

CEDARVILLE HIGH SCHOOL

STUDENT HANDBOOK

2018 - 2019

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Angie Kattich, Parent

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Whitney Fears, Student

Elainie Stockton, Student

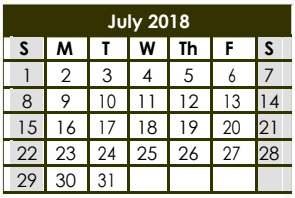
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Stacy Shelly, Parent

Hunter Lindemann, Student

Autumn Goines, Student

Jason Swaim, Student



July 2018						
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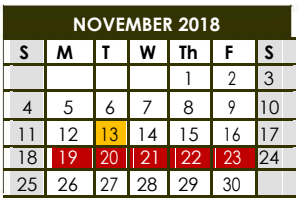
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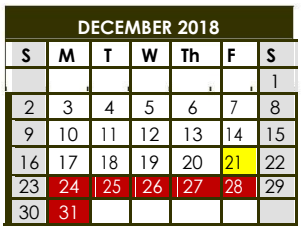
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August 2018

6, 7, 8, 9 Professional Development
9 OPEN HOUSE
13 STUDENTS REPORT – First Day of School

September 2018

3 Labor Day – NO School
18 Parent Teacher Conferences – 3:30 – 6:30

October 2018

12 End of First Quarter (44 days)
15 Fall Break – NO School

November 2018

13 Parent Teacher Conferences – 3:30 – 6:30
19-23 Thanksgiving Recess
26 Classes Resume

December 2018

21 End of Second Quarter (44 days)
End of First Semester (88 days)
22 Winter Recess Begins

January 2019

7 Classes Resume
21 Martin Luther King Day – NO School/*Snow Day*

February 2019

12 Parent Teacher Conferences – 3:30 – 6:30
18 President's Day – NO School/*Snow Day*

March 2019

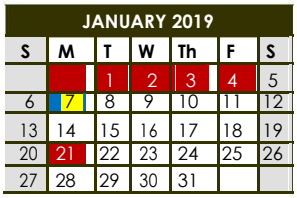
15 End of Third Quarter (48 days)
18-22 Spring Break
25 Classes Resume

April 2019

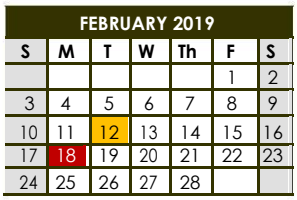
19 Good Friday – NO School/Snow Day
23 Parent Teacher Conferences – 3:30 – 6:30

May 2019

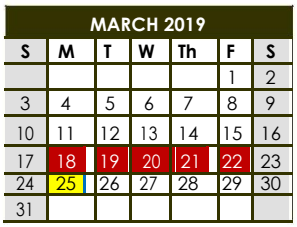
10 Graduation
22 End of Fourth Quarter (42 days)
Final Student Day (178 days)
23 Snow Day
24 Snow Day



JANUARY 2019						
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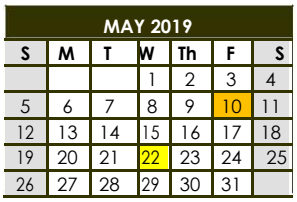
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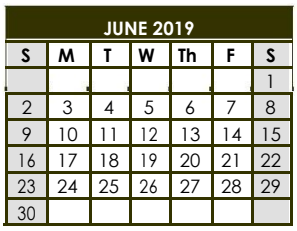
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2018 - 2019 BELL SCHEDULE

(46 Minute Classes)

7:30 Duty teachers report to assigned stations

7:35 Doors open to high school cafeteria

PERIOD	START	END
First Bell	7:55	
1st	7:59	8:45
2nd Chance Breakfast	8:45	8:55
2nd	8:59	9:45
3rd	9:49	10:35
4th	10:39	11:25
5th	11:29	12:15
Lunch	12:15	12:45
6th	12:49	1:35
7th	1:39	2:25
8th	2:29	3:15

SCHOOL SPIRIT

School Spirit is the pride we develop in everything our school accomplishes. It includes showing courtesy toward teachers, fellow students, and visitors as well as having the interest, desire, and dedication to become involved in your school‘s activities, functions, and academics. We hope that each and every student attending Cedarville Schools develops a sense of pride and loyalty toward the school during the years they attend.

AWARDS- ACADEMIC

Academic achievement awards will be given at the end of the year for achievement in the individual subject areas. In order to give end of the year awards for Honor Roll, Superintendent’s List, Principal’s List, etc., a cut-off date will be used. First, second, and third weeks grades will be used in figuring end of the year academic awards. Awards: Superintendent’s List: All A’s, Principal’s List: All A’ & B’s, Honor List: 3.0 GPA with no more than one C (Smart Core Curriculum).

AWARDS- ATHLETIC

Awards for the Annual All Sports Banquet will be awarded based on statistics by the coaching staff and agreement by them.

AWARDS- STUDENT RECOGNITION

These awards will be given out periodically by staff, students, and teachers during school hours or at assemblies throughout the year.

Each year at the Cedarville High School Awards Assembly students who qualify will be awarded an “Academic Letter” recognizing their commitment to academic excellence.

Awards are calculated on the first three (3) nine week’s grades.

Students enrolling into the district after the first day of the school year will be considered for end of year awards if the transfer grades are received and are equal in comparison to the courses offered at Cedarville.

BACKPACKS

Students are allowed to carry backpacks in the classroom at teacher discretion, or they must be kept in lockers during the day, not the hall, on top of the lockers, or in the office. **High School lockers measure 35 inches tall, 10 inches wide and 11 inches deep.**

CLASS MEMBERSHIP

In order to be classified as a sophomore, students must have accumulated at least six (6) credits.

In order to be classified as a junior, students must have accumulated at least twelve (12) credits.

In order to be classified as a senior, students must have accumulated at least eighteen (18) credits.

CLUBS AND ORGANIZATIONS

The school offers a number of organizations and activities that are supervised and offer a constructive and enriching way to use leisure time. Many of the organizations have requirements that are available from the sponsor of each organization.

Nominations need to be made five (5) days before the election of officers, unless the organization by-laws have other requirements. (Classes and organizations)

Each organization must have a school approved adult sponsor.

Organizations available to students are as follows:

Art Club	Football
Band	Journalism
Baseball	Quiz Bowl
Basketball	FFA
BETA Club	Science Club

Cheerleading	Softball
Chorus	Spanish Club
Color Guard	Student Council
EAST	Track
FBLA	Yearbook
FCA	Youth Alive
FCCLA	YSSP (skeet)
High School Rodeo	Chess Club
Friends of Rachel (FOR)	Guitar Club

Officers must have a GPA of 2.0 or higher.

All classes, clubs and organizations must submit in writing their fundraising ideas to the principal for approval by the last school day in September. Students must go through the sponsor when planning an activity. All requests for checks to be drawn on the account of each organization must be signed by the president, treasurer, and sponsor(s) of the organization. School fraternities, sororities, and secret societies are banned in Arkansas Public Schools.

Sales projects are limited to one per class, club, or organization with the exception of the junior class. They may have two sales projects. All sales projects should have a 50% or greater profit. There is no limit on work projects for fundraisers. There is to be no candy sold at school during the lunch period.

All coronation candidates must raise money by donations only (No sales projects).

Each organization and club may use a handbook, approved by the Cedarville School Board, but it shall **not** supersede the district policy handbook or the individual schools student procedural handbooks. When a procedure is questioned in any organizational handbook, the building principal will interpret the procedure and make a decision which may be appealed to the superintendent.

BETA CLUB

The Beta Club is an honor and service society which promotes scholarship, leadership, and good citizenship at Cedarville High School. Standards of membership in the local chapter of the National Beta Club conform to the general features of the National constitution and are approved by the principal of Cedarville High School. Students in grades nine (9) through twelve (12) are eligible for membership.

The academic requirement for membership shall be a 3.25 cumulative G.P.A. each semester for students following the honor graduate course requirements. Should a member's G.P.A. fall below 3.25, they will be placed on suspension for one semester. If the G.P.A. is not brought up by the end of the suspension period, membership is forfeited. Other membership requirements shall be worthy character and commendable attitude. Any out-of-school suspension in that school year shall result in a student's forfeiture of an invitation to join or the loss of membership.

DRIVING PERMIT / LICENSE FORM

Students must present proof of a "C" (2.0) average for the last semester grading period to get a driver's license form (Act 1200 of 1997). These forms may be picked up in the principal's office upon request.

DROPPING A COURSE

To drop a course, a special form must be secured from the counselor's office. The form is to be filled in and signed by the student, teachers, counselor, parent, and principal. Except for emergencies, permission to drop a course will be permitted only during the first week of the semester. If a dropped course is necessary, an alternate course must be available. When a student elects a course, the student is expected to complete the course. After the first week of the semester, the principal's approval will be needed to change a course. WATC/ UAFS students must continue attending for a full semester, or they must pay CHS back for all tuition paid to the University of Arkansas Fort Smith. **WATC/UAFS students are not allowed to drive to classes. The district provides transportation. Exceptions to driving may be allowed at the discretion of the principal.**

FIRE MARSHALS

At the beginning of each school year, fire marshals shall be selected for one year terms by the principal.

Criteria used in selecting fire marshals:

1. Maintain a "C" average.
2. Exhibits dependability and responsibility.
3. Satisfactory behavior.
4. Boys and girls to be equally represented in so far as criteria permit.
5. There will be no limit to the number of times a student may be nominated or serve as fire marshal.

A fire marshal who fails to maintain the criteria listed above or fails to perform his/her duties satisfactorily may be removed and replaced by another student from that grade level by the principal.

HOMECOMING- SELECTION OF COURT

I. There will be one Basketball Homecoming and one Football Homecoming. Junior High will be the same night as Senior High Homecoming.

II. A Google form will be sent to all females (as stated on school records) in 7th-12th grade. They will answer "yes" or "no" to be considered for nomination for homecoming court. If an answer is not received by the designated deadline, the candidate will not be eligible for nomination.

1. To be eligible as a homecoming maid, she must meet Arkansas Activities Association (AAA) eligibility guidelines.
2. All homecoming maids are required to participate in homecoming spirit week and positively promote school spirit.

III. A list of all girls in grades (7th, 8th, 9th) for Junior High and grades (10th, 11th, 12th) for Senior High will be compiled.

1. For football, all girls are listed.
2. If a student is chosen as a maid for Football Homecoming, that candidate is not eligible to be selected as a maid for Basketball Homecoming the same year.

IV. Four girls will be chosen from the Senior Class, and two maids will be chosen from 10th and 11th grade. The queen will be chosen from the Senior Class. Four girls will be chosen from the 9th grade, and two maids will be chosen from the 7th and 8th grade. The princess will be chosen from the 9th grade class.

V. The football or basketball boys, whichever homecoming is being held, will use Google Forms to complete voting for the listed girls. They will be asked to vote for 4 girls from 12th grade and 9th grade and 2 girls from 10th, 11th, 7th and 8th grades. Senior High will vote for grades 10th, 11th, and 12th, and Junior High will vote for grades 7th, 8th, and 9th.

VI. All student body members are eligible to vote for homecoming. A printout of all students will be at the voting booth and will be initialed by each student before being given a ballot. In the event of a tie vote, the football or basketball boys will be assembled and will be given a ballot with 12th grade or 9th grade names on it and asked to vote. The queen will be chosen from 12th grade, princess will be chosen from 9th grade.

VII. The queen and princess's name will be placed in a sealed envelope, given to school officials, and will be announced at the homecoming ceremony.

HOMECOMING- PEP RALLY

I. During the homecoming pep rally, each maid will select an escort from the corresponding team (Ex. basketball maids walk with members of the basketball team).

II. Pep-rally escorts are required to wear khaki pants or dress jeans (dark wash, no holes). Shoes must be clean, and a collared shirt is also required.

II. At the pep-rally, homecoming maids must be in a school appropriate non-formal dress and nice shoes with the exception of cheerleaders, who will wear their cheerleading uniform.

HOMECOMING- CROWNING NIGHT

During Homecoming Night, each maid will be escorted by two athletes who will be drawn out of a hat. All senior athletes must have an opportunity to walk a maid before underclassmen are chosen to. After seniors are chosen, the escorts will be corresponding to the maid's grade. If there are not enough athletes in that grade, names of athletes one grade below will be put into the selection. Maids are not allowed to trade escorts.Homecoming night. Escorts are required to be in full uniform.

DRESS CODE FOR CROWNING NIGHT FOR MAIDS

- Dresses may be strapless (if they fit properly) or include spaghetti straps.
- Dresses may be backless, as long as they are not cut below the naval.
- Dresses should be modestly cut - no plunging necklines.
- Slits may not be higher than midthigh (fingertip) length.
- Midriff may not be any more than the height of a dollar bill (2.5inches).
- Shorts should be NO shorter than 5 inches from the inseam of your shorts onto the thigh and must have a belted skirt or overlay.
- Hemlines must not be any shorter than 6 inches above the top of the kneecap.

LIBRARY / MEDIA CENTER POLICY

The Cedarville High School Library hours are from 7:45 a.m. until 3:30 p.m. daily. Rules and procedures for library use are posted in the library and will be covered with all students at the beginning of the school year during orientation. No refunds will be given for lost books that have been paid for and then found. **Students owing for a library book will not be allowed to participate in end of year field trips or activities until the amount owed is paid.**

LOCKERS / LOCKS

Student locker fees are $2.00 per year and must be paid prior to the locker being assigned. Lockers belong to the school district; therefore, the locker and student's property in the locker are subject to periodic administrative searches. The district reserves the right to search lockers without the consent of students, if necessary. Lockers are not to be shared unless assigned by the administration.

MERIT HOLIDAY(S)

Any student that has perfect attendance (no absences in any class) will be awarded a merit holiday the next semester. A student may not take a merit holiday the day a test is scheduled. The student must use the merit holiday in the semester it is awarded or lose it. Students must notify the office one day in advance of taking the merit holiday and it must be approved by the principal. This award is non-transferable.

A student may receive merit days for good performance on state mandated ACTAspire tests that are universal. Days earned must be used in the next school year and must be approved by the Principal. Students are responsible for any assignments given. Requests for these merit days must be made three (3) days in advance. The number of merit days for ACTAspire tests may not exceed a total of five days.

Exceeding: One day

Ready: ½ day

ACT for State Testing: Score of 19-24: One day Score of 25 and above: Two days

GRADING SCALE(S)

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

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

The grades of a child in foster care shall not be lowered due to an absence from school due to:
(1) A change in the child's school enrollment;
(2) The child's attendance at a dependency-neglect court proceeding; or
(3) The child's attendance at court-ordered counseling or treatment.

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

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

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

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

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

Students in grades 7-12 who take Advanced Placement courses, International Baccalaureate courses, or concurrent credit college courses approved for weighted credit by the Arkansas Department of Education 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 student's course must have been taught by an Arkansas licensed teacher who has received the appropriate training required by Arkansas statute and ADE Rule or, for an AP teacher, is in the process of completing an Additional Training Plan. Additionally, for students taking AP or International Baccalaureate courses to receive weighted credit they must take 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 AP exam. Students who do not take the AP exam shall receive the same numeric value for the grade he/she receives in the course as if it were a non-AP course. Students who transfer into the district will be given weighted credit for the Advanced Placement courses, International Baccalaureate courses, honors courses approved by the Arkansas Department of Education, and concurrent college courses taken for weighted credit at his/her previous school(s) according to the preceding scale.

Legal References: A.C.A. § 6-15-902

A.C.A. § 9-28-113(f)

A.C.A. § 6-16-806

GRADUATION REQUIREMENTS

Students graduating from Cedarville High School must complete a designated course of study. To earn a General Diploma, a student must earn 25 credits including any required state requirements. To earn an Honors Diploma, a student must earn 27 credits including any required state requirements. Students with an Individualized Education Plan (IEP) within the Special Education program may graduate under the requirements of the IEP.

The following courses are required:

ENGLISH (4 UNITS)	SCIENCE (3 UNITS)
English 9	Physical Science

English 10

English 11

English 12 or AP English

MATHEMATICS (4 UNITS)

Algebra I

Geometry

Algebra II

One unit above Algebra II

A math unit must be taken the Junior or Senior year

Biology

Chemistry or Physics

SOCIAL STUDIES (3 UNITS)

Civics (1/2 unit)

Economics (1/2 unit)

World History or AP World History

US History or AP US History

OTHER REQUIRED COURSES (2 UNITS)

Fine Arts (1/2 unit) Oral Communications (1/2 unit) Health and Safety (1/2 unit)

Physical Education (1/2 unit)

ELECTIVES (9 UNITS GENERAL DIPLOMA / 11 UNITS HONOR DIPLOMA)

Honor Diploma graduates must take 1 unit of Foreign Language.

Act 1280 requires that every student beginning with the Class of 2018 graduating from Cedarville High School must take a digital on-line class.

WEIGHTED CLASSES/CONCURRENT CLASSES

If a student takes an asynchronous class for college credit through University of Arkansas Fort Smith, those classes shall be weighted on the same scale as any Advanced Placement class offered at Cedarville High School for determining class rank but will not be carried on the official transcript.

If a student begins an asynchronous and drops that class or fails that class, the student or parent/guardian shall reimburse Cedarville Schools the cost of the class. The student is responsible for the cost of any required textbook(s).

Concurrent online classes and WATC classes midterm grades are added to a student's report card and counted as his or her First and Third Nine Weeks grades.

Community Service Learning

A method whereby students learn and develop through active participation in thoughtfully organized service that is conducted in and meets the needs of communities.

All eligible community service learning activities or programs must include preparation, action, and reflection components:

- An approach to teaching and learning in which students use academic knowledge and skills to address genuine community needs;
- A way to help foster civic responsibility;
- Is more than just volunteering - activities must benefit the community in some way;
- Coordinated with an elementary school, secondary school, institution of higher education, or community service program and the community.

Act 648 of 1993 states that beginning with the 1996-97 school year "a student who has completed a minimum of 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 be eligible to receive one (1) academic credit that may be applied toward graduation."

Honor Graduates

Each school district is allowed to determine its own requirements for Honor Graduate status and which classes it chooses to weight locally. Some classes may also only be required at the district level.

Honor Graduates will be determined based upon a student's cumulative weighted seven semester grade point average.

Concurrent Credit Courses will be weighted locally the same as Advanced Placement for the purpose of the selection of Honor Graduates and Valedictorian/Salutatorian status only. Concurrent Credit courses cannot be weighted on the official school transcript.

All students taking an AP course will be required to take the AP exam to earn the weighted credit. AP weighted credit is not contingent upon passing the AP exam or attaining a certain score but only on the fact of taking the exam will earn the weighted credit.

Allowed Classes

AP 12th Language or Concurrent Freshmen Composition I and II

AP World History or Concurrent World Civilization I and II

AP US History or Concurrent US History I and II

AP Biology (note: Only the class is figured in calculation and not the lab; Current regulation does not allow the lab to be weighted)

AP Calculus or Concurrent College Algebra or Statistics and Probability

All other Concurrent Classes will be used as electives.

Note: The Concurrent Classes are the equivalent to the AP classes offered here at Cedarville.

For the Class of 2018 and beyond, in addition to meeting the CHS graduation requirements and the Smart Core requirements, an Honor Graduate must meet the following criteria:

1. Successfully completed or enrolled in 27 credits at the end of 7 semesters,
2. Meet Smart Core Criteria,
3. Take one (1) year of an ADE recognized Foreign Language,
4. Have a cumulative weighted grade point average of 3.5 – 3.99, and
5. Take a total of six (6) semesters of weighted classes (AP or Concurrent). Four (4) semesters must be AP.

For a student in the Classes of 2018 and beyond, to be considered for the designation of High Honors and Valedictorian/Salutatorian Honors, s/he must meet the following criteria:

1. To be considered for valedictorian/salutatorian, a student must have been a student for four (4) consecutive semesters at Cedarville High School immediately prior to graduation (no enrollment restriction for high honors).
2. Successfully completed or enrolled in 27 credits at the end of 7 semesters,
3. Meet Smart Core Criteria,
4. Take one (1) year of an ADE recognized Foreign Language,
5. Have a cumulative weighted grade point average of at least 4.0 or above.
6. Take a total of 8 semesters of weighted classes (AP or Concurrent). Six (6) semesters must be AP. The seven highest weighted semester grades will be used in calculating GPA for the purposes of determining Highest Honors status and Valedictorian and Salutatorian.
7. Valedictorian and Salutatorian will have the highest cumulative weighted grade point average of all members in the Senior Class.
8. In case of a tie (calculated to the hundredth), co-recognition will occur. If there is a tie for Valedictorian, there will not be a Salutatorian recognized.
9. If there are no students who meet high honor criteria, then the valedictorian/salutatorian will be selected according to honor student criteria.

Valedictorian and Salutatorian status will be recognized. In order to ensure equality in determining Valedictorian and Salutatorian status, the following formula will

be used: Quality Points divided by Number of Attempts to determine GPA. An "Attempt" is one semester. Students must have completed or be enrolled in the following courses by the end of 7 semesters.

Credits	Class	Semester/Attempts
4	English	8
4	Math	8
3	Science	6
3	Social Studies	6
.5	Art	1
.5	Health	1
.5	Oral Communications	1
.5	PE	1
1	CBA/equivalent	2
6	Career Focus	12
1	Spanish I	2
Total Credits 24		**Total Attempts 48**

FOREIGN EXCHANGE STUDENT POLICY

Cedarville High School welcomes foreign exchange student from approved agencies with the Arkansas Secretary of State's office in accordance with Act 966. Foreign exchange students and their host family must reside within the Cedarville School District. The following procedures will be used:

1. Cedarville High School will allow foreign exchange students to enroll at the administration's discretion. When all required paperwork is completed and accepted, the student will be considered for placement within the district.
2. Foreign exchange students will complete all required immunizations before being admitted.
3. Foreign exchange students will not be accepted after September 1st.
4. Foreign exchange students who have graduated or completed their course of study in their home country will not be accepted.
5. Foreign exchange students must be 16 years of age or older.
6. Foreign exchange students will be classified as seniors.

7. Foreign exchange students shall be fluent in the English language.
8. Foreign exchange students shall abide by all mandated attendance laws, including compulsory attendance.
9. Foreign exchange students will not be eligible for special programs such as special education services, ESL, or section 504 accommodations.
10. Foreign exchange students shall not be included in any class ranking lists, nor shall a GPA be computed for them.
11. Foreign exchange students will not earn a Cedarville High School diploma but will be permitted to participate in all senior activities including graduation. They will receive a certificate of completion.

HOMEWORK / MAKE-UP WORK

It is the philosophy of the Cedarville Public Schools to view homework as an integral part of the educational experience. Students should plan to spend some time in study outside of school hours. In all levels of the school, the purpose of homework is to provide practice and drill on material that is being taught in the classroom. Homework can also be used as a communication tool to keep parents aware of the subject matter being taught and the child‘s academic progress.

Homework is to promote the formation of good study habits and research skills while developing proficiency in subject areas. Homework will be considered as part of the required work for each grading period.

Homework is expected to be completed within the time period designated by the teacher.

Students will become more proficient in subjects assigned when homework is completed on time and in the manner expected. It is strongly recommended that parents contact the school frequently concerning their child‘s academic progress.

- Homework assignments should be purposeful, aligned with standards, and aligned with classroom instruction.
- Homework should be assigned no more than 2-3 times weekly.
- Homework should be limited to 15-20 minutes per night per subject.
- Teachers should make every effort to coordinate homework assignments with other teachers who have students in common.
- Teachers should take into consideration current extracurricular activities when assigning homework.

- Homework assignments should not account for more than 15% to 20% of a student's total grade.
- Homework should always be a positive academic endeavor. It should not be used as a punishment. Homework should be a continuation of prior lessons/practice of a mastered skill, not introducing a new skill.

The burden of making up missed work rests entirely with the student, not the teacher. Students shall have the number of days missed plus one to complete all missing work including tests. Tests which are scheduled while the student was present in school must be taken the day the student returns to school. When a student is to miss school because of a school sponsored activity and has been aware of the event for a sufficient time, he must make prior arrangements with each teacher prior to his absence. If the student does not make up missed work, a zero will be given for the period/work missed. Absence from school due to suspension will be deemed excessive and the student will not be allowed to make up any work missed during the suspension period. This includes all daily work and weekly tests, nine weeks tests, and semester tests. Days missed in excess of ten will not be allowed to make up work.

A maximum of 25% penalty for each day late will be assessed on the assignment up to four days. A zero will be entered for the grade after the fourth day.

MESSAGES

Messages for students will be given during the last five minutes of the class period so that class instruction will not be interrupted. Since a lot of messages come at the end of the day, parents need to contact the office no later than 2:25 (the end of 7th hour), so your child can be assured of getting his or her message and the 8th hour class does not have to be interrupted.

PARTICIPATION- ATHLETICS

Athletic sports teams offered to our students are football, basketball, softball, baseball, track, and cheer. All the rules and regulations for athletics can be found in the Student Athlete Handbook, which each student will receive upon trying out for a team. The athletic student handbook is for athletics, but it shall not supersede the district policy handbook or the individual schools student procedural handbooks.

PARTICIPATION- BAND AND VOCAL MUSIC

Participation in the performances of the band or choir is considered a vital part of the learning experience and a requirement of these courses. Absences from performances must be for valid reasons such as illness or death in the immediate family. Students should inform the instructor as far ahead of time as possible if they know they will be unable to participate in a performance. Unexcused absences from band/vocal music performances will result in lower grades or dismissal from the elective class.

STUDENT PROGRESS REPORTS

Progress reports for high school students will be sent out the 5th Wednesday of each grading period. By dividing the nine weeks into equal segments, we hope to stay on top of your child's progress.

In an effort to keep parents informed about student progress:

1. Parents can view student progress by checking their child's grades on-line through an e-school account. **A minimum of two grades per week will be used to determine progress.**
2. Parents are encouraged to check student work that is sent home and supplement any areas that the child is demonstrating weaknesses.
3. Intermittent notes, phone calls and conferences are frequently exchanged. Parents are encouraged to request conferences as needed during the school year.
4. A report card is issued each nine weeks to notify parents of their child's performance.
5. A parent-teacher conference is held during the first and third reporting periods. (The state requires these conferences be documented.)

Response to Intervention

Response to Intervention: Using state assessments and/or district assessments, students who are not performing at grade level may be required to complete/participate in science, math and/or literacy remediation sessions during the school year.

DANCES

Cedarville High School Organizations may sponsor dances other than the Jr/Sr Prom. All dances must be approved by the principal. Students not attending Cedarville must be signed in and approved by the sponsor/principal previous to the dance.

PROM

Cedarville High School Prom is a formal celebration for juniors and seniors hosted by the junior class. It is not a common dance therefore, the following rules will apply.

PROM RULES

1. No 9th graders are allowed at Prom. 10th graders may be asked to be servers by the class sponsors. Servers must leave by 11:00 p.m.
2. No 10th graders except those chosen as a date by a junior or senior and granted permission by the principal.

3. Students are not to bring their children.
4. Tickets are to be bought in advance. No ticket sales at the door.
5. No hats are allowed at the prom unless part of the formal outfit.
6. Appropriate Prom-wear is required.
    - Dresses may be strapless (if they fit properly) or include spaghetti straps.
    - Dresses may be backless, as long as they are not cut below the naval.
    - Dresses should be modestly cut - no plunging necklines.
    - Slits may not be higher than midthigh (fingertip) length.
    - Midriff may not be any more than the height of a dollar bill (2.5inches).
    - Shorts should be NO shorter than 5 inches from the inseam of your shorts onto the thigh and must have a belted skirt or overlay.
    - Hemlines must not be any shorter than 6 inches above the top of the kneecap.
7. School personnel serving as chaperones are not to bring their children.
8. No date or prom attendee over the age of 20.
9. Non-Cedarville students invited as dates must be approved by principal prior to ticket purchase.

SIGNING STUDENTS OUT

All students must be “signed out” through the principal’s office and leave school only under one of the following circumstances:

1. A parent or guardian comes to the principal’s office and signs the student out to leave.
2. Prior arrangements have been made with the administration.
3. Emergencies will be handled on an individual basis and phone calls and notes will **only** be accepted in these situations. The principal will have the discretion to determine if the emergency is excused or unexcused.
4. Students eighteen (18) years of age or older living with a parent/guardian must still have their parent/guardian sign them out.

To protect students, individuals other than parents/guardians will not be allowed to sign students out without prior parental notification.

STUDENT AIDES

There will be only one (1) teacher and/or office aide per class period. Extenuating circumstances will be made at the principal's discretion. Teachers may not have aides during prep periods or for coaches during non-teaching hours.

The following guidelines will be used to select teacher/office aides:

1. A minimum cumulative GPA of 2.5 is required.
2. A senior may be an aide no more than one (1) period a day.
3. Seniors who wish to become teacher/office aides must request this position and gain approval from the counselor, teacher or office staff.
4. Student aides are not allowed in the teacher's workroom.

TELEPHONE USE

Students are not allowed to use the school business phones at any time unless an emergency requires them to do so. Teachers and students receiving phone calls during the day will be contacted and sent to receive the call if the urgency of the situation justifies the action. Otherwise, the caller's name and number will be recorded and the teacher or student will be notified at a more opportune time to place a call and receive a message.

TEXTBOOKS

Textbooks are furnished by the school and are issued at the beginning of the year. Students must pay to replace lost or abused textbooks. Textbooks will not be issued to students who have not paid for textbooks they have previously lost or damaged. Students will also not be allowed to join or participate in extra-curricular activities until all monetary debits are paid.

No refunds will be given for textbooks that have been lost, paid for, and then found. The student will keep the textbook if this happens.

DISCIPLINARY PROCEDURES

The Cedarville 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 Board establishes policies necessary to regulate student behavior to promote an orderly school environment that is respectful to 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 activity, event, or function; going to and from school or a school related activity.

The District's administrators may also take disciplinary action against a student for off-campus conduct occurring at any time that would have a detrimental impact on school discipline, the educational environment, or the welfare of the students and/or staff. A student who has committed a criminal act while off campus, and whose presence on campus could cause a substantial disruption to school or endanger the welfare of other students or staff, is subject to disciplinary action up to and including expulsion. Such acts could include but are not limited to a felony or an act that would be considered a felony if committed by an adult, an assault or battery, drug law violations, or sexual misconduct of a serious nature. Any disciplinary action pursued by the District shall be in accordance with the student's appropriate due process rights.

The District's Personnel Policy Committee shall review the student disciplinary policies annually and may recommend changes in the policies to the Cedarville School Board. The Board shall approve any changes to student discipline policies.

The Cedarville High School's Student Handbook and discipline policies shall be made available to each student during the first week of school each year and to new students upon their enrollment. Each student's parents or legal guardian shall sign and return to the school an acknowledgement form documenting that they have received the policies.

It is required by law that the Principal or the person who is in charge report to the police any incidents where 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.

CONSEQUENCES FOR CELL PHONE OR ELECTRONIC DEVICE MISUSE

All incidents will include a parent/guardian contact. **Cell phones may be used before school, during "Second Chance Breakfast," lunch, passing periods and after school. Classroom use is at teacher discretion. When a substitute teacher is present in the classroom, there will be a NO CELL PHONE policy.**

1st offense: Office documentation, confiscation of device, may be picked up at the end of the day by student.

2nd offense: Office documentation, confiscation of device, must be picked up at the end of the day by parent.

3rd offense: Office documentation, confiscation of device until the end of one week.

4th offense and any recurring offense: Office documentation, confiscation of device until the end of the current semester.

BUS BEHAVIOR

Because of the potential for harm to students, additional behavioral guidelines are necessary for students who are riding school buses. The following additional guidelines will apply:

- The individual driver, the transportation supervisor, and the school Principal have the authority to assign seats to individual students.
- Bus drivers are instructed not to wait on students so it is imperative that students be at assigned bus stops when the bus arrives.
- Food or drinks are not allowed on buses unless they are brought as part of the student's lunch to be consumed in the cafeteria.
- Students are not allowed to get off at any stop other than their own unless the student has a note from a parent/guardian and signed by the building Principal/designee. The student is responsible for showing the note to the driver.
- Students are not to use the back door of the school bus, except in case of emergencies or drills.
- If necessary for a student to cross the road, he/she must cross in front of the bus.
- Students are prohibited from throwing objects on or out of the bus.
- No tobacco product usage.
- Act 1744 of 2001 requires that students remain seated while the bus is in motion.

It is important for parents and students to understand that bus transportation is a service that the school district provides. If a student's behavior creates the potential for danger to themselves or others, the school district reserves the right to suspend a student from a school bus. In general, a student would receive a warning from the district that their behavior is jeopardizing their privilege to ride a bus. If disruptive behavior continues, the student will face suspension from the bus for an increasing number of days. During a bus suspension, the student is required to attend school and is responsible for their work. Transportation to and from school will be the responsibility of the student and their parents.

CONDUCT

Students must maintain a pattern of conduct that is consistent with the school's policies and procedures. Students shall be required to take part in class work by preparing their assignments and participating in the class activities. *All rules of conduct apply to students at school, on school-provided transportation, and at school sponsored events that may occur either on or off the school campus*. Cedarville High School students are to follow the behavior code below:

- Students are to be in their assigned seats when the tardy bell begins to ring.
- Students are to treat all school property with respect, as parents/students are responsible for costs associated with destruction of school property.
- Students are to bring adequate school-related study materials to class each day and participate cooperatively and fully in all planned activities.
- Students are to comply immediately, courteously, and fully with any/all reasonable requests or directions from all school personnel. This includes rules/guidelines established by the classroom teacher for his/her classroom.
- Students are to treat all school personnel, visitors, and fellow students with respect at all times.
- Students are to behave in a cooperative and non-disruptive manner at all times.
- Students are not to duplicate, alter, or falsify school records or information. In addition, students may not falsify signatures on school records or notes that are sent to or from home.
- Students listening to music in the classroom will be at teacher discretion.
- Food and drinks will be allowed in the classroom at teacher discretion.

CONDUCT NOT PERMITTED

Cedarville High School students shall not engage in the following types of behavior:

- Disrespect for school employees and failing to comply with their reasonable directions or otherwise demonstrating insubordination;
- Disruptive behavior that interferes with orderly school operations;
- Willfully and intentionally assaulting or threatening to assault or physically abusing any student or school employee;
- Possession of any weapon that can reasonably be considered capable of causing bodily harm to another individual;

- Possession or use of tobacco in any form on any property owned or leased by any public school;
  - 1st Offense: 3 Days ISS and police contact
  - 2nd Offense: 3 Days OSS and police contact
  - 3rd Offense: 5 Days OSS and police contact
- Willfully or intentionally damaging, destroying, or stealing school property;

- Possession of any paging device, beeper, or similar electronic communication device on the school campus during normal school hours unless specifically exempted by administration for health or other compelling reasons;
- Possession, selling, distributing, or being under the influence of an alcoholic beverage, any illegal drug, or the inappropriate use or sharing of prescription or over the counter drugs, or other intoxicants, or anything represented to be a drug;

- Inappropriate public displays of affection
  - 1st Offense: Warning
  - 2nd Offense: Noon Detention
  - 3rd Offense: 1 Day ISS

- Academic Dishonesty: Cheating, copying, or claiming another person's work to be his/her own;
  - 1st Offense: 1 Day ISS
  - 2nd Offense: 3 Days ISS
  - 3rd Offense: 3 Days OSS

- Gambling

- Inappropriate dress

- Use of vulgar, profane, or obscene language or gestures;

- Skipping Class
  - 1st Offense: 1 Day ISS
  - 2nd Offense: 3 Days ISS
  - 3rd Offense: Recommend ALE

- Truancy
  - 1st Offense: 3 Days ISS and police contact
  - 2nd Offense: 5 Days ISS and police contact
  - 3rd Offense: Recommend ALE and police contact

- Fighting
- Excessive tardiness
- Engaging in behavior designed to taunt, degrade, or ridicule another person on the basis of race, ethnicity, national origin, sex, or disability;
- Hazing or aiding in the hazing of another student;
- 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 are prohibited;
- Sexual harassment: This includes inappropriate physical contact to private areas (i.e. cup checking); and
- Bullying of other students.

The Board directs each school in the District to develop and implement regulations for prohibited student conduct consistent with applicable Board policy, State and Federal laws, and judicial decisions.

Parents and students are reminded that Cedarville Public Schools adheres to a “hands-off” policy. Students should keep their hands and feet to themselves. Often times there have been cases where so called “horseplay” has led to serious fights and injury. The “hands-off” policy includes the use of feet, throwing objects, or other types of physical contact.

CONSEQUENCES

The following consequences, in no particular order, may be used in the course of correcting student misbehavior:

1. Verbal reprimand (minimum)
2. Parent conference
3. Corporal punishment
4. Mandatory reporting
5. Detention
6. In School Suspension (ISS)
7. Out of School Suspension (OSS)
8. Placement in Alternative Learning Environment (ALE)
9. Other
10. Expulsion (maximum)

IF A STUDENT IS IN ISS, OSS, OR EXPELLED, THAT STUDENT MAY NOT ATTEND ANY EXTRACURRICULAR ACTIVITIES OR EVENTS.

CEDARVILLE HIGH SCHOOL DISCIPLINE CHART

#	OFFENSE	MINIMUM	MAXIMUM
1	**Abuse of Tardies**	Warning/noon detention/Parent Contact & after school Detention/Corporal punishment /ISS	Suspension
2	**Academic Dishonesty (Cheating)**	1Day ISS/3 Day ISS	3 Days OSS
3	**Assembly Violation**	Warning; Noon Detention	1 Day ISS
4	**Cursing/Profanity**	Noon Detention/1 Day ISS	1 Day ISS
5	**Dress Code Violation**	Warning/Noon Detention/ISS	1Day ISS
6	**Destruction of property**	Payment & Parent Contact/ISS /Police contact	Payment /Suspension/Recommend Expulsion
7	**Disruption of teaching**	Warning/noon detention/After-school Detention,	Corporal Punishment /ISS/ Suspension
8	**Disruption of teaching by demonstration**	Out of School Suspension	Recommend Expulsion
9	**Failure to do class assignments**	Noon detention/Corporal Punishment /ISS	ISS/Suspension
10	**Fighting**	ISS/2 -5 day out of school suspension	10 day suspension/Recommend Expulsion/Submit to drug test
11	**False alarms**	5 day out of school suspension/police contact	10 day OSS/Recommend Expulsion
12	**Gambling**	Warning/noon detention/After-school Detention/Corporal Punishment /ISS	ISS/Suspension
13	**Gang Activity**	ISS/5 day out of school suspension	Recommend Expulsion
14	**Initiating a Confrontation**	Warning/noon detention/After-school Detention/Corporal Punishment	ISS/uspension
15	**Harassment/Bullying/Verbal abuse**	Warning/Corporal Punishment /ISS/ Out of School Suspension	Recommend Expulsion
16	**Horseplay/Hall misconduct**	Warning/Noon detention/After-school Detention/Corporal Punishment	ISS
17	**Hugging/Kissing/ excessive Displays of affection (anything beyond hand-holding)**	Warning/Noon detention/After-school Detention/Corporal punishment	ISS/Suspension
18	**Insubordination to authority figure**	Corporal punishment /ISS/	Suspension/Recommend Expulsion
19	**Lack of class materials, assignment, handbook, assignment notebook or parent signature**	Warning/noon detention/Corporal punishment /After-school detention	ISS/Suspension
20	**PDA**	Warning/Noon Detention	1 Day ISS
21	**Physical or Verbal Abuse/assault on school staff**	Minimum/ISS	Police contact /Recommend Expulsion
22	**Pornography possession**	Corporal punishment /ISS/ Parent Contact	Suspension
23	**Possession of articles prohibited (cell phones, pagers, laser pointers, electronic gaming or music devices, water guns, skateboards, small pocket knives, etc.)**	**Confiscation, Student pickup, parent pickup, Suspension**	**Suspension, confiscation for remainder of semester**
24	Possession, use, being under the influence of drugs, alcohol, controlled substances, or in possession of drug paraphernalia, failed drug test	5-10 day out of school suspension/Police Contact	Suspension/Recommend Expulsion/Police contact
25	**Prescription or pretend drugs distribution**	ISS/suspension/police contact	Recommend Expulsion
26	**Selling of illegal drugs**	Long term suspension/Police contact	Recommend Expulsion
27	**Setting a Fire**	Long term suspension/Police contact	Recommend Expulsion
28	**Sleeping in Class**	Warning/noon detention/After-school Detention	ISS/Suspension
29	**Theft**	Payment /police contact	Suspension/Recommend Expulsion/Police Contact
30	**Tobacco/Tobacco Products**	3 Days ISS and police contact/3 Days OSS and police contact	5 Days OSS and police contact
31	**Truancy**	3 Days ISS & Police Contact/5 Days ISS & Police Contact	Recommend ALE and Police contact
32	**Weapons/fireworks(Guns, Ammunition, knives, etc.)**	Confiscate e/Recommend Expulsion/Police Contact	Recommend 1 year expulsion/police contact
33	**Violation of handbook policies on a continual basis**	Long-term suspension/Referral to Alternative Learning Environment (A LE)	Recommend Expulsion
34	**Violating off limits areas**	Loss of privileges/with a morning detention	ISS
35	**Skipping Class**	1 Day ISS/ 3 Days ISS	Recommend ALE

Shaded offenses are immediate office referrals and are not subject to lesser consequences. Warnings and noon detentions may be assigned by staff members. An accumulation of more than 3 noon detentions for minor offenses in a 9 -week period will result in an office referral to the principal or assistant to include a harsher punishment. Any offense greater than a noon detention or an accumulation of more than 3 noon detentions will result in parent notification.

BEHAVIOR NOT COVERED ABOVE - PRINCIPAL AUTHORITY

Cedarville School District reserves the right to pursue disciplinary or legal action for behavior which is subversive to good order and discipline in the schools even though such behavior is not specified in the preceding written rules. ADMINISTRATION MAY ALTER SEVERITY OF PUNISHMENT BASED ON CIRCUMSTANCES AND OTHER CONDITIONS AS DEEMED APPROPRIATE. REPORTING ALL THREATS OF VIOLENCE OR ACTS OF VIOLENCE ON SCHOOL PROPERTY.

A student may be suspended or expelled for immorality, refractory conduct, insubordination, infectious disease, habitual uncleanliness, or other conduct that would tend to impair the discipline of the school or harm the other pupils regardless of whether the student's conduct occurs on or off campus, and during or between school terms, and regardless of whether a specific prohibition of the conduct is contained in this student handbook. ACA 6-18-507.

DRESS CODE

The Cedarville School Board recognizes that among those rights retained by the people under our constitutional form of government is the freedom to govern one's personal appearance. When, however, dress and grooming substantially disrupts the learning process for the individual student, other students, or the learning climate of the school, it becomes a matter subject to disciplinary action. Students who are dressed inappropriately will not be allowed to attend class until they are in compliance with the appearance code. The student will remain in the office until proper attire is brought to them. Time missed from class will be considered an unexcused tardy.

Students will be expected to adhere to the following:

1. Dress and grooming shall be clean and in keeping with health and sanitary practices.
2. Students may not wear clothing or hairstyles that can be hazardous to them in their educational activities.
3. Dress and grooming must not substantially disrupt the educational process.
4. Students are not allowed to have hats/caps, unusual head- dress, or sunglasses on them during the school day except for the agricultural shop where it is understood that a cap can be a safety factor while performing shop exercises and otherwise should be kept in the agricultural lockers or unless administrative permission has been given.

5. Students are not permitted to wear shrink tops, see-through tops, tops that expose cleavage and/or the midriff, halter-tops, tanks tops, or sleeveless shirts that expose undergarments or the chest area. The shoulder width of the shirt must be the width of a dollar bill.
6. Student's shirts must be buttoned within the top 2 buttons.
7. Apparel that advertises alcoholic beverages, drugs, tobacco, is sexually suggestive or offensive, or which show foul or inappropriate language are not allowed.
8. Any apparel which is deemed by the administration gang related is strictly prohibited (Bandanas).
9. The hem of all pants or dress apparel shall not be shorter than 4 inches above the top of the knee, no visible skin four inches above the knee.
10. Students must wear clothing that covers all of their undergarments. Specifically, pants must fit and cover undergarments, no sagging, to a point in which the pants must stay at waist height without the student pulling them up periodically.
11. Students are not allowed to wear pajamas, house shoes, or any other type of clothing considered to be sleep apparel by the staff and administration.
12. Any distracting body piercing, as determined by the teacher and/or the principal shall immediately be removed.
13. Leggings, athletic pants (spandex material) or compression pants, and other similar form fitting garments are only acceptable if a shirt or shorts are covering the entire buttocks.
14. School uniform tops may be worn on game days if approved by the coaches or cheerleading sponsor. Cheer uniforms can be worn with undershirt and cheer pants or leggings.
15. Shoes must be worn in the cafeteria at all times.

Consequences for Dress Code violation are as follows (In all of these, students must change clothes):

1st Offense: Warning
2nd Offense: Noon Detention
3rd Offense: 1 Day ISS
4th Offense: 1 Day ISS

SENIOR CEREMONIES DRESS CODE

Graduating seniors are required to abide by the ceremony dress codes for **Class Day, Baccalaureate, and Graduation**. The consequence for not following the dress code requirements will be **denial for participation in the given ceremony**. THE CEREMONIES ARE A PRIVILEGE NOT A RIGHT.

Boys are to wear a dress shirt with collar and tie. Long casual (Khaki) pants, dress slacks, or dress jeans (not faded; no holes), socks, and dress shoes or boots.

Girls are to wear a dress, dress slacks, casual (khaki) slacks, dress jeans, and dress shoes or boots (no flip flops).

CAP AND GOWN WILL BE WORN AT ALL CEREMONIES WITH THE APPROPRIATE ATTIRE UNDERNEATH.

*****There shall be no decorating of the cap or gown.**

CAMPUS SPECIFIC GUIDELINES

All trash (candy wrappers, paper cups, lunch bags, soda cans, milk cartons, etc.) are to be placed in trash receptacles provided and not thrown about on campus.

Snacks and beverages are permitted only in the lunchroom or assigned area, except with administrative approval. Snacks and beverages are not allowed in the classrooms, gym, hallways south of the fire doors and north of the cafeteria. Classroom festivities may be an exception if scheduled through the principal.

Act 980 of 1993 prohibits the solicitation or offer to sell any item within 10 feet of highway or street.

Students are to remain outside the high school building in the mornings out in front of the West Main Doors, weather permitting. Students will enter the building through the west main doors by the drink machines once the bell rings. During inclement weather, students will be in the hallway by the cafeteria. All other areas of the school are off limits until the 1st Period bell rings without teacher, staff, or administrative approval.

High School Lockers are off limits to all students before the 1st Period Bell rings and at lunch time.

<u>Areas off limits at the High School during lunch time</u>

- High School students are not allowed to be north of the high school, south of the high school, across the west school road, or any other area considered off limits at lunch time.

- All middle school students eating lunch with the high school will follow the same rules set for the high school.
- Students are not allowed past the fires doors at high school at lunch time.
- Students must be in the cafeteria, patio area, or the courtyard area beside the soda machines. The football locker rooms are off limits to all students even football players at lunch time.
- Students must be supervised by an adult at all times.
- The gymnasium and locker room are off limits to all students even basketball players at lunch time.
- No teachers will allow students to come to their classrooms during lunch unless the teacher is having a prearranged organization meeting.
- The only exceptions will be inclement weather in which the students will go to the hallway by the cafeteria or by teacher, staff, or administrative approval.

1. Gum is allowed but at the discretion of each individual classroom teacher. Students are encouraged to place gum in the proper receptacles for disposal.
2. All students in the high school building after 3:30 must be in the same room, or the area they are expected to be, assigned by teacher, coach, sponsor, or with parent.
3. Students are not to be in parked cars before school or at noon.
4. Personal Grooming is not allowed in the classroom.
5. Students may not use curling irons, blow dryers, hair straighteners or any other similar devices in the classroom, library, or other places not deemed appropriate for personal grooming at any time.
6. Students will also not do any kind of personal grooming in the classroom, library, or other places not deemed appropriate for personal grooming at any time. This includes putting on make-up, brushing hair, etc.
7. Students are never allowed in the teacher workroom. No exceptions.

ANNOUNCEMENTS

School specific announcements “daily report” will be conducted via intercom during 1st period advisory. Also, every teacher will be sent an electronic copy of the daily report. Announcements over the intercom other than before-mentioned will only be made in an absolute necessity.

OUTSIDE FOOD

Food brought to school by parents can only be for their child. It cannot be shared with other students. This is because of food allergies. Parents are welcome to have lunch with their students.

ATTENDANCE/ABSENCES

Education is more than the grades students receive in their courses. Important as that is, student's regular attendance at school is essential to their social and cultural development, which helps prepare them to accept responsibilities of adulthood. 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. In recognition of the need for students to regularly attend school, the district's policy governing student absences is as follows.

Students shall not be absent, as defined in this policy more than ten (10) days in a semester. When a student has three (3), five (5), seven (7), and ten (10) absences, his/her parent, guardian or person in loco parentis shall be notified that the child has been absent and is danger of being denied credit in classes for the semester. Notification shall be by telephone by the end of the school day in which such absence occurred or by regular mail with a return address sent no later than the following school day.

Whenever as student exceeds ten (10) absences a semester, the District shall notify the prosecuting authority and the parent, guardian, or person in loco parentis shall be subject to a civil penalty as prescribed by law.

Students who miss more than 15 minutes of class by arriving late or leaving early will be counted absent for that class period.

PREGNANCY

If a pregnancy occurs that entails the birth of the child during the school year, two (2) school weeks will be allowed before the mother is expected to return to school. Exception to this time expectation would require medical reasoning from the attending physician. During the time off, it is the responsibility of the student to obtain any classwork and submit it.

DENIAL OF CREDIT

Students with ten (10) absences in a course in a semester may not receive credit for that course. If the student fails to receive credit for a sufficient number of courses and at the discretion of the principal after consultation with persons having knowledge of the circumstances of the absences, the student may be denied promotion or graduation. Excessive absences, however, shall not be a reason for expulsion or dismissal of a student.

It is the Arkansas General Assembly's intention that students having excessive absences due to illness, accident or other unavoidable reason be given assistance in obtaining credit for their courses. Therefore, at any time prior to when a student exceeds the number of allowable absences (unless unable to do so due to unforeseen circumstances), the student, or his/her parent, guardian, or person in loco parentis may petition the school or district's administration for special arrangements to address the student's absences. If formal arrangements are granted, they shall be formalized into a written agreement which will include the conditions of the agreement and consequences for failing to fulfill the agreement's requirements. The agreement shall be signed by the student, the student's parent, guardian, or person in loco parentis, and the school or district administrator or designee. Unless a student's excessive absence is due to an unforeseen circumstance, the District will not accept a doctor's note for a student's excessive absence.

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

ALLOWABLE ABSENCES

Additional absences that are not charged against the allowable number of absences are those where the student was on official school business or when the absence was due to one of the following reasons, and the student brings a written statement upon his/her return to school from the parent, guardian, or person in loco parentis, or appropriate government agency stating such a reason:

1. To participate in a school, High School Rodeo Club, or 4-H sanctioned activity;
2. To participate in the election poll workers program for high school students;
3. To serve as a page for a member of the General Assembly;
4. To visit his/her parent or legal guardian who is a member of the military and been called to active duty, is on leave from active duty, or has returned from deployment to a combat zone or combat support posting;
5. For purposes pre-approved by the school administration such as visiting prospective colleges, to obey a subpoena, or to attend an appointment with a government agency; and
6. Due to the student having been sent home from school due to an illness;
7. Attendance at an appointment with a government agency;
8. Exceptional circumstances with **prior** approval of the principal;
9. Absences granted to allow a student to visit his/her parent or legal guardian who is a member of the military and been called for 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. 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 twelve (12).

The district shall notify the Department of Finance and Administration whenever a student fourteen (14) years of age or older is no longer in school. The Department of Finance and Administration is required to suspend the student's driver's license unless he/she meets certain requirements specified by code. (6-18-222)

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

EXCUSED

Excused absences are those where the student was on official school business or when the absence was due to one of the following reasons with proper documentation provided upon his/her return to school from the parent, guardian or loco parentis stating such reason:

1. Student's illness or when attendance could jeopardize the health of other students (with a doctor's note only);
2. Death or serious illness in the immediate family (documentation of death or physician's statement required);
3. Observance of recognized holidays observed by their faith (with documentation of religious observance);
4. Medical or dental appointment (doctor's note required);
5. Court appearance (documentation required);

If no excuse is received within ***two (2) days*** following the student's return, the absence will be entered as unexcused.

A note written by the parent or phone call will only excuse the student for a maximum of five (5) times per semester.

UNEXCUSED

Absences ***not*** defined above, or not having proper documentation, shall be considered unexcused.

Students who miss ten consecutive days will be dropped from enrollment. This action will result in suspension of driver's license, referral to the Department of Human Services, Juvenile Intake Officer and the Prosecuting Attorney. The only exception will be documentation provided by the student's doctor or other extenuating circumstance approved by the principal.

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

Days missed due to out-of-school suspension (OSS) or expulsion shall be unexcused absences in regards to being allowed to make up missed assignments and tests.

ABSENCES IN EXCESS (ATTENDANCE COMMITTEE)

Whenever a student has exceeded ten (10) absences in a semester (18 for elementary students for the school year), ***either excused or unexcused*** the student and the guardian shall meet with the attendance committee to discuss the student's promotion and or credit of a grade or class. After the tenth (10^{th}) absences (18 for elementary students for the school year), either excused or unexcused the student may be denied credit for given class(es) or promotion or graduation. The attendance committee may be made up of the principal, counselor, teachers, and or necessary school employees. The student and parent or guardian shall present documentation (notes from a doctor, court records, etc.) to explain why the excessive absences were necessary. It is the parents and students responsibility to attend an attendance committee conference. The committee will make the decision on the basis of the information that is present. The decision of the committee may be appealed to the administration.

ASSEMBLIES

Assemblies are a regularly scheduled part of the curriculum and, as such, are designed to be educational as well as entertaining experiences. They provide one of the few opportunities in school to learn formal audience behavior.

Regardless of the type of program, courtesy demands that the student body be respectful and appreciative. In live entertainment, unlike radio, television, or movies, the performers are very conscious of their audience.

Talking, whispering, whistling, stomping of feet, and booing are very discourteous and will not be tolerated. Yelling is appropriate only at pep rallies. Some of the important rules of conduct

are as follows:

1. Proceed to the assembly area quietly and promptly.
2. Find your seat quickly.
3. Sit in the section assigned to your class.
4. When the assembly leader asks for your attention, give it promptly.
5. Be courteous to the performers and to your neighbors.
6. Don't use an interval of applause or the short time between numbers to start a conversation.
7. Applaud in keeping with the occasion. Applause should be generous and courteous. Never applaud during or after a devotional assembly.
8. Do not leave the assembly until dismissed.

ASSEMBLY VIOLATIONS ARE AS FOLLOWS:

1st Offense: Warning

2nd Offense: Noon Detention

3rd Offense: 1 Day ISS

DELIVERIES

Food deliveries in excess will not be accepted at lunch. This can be burdensome on office staff and will be stopped for individuals who abuse this privilege. This will be determined by the principal.

Valentine's Day deliveries will be taken to the media center for distribution at the end of the day.

DISMISSAL FROM CLASS

If a teacher finds it necessary to remove a student from class due to disruptive behavior, the teacher will notify the office to monitor their class and will report with the student to the office. To be reinstated in the class, a student must confer with an administrator and the teacher concerned. If a teacher removes a student from class twice during any nine-week grading period, the student may not be returned to the class until a conference is held between the principal/ his designee, the teacher, the counselor, parents/guardians, and the student. (ACA 6-18-511)

DISPLAY OF AFFECTION

Public display of affection, such as kissing, hugging, or other similar actions are prohibited in school and at all school activities. Students who are charged with such activity will be brought to the principal's office. The limit of display of affections that will be allowed is holding hands.

HALL PASSES

Students are to have a hall pass any time they are in the halls while classes are in session. Teachers and Staff will give passes **only if it is a necessity** for students to be in the hall. Students are not to disturb classes while they are in session.

The Elementary and Middle School Principals do not permit students from Cedarville High School on their campus without permission. If you are reported on either campus without permission from the high school office, disciplinary action will be taken.

LEAVING SCHOOL GROUNDS OR SKIPPING CLASS (TRUANT)

To ensure student safety, Cedarville High School has a closed campus. Students are not permitted to leave school grounds at any time during the day without permission from the school principal or parent/guardian signing the student out in the CHS office. **Phone calls will not be accepted**.

Students who leave school without permission or skip class are considered truant. When a student steps onto school property, even before school begins, he/she is considered to be at school and may not leave the school grounds without permission from school personnel**.** (See page 28 for consequences.)

PARKING VEHICLES

Any student contemplating driving an automobile or motor vehicle of any kind must report to the principal's office. There, he/she will receive a copy of a Permit to Drive to be taken home and signed by parents. A student, who has presented a valid driver's license from the State of Arkansas and proof of insurance to the appropriate office personnel, may drive his/her vehicle to school. Vehicles driven to school shall be parked in the area designated for student parking.

The regulations of the school board have the following stipulations:

1. A student who wishes to drive a motor vehicle to school must submit to the random chemical screening test.

2. Any student driving a motor vehicle that is tardy for first period class or absent first period five (5) times will forfeit his/her driving/parking privileges on Cedarville school grounds for the remainder of the semester and may include the following semester.

3. A student who drives a motor vehicle to school will park the vehicle in the designated student parking area.

4. Students will park their vehicles daily according to the administrations and duty personnel directions.

5. No student will be allowed to sit in a vehicle at any time before or during school hours. Students are not permitted to loiter in parking areas and are not to return to their vehicles for any reason unless given permission to do so by school personnel.

6. In case of emergency, the student will report to the office of the principal for permission to use his or her vehicle.

7. Cars are to remain locked at all times when parked on campus.

8. Students must have a parking pass visible in the window of the vehicle

9. There will be no double parking nor blocking the gate.

10. If there is reasonable suspicion, automobiles may be searched by school personnel without a warrant. 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. Any student parking a vehicle on campus is granting permission for school or law enforcement authorities to search that vehicle.

CONSEQUENCES OF VIOLATION OF PARKING VEHICLES RULE:

Students who violate the above rules will not be permitted to drive/park a car on campus and/or will be subject to other disciplinary action.

PARKING ON THE SCHOOL GROUNDS DURING EXTRACURRICULAR ACTIVITIES

Parking vehicles is only allowed in designated parking areas. Parking vehicles is **not** allowed in the following areas:

- The grass areas by the gymnasium and agriculture building.
- Non-designated parking spaces (Ex. Alongside the road north of the cafeteria)
- Areas that may block other vehicles in.
- The middle of the road.
- Areas that are designated for bus parking. (Buses may not be blocked in at any time.)

SEMESTER EXAMS

Semester exams will be given at the end of the fall and spring semesters in all academic classes. Exams will be both comprehensive and challenging. All students will take semester exams unless: no more than four (4) absences and an A for both nine weeks, three (3) absences with a B for both nine weeks, or two (2) absences with a C for both nine weeks. No unexcused absences. Semester exams will be valued at 20% of a student's overall semester grade.

If a student has ISS or OSS during the semester, that student cannot be exempt for semester tests. School related absences do not count against exemptions.

SPORTSMANSHIP

All students should set a good example in the matter of sportsmanship. To this end they should:

1. Remember that a student spectator represents his/her school the same as the athlete does.
2. Remember that the good name of our school is more valuable than any game won by unfair play.
3. Respond with enthusiasm to the calls of the cheerleaders who yell in support of the team, especially when it is losing.
4. Learn the rules of the various athletic games so that either as spectators or critics, you will speak intelligently.
5. Accept the decisions of the officials without question because they are final, and you will not change their mind.
6. Recognize and applaud an exhibition of fair play or good sportsmanship on the part of the visiting team.
7. Be considerate of the injured on either team.

Students and adults alike have a responsibility to display evidences of self-control and fair play in order to help establish a good name for our school and community when it comes to sportsmanship.

TARDINESS

Students who arrive to school late are to sign in at the office. Excused or Unexcused tardiness will be determined by the high school office staff at the time a student signs in.

Upon the 5th time a student has signed in late per semester for the start of school excused or unexcused or a combination thereof, they will receive 1 day of School for that and each additional incident for the remainder of the semester. Students who drive to school that are late to class five (5) times in a semester will not be allowed to park on campus for the remainder of the semester and the punishment may carry over to the next semester.

Promptness is expected of all students. Tardiness to a classroom is defined as being out of your seat in your classroom after the tardy bell rings. In order for a tardy to be excused, the student must have a note from their previous teacher, a note from being called to the office or the nurse, or have made prior arrangements with their teacher and received a hall pass. Tardies will entered by each individual teacher and will carry the following consequences:

3 Tardies – Teacher assigns lunch detention and contacts parent

4 Tardies – Two lunch detentions and parent contact

5 Tardies – Office referral and school.

6 Tardies – One day ISS

7 Tardies – Referral to ALE

ACCESS TO THE CEDARVILLE PUBLIC SCHOOLS COMPUTER NETWORK

We are pleased to offer the students of Cedarville High School access to the district computer network. Access to e-mail and the Internet will allow students to explore thousands of databases, libraries, and bulletin boards throughout the world. Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. General rules for behavior and communications apply. The network is provided for students to conduct research and exchange messages with people around the world. Communications should NOT be considered private. Network supervision and maintenance may require review of records in order to ascertain compliance with network guidelines for acceptable use. Network storage areas may be treated like student lockers. Network administrators may review communication to maintain system integrity and to insure that users are using the system responsibly. Within reason, freedom of speech and access to

information will be honored. The following are not permitted:

1. Sending or displaying offensive messages or pictures.
2. Using obscene language.
3. Harassing, insulting, or attacking others.
4. Violating copyright laws.
5. Using another person's password to logon to the network.
6. Trespassing in another person's folders, work, or files.
7. Employing the network for commercial purposes.
8. Downloading a file without permission.

Violations may result in a loss of access as well as other disciplinary or legal action. Access to network services will be provided to students who agree to act in a considerate and responsible manner. Independent use of electronic information resources will be permitted upon submission of this permission form signed by the student and his/her parent/guardian.

Chromebooks

We are very pleased to be able to provide a ChromeBook to your child for the betterment of his or her education. As technology has evolved, it is becoming more and more evident in the classroom. The following is the procedure:

1. Your child will be assigned a ChromeBook and carry case that he or she will use in classes along with direct instruction from the teacher. Some electronic textbooks will be accessible for your child.
2. There is a $20 fee yearly for the use of the ChromeBook.
3. If your child loses the ChromeBook, he or she will not be issued another one until payment for replacement is made.
4. The ChromeBook has normal warranty coverage for hardware and software failure. If this occurs, the device will be replaced or repaired free of charge. **Do not remove any stickers or tags from the bottom of the device. This could result in the warranty being voided.**
5. If your child is damaging the ChromeBook through misuse, the use of the device may be revoked. Damage such as broken screens, missing keyboard keys, or other obvious misuse is the responsibility of the student. A $40.00 deductible paid by the student applies to each incident.
6. Your child will use the ChromeBook throughout the high school years. Upon

graduating from Cedarville, it will become the property of your child for a fee if you so choose. The current fee schedule is as follows:

Class of 2018 and thereafter	$20.00

7. If your child leaves the district, the ChromeBook must be returned to the district.
8. We will be able to “push” out the necessary applications your child will use in his or her classes; therefore, other devices will not be allowed instead of the ChromeBook.
9. Your child will be able to take the ChromeBook home with them. If you have wireless internet connection at your house, they can access the internet. **NOTE: INTERNET ACCESS IS NOT REQUIRED AT HOME.** Students will still be able to do their work if they save the work to the ChromeBook before leaving school for the day.
10. The district management system provides internet filtering service through GO GUARDIAN that functions wherever the device connects to the internet. If you discover a questionable site such as gaming sites, social media sites, or other inappropriate sites that are not filtered, please contact the district.
11. As with the locker and vehicles, there is not expectation of privacy. If your child is found to be in violation of school policy regarding unacceptable use i.e. pornography, illegal downloads, and etc., normal disciplinary actions will be taken.
12. It is imperative that your child be responsible for the care of the ChromeBook including secure possession of it. We will periodically check to make sure the ChromeBook your child is using is the one assigned to him or her.
13. The ChromeBook will be turned in at the end of the school year for maintenance purposes.

This is an ever-changing world so these guidelines are not all inclusive and will be modified as the need arises. We truly believe this program will only serve to help us provide the best cutting- edge education for your child.