

Cedarville High School

2022-2023

Student Handbook

OUR MISSION

**We are well-rounded
community stewards
developing the high-level
skills necessary to
navigate our personal
journeys toward success.**

OUR VISION

**A thriving Cedarville
community continuously
reinvigorated by the life-
long learners of CHS.**

WE BELIEVE

- We are all learners.
- Success is personal, so learners must own their learning.
- All students should have equitable access to rigorous, vigorous, meaningful, high-quality learning.
- An essential standard is a promise to our students.
- All students deserve to feel valued, important, and loved.
- The best education improves and empowers the whole child, the whole school, and the whole community.

2022-2023 Cedarville High School Handbook Committee Members:

Paige Cluck, Student

Telitha Fleck, Counselor
Whitney Armer Media Specialist
Michael Bramlett, Principal

Colleen Cluck, Parent

This student handbook serves as a building-specific supplement to the Cedarville School District Handbook, and neither replaces nor supersedes the policies within the Cedarville School District Handbook. For an exhaustive list of all Cedarville Schools Policies, please refer to the Cedarville School District Handbook.

1. HANDBOOK SIGNATURE PAGE

Please read the following page carefully. You can find the handbook in its entirety at https://cedarvilleschools.org/219325_2
My signature verifies receipt of the following information in the form of the CHS Parent-Student Handbook :

Acceptable Technology/Internet Usage
Acceptance/Denial of Talent/Image Release
Attendance Policy
Chemical Screening Policy
Grading Policy

Conduct (Discipline) Policy
Homework Policy
Parent and Family Engagement Plan
Permission for my child to access computer services
Permission for my child to attend school field trips

X _____
Student Signature

X _____
Parent Signature

X _____
Date

PARENT AND FAMILY ENGAGEMENT PLAN

My signature is an acknowledgement of my receipt of the family-friendly version of the CHS Parent and Family Engagement plan, as well as the instructions for locating the full plan.

X _____
Parent/Guardian Name (print)

X _____
Parent/Guardian Signature

CONDUCT (DISCIPLINE) POLICY

My signature indicates that I have read and understand the CHS Conduct Policy, as well as possible consequences that might be delivered for violation of the policy.

X _____
Student Signature

X _____
Parent/Guardian Signature

X (Check one) I do _____ do not _____ give permission for my child to receive corporal punishment from a Cedarville Schools administrator as a consequence for violating any part of the CHS Conduct Policy.

ACCEPTABLE TECHNOLOGY/INTERNET USAGE AGREEMENT

As the parent or legal guardian of the minor student signing below, I grant permission for my son or daughter to access networked computer services such as electronic mail and the internet. I understand that individuals and families may be held liable for violations. I understand that some materials on the internet may be objectionable but I accept responsibility for guidance of internet use - setting and conveying standards for my daughter or son to follow when selecting, sharing, or exploring information and media. Please read [section 40](#) for the complete details on the Cedarville Schools technology policy.

X _____
Parent/Guardian Name (print)

X _____
Parent/Guardian Signature

X _____
Student Name (print)

Student's Grade Level

As a user of the Cedarville Public Schools' computer network, I hereby agree to comply with the stated rules, and I agree to communicate over the network in a responsible fashion while honoring all relevant laws and restrictions.

X _____
Student Signature

TALENT/IMAGE RELEASE

Cedarville Public Schools must have parental permission to videotape, photograph, and make a voice recording or motion picture of you, or your minor child, to be used in connection with a website, newspaper, educational television program or subsequent visual or audio presentations, including the annual yearbook. These programs and presentations are exclusive property of Cedarville Public Schools and do not entitle a parent or child compensation or remuneration for individual participation.

() Yes, I do give my permission.

() No, I do not give my permission. X _____ Initial

FIELD TRIP PERMISSION

I give Cedarville High School permission to take my child on any sponsored field trip during the school day as long as his/her teacher properly supervises. I understand that parents will be notified prior to the actual field trip and additional completed forms may be required before a student is allowed to attend the field trip.

() Yes, I do give my permission.

() No, I do not give my permission. X _____ Initial

CHEMICAL SCREENING

By signing this paper, I understand that I give my permission to collect from my child (or me, if I am eighteen years of age or older) a sample(s) of my urine, saliva, and/or breath as requested. I also agree that the results of the screenings and the procedures that follow may be released to Cedarville Schools, or any of its agents. Refusal to submit to the Chemical Screening Test will be considered a positive result.

X _____
Student Signature

X _____
Parent Signature

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2022-2023 School Calendar

August 4-10.....

Staff Professional Development

August 10.....	Open House 5:00-7:00
August 14	First Day of School
September 4.....	Labor Day (No School)
September 19.....	Parent/Teacher Conferences 3:30-6:30 pm (regular day for students)
October 13.....	End of the First Quarter
October 16.....	Fall Break (No School)
November 20 - 24.....	Thanksgiving Break
November 27.....	Classes Resume
November 28	Parent/Teacher Conferences 3:30-6:30 pm (regular day for students)
December 22	End of Second Quarter
December 23 – January 7	Winter Break
January 8.....	Spring Semester Begins
January 15.....	Martin Luther King Jr. Day (No School)
February 15.....	Parent Teacher Conferences 3:30-6:30 pm (regular day for students)
February 16.....	President’s Day Break (No School)
February 19.....	President’s Day Break (No School)
February.....	Junior ACT (State Mandated Testing)
March 15.....	End of the Third Quarter
March 18 - 22.....	Spring Break (No School)
March 25.....	Classes Resume
March 29	Good Friday (No School)
April 25	Parent Teacher Conferences 3:30-6:30 pm (regular day for students)
April 26	No School/Snow Day
April/May	ACT Aspire Tests (State Mandated Testing)
May 10	Graduation (7: 00 PM)
May 24	End of the Fourth Quarter (Final Student Day)
May 27	Memorial Day
May 28	Snow Day

Bell Schedule

REGULAR		AFTERNOON ACTIVITY	
1st Period	8:00 - 8:46	1st Period	8:00 - 8:41
Success	8:50 - 9:30	Success	8:41 - 9:21
Second Chance Breakfast	9:30 - 9:40	Second Chance Breakfast	9:21 - 9:31
3rd Period	9:40 - 10:26	3rd Period	9:31 - 10:12
4th Period	10:30 - 11:16	4th Period	10:16 - 10:57
5th Period	11:20 - 12:06	5th Period	11:01 - 11:42
Lunch	12:06 - 12:36	Lunch	11:42 - 12:12
6th Period	12:40 - 1:26	6th Period	12:16 - 12:57
7th Period	1:30 - 2:16	7th Period	1:01 - 1:42
8th Period	2:20 - 3:06	8th Period	1:46 - 2:27
		Activity	2:27- 3:06

AMI-- ALTERNATIVE METHODS OF INSTRUCTION

Act 862 of 2017 allows a public school district and open-enrollment public charter school to develop a plan for alternative methods of instruction to be used on days when the superintendent closes school due to exceptional or emergency circumstances such as: a

contagious disease outbreak, inclement weather, or other acts of God; or a utility outage. The public school district's alternative instruction plan can be located at: <https://tinyurl.com/3avymcz7> . In the event that school is closed and AMI is implemented, school work for each assigned date will count as a student's attendance.

ASSESSMENTS

Students at Cedarville High School shall have the opportunity to demonstrate proficiency on a local summative assessment as many times as necessary to demonstrate proficiency of the learning standards. Students who score below 75%, or who do not demonstrate "proficiency," on a local summative assessment, are required to attend an intervention session and afterwards must be assessed again for proficiency.

The only exception to this policy is 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 they have:

- No more than four (4) absences and an A average for the semester, or
- Three (3) absences with a B average for the semester, or
- Two (2) absences with a C for average for the semester.

Semester exams will be valued at 20% of a student's overall semester grade. If a student has one or more unexcused absences, ISS or OSS during the semester, that student cannot be exempt for semester tests. School related absences do not count against exemptions.

ATTENDANCE--District Policy 4.7

Students shall not be absent more than ten (10) days in a semester. Parents or guardians will receive an automated phone call the evening of the day in which a student missed any class period. When a student has five (5), seven (7), and ten (10) unexcused absences, his/her parent, guardian or person in loco parentis shall be notified by regular mail. Whenever a 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 and the student may be denied academic credit for his or her classes. Students who miss more than 15 minutes of class by arriving late or leaving early will be counted absent for that class period.

Excused absences are those where the student was on official school business or when the absence was due to one of the following reasons:

1. The student's illness or when attendance could jeopardize the health of other students. A maximum of six (6) such days are allowed per semester unless the condition(s) causing such absences is of a chronic or recurring nature, is medically documented, and approved by the principal
2. Death or serious illness in their immediate family;
3. Observance of recognized holidays observed by the student's faith;
4. Attendance at an appointment with a government agency;
5. Attendance at a medical appointment;
6. Exceptional circumstances with prior approval of the principal;
7. Participation in an FFA, FHA, or 4-H sanctioned activity;
8. Participation in the election poll workers program for high school students.
9. Absences granted to allow a student to visit his/her parent or legal guardian who is a member of the military and been called to active duty, is on leave from active duty, or has returned from deployment to a combat zone or combat support posting. The number of additional excused absences shall be at the discretion of the superintendent or designee.
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 (12).
11. 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

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

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) d.

Excused Absences

- Proper documentation must be provided upon return to school of:
- Official School Business

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

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 may 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 a medical physician or other extenuating circumstances approved by the principal.

Chronic Absenteeism/ Denial Of Credit

Students with ten (10) absences in a course in a semester may not receive credit for that course. Whenever a student has exceeded ten (10) absences in a semester, excluding "Medically Excused" absences, the student and the guardian will be provided an opportunity to meet with the attendance committee to discuss the student's promotion and/or credit of a grade or class. The attendance committee may be made up of the principal, counselor, teachers, and or necessary school employees. The student and parent/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 a decision on the basis of the information that is present. The decision of the committee may be appealed to the administration. Days missed due to in-school or out-of-school suspension shall NOT count toward the allowable number of days absent. Excessive absences shall not be a reason for expulsion or dismissal of a student. 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. For more information, see our Chronic Absenteeism Prevention Plan: <https://tinyurl.com/wn36c4j4>

Pregnancy

Title IX of the Education Amendments of 1972 is a federal civil rights law that protects all students from discrimination, including students who are pregnant or parenting. Cedarville High School adheres fully to Title IX by excusing absences due to pregnancy or childbirth for as long as a student's doctor says it is necessary, allowing a student to return to the same academic and extracurricular status as before medical leave began, which should include giving the opportunity to make up any work missed while out, ensuring that teachers understand the Title IX requirements related to excused absences/medical leave, including allowing the student to submit work after a deadline missed because of pregnancy or childbirth, and providing pregnant students with the same special services it provides to students with temporary medical conditions, including homebound instruction/at-home tutoring/independent study.

Virtual Attendance Policy

Attendance in CHS Virtual will be measured through engagement. Students who are consistently disengaged may be removed from the virtual option and returned to onsite instruction.

CHS Virtual students will be required to

- Participate in one Google Meet session every week with a digital learning facilitator,
- Log onto the Apex platform for at least thirty minutes a day in every assigned course,
- Participate in statewide summative, and school/district required testing (NWEA MAP, Istation, etc..) at the building/district site. These tests will be conducted and monitored by the school/district personnel.
- Abide by the Cedarville High School attendance policy and attendance protocol--after three and five cumulative "absences" in any course, the virtual learning student will receive warnings in writing from the school along with phone calls from school staff. At seven cumulative absences in any course, the virtual learning student will be required to attend an onsite attendance intervention meeting. At ten cumulative absences in any course, the virtual learning student will be required to return to onsite learning, the Crawford County juvenile truancy officer may be notified and a FINS may be filed, and an allegation of educational neglect may be filed with DHS. After ten cumulative absences, the school will hold an attendance hearing for the student and the student could lose credit for the course(s) in which the chronic absenteeism has occurred.

Tardiness

Students who arrive to school late are to sign in at the office **and** must have a parent/guardian call in or send a note, otherwise this will be noted as an unexcused absence. 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. 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 make prior arrangements with their teacher and receive a hall pass. Tardies will be entered by each individual teacher and will carry the following consequences:

- 1st and 2nd tardies - Family receives an automated call from the school.
- 3rd tardy – The office assigns lunch detention and the family receives automated call from the school.
- 4th tardy – The office assigns 2 lunch detentions and the family receives an automated call from the school.
- 5th tardy – The office assigns 3 lunch detentions and schedules a meeting with the family.
- 6th tardy – The Principal is notified and assigns one day ISS.
- 7th tardy – The Principal is notified and assigns two days ISS.
- 8th Tardy – The principal is notified and assigns three days of ISS
- 9th Tardy – The principal is notified and assigns five days of ISS.

Truancy (Leaving School Grounds Or Skipping Class)

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. 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. **If a student leaves school without permission, the student will be assigned one day of ISS and the police or juvenile authority will be notified.**

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.

Please see section "AMI-- Alternative Methods of Instruction" for additional information on attendance. See Cedarville School Board policies 4.1, 4.2, and 4.3, for relevant information on this topic.

ANONYMOUS REPORTING

Cedarville High School promotes a safe and collaborative learning environment for all students and staff. In order to make our school a safer place, any threat of harm towards self or others, whether physical, mental, or emotional, may be anonymously reported here: https://cedarvilleschools.org/231333_2

AWARDS

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).

BULLYING--District Policy 4.43

8.1 Definition: According to Arkansas code § 6-18-514(b)(2) "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

- i) Physical harm to a public school employee or student or damage to the public school employee's or student's property;
- ii) Substantial interference with a student's education or with a public school employee's role in education;
- iii) 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
- iv) Substantial disruption of the orderly operation of the public school or educational environment." ((2)(a))

“Bullying” includes cyberbullying as defined in this section.

Anti-bullying Policy: Bullying while in school, on school equipment or property, in school vehicles, on school buses, at designated school bus stops, at school-sponsored activities, or at school-sanctioned events is **strictly** prohibited. If an alleged incident of bullying occurs during school hours, the principal will investigate a credible report or complaint, compile a written report of the incident(s), and notify the parents of the alleged victim as soon as reasonably practicable. Upon completion of the investigation, the school will notify the parent or legal guardian of the student who is determined to have been the perpetrator of the incident of bullying, without violating the Family Educational Rights and Privacy Act. Intervention services, including, but not limited to counseling services, will be provided to all parties involved in a bullying incident at Cedarville High School. If it is determined that interventions and counseling are ineffective in preventing further incidents, the case will be turned over to local authorities. For more information on Arkansas’s anti-bullying laws, visit: <https://tinvurl.com/vcwno2v4>.

Bullying Reports: One (1) time each school year, the superintendent shall report to the public school district board of directors at a public hearing data regarding discipline in the public school district, including without limitation the number of incidents of bullying reported and the actions taken regarding the reported incidents of bullying.

Staff Training: School employees shall receive two hours of professional development on bullying prevention every three years.”

CELL PHONES: POSSESSION AND USE OF--District Policy 4.47

The use of cell phones is prohibited in classrooms at Cedarville High School unless the instructor has a **valid, instructional** purpose for the use of the cell phone. Cell phones are prohibited from exam rooms during state assessments. Students will follow the individual instructor’s procedures for storing cell phones in each classroom or will be subject to disciplinary action.

1st Offense – Teacher holds phone until end of class.

2nd Offense –Phone sent to office, and student may get the phone at the end of the day. 1 day of Lunch detention.

3rd Offense – Parent must get phone at the end of the day. 1 day of ISS

4th Offense – 1 Day ISS, Student must turn phone into the office for 1 week.

5th Offense- 1 Day of ISS. Student is banned from having phone for the remainder of the semester.

CHEMICAL SUBSTANCE USAGE AND CHEMICAL SCREENINGS--District Policy 4.24

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 Cedarville School District shall possess, attempt to possess, consume, use, distribute, sell, buy, attempt to sell, attempt to buy, 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; or is en route to or from school or any school sponsored activity.

Student appearing under the influence of controlled substance:

Minimum: Law enforcement notified, student sent home.

Maximum: Law enforcement notified, expulsion.

Students who wish to participate in school activities such as clubs, organizations, or sports, as well as students who wish to park on campus, must sign and submit the Cedarville Public Schools Chemical Screening agreement, and must submit to random chemical screenings. Prohibited substances shall include, but are not limited to, alcohol, or any alcoholic beverage, inhalants or any ingestible matter 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. Selling, distributing, or attempting to sell or distribute, or using over-the-counter or prescription drugs not in accordance with the recommended dosage is prohibited.

Students participating in clubs, organizations, or athletics and any student who parks on campus is required to submit to regular, random chemical screenings. The purpose of the screenings is to determine if there are any drugs, alcohol, or other prohibited chemicals in the body. The urine analysis will be done by an approved kit from Precision Drug. Furthermore, should the approved test kit indicate a positive result for any drug abuse, another separate test shall be conducted. Should the second kit test indicate a positive for the same drug of abuse, the sample will be packaged and sent to SAMHSA approved laboratory for testing.

Date Adopted: 8.18.2016

Student failing a chemical screening:

1st Failed Screening – 5 Days of ISS, Removed from activity/club for two weeks.

2nd Failed Screening – 5 Days of OSS, Removed from activity/club remainder of semester.

3rd Failed Screening – 5 Days of OSS, Removed from activity/club remainder of school year.

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. Class membership will be reviewed at the end of each semester.

CLUBS AND ORGANIZATIONS

General Information

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:

Advisory Board	DECA	Mu Alpha Theta
Art Club	EAST	Pirate News Team
Band	Educators Rising	Quiz Bowl
Baseball	Esports	Science Club
Basketball	FCA	Softball
BETA Club	FCCLA	Spanish Club
Cheerleading	FFA	Student Council
Chess Club	Football	Tabletop Gaming
Chorus	Guitar Club	Track
Color Guard	High School Rodeo	Yearbook
Conference Team	History Club	Youth Alive
Culture Keepers	Journalism	YSSP

It is a violation of Arkansas code to sell outside food or beverages on campus or within 10 feet of a school campus during the instructional day.

Student Organizations/Equal Access--District Policy 4.12

Non-curriculum-related secondary school student organizations wishing to conduct meetings on school premises during non-instructional time shall not be denied equal access on the basis of the religious, political, philosophical, or other content of the speech at such meetings. Such meetings must meet the following criteria.

1. The meeting is to be voluntary and student initiated;
2. There is no sponsorship of the meeting by the school, the government, or its agents or employees;
3. The meeting must occur during non-instructional time;
4. Employees or agents of the school are present at religious meetings only in a non-participatory capacity;
5. The meeting does not materially and substantially interfere with the orderly conduct of educational activities within the school; and
6. Non-school persons may not direct, conduct, control, or regularly attend activities of student groups.

All meetings held on school premises must be scheduled and approved by the principal. The school, its agents, and employees retain the authority to maintain order and discipline, to protect the well-being of students and faculty, and to assure that attendance of students at meetings is voluntary.

Fraternities, sororities, and secret societies are forbidden in the District’s schools. Membership to student organizations shall not be by a vote of the organization’s members, nor be restricted by the student’s race, religion, sex, national origin,

or other arbitrary criteria. Hazing, as defined by law, is forbidden in connection with initiation into, or affiliation with, any student organization, extracurricular activity or sport program. Students who are convicted of participation in hazing or the failure to report hazing shall be expelled.

A.C.A. § 6-5-202 requires the automatic expulsion of a student who is convicted of hazing.

COMMUNITY SERVICE LEARNING--District Policy 4.45

Cedarville High School recognizes that students learn and develop important academic and social-emotional skills 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, investigation, action, and reflection components.

Act 648 of 1993 states that "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." Cedarville High School's Community Service Learning Plan is located here: <https://tinyurl.com/3bzhe27x>

CONCURRENT CREDIT CLASSES--District Policy 4.45

Cedarville High School offers a wide variety of asynchronous classes for college credit through the University of Arkansas Fort Smith and Arkansas Tech University. If a student begins an asynchronous class 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.

WATC, UAFS, and Arkansas Tech students must continue attending courses for a full semester, or they must pay CHS back for all tuition paid to the concurrent institution. 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.

CONDUCT (DISCIPLINE)--District Policy 4.17

Cedarville High School students and staff strive to be distinguished citizens and are expected to demonstrate Pirate P.R.I.D.E. at all times - Problem-solving, Responsibility, Integrity, Determination, and Empathy. The discipline policy for virtual students shall be the same as students who learn onsite.

Disruption of School--District Policy 4.20

A teacher may remove 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. (ACA § 6-18-511)

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

- Disrespect for anyone;
- 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 or any object that can reasonably be considered capable of causing bodily harm to another individual;
- Possession or use of tobacco, tobacco products, nicotine in any form on any property owned or leased by any public school;
- Willfully or intentionally damaging, defacing, destroying, or stealing school property;
- 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 (any touching beyond hand-holding, including prolonged "hugging.")
- Academic Dishonesty: Cheating, copying, or claiming another person's work to be his/her own;
- Gambling
- Inappropriate dress
- Use of vulgar, profane, or obscene language or gestures;
- Skipping Class/Truancy
- Fighting
- Excessive tardiness
- Engaging in behavior designed to taunt, degrade, or ridicule another person on the basis of race, ethnicity, religion, national origin, sex, or ability;

- 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 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 implemented when handling student behavior that violates expectations:

- Verbal warning (minimum)
- Parent phone call
- Parent conference
- Behavior reflection and contract
- Behavior intervention plan
- Detention
- School Service
- In School Suspension (ISS)
- Out of School Suspension (OSS)
- Mandatory reporting
- Placement in Alternative Learning Environment (ALE)
- Expulsion (maximum)
- Other

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.

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

Vaping

It is illegal for any person of any age to possess and/or use a vape while on a school campus. Furthermore, research shows vapes to have extremely detrimental effects on the body, especially the developing bodies of adolescents. Because of the law and the endangerment to health that those products pose, every form of vapes including e-cigarettes and Juuls are strictly prohibited on this and all school campuses in the state of Arkansas.

The following consequences will be delivered if a student is caught with a vape in his or her possession, or the student is caught vaping by a staff member. (The vape does not have to be found on the student when a staff member witnesses the student vaping.)

1st Offense – 5 days of ISS and reported to police or juvenile authority.

2nd Offense – 5 days of OSS and reported to police or juvenile authority.

3rd Offense – Student recommended for expulsion and reported to police or juvenile authority.

These consequences will be cumulative over the student’s combined years at Cedarville High School.

For more information, see the Cedarville High School Leveled Consequences Chart: <https://tinyurl.com/p9p2ywuy>

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 THE SEVERITY OF PUNISHMENT BASED ON CIRCUMSTANCES AND OTHER CONDITIONS AS DEEMED APPROPRIATE. REPORTING ALL THREATS OF VIOLENCE OR ACTS OF VIOLENCE ON SCHOOL PROPERTY.

The board of directors may authorize the suspension of any student for a maximum of ten (10) school days for violation of the school district’s written discipline policies, subject to appeal to the superintendent or his or her designee, and an expulsion of more than ten (10) school days for violation of the school district’s written discipline policies, subject to

appeal to the board of directors and to requirements of the Individuals with Disabilities Education Act, 20 U.S.C. § 1401 et seq. A.C.A. § 6-18-507, (c) (1)(A) and (d)(1)

COUNSELING SERVICES

Cedarville High School offers a comprehensive guidance counseling center that seeks to improve the mental wellness as well as the social and emotional skills of all students. Students may visit with the counselor between classes. Depending on the severity of the issue, the counselor may ask to see the student during an elective course, or if the issue is urgent, during a core academic course. The teachers will be notified according to a leveled system that does not violate student confidentiality, and the student will be sent back to class with a pass from the counseling office. If the necessary services require the attention of a licensed mental health counselor (LMHC), the student will be referred to the on-campus mental wellness clinic. These referrals require the signature of a guardian. All public school employees are mandated reporters. If it is determined that a child is in danger or could be a danger to himself, to herself or to others, public school employees are required to notify relevant authorities. These reports may result in short or long term institutionalization. For more information, please visit <http://dese.ade.arkansas.gov/divisions/communications/safety/mandated-reporters>

DRESS CODE--District Policy 4.25

When dress and grooming substantially disrupts the learning process for the individual student or other students, it becomes a matter subject to disciplinary action.

General Dress Code

Students will be expected to adhere to the following:

- Dress and grooming shall be clean and in keeping with health and sanitary practices.
- Dress and grooming must not substantially disrupt the educational process.
- Hats and caps may only be worn in the cafeteria and in the hallways. Hats may only be worn in the classroom at the discretion of the individual teachers. Hoods are not allowed to be worn inside of the school building.
- Students are prohibited from wearing, while on the school grounds during the school day and at school-sponsored events, shrink tops, see-through tops, tops that expose cleavage, underarms, 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.
- Apparel that advertises alcoholic beverages, drugs, tobacco, is sexually suggestive or implies a hate toward any particular group of people, or which show foul or inappropriate language, are not allowed.
- Any apparel which is deemed by the administration gang related, such as bandanas, is strictly prohibited.
- The hem of all pants, shorts, or dress apparel shall not be shorter than fingertip length around the entire circumference of the hem.
- 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. Students may not wear clothing to school or school-sponsored events that expose the buttocks.
- 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.
- Any distracting body piercing, as determined by the teacher and/or the principal shall immediately be removed.
- 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.
- 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.
- Shoes are required outside of classrooms and in the cafeteria at all times.
- In case of a contagious disease outbreak or in other emergency conditions, personal protective equipment including but not limited to face masks may be required for entry into the school building. A minimum standard may be set by administration.
- Full face coverings are prohibited.
- Individual instructors may require more specific dress codes to prevent clothing or hairstyles that can be hazardous to them in their educational activities in specific courses.

Students who violate the dress code will be sent to the office and the office staff will determine if the student's wardrobe needs to be adjusted, clothing needs to be obtained from the school clothes closet, or a change of clothes needs to be obtained from home. Excessive dress code violations (more than three in one week) will result in noon detention and eventually 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 a collar and long casual (Khaki) pants or dress slacks, and dress shoes. Girls are to wear a dress, dress slacks, casual (khaki) slacks, and dress shoes (no flip flops).

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

The cap may only be decorated with a senior sponsor-provided cap topper. The design must be submitted to and approved by the senior sponsor committee by February 1st. Designs must follow all dress code (stated in the student handbook) and cap decorating guidelines (stated in the annual Senior Guidebook).

DROPPING A COURSE

Students may only drop a course with an official course-drop from the counselor's office. The form must be completed 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 is required to change a course.

FEDERAL EDUCATIONAL RIGHTS PROTECTION ACT--District Policy 4.13

Notice for Directory Information

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the Cedarville School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, The Cedarville School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Cedarville School District to include this type of information from your child's education records in certain school publications.

Examples include:

- A playbill, showing your student's role in a drama production.
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as rosters, showing height and weight

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks.

Additionally, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories-names, addresses and telephone listing, unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. The Cedarville School District has designated the following information as directory information for a student:

- Name, address, e-mail, phone number, and date & place of birth
- Grade level, photograph, honor/awards received
- Participation in recognized activities and sports, roster height/weight
- Most recent educational institution attended & dates of attendance

If you do not want the Cedarville School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by September 7, 2021.

FOREIGN EXCHANGE STUDENT POLICY

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

- Cedarville High School will allow a maximum of four 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.
- Foreign exchange students will complete all required immunizations before being admitted.
- Foreign exchange students will not be accepted after September 1st .

- Foreign exchange students who have graduated or completed their course of study in their home country will not be accepted.
- Foreign exchange students must be 16 years of age or older.
- Foreign exchange students will be classified as seniors.
- Foreign exchange students shall have adequate control of the English language. Advanced-low proficiency in English on the ACTFL proficiency scale or its equivalent is recommended.
- Foreign exchange students shall abide by all mandated attendance laws, including compulsory attendance.
- Foreign exchange students will not be eligible for special programs such as special education services, ESL, or section 504 accommodations.
- Foreign exchange students shall not be included in any class ranking lists, nor shall a GPA be computed for them.
- 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. Foreign exchange students who have completed all equivalent requirements for graduation may petition the board of directors for graduation with a Cedarville High School diploma.

GRADES

The grading policy for CHS virtual students shall be the same as the policy for students who learn onsite.

Communication about Grades

Teachers and staff shall maintain regular, consistent, two-way communication with parents or guardians concerning the progress of their student in a way that helps parents assist in their child's learning. Parents can view student progress at any time online through the personal eSchool Home Access account. Parents are encouraged to check student work and to be active participants in their child's education. In-person conferences are encouraged and may be requested by parents, guardians, or teachers. Progress reports for high school students will be sent home the 5th Wednesday of each grading period in an effort to keep parents/guardians informed of their student's progress. A report card is issued each nine weeks to notify parents of their child's performance. A parent-teacher conference is held during all four reporting periods. The state requires these conferences be documented. If at any time the progress of a student is unsatisfactory in a subject, the teacher shall attempt to schedule a parent-teacher conference (see section titled *Response to Intervention*). In the conference, the teacher and student 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.

Grading Scales

Students' grades shall reflect only the extent to which a student has met the state standards 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, including 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 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 concurrent credit courses shall be one point greater than for regular courses with the exception that an F shall still be worth 0 points. 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-weighted course. Concurrent Credit courses cannot be weighted on the official school transcript.

Transfer Grades

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

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.

GRADUATION REQUIREMENTS--District Policy 4.45

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 Form1 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 waiver form in the student's permanent record. 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.

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. Students with an Individualized Education Plan (IEP) within the Special Education program may graduate under the requirements of the IEP. The 38 credits required for high school graduation in the state of Arkansas can be found here:

http://www.arkansased.gov/public/userfiles/Learning_Services/Curriculum%20Support/Support%20Files/AR_38_and_22.pdf

Honor Graduates

Honor Graduates will be determined based upon a student's cumulative weighted seven semester grade point average. To earn an Honors Diploma, a student must earn 27 credits including any required state requirements.

For the Class of 2022 and beyond, in addition to meeting the CHS graduation requirements and the Smart Core requirements, an Honor Graduate must meet the following criteria:

- Successfully completed or enrolled in 27 credits at the end of 7 semesters,
- Meet Smart Core Criteria,
- Take one (1) credit of an ADE recognized Foreign Language,
- Have a cumulative weighted grade point average of 3.5 – 3.99, which may include college concurrent credit courses that have been approved by the Arkansas Department of Education to receive weighted credit; and
- Take a total of six (6) semesters of AP or concurrent credit college classes

High Honors Graduates

For a student in the Classes of 2022 and beyond, to be considered for the designation of High Honors, Valedictorian or Salutatorian status, s/he must meet the following criteria:

- Successfully completed or enrolled in 27 credits at the end of 7 semesters,
- Meet Smart Core Criteria,
- Take one (1) credit of an ADE recognized Foreign Language,
- Have a cumulative weighted grade point average of at least 4.0 or above.
- Take a total of 8 semesters of AP or concurrent credit college classes Valedictorian and Salutatorian will be selected based on the highest weighted 5.0 (state) GPA.

- In case of a tie, co-recognition will occur.
 - a. If there are no students who meet the highest honor criteria, then the valedictorian will be selected according to honor student criteria and highest GPA. Valedictorian and Salutatorian status will be recognized.

Criteria for honors, high honors, Valedictorian status, and Salutatorian status for the graduating class of 2021 can be found in the 2019-2020 Cedarville High School Handbook, archived here: https://cedarvilleschools.org/219325_2

HOMECOMING

Selection of Court

- There will be one Basketball Homecoming and one Football Homecoming. Junior High will be the same night as Senior High Homecoming.
- 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.
 - To be eligible as a homecoming maid, she must meet Arkansas Activities Association (AAA) eligibility guidelines.
 - All homecoming maids are required to participate in homecoming spirit week and positively promote school spirit.
- A list of all girls in grades (7th, 8th, 9th) for Junior High and grades (10th, 11th, 12th) for Senior High will be compiled.
 - For football, all girls are listed.
 - 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.
- 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.
- 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.
- All student body members are eligible to vote for homecoming. 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.
- 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.

Pep Rally

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

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 Maids on Crowning Night

- 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.

HOMEWORK / MAKE-UP WORK

It is the philosophy of the Cedarville Public Schools that homework is 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 practice, reinforce, enhance, and extend classroom learning. Homework can also be used as a tool to help parents assist in their child's learning. Homework will be considered as part of the required work for each grading period, and is expected to be completed within the time period designated by the teacher.

- 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. 20
- 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 never be used as a punishment.
- Graded 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 at 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.

LIBRARY / MEDIA CENTER POLICY

The Library Media Center is available both in-person during school hours, and virtually, providing a welcoming environment in which students and staff learn to access, evaluate, and apply information. Students and staff are invited to make requests to the school library.

Students may check out two books at a time. Materials are due back in two weeks to exchange or renew. Overdue notices are sent home periodically. There are no fines for overdue books.

If a book is lost or damaged, the book must be paid for before additional books can be checked out. The standard replacement cost of the book is \$10.00 for a paperback book, and \$20.00 for a hardcover book. Payment for a lost book is reimbursed should the book be found and returned in good condition. Students who owe money to the library lose their privilege for borrowing more materials and may not be able to participate in end of the year field trips and activities. If a student is unable to pay for the cost of the book, they may collaborate with the school librarian to determine another repayment option by either donating a book(s) in good condition to the library, or by helping in the library, school, and community as repayment for a fine.

If someone requests an item be removed from the library's collection, they may pick up a reconsideration form from the library. The Library Media Committee will review the reconsideration form and make a decision guided by the American Library Association Core Values and Principles.

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. If a student chooses to place a lock on his or her locker, the combination must be provided to the office staff to place on file in the office.

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 many 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. 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.

OUTSIDE FOOD & VISITORS--District Policy 4.16

Food brought to school by parents can only be for their child. Because of food allergies, it cannot be shared with other students. Food deliveries in excess will not be accepted at lunch. Valentine's Day deliveries will be taken to the media center for distribution at the end of the day. Parents, only, are welcome to have lunch with their students. Other visitors are not allowed to eat or congregate with students during school hours.

The board strongly believes that the purpose of school is for learning. Social visitors, generally, disrupt the classroom and interfere with learning that should be taking place. Therefore, visiting with students at school is strongly discouraged, unless approved by the principal and scheduled in advance. This includes visits made by former students, friends, and/or relatives of teachers or students. Any visitation to the classroom shall be allowed only with the permission of the school principal and all visitors must first register at the office.

PARENT AND FAMILY ENGAGEMENT

The Cedarville High School PAFE (parent and family engagement) plan is jointly created, implemented, and reviewed annually by our FACE (family and community engagement) Team. Our FACE Team is a coalition of a diverse group of stakeholders chosen through an application process. The application exists to ensure that we have parents of current students and students representing every grade level, as well as the various school and community groups. The full plan can be found at https://www.cedarvilleschools.org/130317_2.

The CHS FACE Team will create a parent-friendly PAFE one-pager that includes information about all opportunities for parents to engage in and support the education of their students, including school-parent programs, meetings, and community events. The parent friendly PAFE plan will be shared in our handbook, on our website, and on our social media accounts on Facebook, Twitter, and Instagram.

Cedarville High School will provide support to parents in responsible parenting and in helping their students' academic success by way of our school website, as well as a variety of opportunities to learn alongside their children.

The goals of the PAFE plan are: Support Student literacy through engagement with families and the community; improve the implementation of technology to communicate with families; and ensure equitable education decisions by enabling a schoolwide PTA or PTO.

Annually, the school will issue a School-Parent Compact in compliance with Title I. The Annual Title meeting will be held annually in the fall with the purpose of disseminating information to parents about the requirements of Title I schools and the rights of parents whose children attend Title I schools.

The school will collaborate with local businesses to provide trainings at each family engagement night for parents.

Cedarville High School will provide support to parents in responsible parenting and in helping their student's academic success by way of our school website, as well as a variety of opportunities to learn alongside their children.

Cedarville High School will distribute a PAFE packet at open house that includes:

- A description of the Parent and Family Engagement plan
- Recommended roles
- Ways for a family to get involved in a variety of roles
- A survey regarding volunteer interests
- A schedule of activities planned throughout the school year
- Regular, two-way, and meaningful system for parents/teachers to communicate
- Morning and evening meetings regularly to assure the attendance for all parents

Parent/Teacher Conferences will be held 4 times, 1 per quarter to review all students' progress and to jointly develop success plans for all high school students. Success planning may include MAP growth scores, state assessment scores, aptitude and interest surveys, college surveys, behavior data, common formative assessment data and summative assessment scores.

Parents have access to additional communication with teachers and administration via email, telephone, text, and Facebook messages on the school Facebook page.

The CHS Counselor is the designated Parent and Family Engagement Coordinator for Cedarville High School.

PARKING VEHICLES--District Policy 4.33

A student who has presented a valid driver's license 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. Parking on school property is a privilege which may be denied to a student for any disciplinary violation, at the discretion of the student's building principal.

Student Parking Regulations

The regulations of the school board have the following stipulations:

- A student who wishes to park a motor vehicle at school must agree to random chemical screenings.
- A student who drives a motor vehicle to school will park the vehicle in the designated student parking area.
- No student is allowed to drive through the school campus during the instructional day; all student vehicles must remain in the student parking lot at all times.
- Students will park their vehicles daily according to the administrations and duty personnel directions.
- No student will be allowed to leave school to access his/her vehicle OR 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.
- In case of emergency, the student will report to the office of the principal for permission to use his or her vehicle.
- Cars are to remain locked at all times when parked on campus.
- Students must have a parking pass visible in the window of the vehicle.
- There will be no double parking nor blocking the gate.
- 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.)

PARTICIPATION--District Policy 4.56

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.

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.

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.

- 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.
- No 10th graders except those chosen as a date by a junior or senior and granted permission by the principal. 23
- Students are not to bring their children.
- Tickets are to be bought in advance. No ticket sales at the door.
- No hats are allowed at the prom unless part of the formal outfit.
- 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 midhigh (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.
- School personnel serving as chaperones are not to bring their children.
- No date or prom attendee over the age of 20.
- Non-Cedarville students invited as dates must be approved by the principal prior to ticket purchase.

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. Cedarville High School provides tier 1 interventions in the classroom, tier 2 interventions in small groups during Success Hour, and tier 3 interventions in specialized courses. Students who are dangerously behind in coursework will be assigned to The Learning Center during elective classes if necessary. Students who score “in need of support” on state assessments will be delivered tier 3 interventions in the form of specialized remediation courses during the school day. Please refer to section 3: “Assessments” for more information.

SEXUAL HARASSMENT FILING PROCEDURE--District Policy 4.27

Any person who alleges sex discrimination or sexual harassment by any staff member or student may use the District’s equity complaint procedure by contacting DeAnna Skaggs, Equity Coordinator, or may complain directly to the building principal or guidance counselor. Filing of a complaint or otherwise reporting sexual harassment or sexual discrimination will not reflect upon the individual’s status, nor will it affect future employment, grades, or work assignments. Use of reporting forms provided by the district is optional.

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

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

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

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

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

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

School District Action:

- Upon receipt of a recommendation that the complaint is valid, the District will take such action as appropriate, based on the results of the investigation. If the harasser is a student, disciplinary action may include suspension or expulsion. If the harasser is an employee, disciplinary action may include termination or non-renewal.
- The district will report in writing to the person filing the complaint the results of the investigation of each complaint filed under these procedures. If the harasser is a student, the report will document the action taken as a result of the complaint to the extent permitted by FERPA. If the harasser is an employee of the District, the report will document the action taken as a result of the complaint to the extent permitted by law.
- Reprisal- The district will discipline any individual who retaliates against any person who report alleged sexual harassment or who retaliates against any person who testifies, assists, or participates in an investigation proceeding related to a sexual harassment complaint. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

SIGNING STUDENTS OUT

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

- A parent or guardian comes to the principal’s office and signs the student out to leave.
- Prior arrangements have been made with the administration.
- 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.
- 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.

SPORTSMANSHIP

- All students should set a good example in the matter of sportsmanship. To this end they should: Remember that a student spectator represents his/her school the same as the athlete does.
- Remember that the good name of our school is more valuable than any game won by unfair play.
- Respond with enthusiasm to the calls of the cheerleaders who yell in support of the team, especially when it is losing.
- Learn the rules of the various athletic games so that either as spectators or critics, you will speak intelligently.
- Accept the decisions of the officials without question because they are final, and you will not change their mind.
- Recognize and applaud an exhibition of fair play or good sportsmanship on the part of the visiting team.
- Be considerate of the injured on either team. Students and adults alike have a responsibility to display self-control and fair play in order to help establish a good name for our school and community when it comes to sportsmanship.

STUDENT SUCCESS PLAN--District Policy 4.55

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:

1. By no later than the end of the school year for a student in grade eight (8) or below² who enrolls in the District during the school year; or
2. 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.

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.

TECHNOLOGY, INTERNET, AND DIGITAL COMMUNICATIONS

We are pleased to offer the students of Cedarville High School access to the district computer network, as 21st century learning and digital citizenship are requisite to becoming a successful, contributing member of society. Students are responsible for good citizenship on school computer networks just as they are in a classroom or a school hallway, and therefore general rules for behavior and communications apply. 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 administrators may review communication to maintain system integrity and to ensure that users are using the system responsibly. Within reason, freedom of speech and access to information will be honored. The following are not permitted:

- Sending or displaying offensive messages or pictures.
- Using obscene language.
- Harassing, insulting, or attacking others.
- Violating copyright laws.
- Using another person's password to logon to the network.
- Trespassing in another person's folders, work, or files.
- Employing the network for commercial purposes.
- 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 the 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 enhancement of his or her education. The following are the procedures for acquiring, maintaining, and returning Cedarville Schools' ChromeBooks:

- Your child will be assigned a ChromeBook and a carrying 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.
- 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.
- 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, and he or she may be charged a repair fee.
- 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. ***Individuals who anticipate issues with complying should contact individual building administrators or the Superintendent Office for resolution.***
- If your child leaves the district, the ChromeBook must be returned to the district.
- 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.
- 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.
- The district management system provides an internet-filtering service 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.
- As with the locker and vehicles, there is no 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.
- 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.
- 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.