Plan Payments

All meal plans are to be paid "*in advance*" with qualifying paper work and/or money in a deposit envelope. Deposits can be done daily, weekly, biweekly, monthly, or yearly (178 meal days). *Money left in an account at the end of the school year will be carried over to the following school year as a credit for the student to start with.*

- No money will be collected in the serving line from students or staff, only deposit envelopes.
- Money in meal deposit envelopes are for meal accounts and will be deposited as so. Parents/guardians please keep money separate from school activity payments.
- For parents/guardians who fail to send lunch money the cashier will document a warning to the student that they need to bring lunch money. If need be on Tuesday and Thursday, a documented negative balance notice will be printed and put in the teacher's mailbox to
- be sent home with that student.

Expectations of Students in the Cafeteria

- Food, milk or juices served to students are not to be taken out of the cafeteria.
- No gum, especially on trays, please.
- Students are to remain orderly and reasonably quiet while in the cafeteria.
- All students are to "stop" at the register and take care of business before getting a meal, etc.
- While eating, students are to use quiet voices, remain seated and follow the cafeteria supervisor's instructions.
- When finished eating, students are to put their food tray and all trash in the trash cans before being dismissed.
- Students are NOT allowed to share food.
- Parents and other authorized visitors are allowed to bring lunch for their child only.

Eating and/or drinking in the building during class or lunch is up to the discretion of the principal.

Cutter Morning Star High School is a closed campus facility. Only parents/guardians will be allowed to bring in food for their students. This is a state law. (Regulatory Authority: 7CFR 210.16a Index Code EF)
A profit making business is prohibited to deliver food orders to any students anywhere on school campus.

A student may **not** check out during lunch period unless accompanied by his or her parent/legal guardian.
(SEE CMS SCHOOL BOARD POLICY)